

PLANNING AND ZONING BOARD
Town of Montverde
Minutes
July 29, 2025 6:30 PM

BOARD MEMBERS PRESENT

Karin Arellano
Josie Weiss
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 April 2, 2025, Planning & Zoning Board Meeting. Chairwoman Arellano moved to approve. Board Member Broecker seconded. April 2, 2025, minutes approved 4-0.

Resolution No. 2025-182 A Resolution of the Town Council of the Town of Montverde, Florida, Granting Minor Site Plan Approval to Parque Verde, LLC for an outdoor storage business for boats, RVs, and trailers; Providing for Conditions; and Providing for an Effective Date.

Town Attorney Geraci-Carver read resolution by title only.

Town Attorney Geraci-Carver explained the Resolution.

Associate Planner Busto explained that the application submitted on July 22, 2025, has been reviewed, and an analysis stating that the application was reviewed of the site plan initially dated July 18, 2025, and that additional information was requested, this information was mentioned in the land development code as well as the conditions for approval in Resolution 2023-87. She addressed comments in the packet and stated that some items were still missing, and that these would have to be satisfied so that approval can be recommended. She further explained the comments and items needed to be resolved.

Town Attorney Geraci-Carver mentioned that the applicant was present and that he could address any comment.

Chairwoman Arellano asked if the applicant wanted to come up and speak.

Applicant Grant Roberts, 16004 Ridgewood Avenue, Montverde, FL addressed some of the comments, stated that the PowerPoint Presentation showed the site plan left from the CUP (Conditional Use Permit) that was approved at the last Planning & Zoning Meeting in December 2024. Explained the staff recommendations and stated that he has been communicating with staff and has been receiving guidance regarding the site plan, has been updating the plan, and has been responsive throughout the process.

Board Member Broecker asked what items needed to be addressed now vs later.

Town Planner Parks explained the process of reviewing the site plan and making sure that it is consistent with the CUP (Conditional Use Permit).

Applicant Grant Roberts explained that he is not ready to put up signs yet however, he will submit a permit request once he is ready.

Town Planner Parks further explained the process and requirements. There are three (3) options, the first option is to approve the site plan with conditions, the second is to table it and the third option is to deny it.

Chairwoman Arellano opened the public hearing.

No one spoke in favor or against the site plan.

Chairwoman Arellano closed the public hearing.

Board Member Broecker asked if there were road concerns.

Town Planner Parks stated that there were several discussions regarding the traffic at the last couple of meetings, and that staff, professional opinion, and engineers, believe that this kind of traffic will not be a wear and tear on the roads, however, lake county approval on access will still be needed, and that this approval is standard.

Board Member Weiss stated that the site plan is well hidden and asked Grant Roberts if his neighbors have objected.

Applicant Grant Roberts stated that most of his neighbors have been the biggest supporters. He stated that the end goal is that it cannot be seen from the road, and he further explained his answer.

There was additional discussion.

Board Member Wadsworth spoke of the conditional use parameters discussed in the original C.U.P. (Conditional Use Permit) and asked if those items have been met.

Town Planner Parks stated that those items will be met once the site plan with the remaining items are clearly indicated in the drawings for us to have memorialized for now and in the future.

Town Manager Larino stated that there are some items on the list such as providing the liability insurance that would come before the Certificate of Completion is issued and that there are a few things within that C.U.P. that will come at a later stage, after this stage.

Board Member Wadsworth asked of the possible outcome should they vote to grant an approval but run into problems with some outstanding items and then are unable to reach an agreement.

Town Planner Parks explained that final zoning clearances & official town signoffs would not be provided until all conditions are met.

Town Manager Larino added that the final approval would not be recommended to Town Council without the conditions having been completed.

There was additional discussion on the outstanding conditions.

Board Member Wadsworth moved to approve Resolution 2025-182 with conditions that all be resolved prior to going to the Council. Board Member Weiss seconded the motion.
Resolution 2025-182 Approved 4-0.

Resolution No. 2025-179 A Resolution of the Town Council of the Town of Montverde, Florida, Granting Preliminary Development Approval for a ~~139~~ 137 Single Family Lot Residential Subdivision generally located north of Osgood Road, East of County Road 455, and West of Lake Apopka within the Town of Montverde, Lake County, Florida; And Providing for an Effective Date.

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

Town Attorney Geraci-Carver provided a brief explanation and stated that this is a quasi-judicial action. She stated that the planned unit development zoning was approved by the Town Council and that a preliminary plat or preliminary development plan is being presented, which must meet all the conditions for site development outlined in the PUD (Planned Unit Development) as well as the land development code, and if it is not addressed in the PUD. Explained that they are reviewing this to see if it did meet all of the conditions, and if so, it is administrative and it would be approved. If any disclosures are to be made, since this is a quasi-judicial, it would be a good time to disclose any communications in writing or verbally so that the applicant may respond.

Board Member Wadsworth stated that he does have something to disclose, referred to a comment made on Next Door Montverde, on July 22, 2025, and explained his comment and that a copy was provided.

Associate Town Planner Busto stated that staff had reviewed the application and found that it was consistent with the comprehensive plan and the land development code and that they recommend approval, she stated that this is based on an analysis provided on the report. She explained the analysis. Staff recommends approval of the preliminary development plan and to move forward with final development plan per LDC section 8-8. She also stated that there had not been any letters received regarding opposition or support.

Town Planner Parks provided a summary of the PUD approval and briefly explained the different stages of approval and that it will then be going to final approval. He stated that they have submitted what is needed to be consistent with the PUD that was approved.

Chairwoman Arellano asked if applicant would like to come up and speak.

Applicant Brian Ashby, Kimley-Horn & Associates, 6878 Marwick Lane, Orlando FL 32827 introduced himself, he said that he did not have any additional comments and that he has been working with staff and that they have been great to work with, he also explained that the preliminary development plan is a spitting image of the content of the PUD with some additional detail, and there is a little more engineering involved, they are in support of staff decision and are ready to answer any questions, if any.

Board Member Broecker asked if it was still consistent with the PUD, referred to the length of seven and a half (7 ½) feet between each home and brought up the buffer, the future trail connection and the community leach field.

Applicant Brian Ashby confirmed that it is consistent with the PUD (Planned Unit Development).

Town Planner Parks stated that additional clarity and identification was requested in the drawings.

There was additional discussion regarding the preliminary development plan.

Board Member Wadsworth said that he had a procedural question, asked if the notification distance is 300 feet or 600 feet.

Associate Planner Busto stated that it is 300 feet for the preliminary development plan.

There was a brief discussion on the distance.

Town Attorney Geraci-Carver brought up the new law that went into effect July 1st, 2025. This law is for final plats to now be approved administratively. This is to be brought to council as a resolution in August and it will determine who has final approval of those plans. The final plat approval will no longer be going to the Planning and Zoning Board or to Town Council meetings for approval.

Board Member Wadsworth asked about the amended notice of public hearings, and the number of single-family homes listed on the notices. He asked if additional notices should have been mailed.

Town Attorney Geraci-Carver stated that the number initially sent on the notices is larger than the number approved and that this is acceptable, does not require new legal notices.

Board Member Wadsworth addressed the applicant and shared concerns regarding western swale by the wetlands and the environmental impacts.

Applicant Brian Ashby stated that the landscape plan diagram does not tell the whole story. The plan mainly shows where the LID (Low Impact Development) areas are more than the engineering behind the storm water. He said that they have been going through the water management district process and that this does not indicate how much water flow storm water runoff will be directed to the wetlands. That under state law, they have to meet pre-post discharge rates, he explained the water flow and spoke of the state law and further explained the requirements and the plan.

There was additional discussion.

Board Member Weiss asked about green space in the community.

Applicant Brian Ashby stated that the plan exceeds the open space requirement, the green space requirement by almost eight (8) acres and provided additional information.

Board Member Weiss asked if there would be a community building and a community pool.

Applicant Brian Ashby stated that there is plan for one in the future.

Board Member Broecker asked if this would take some of the green space.

Applicant Brian Ashby stated that it would approximately take about a quarter of acre of impervious area.

Board Member Weiss asked for the number of entrances and exits.

Applicant Brian Ashby stated that there will be three (3) main entrances.

Town Manager Larino shared that the developers have agreed to make a financial contribution to the town to help fix roads.

There was a brief discussion.

Board Member Weiss asked about a boat ramp.

Applicant Brian Ashby stated that there is not a boat ramp proposed within the development, dedicated right of way for future improvement to the existing boat ramp and are working with town staff on the needed right of way.

There was a brief discussion.

Chairwoman Arellano opened the public hearing.

Pamela Cox, 17705 Broad Street, Montverde, FL spoke of the need for an additional boat ramp, the boat trailers and provided her thoughts and concerns.

Mike Whidden, 17635 Broad Street, Montverde, FL asked if there would be mitigation concerning wildlife preservation.

Town Manager Larino explained that part of the development review process requires them to meet the state and local wildlife preservation guidelines.

There was further discussion regarding wildlife preservation.

Mike Whidden asked about the size of the waterfront lots.

There was further discussion.

Town Planner Parks stated that he will work to make sure that all reports and gopher relocation permits are reviewed.

Mike Whidden also spoke of the possible Native American artifacts that may be on the Osgood property.

Kelly Moore 17029 Florence View Drive, Montverde, FL shared septic concerns and asked for clarification regarding shared septic tanks.

Town Manager Larino addressed Kelly Moore's concerns and stated that they are not putting in a septic system they are putting in an onsite system. The Florida Department of Environmental Protection has classified this as a wastewater treatment plant, it is an underground system which is monitored and tested monthly. This is the shared system.

Christian Reyes, 17701 Eighth Street, Montverde, FL spoke of the economic impact to the town, stated that it has become a destination place and that it is a gathering place. He has a new business named "The Gathering" in town and further shared his concerns.

Kelly Moore asked for further clarification regarding the possible shared septic tanks.

Town Manager Larino said that it is not a septic system, explained the process of septic systems and explained how the onsite system works. The design and approval go through D.E.P. and not the Town of Montverde.

Kelly Moore asked if there would be lift stations to move water to the drain fields.

There was additional discussion.

Megan Reyes 17701 Eighth Street, Montverde, FL shared concerns on the ecosystem, the water supply, galvanized pipes and requested updates on the water quality and supply as well as the quality of the lake. She asked about the Florida ban on new septic tanks and spoke of septic tank effects on the water supply. She stated that there are not many places that respect the environment like Montverde.

Town Manager Larino thanked Megan Reyes for her comments and stated that he will provide additional information on the state of the water. He further explained that the town is waiting on approval from D.E.P. on a facility plan, addressed several upcoming water updates including a wastewater treatment plant that are 100% covered by grants. The system that is being installed is an approved wastewater treatment plant, they are individual and in the ground. He stated that the runoff will release less water, spoke of natural plants at the bottom of the retention ponds as a natural absorber, to help with the pollution. The town will do massive storm water project changes so that the water goes to ponds before going into the lake. Additional updates to be in future newsletters.

Marline Clark, 17641 Neal Drive, Montverde, FL shared concerns regarding traffic and the number of new homes.

George Ganzenmuller 17740 Neal Drive, Montverde, FL spoke of the map and shared his concerns on the sewage routing, asked when they will commence and complete the construction.

Board Member Broecker asked for clarification from staff.

Town Manager Larino highlighted the page where Resident George Ganzenmuller's expressed concerns.

There was an elaborate discussion.

Kelly Moore asked about speed bumps to be added to Lake Street and the upcoming additional police presence, the traffic and sewers.

Town Attorney Geraci-Carver mentioned that the site plan is about whether or not what is depicted in the preliminary plan meets the conditions that are set forth in code and in the PUD, reminded the Board that issues about traffic and septic have been addressed throughout the PUD zoning process, the applicants are compliant with the state law and our codes and the focus should be related to the site plan.

Chairwoman Arellano closed the public hearing.

Chairwoman Arellano asked Town Manager Larino about the type of road improvements to take place on 8th Street, 9th Street & Temple Street.

Town Manager Larino stated that the Council would be making the final decision and that it was discussed during a PUD hearing to extend the roads to twenty-four (24) feet width per the town's code and to add sidewalks on one side and elaborated further on the topic.

There was additional discussion on the roads and sidewalks.

Board Member Weiss asked if they are to be half acre lots.

Town Manager Larino confirmed that they are half acre lots.

Board Member Weiss asked if the wetlands are included in the half acre measurement.

Town Manager Larino confirmed.

Town Planner Parks provided further explanation of what is included in the half acre lots.

There was additional discussion on lot sizes.

Board Member Wadsworth stated that the requirements have been met.

Board Member Wadsworth moved to approve Resolution No. 2025-179, Board Member Weiss seconded, Resolution No. 2025-179 Approved 4-0.

Chairwoman Arellano asked for Town Manager Larino updates.

Town Manager Larino stated that we will not have Planning & Zoning meeting in August, there will be a meeting in September, looking for replacement for Board Member Thomas Johnson and thanked the Board for their services.

Town Planner Parks provided a brief update that there will be ordinances coming soon and further explained.

Town Attorney Geraci-Carver mentioned the final plat law changes and that the next Planning & Zoning meeting is to be scheduled September 23, 2025.

ADJOURNMENT

Board Member Weiss moved to adjourn and Board Member Broecker seconded the motion.
Meeting adjourned at 8:00 PM.



Karin Arellano, Chairwoman

Attest:



Caroline Trepanier, Town Clerk