

**PLANNING AND ZONING BOARD
MINUTES
April 2, 2025 6:30 PM**

BOARD MEMBERS PRESENT

Karin Arellano
Josie Weiss
Thomas Johnson
Holly Broecker
Aaron Wadsworth

STAFF PRESENT

Paul Larino, Town Manager
Anita Geraci-Carver, Town Attorney
Sean Parks, Town Planner
Lisa Busto, Associate Town Planner
Caroline Trepanier, Administrative Assistant

Call to Order and Opening Ceremonies

Chairwoman Arellano called the meeting to order and lead the Pledge of Allegiance.

Approval Of Minutes

Minutes of December 11, 2024, Planning & Zoning Board Meeting. Board Member Wadsworth moved to approve. Board Member Johnson seconded. December 11, 2024, minutes approved 4-0.

Discussion Items

Town Manager Larino thanked the Planning & Zoning Board and spoke of the importance of their role. He said that their position comes with a lot of work & that he appreciates what they do as they are the first step in the process that the Town staff or an applicant may have worked on for one (1) or two (2) years. He discussed the last meeting and highlighted the importance of discussions as it establishes the record & the evidence used to make the decision & how the code is applied in making the decision and further elaborated on this matter.

Town Attorney Geraci-Carver stated that if a Board Member makes a motion, they must vote in favor of the motion, and if they second the motion, they do not have to vote in favor of the motion.

Board Member Wadsworth mentioned that the Board Members are volunteers and asked if the packets could be ready sooner rather than later.

Town Manager Larino stated that if the Board Members are not able to pick up the packets when they are ready, we will deliver them to their door.

Public Hearings, Ordinance and Resolutions

ORDINANCE No. 2025-55 An Ordinance of the Town of Montverde, Florida, amending regulations in Chapter 10 of The Town of Montverde Land Development code relating to setbacks for accessory structures; providing for codification and severability; providing for the repeal of Ordinances in conflict herewith; and providing for an effective date.

Town Attorney Geraci-Carver read the Ordinance by title only.

Town Manager Larino briefly explained Ordinance No. 2025-55.

Associate Town Planner Busto detailed the slides and explained the different setbacks.

Town Manager Larino further explained the different setbacks for accessory structures.

Board Member Broecker thanked them for the visual and asked for clarification and if a higher fence would be an option.

Town Manager Larino stated that it would be a different matter and asks Assistant Town Planner Busto if the acceptable height for an accessory structure is 14 feet.

Associate Town Planner Busto confirms that it is 14 feet.

Town Manager Larino stated that the maximum height for a fence is 6 feet.

Board Member Johnson asked if the setbacks were always 7 ½ feet.

There was a brief discussion on the setbacks

Board Member Broecker asked if this is the same if the property line is near wetlands.

Town Manager Larino detailed that yes, there is a section in the code that states that you must stay 50 feet from the property line, if your property borders a wetland or a lake, with the exception of a pool, which is 25 feet.

There was a brief discussion.

Board Member Wadsworth asked for further clarification of Ordinance No. 2025-55, regarding the distances.

Town Manager Larino explained the difference.

Associate Town Planner Busto provided further information.

Chairwoman Arellano asked if the overlay affect anything.

Board Member Wadsworth asked for further clarification and if there is going to be a change from 25 feet to 15 feet to the rear property line.

Associate Town Planner Busto explained that they are suggesting different scenarios, 7 ½ feet, 15 feet or staying at the current 25 feet from the rear property line.

Town Manager Larino also provided a brief explanation.

Chairwoman Arellano asked about the overlay district.

There was a brief discussion.

Town Manager Larino explained that some property owners' requests depend on the size of their backyard.

Associate Town Planner Busto recommended shrubs to make the sheds more appealing.

Board Member Weiss asked for further clarification on the different scenarios.

There was further discussion.

Board Member Weiss asked Town Attorney Geraci-Carver regarding a previous meeting and the mention of legislature concerning sheds.

Town Attorney Geraci-Carver responded that this is for accessory dwelling units and provides further details.

Board Member Johnson asked for further clarification.

Town Attorney Geraci-Carver stated that accessory dwelling units would have to meet the zoning setbacks.

Board Member Weiss asked if there was any feedback from members of the community on this Ordinance.

Town Manager Larino explained that this is the first Hearing, and the next step will be for public comment.

Board Member Wadsworth to be clear we are proposing moving the rear setback to 7 ½ feet for 120 square feet shed or 15 feet if it is larger than 120 square feet.

Town Attorney Geraci-Carver stated that this is correct in part, and that it is currently 7 ½ feet if the shed is 120 square feet or less however, if it is larger than 120 square feet, we are recommending that the setback for the rear yard be 15 or 25 feet.

There was a brief discussion.

Chairwoman Arellano opened the public hearing.

Mike Whidden, 17635 Broad Street, Montverde, FL stated that he would like it to be changed and asked about a mother-in-law suite or a one car garage.

Town Attorney Geraci-Carver answered the question.

Andrew Elam 17175 Ridgewood Avenue, Montverde, FL expressed his thoughts on this subject and states that he lives in a rural area and would like to build an 800 square foot accessory unit for cars and asks for further clarification of where it would need to be located.

Board Member Broecker provided further clarification.

There was a brief discussion.

Chairwoman Arellano closed the public hearing.

Board Member Weiss moved to approve Ordinance No. 2025-55 with a 15-foot rear set back.
Board Member Johnson seconded.

Ordinance No. 2025-55 Approved 5-0.

Ordinance No. 2025-46 An Ordinance extending and increasing the corporate limits of the Town of Montverde, County of Lake, State of Florida, pursuant to the voluntary annexation provisions of Section 171.044, Florida Statute; Annexing 1.82 +/- Acres of Real Property not embraced within the present limits of the Town of Montverde; providing for findings; providing a legal description and a map; directing the Town Manager to record certified copies of this Ordinance after approval with the Clerk of the Circuit Court, The County Manager of Lake County, and the Secretary of the State of Florida; providing for conflicts and severability; providing for Scrivener's errors; setting an effective date.

Town Attorney Geraci-Carver read the Ordinance by title only.

Town Manager Larino explained Ordinance No. 2025-46 and the process as well as the slides of the Power Point presentation.

Town Planner Sean Parks provided a planner's perspective, and states that it gives the Town control of their destiny, further elaborates on the annexation request. And explains that this is the beginning part of the process.

Chairwoman Arellano welcomed the Applicant to step forward and speak.

Applicant Logan Opsahl 215 N Eola Drive, Orlando, explained the annexation and stated that he feels this annexation is in the interest of the town, current zoning is Lake County light industrial.

Chairwoman Arellano opened the public hearing.

No one spoke in favor of or against the ordinance.

Chairwoman Arellano closed the public hearing.

There was a brief discussion.

Board Member Weiss asked Town Planner Sean Parks for further clarification on his recommendation.

Town Planner Sean Parks explained the multiphase approach, and the annexation process. Density and what it entails, willow ridge exception, explains the process, and the steps.

Town Manager Larino explained the process of the phases.

Board Member Weiss said that she does not see anything negative about this proposal, prefers homes in lieu of industrial.

Chairwoman Arellano agreed with the proposal.

Board Member Wadsworth asked if the zoning will be R1L initially and the potential for change later.

Town Attorney Geraci-Carver explained that procedurally it would come in without a zoning, they would make a zoning request and that a PUD zoning request is anticipated.

There was a brief discussion regarding zoning.

Town Manager Larino further explained the zoning process.

Board Member Broecker inquired about whether we can ask the applicant about their plan.

Town Attorney Geraci-Carver stated that at this stage it is about if they believe it should be a part of the town only.

Board Member Johnson moved to approve Ordinance 2025-46

Board Member Weiss seconded the motion.

Ordinance 2025-46 approved 5-0

Ordinance No. 2025-47 An Ordinance extending and increasing the Corporate Limits of the Town of Montverde, County of Lake, State of Florida, pursuant to the voluntary annexation provisions of Section 171.044, Florida Statute; Annexing five parcels of real property not embraced within the present limits of the Town of Montverde; providing for findings; providing a legal description and a map; directing the Town Manager to records certified copies of this ordinance after approval with the Clerk of the Circuit Court, The County Manager of Lake County, and the Secretary of the State of Florida; providing for conflicts and severability; providing for Scrivener's errors; setting an effective date.

Town Attorney Geraci-Carver read the Ordinance by title only.

Chairwoman Arellano opened the public hearing.

Mike Whidden, 17635 Broad Street, Montverde, FL asked if this property will be part of Bella Collina.

Town Manager Larino stated that Bella Collina is in the county, and this will be within the Town limits. However, it will be its own subdivision, a PUD request has not been submitted, and we cannot answer that at this point.

Chairwoman Arellano closed the public hearing.

Board Member Weiss moved to approve Ordinance 2025-47

Board Member Wadsworth seconded the motion.

Ordinance 2025-47 approved 5-0

Ordinance No. 2025-48 An Ordinance extending and increasing the corporate limits of the Town of Montverde, County of Lake, State of Florida, pursuant to the voluntary annexation provisions of Section 171.044, Florida Statute; Annexing Two Parcels of Real Property not embraced within the present limits of the Town of Montverde; providing for findings; providing a legal description and a map; directing the Town Manager to record certified copies of this Ordinance after approval with the Clerk of The Circuit Court, the County Manager of Lake County, and the Secretary of the State of Florida; providing for conflicts and severability; providing for Scrivener's errors; setting an effective date.

Town Attorney Geraci-Carver read the Ordinance by title only.

Chairwoman Arellano opened the public hearing.

Chairwoman Arellano closed the public hearing.

Board Member Wadsworth moved to approve Ordinance 2025-48

Board Member Weiss seconded the motion.

Ordinance 2025-48 approved 5-0.

Ordinance No. 2025-49 An Ordinance extending and increasing the Corporate Limits of the Town of Montverde, County of Lake, State of Florida, pursuant to the voluntary annexation provisions of Section 171.044, Florida Statute; Annexing real property not embraced within the present limits of the Town of Montverde; providing for findings; providing a legal description and a map; directing the Town Manager to record certified copies of the Ordinance after approval with the Clerk of the Circuit Court, the County Manager of Lake County, and the Secretary of The State of Florida; providing for conflicts and severability; providing for Scrivener's errors; setting an effective date.

Town Attorney Geraci-Carver read the Ordinance by title only.

Chairwoman Arellano opened the public hearing.

No one spoke in favor of or against the Ordinance.

Chairwoman Arellano closed the public hearing.

Board Member Johnson moved to approve Ordinance 2025-49.

Board Member Weiss seconded the motion.

Ordinance 2025-49 approved 5-0.

Town Manager Larino spoke of the upcoming meeting schedule and the spring events.

There was a brief discussion on the upcoming spring events & the library.

Chairwoman Arellano stated that these are exciting times.

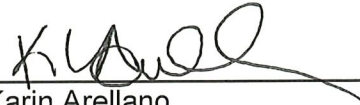
Associate Town Planner Busto stated that they are continuing to work on many zoning clearances, still working on Willow Ridge, the single-family homes coming in & fences.

Town Manager Larino mentioned the new Town shirts & the new centennial logos.

Board Member Weiss thanked Town Manager Larino for all that he does and stated that the Town looks great.

ADJOURNMENT

Board Member Weiss moved to adjourn the meeting. Board Member Johnson seconded.
Meeting adjourned at 7:32 PM.


Karin Arellano

Attest:


Sandy Johnson, Town Clerk