



## **PLANNING AND ZONING BOARD AGENDA**

**March 11, 2026, at 6:30 PM**

**At Town Hall**

**17404 Sixth Street**

**Montverde, Florida 34756**

The Montverde Staff and Council invite you to join the meeting in person or on your computer; you can watch and listen to the meeting from home by clicking the link below.

<https://southlake.tv/player/44150/44150>

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### **BOARD MEMBERS**

Karin Arellano, Chairwoman  
Aaron Wadsworth, Vice-Chair  
Josie Weiss, Board Member  
Holly Broecker, Board Member  
Michael Whidden, Board Member

### **STAFF**

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

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### **Call to Order and Opening Ceremonies**

- **Call to Order**
- **Pledge of Allegiance**
- **Roll Call**

### **I. Approval Of Minutes**

- A. Minutes of November 12, 2025, Planning & Zoning Meeting**
- B. Minutes of December 10, 2025, Planning & Zoning Meeting**
- C. Minutes of January 14, 2026, Planning & Zoning Meeting**

## II. Public Hearings, Ordinance and Resolutions

- A. Resolution No. 2026-02 – A Resolution of the Town Council of the Town of Montverde, Florida, Granting Minor Site Plan Approval to Marie Theresa Kay for a specialty retail business located at 17510 CR 455 (Alt Key 1462568); Providing for conditions; and Providing for an effective date.

## III. Adjournment

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The Town reserves the right to move any Agenda item to an earlier time during the meeting as its schedule permits, except for items and appointments that have been advertised in a newspaper for a specific time.

According to the provisions of Chapter 286 Florida Statutes, Section 286.0105, if a person decides to appeal any decision made by the Town Council with respect to any matter considered at this Council meeting, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record may include the testimony and evidence upon which the appeal is to be based.

Persons with disabilities who need assistance to participate in any of these proceedings should contact Town Hall at (407) 469-2681 48 business hours before the scheduled meeting.

Notice is hereby given, that one or more Members of the Montverde Town Council may be present at this meeting.

PLANNING AND ZONING BOARD  
Town of Montverde  
Minutes  
November 12, 2025, 6:30 PM

**BOARD MEMBERS PRESENT**

Karin Arellano  
Josie Weiss  
Holly Broecker – Absent  
Aaron Wadsworth

**STAFF PRESENT**

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

**Call to Order and Opening Ceremonies**

- Call to Order
- Pledge of Allegiance
- Roll Call

**Approval Of Minutes**

Minutes of July 29, 2025, Planning & Zoning Meeting

Board Member Wadsworth stated that minor corrections were needed on the meeting minutes, such as Grant Robert's address and correcting the words Consumptive Use Permit to Conditional Use Permit.

Chairwoman Arellano also found one typo in her name.

Board Member Wadsworth moved to approve the amended meeting minutes from the Planning & Zoning meeting of July 29, 2025, with the corrections.  
Meeting minutes approved 3-0.

**Discussion Items**

**Oath of Office – Michael Whidden for Planning & Zoning Board Member**

Michael Whidden takes oath of office.

The Board Members welcomed Michael Whidden.

Board Member Whidden thanked the Town Council and Mayor.

### **Public Hearings, Ordinances and Resolutions**

**Ordinance No. 2025-59** An Ordinance of the Town of Montverde, Florida, amending Section 10-13 in Chapter 10 of the Town of Montverde Land Development Code relating to minimum lot size for property annexed into the Town; 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 resolution by title only.

There was a brief discussion.

Associate Town Planner Busto introduced herself and stated that she would be presenting an opening ceremony of four (4) related applications submitted by Wilmington Development Services for the proposed Bella Collina Montverde Estates project. She stated that the applications are being reviewed concurrently tonight in the interest of full transparency and informed decision making as they collectively outline a new residential subdivision proposal. She stated that the Land Development Code Amendment would need to be adopted for the other ordinances to take effect. She also stated that she understood that there is significant public interest in this project and that they want to assure everyone that all required public procedures are being followed in this hearing. Each item will be considered on its merits and in an open forum with opportunity for public comments so that the board's recommendation can be well-informed and transparent to the community. She briefly explained Ordinance 2025-59, Ordinance 2025-60, Ordinance 2025-61 and Resolution 2025-178, and finished her presentation.

Town Planner Parks stated that they had a presentation with slides and wanted to get the information from Associate Planner Busto's presentation on record and to be clear about how things will go forward with the applications.

Associate Town Planner Busto & Town Planner Parks went over the PowerPoint Presentation.

Town Attorney Geraci-Carver briefly provided additional information.

There was an elaborate discussion.

Chairwoman Arellano asked the applicant to come forward.

Applicant Logan Opsahl, 215 North Eola Drive, Orlando, FL shared his appreciation for the staff report and the outline of the process. He also spoke of the process, the annexation of the 10 acres in April 2025, unifying with the 58 acres, and providing for access, site circulation, unity of use, bringing the parent tract into the town and allowing for access. Providing for a preferred use for that assemblage of those nine little parcels, some of which had some industrial designations, and that this was an opportunity for the town to combine all 68 acres as one unified use and that this is important to note as it relates to the first ordinance, back to the unity of use. He stated that in the months since April, time well spent, further appreciated the staff as they worked hard on the ordinance and provided further details regarding the development and process and said that they are happy to answer any questions or ideas and comments.

Board Member Whidden asked about the lot sizes.

Logan Opsahl stated that there are two (2) lot sizes, 70-foot and 60-foot width.

Board Member Whidden asked if the homes to be built are to be two-story homes.

Logan Opsahl stated that some homes will be and further explained the lot sizes.

Board Member Weiss noticed the lot sizes were not half acre lots.

Logan Opsahl explained that lot sizes and densities differ as it relates to that parent track which is previously the town and has different regulations and introduced Engineer Steve Boyd to discuss further.

Steve Boyd, Boyd Civil Engineering, 6816 Hanging Moss Road, Orlando, FL, stated that the purpose of the PUD is to cluster the lots which makes for more effective large open space tracks, they are doing 70-foot by 140-foot deep lots and 60-foot by 140-foot deep lots and he provided further details regarding the lot size and spoke of the previous plan and annexation.

Board Member Weiss asked if the clusters are a group of higher density and then more green space in other places.

Steve Boyd said that this is correct and explained further.

There was additional discussion regarding the lots, including setbacks, buffering and the PUD development standards.

Jim Boyd, Boyd Environmental Engineering introduced himself, stated that he has over 35 years of experience in designing wastewater facilities in the central Florida area, and that he has been retained by the developer to design this plant for Montverde Estates. He gave an overview of the plant, stating that capacity will be approximately 33,000 gallons per day, which is a small plant. It is specifically designed to handle the wastewater flow from the 114 single family residence units. It will have two (2) rapid

infiltration basins, perk ponds that the treated effluent will be disposed within and further explained the process of the wastewater treatment process. He also stated that it is in response to DEP requirements, and their recently adopted Best Management Action Plan, and that the purpose is to try to improve water quality and reduce negative impacts to springs and other water bodies and that this is the reason for the very stringent standards are applied to this plant and provided further information

Board Member Whidden asked about lift stations.

Jim Boyd stated that there will be a lift station and explained the purpose and process of lift stations and that it would be located at the plant site.

There was additional discussion on the lift station.

Board Member Wadsworth asked if an additional lift station would be needed for lots 108 to 114.

Steve Boyd explained that these lots would be high enough and that there would not be a need for another lift station and briefly explained the process.

Chairwoman Arellano opened the public hearing.

Michael Dietrick, 16724 Magnolia Terrace, Montverde, FL, in the southeast corner of Magnolia Terrace, moved 8 years ago, spoke of a creek that used to flow in his backyard and if St John's Water Management District has anything to do with this.

Town Planner Parks said that this is an easement conservation dedicated at the time Magnolia Terrace was built and is dedicated to St. John's River Management District. He stated that he does not know the condition of the flow.

There was a brief discussion.

Town Manager Larino said that during the stormwater permitting process, all the appropriate federal state agencies will be contacted for approval.

Tony Lennard, 16442 Magnolia Bluff Drive, Montverde, FL said that his backyard backs up to the whole site area. He asked if the parameters could have oak trees prior to building.

Robert Tomlinson, 16634 Magnolia Terrace, Montverde, FL, speaking for the HOA, as the President of the HOA. He wanted to confirm that the Board had received a copy of the letter sent from their attorney. He said that Magnolia Terrace does not take any specific position on whether the Board or the Town Council should approve the overall Montverde Estate project, but they would like to express some concerns, he shared his concerns and explained the content of the letter.

Wayne Meadows, 16401 Magnolia Bluff Drive, Montverde, FL asked about the control of odor with the wastewater treatment plant.

Kelly Moore, 17029 Florence View, Magnolia Terrace, Florida asked for clarification regarding the density and for an explanation regarding the Supermajority Vote on the election ballot.

Town Attorney Geraci-Carver said that the Charter Amendment passed states that if someone applies for a comprehensive plan amendment to increase the density that they currently have to something greater, that it requires a supermajority vote of the council to approve it. The Charter Amendment did not address lot sizes.

Jeffrey Johnson 16455 Magnolia Bluff Drive, Montverde, FL asked about the price range of the houses to be built and inquired on the location of the fence to be added.

Gretchen Leonard, 16422 Magnolia Bluff Drive, Montverde, FL asked if they were keeping the trees on the border.

Chairwoman Arellano closed the public hearing.

Chairwoman Arellano asked the Applicant to step forward as to provide answers to the resident questions.

Logan Opsahl answered the questions, spoke of benefits of the trees on the property line, and stated that many of those trees will be preserved and that they will do some planting. He said that they will commit to fencing during construction, and that there will be no changes to the location of the lift station. He spoke of clustering and organizing the lots as to provide extended buffers and the preservation of trees and landscaping. He stated that the prices will be 1.5 million and up. And the location of the fencing will be within a few feet of the property line. They are taking into consideration the location of the trees as to avoid taking out trees to put in a fence.

Chairwoman Arellano asked about the type of trees as well as the diameter of the trees.

Logan Opsahl said that with the idea of additional buffering and screening mentioned in the letter, it was discussed to add native cypress trees as they are thicker and tall, oak trees are canopy trees and a consideration as well. He does not have diameter information now.

Town Planner Parks spoke of the town's standard for landscaping, if anything is four (4) inches or greater, there is a mitigation requirement, and explained the requirements.

There was additional discussion.

Board Member Whidden asked about wildlife mitigation,

Logan Opsahl said that there are strict standards in terms of presence of gopher tortoises, there is a very specific process that requires monitoring and relocation. And they must abide by all state, local and federal regulations as it relates to this.

Board Member Wadsworth spoke of the letter received by the Attorney for Magnolia Terrace and its request for a 10-foot buffer, and the developer's proposal of a 20-foot buffer and a larger buffer in other areas. He also spoke of the fence and the trees.

There was an elaborate discussion.

Town Manager Larino spoke of the access that comes off of Ridgewood Avenue, this would be for residents only and the main access for the development would be a guarded gate, off of County Road 455, this would be for Amazon trucks, service vehicles and visitors.

Board Member Wadsworth spoke of the Ridgewood access.

There was a brief discussion.

Town Attorney Geraci-Carver briefly described subsection I, # 3 of page 5 of the PUD ordinance, under transportation, this access will be for emergencies and residents only.

There was additional discussion.

Board Member Weiss inquired on the square footage of the homes.

Steve Boyd said that they would be at a minimum 3300 square feet.

Jim Boyd answered the resident question regarding potential odor, he stated that the lift station will be located on the plant site, the wastewater will be pumped up into the enclosed screen and fully explained the process.

There was additional discussion.

Board Member Whidden asked about projected impact fees to be collected.

Town Manager Larino said that he has not done an analysis of this and went over a few numbers and said that he could provide the numbers at a later date.

There was additional discussion regarding the impact fees.

Board Member Wadsworth spoke of Ordinance 2025-59, that a section written twenty-five years ago required for annexed property to be one (1) acre lots. He shared his interest to understand the underlying decisions and the reason it has changed.

Laura Eldrige, 16040 Ridgewood Avenue, Montverde, FL explained that it was to keep developments down, to keep it small at the time.

Town Planner Parks also mentioned that around the year 2000, there was rapid growth in Lake County, and this would have preceded Bella Collina. He shared that in 2007 or 2008, they put the green book together as there were many ordinances floating around, and the Council wanted to combine the ordinances and provided further details.

There was additional discussion.

Board Member Weiss said that it makes sense to join these 10 acres to the existing 58 acres so that it may be buildable property.

Laura Eldrige shared some findings pertaining to Montverde Estates.

There was additional discussion.

Board Member Wadsworth reviewed the ordinance and spoke of proposed changes.

There was additional discussion regarding Ordinance No. 2025-59.

Board Member Whidden motioned to approve Ordinance No. 2025-59 as is.

There was a brief discussion.

Board Member Whidden withdrew his motion.

There was additional discussion.

Board Member Wadsworth motioned to deny Ordinance 2025-59 and revisit changing the whole ordinance to half acre minimum.

There was additional discussion regarding the development and zoning.

Paul Simonson, DCS Real Estate Investments, 16690 Cavallo Drive, Montverde, FL explained the different categories of homes at Bella Collina and Montverde Estates.

There was additional discussion.

Town Attorney Geraci-Carver explained the motion made by Board Member Wadsworth; motion to deny and bring back another ordinance that would allow half acre lot minimums for newly annexed properties, the current ordinance says one acre lots, and it would change to half acre lots.

Board Member Whidden seconded the motion. Ordinance 2025-60 denied 4-0.

Town Attorney Gercai-Carver stated that this is just a recommendation to the Town Council and to please proceed with the other ordinances.

**Ordinance No. 2025-60** An Ordinance of the Town Council of the Town of Montverde, Lake County, Florida, amending the Town of Montverde's Comprehensive Plan pursuant to 163.3187, Florida Statutes, by amending the Comprehensive Land-Use Plan

designation from Lake County Rural Transition and Bella Collina to Town of Montverde Single Family Low Density Residential on the Future Land Use Map for the herein described property consisting of 9.47 +/- acres, providing for severability and scrivener's errors; the directing the Town Manager to amend said Comprehensive Plan; repealing all ordinances in conflict herewith; providing for the forwarding of this ordinance to the state of Florida Department of Commerce; and providing for an effective date.

Town Attorney Geraci-Carver read the ordinance briefly explained the ordinance.

There was a discussion regarding the ordinance.

Board Member Whidden motioned to approve Ordinance No. 2025-60, Board Member Wadsworth seconded the motion. Ordinance No. 2025-60 approved 4-0.

**Ordinance No. 2025-61** An Ordinance of the Town Council of the Town of Montverde, Florida, to change the zoning from Lake County PUD, Agriculture and Light Industrial and Town of Montverde Single Family Low Density to Town of Montverde Single-Family residential PUD for the herein described property owned by DCS Real Estate Investments, LLC and Wilmington Development Services Inc.; The Real Property is located South of Ridgewood Avenue, West of County Road 455 and East of Blackstill Lake Road, Montverde Florida; approving waivers; directing the Town Manager to amend the zoning map as herein provided after the passage of this ordinance; approving variances from Town Code with conditions; providing for severability; repealing all ordinances in conflict herewith; providing for scrivener's errors, and providing for an effective date.

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

There was a discussion regarding the PUD.

Town Manager Larino briefly explained the R1L zoning and the PUD.

Town Planner Parks also briefly explained the PUD.

There was additional discussion regarding the PUD.

Board Member Whidden moved to approve Ordinance No. 2025-61.

Board Member Whidden withdrew his motion.

There was additional discussion.

Applicant Logan Opsahl discussed the buffers and the site plan.

There was additional discussion.

Applicant Paul Simonson & Applicant Logan Opsahl explained the current plan, the density and the challenges.

Board Member Wadsworth shared his views and concerns.

There was additional discussion.

Town Attorney Geraci-Carver spoke of the PUD document on page 5 and said that an updated traffic study will be needed as well as Lake County's approval.

Board Member Wadsworth moved to approve Ordinance No. 2025-61 as written, except for waiver No. 9 on water conservation, that it be noted that non-potable water is a requirement, through a well or a contribution to the LFA for no potable water as negotiated between the town and the developer. Board Member Whidden seconded the motion.

Board Member Weiss asked for clarification.

Town Manager Larino explained that he understood it as they would either make a contribution to the town's LFA (Lower Floridan Aquifer) well or do an alternative water supply.

There was a brief discussion.

Board Member Weiss voted in favor of Ordinance No. 2025-61. Ordinance No. 2025-61 approved 4-0.

**Resolution No. 2025-178** A Resolution of the Town Council of the Town of Montverde, Florida, Granting Preliminary Development Plan Approval for Montverde Estates, A 114 Single Family Lot Residential Subdivision, generally located south of Ridgewood Avenue, West of CR 455, and East of Blackstill Lake Road lying 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 Manager Larino briefly explained the Preliminary Development Plan.

Board Member Whidden moved to approve Resolution No 2025-178, Board Member Wadsworth seconded the motion. Resolution No. 2025-178 approved 4-0

Chairwoman Arellano moved to adjourn, Board Member Wadsworth seconded.

Meeting adjourned at 9:28 PM.

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Karin Arellano, Chairwoman

Attest:

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Caroline Trepanier, Town Clerk



PLANNING AND ZONING BOARD  
Town of Montverde  
Minutes  
December 10, 2025, 6:30 PM

**BOARD MEMBERS PRESENT**

Karin Arellano  
Josie Weiss - Absent  
Holly Broecker  
Aaron Wadsworth  
Michael Whidden

**STAFF PRESENT**

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

**Call to Order and Opening Ceremonies**

- **Call to Order**
- **Pledge of Allegiance**
- **Roll Call**

I. **Discussion Items**

There were no discussion items.

II. **Public Hearings, Ordinances and Resolutions**

**Resolution No. 2025-198** A resolution of the Town Council of the Town of Montverde, Florida, granting a variance from Section 10-81 in Chapter 10 of the Montverde Land Development Code from the side yard setback for replacement of an existing retaining wall for the real property located at 16319 Magnolia Bluff Drive, Montverde, Florida, owned by James P. Monahan and Daney C. Ordonez; providing for conditions; and providing for an effective date.

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

Associate Town Planner Busto explained the resolution and the replacement of the retaining wall. She also stated that Staff recommended approval and that the Planning & Zoning Board may recommend approval, denial with reasons or continuation pending additional information.

Associate Town Planner Busto highlighted the PowerPoint slides and explained the photos of the replacement wall.

Town Planner Parks explained the reason the wall needed to be replaced, and that the damage was due to a hurricane.

There was a brief discussion regarding the wall.

Chairwoman Arellano opened the public hearing.

James P. Monahan, 16319 Magnolia Bluff Drive, Montverde, FL briefly provided an explanation for the wall and the construction.

Chairwoman Arellano closed the public hearing.

Board Member Whidden motioned to approve Resolution No. 2025-198, Board Member Wadsworth seconded. Resolution No. 2025-198 approved 4-0.

**Resolution No. 2025-199** A resolution of the Town Council of the Town of Montverde, Florida, granting Minor Site Plan approval to Montverde Academy for Construction of Parking Improvements on Academy Lane; providing for conditions; and providing for an effective date.

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

Associate Town Planner Busto explained the resolution and the construction. She stated that Staff recommended approval and that the Planning & Zoning Board may recommend approval, denial with reasons or continuation pending additional information.

Associate Town Planner Busto highlighted the PowerPoint slides.

There was a brief discussion.

Brad Long, Montverde Academy, provided a brief explanation of the process.

There was a brief discussion.

Town Planner Parks briefly explained the process and long-term maintenance agreement.

There was an elaborate discussion.

Board Member Wadsworth motioned to approve Resolution No. 2025-199. Board Member Whidden seconded. Resolution No. 2025-199 approved 4-0.

**III. Adjournment**

Board Member Broecker motioned to adjourn. Board Member Whidden seconded.

Meeting adjourned at 6:53 PM.

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Karin Arellano, Chairwoman

Attest:

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Caroline Trepanier, Town Clerk



PLANNING AND ZONING BOARD  
Town of Montverde  
Minutes  
January 14, 2026, 6:30 PM

**BOARD MEMBERS PRESENT**

Karin Arellano  
Josie Weiss  
Holly Broecker  
Aaron Wadsworth  
Michael Whidden

**STAFF PRESENT**

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

**Call to Order & Opening Ceremonies**

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

Town Clerk Caroline Trepanier conducted roll call.

**Appointment for Planning & Zoning Chair and Vice Chair**

Chair Appointment:

Board Member Weiss nominated Karin Arellano for Chair. Board Member Wadsworth seconded the nomination.

Vote: Motion passed 5-0

Vice Chair Appointment:

Board Member Whidden nominated Aaron Wadsworth for Vice Chair. Board Member Weiss seconded the nomination.

Vote: Motion passed 5-0

**Resolution No. 2026-01** A Resolution of the Town Council of the Town of Montverde, Florida, granting Final Development Plan Approval for a 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 Resolution No. 2026-01 by title only.*

Town Manager Larino provided an in-depth resolution and final development plan review. He explained that the application includes detailed paving, grading, and drainage plans, as well as street maps and utility layouts, all of which are reviewed collaboratively by the applicant, Town Engineer, Town Planner, Town Attorney, and Town Surveyor and further explained.

Board Member Broecker asked whether approval from the Florida Department of Environmental Protection, particularly regarding Lake Apopka, was required.

Town Manager Larino and Town Planner Parks responded, explaining the applicable FDEP review process and conditions.

Vice Chair Wadsworth asked questions regarding septic systems and whether individual or shared systems were proposed.

There was a brief discussion.

Board Member Weiss inquired about the traffic study requirements and anticipated impacts.

Town Manager Larino addressed the traffic analysis process and noted that traffic impacts are evaluated through professional engineering review.

There was an elaborate discussion.

*Chairwoman Arellano invited the applicant to come forward.*

Applicant Brian Ashby, Kinley-Horn, addressed the Board and provided a detailed overview of the project. He discussed the St. Johns River Water Management District permit, reclaimed water usage from Lake Apopka, and contingency plans involving well water if reclaimed water is unavailable. He explained lot sizing, sewer system design, and FDEP oversight.

Board Member Broecker asked questions regarding well-usage and associated costs.

Town Manager Larino and Applicant Ashby responded.

Vice Chair Wadsworth asked about tank systems and water quality.

Applicant Brian Ashby responded, and Town Manager Larino requested clarification, which was provided.

Chairwoman Arellano asked about easements.

Applicant Brian Ashby explained their placement function.

Board Member Whidden raised concerns regarding pumping mechanisms and payment responsibilities.

Applicant Brian Ashby responded with additional clarification from Town Planner Parks.

Vice Chair Wadsworth asked questions regarding system design, which Applicant Ashby answered briefly.

Town Planner Parks provided further clarification.

*Chairwoman Arellano opened the public hearing.*

Darrin Mc Land, 16634 Pine Timber Avenue, Montverde, FL asked if Osgood Road would be built and if Kirkland Avenue would be fixed, he also asked if a wall will be added around the community.

Town Manager Larino responded.

Tom Vinton, 17716 Virginia Circle, Montverde, FL asked about the letter distributed by Town and requested clarification.

Town Manager Larino responded, with additional clarification provided by Town Planner Parks.

John Daggett, 17718 Ninth Street, Montverde, FL asked about the fence lines, shared concerns on a road by his home and tree preservation.

Town Manager Larino invited the applicant to respond.

Applicant Brian Ashby and Town Manager Larino provided clarification.

*Chairwoman Arellano closed the public hearing.*

There was an elaborate discussion.

Board Member Whidden motioned to approve Resolution No. 2026-01, subject to all conditions and requirements requested by Town staff. Board Member Broecker seconded the motion. Resolution No. 2026-01 approved 5-0

**ADJOURNMENT**

Board Member Weiss made a motion to adjourn. Board Member Broecker seconded the motion.

Meeting adjourned at 7:26 PM.

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Karin Arellano, Chairwoman

Attest:

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Caroline Trepanier, Town Clerk

**RESOLUTION 2026-02**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MONTVERDE, FLORIDA, GRANTING MINOR SITE PLAN APPROVAL TO MARIE THERESA KAY FOR A SPECIALTY RETAIL BUSINESS LOCATED AT 17510 CR 455 (ALT KEY 1462568); PROVIDING FOR CONDITIONS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Michael and Marie Theresa Kay filed an application for Minor Site Plan approval to construct parking spaces with landscaping improvements at 17510 County Road 455, Montverde, FL 20; and

**WHEREAS**, the Planning and Zoning Committee and the Town Council of the Town of Montverde have considered the application in accordance with the procedures for granting Minor Site Plan Approval in Section 6-24 of the Land Development Code, subject to conditions.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MONTVERDE, LAKE COUNTY, FLORIDA, AS FOLLOWS:**

**Section 1. Granting Minor Site Plan Approval.**

The site plan prepared by Michael S. Helfrich, P.E., **attached hereto as Exhibit A**, pursuant to an application filed by Michael and Marie Theresa Kay (hereafter referred to as "Owner"), is granted, with conditions, for the following described property:

**Alt. Key No. 1462568**

**Parcel No: 01-22-26-1200-009-00400**

**Lot 4 F, Block 9, Division F, Town of Montverde, in Section 2, Township 22 South, Range 26, Public Records of Lake County, Florida.**

**Section 2. Conditions of Approval.**

- (a) Prior to the start of any construction activities, the Applicant shall resolve, to the satisfaction of the town manager or designee, the following Planning and Administrative Matters:
  - i. The owner/applicant must comply with all other Town land development regulations and provide any and all other items requested by the Town reviewers that have not been provided, if any.
- (b) Such Minor Site Plan Approval may be revoked if a permit for construction has not been issued within 12 months of approval. Where a permit for construction has not been issued within 12 months of approval, the site plan must be re-evaluated by the town council, and any newly adopted standards will be utilized.

2-21-26

The applicant may request an extension in writing prior to expiration of the 12-month period; however, cause for the extension must be shown. Approval may also be revoked if owner fails to use or develop the Property in full compliance with the terms and conditions of the permit.

**Section 3. Effective Date.**

This resolution shall become effective immediately upon its passage.

**RESOLVED** in regular session by the Town of Montverde, Lake County, Florida this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Joe Wynkoop, Mayor

Attest:

\_\_\_\_\_  
Caroline Trepanier, Town Clerk

Approved as to form and legality:

\_\_\_\_\_  
Anita Geraci-Carver, Town Attorney

Council Member \_\_\_\_\_ moved the passage and adoption of the above and foregoing resolution. Motion was seconded by Council Member \_\_\_\_\_ and upon roll call on the motion the vote was as follows:

	YEA	NAY
Councilmember Joe Morganelli		
Councilmember Grant Roberts		
Councilmember Bryan Rubio		
Vice Mayor Carol Womack		
Mayor Joe Wynkoop		







# STAFF REPORT

## MINOR SITE PLAN - 17510 CR 455

**Public Hearings:** March 11, 2026 (Planning & Zoning Hearing)  
April 14, 2026 (Town Council – Adoption Hearing)

**Resolution No.:** 2026-02

**Applicant:** Michael & Marie Theresa Kay  
17633 Kirkland Road, Montverde, FL. 34756

**Application No.:** Z24-000002

**Requested Action:** The applicant has requested approval of a Minor Site Plan Application for a specialty retail business.

**Staff Determination:** Staff finds the application consistent with the Town's Comprehensive Plan (particularly the Economic Prosperity Element for promoting small businesses) and the Land Development Code. Staff recommends approval, subject to the conditions outlined on Page 3.

### SUBJECT PROPERTY INFORMATION

**Location:** 17510 CR 455 – Montverde, FL (Alt Key #1462568)

**FLU & Zoning:** Office/Residential/Commercial (ORC)

### Adjacent Property Land Use

Direction	Zoning	Existing Use
North	R1M	Residential
East	R1M	Residential
South	C1	Residential
West	R1M	Residential



## **PROJECT DESCRIPTION**

The project includes construction of a small-scale parking lot serving a specialty retail (general business) use, ADA-compliant access and restroom, permeable turf block parking, drainage features, exterior lighting, landscape buffers, erosion control, and construction of a 6-ft sidewalk along 8th Street connecting to the existing trail. No expansion to the existing building is proposed.

The proposed use is a specialty retail business that sells beverages (including coffee/beer/wine) and pre-packaged foods. Seven (7) parking spaces are proposed including one ADA space.

The existing building is a non-conforming structure built in 1900. While the current address is on CR 455, the functional orientation of the building and parking entrance face 8th Street. Staff considers 8th Street as the effective front, allowing the project to meet the intent of the ORC setbacks without requiring a variance, while maintaining consistency with how the site actually functions. The ORC zoning district setbacks are 25' front, 25' rear, 5' sides.

## **BACKGROUND INFORMATION**

Ordinance 2024-43 – Small-Scale Comp Plan Amendment (Adopted 2/11/24)  
Ordinance 2024-42 – Rezoning from R1M to ORC (Adopted 2/11/24)

## **STAFF ANALYSIS**

### **LDC Sec 6-26 and 6-27 – Minor site plan review**

A minor site plan is required for the proposed business as it is a change in use of the property which requires site improvements. The applicant has submitted all of the required items.



### **LDC Sec 4-116(2)(a) – Off-street parking regulations**

The proposed parking area exceeds the required number of spaces and is in compliance with the LDC. The parking calculation is based on the *General Business* classification of one space per 250 SF of gross floor area (1,225 SF). The plan provides for one (1) concrete ADA space, four (4) turf block/crushed stone spaces, and two (2) additional unimproved/grass spaces – for a total of seven (7) parking spaces.

### **LDC Sec 4-177 & 4-180(f) Landscaping and buffers**

A 10' landscaping buffer is proposed around the perimeter of the property in compliance with the Town's LDC. Existing vegetation can count towards the buffer.

### **Comp Plan – Ch. 10 Economic Prosperity - Policy 1-1.4.4**

Approval of this application would be consistent with Policy 1-1.4.4 in that the Town would be promoting the targeted industry "small scale retail that is consistent with the Town's small-town charm and locally owned small business."

### **Engineering Comments**

The Applicant has satisfied all requests for additional information.

### **PUBLIC COMMENTS**

No public comments have been received as of report preparation.

### **CONDITIONS**

1. The proposed No Parking signs along the right-of-way on 8th Street and CR 455 / Trail must include Tow-Away Zone language and meet the requirements of the LDC. Signs must be fluted, Montverde-style signage. Additionally, the applicant must obtain approval by the Town Manager on style and final sign location prior to installation.
2. Fluted light poles are required on 8th St. and CR 455 (+/- 6 poles).



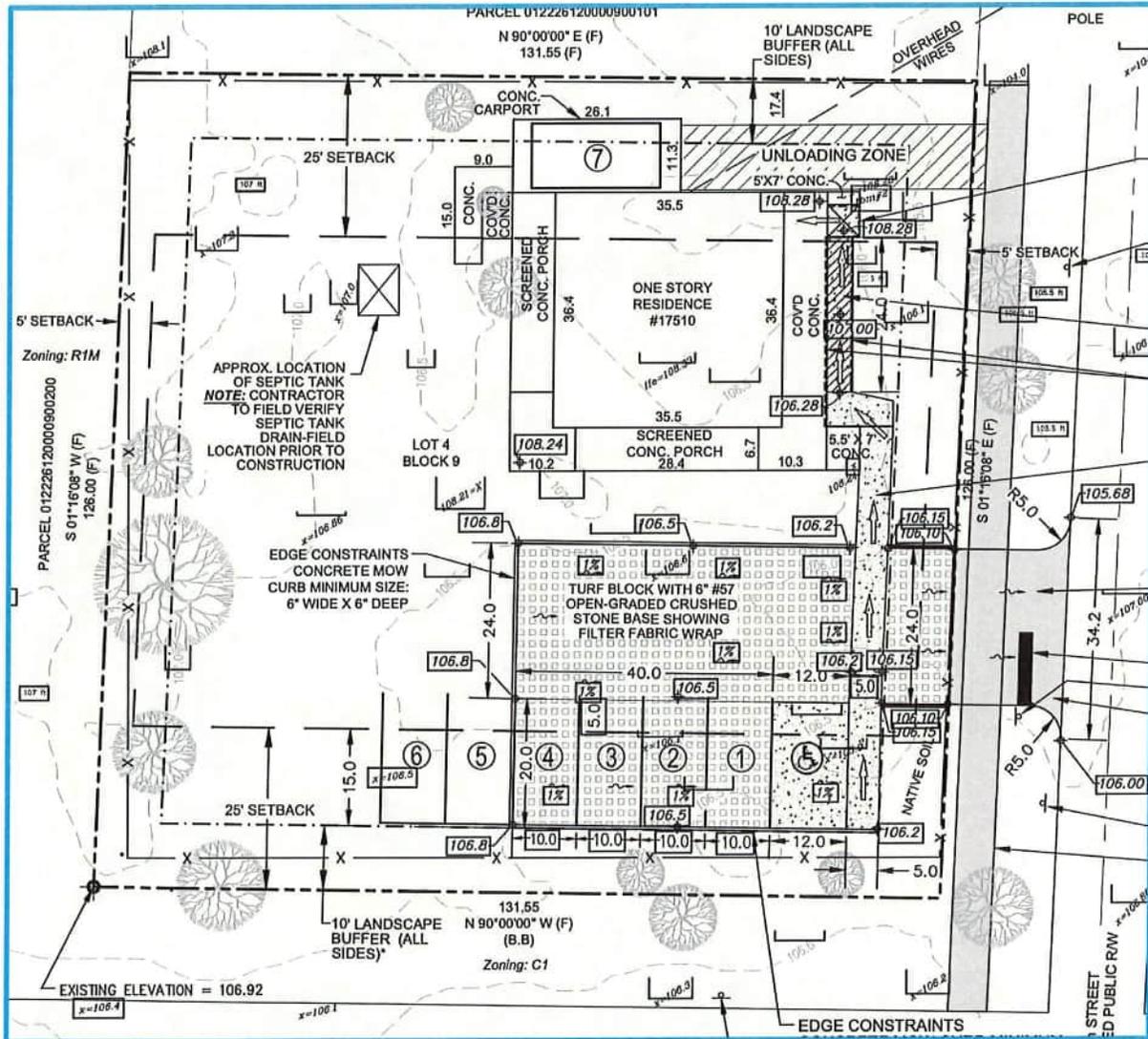
3. A Right-of-Way permit will be required from Lake County.
4. A Fire/Public Safety Inspection is required.
5. A tree removal application is required prior to any clearing.
6. A fence will require a Zoning Clearance.
7. Silt fence and erosion control devices are required during construction.
8. Maximum capacity and hours of operation to be established.
9. Final submission to be approved by Town Manager.

**MOTION CONSIDERATIONS**  
**Quasi-Judicial Actions**

1. **Recommend approval** of Resolution 2026-02 subject to conditions.
2. **Recommend denial** of Resolution 2026-02. [Provide specific reasons for recommendation of denial.]
3. **Continue action** of Resolution 2026-02 pending additional information requested. [Provide specific additional information requested.]



**EXHIBIT A – SITE PLAN**





**EXHIBIT B – LOCATION FIGURE**



**17510 CR 455, Montverde, FL. 34756**



**EXHIBIT C – PHOTOGRAPHS**



View from corner of CR 455 & 8<sup>th</sup> Street



View from 8<sup>th</sup> Street – Adjacent to Property



View from 8<sup>th</sup> Street – Adjacent to Property



View from 8<sup>th</sup> Street – North of Property



# APPLICATION

# PARKING LOT DESIGN – COMMERCIAL 17510 COUNTY RD 455, MONTVERDE, FLORIDA

## SPECIALTY RETAIL STORE IMPROVED OFF-STREET PARKING

### SHEET INDEX

- C0.00 COVER SHEET
- C1.00 EXISTING CONDITIONS & DEMOLITION PLAN
- C2.00 PROPOSED SITE PLAN
- C3.00 GRADING AND CONSTRUCTION PLAN
- C4.00 PAVING PLAN
- C5.00 EROSION CONTROL PLAN
- C6.00 CONSTRUCTION NOTES AND DETAILS
- E1.00 ELECTRICAL/LIGHTING PLAN
- L1.00 PROPOSED LANDSCAPING PLAN

### LEGAL DESCRIPTION:

LOT 4 F, BLOCK 9, DIVISION F, TOWN OF MONTVERDE, IN SECTION 2, TOWNSHIP 22 SOUTH, RANGE 25, PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.



VICINITY MAP



### UTILITY CONTACTS

Town of Montverde  
(407) 469-2681

Utility Type	Provider	Address	Phone
Water / Garbage	Town of Montverde	17404 Sixth Street, Montverde, FL 34756	(407) 469-2681
Electricity	Progress Energy (Duke Energy)	737 Montrose St., Clermont, FL	800-700-8744
Electricity	SECO Energy	330 S. U.S. Highway 301, Sumterville, FL	(352) 793-3601
Water (Alternate)	Town of Montverde	17404 Sixth Street, Montverde, FL	(407) 469-2681

PARCEL NUMBER:  
01-22-26-1200-009-00400

PARCEL SIZE:  
16,575.3 SQ. FT., (0.381 ACRES)

NAME OF OWNER:  
MARIE T. KAY  
17633 KIRKLAND RD.  
MONTVERDE, FL. 34756 (407) 462-8695

ENGINEER OF RECORD:  
MICHAEL HELFRICH, P.E.  
P.E. NUMBER: 049404

### !!! CAUTION !!! UNDERGROUND UTILITIES

BEFORE ANY TRENCHING OR UNDERGROUND UTILITIES WORK IS DONE, THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION FROM THE UTILITY COMPANIES AND THE TOWN OF MONTVERDE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION FROM THE UTILITY COMPANIES AND THE TOWN OF MONTVERDE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION FROM THE UTILITY COMPANIES AND THE TOWN OF MONTVERDE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION FROM THE UTILITY COMPANIES AND THE TOWN OF MONTVERDE.

### REVISIONS

REV. NO.	DATE	DESCRIPTION	BY

PLAT NO. BLDG PERMIT NO. DEV ENGINEERING TRACKING NOS.

### COVER SHEET

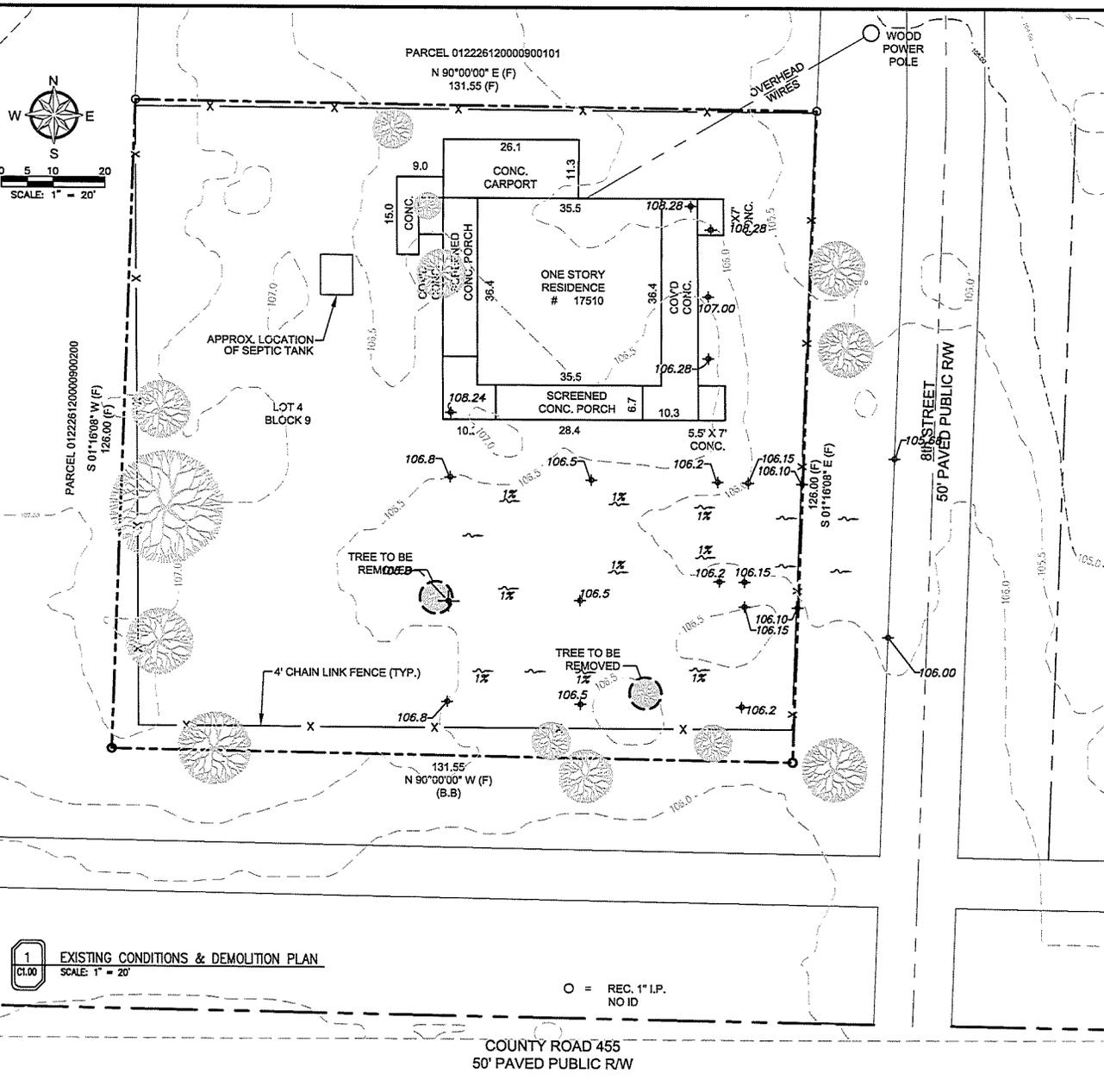
SITE DEVELOPMENT ON 17510 COUNTY RD

17510 COUNTY RD, MONTVERDE, FL

DEVELOPMENT SERVICES

MONTVERDE, FL

REVIEW BY	DRAWN BY	DATE	FILE	NUMBER	SHEET
M.H.	K.T.	1/15/26	-	-	C0.00



**GENERAL NOTES:**

1. CONSTRUCTION STAKE-OUT MAY BE PERFORMED BY CONTRACTOR. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE ALL MEASUREMENTS THAT MAY BE REQUIRED TO LAYOUT THE CONSTRUCTION.
2. ALL AREAS OUTSIDE THE LIMITS OF CONSTRUCTION WHICH ARE DISTURBED BY THE CONTRACTOR SHALL BE RESTORED TO THEIR ORIGINAL CONDITION UPON COMPLETION OF THE PROJECT. IN ADDITION, ALL EXISTING ROADS THAT WILL BE USED AS THE CONTRACTOR'S HAUL ROUTE SHALL BE MAINTAINED DURING CONSTRUCTION AND RESTORED TO THEIR PRE- CONSTRUCTION CONDITION.
3. CONTRACTOR SHALL VISIT THE SITE TO DETERMINE EXISTING CONDITIONS PRIOR TO SUBMITTING BID. THE CONTRACTOR SHALL REPORT TO THE OWNER ANY VARIATIONS FROM THE INFORMATION SHOWN ON THE CONSTRUCTION PLANS PRIOR TO SUBMITTING A BID.
4. THE CONTRACTOR SHALL OBTAIN A PERMIT FROM THE TOWN OF MONTVERDE PRIOR TO COMMENCEMENTS OF THE WORK.
5. EXISTING EASEMENTS TO OTHER PROPERTIES SHALL BE MAINTAINED AT ALL TIMES.
6. THE CONTRACTOR WILL BE RESPONSIBLE FOR THE CLEANUP AND DISPOSAL OF ALL TRASH AND DEBRIS CREATED BY HIS WORK OR PERSONNEL. NO BURNING IS ALLOWED ON SITE. ALL TRASH AND DEBRIS MUST BE LEGALLY DISPOSED OF OFF SITE.
7. THE CONTRACTOR IS RESPONSIBLE FOR COMPLIANCE WITH ALL ENVIRONMENTAL RULES AND REGULATIONS OF THE TOWN, COUNTY, STATE, AND ANY OTHER JURISDICTIONAL AGENCIES, AND ALL CONDITIONS SET FORTH IN ENVIRONMENTAL PERMITS.
8. THE CONTRACTOR SHALL NOT BRING ANY HAZARDOUS MATERIALS ONTO THE PROJECT.
9. EROSION CONTROL ITEMS ARE TO BE USED AT THE LOCATIONS DESCRIBED IN THE PLANS OR AS DIRECTED BY THE PROJECT ADMINISTRATOR TO COMPLY WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.
10. CONTRACTOR SHALL NOTIFY THE TOWN AND ENGINEER A MINIMUM OF 14 DAYS IN ADVANCE OF PERFORMING ANY LANE CLOSURES AND SIDEWALK CONSTRUCTION.
11. AFTER THE COMPLETION OF THE PROJECT, THE CONTRACTOR SHALL PROVIDE THE OWNER WITH CERTIFIED REPRODUCIBLE AS-BUILT PLANS, SIGNED AND SEALED BY A PROFESSIONAL ENGINEER OR SURVEYOR REGISTERED IN THE STATE OF FLORIDA, AND AN ELECTRONIC COPY IN AUTOCAD FORMAT, PRIOR TO FINAL ACCEPTANCE.
12. THE CONTRACTOR IS RESPONSIBLE FOR COMPLETING ALL CLOSEOUT DOCUMENTATION REQUIRED BY THE TOWN OF MONTVERDE.

**LEGEND**

- PROPERTY LINE
- - - 106.0 - EXISTING CONTOUR LINES
- - - PROPERTY LINE SETBACKS
- - - LANDSCAPE BUFFER (10' ALL SIDES) EXISTING
- 106.2 - EXISTING SPOT ELEVATIONS FROM SURVEY
- 100.0 - EXISTING SPOT ELEVATIONS, ADDITIONAL
- (Tree symbol) - EXISTING TREE
- (Tree symbol with X) - EXISTING TREE TO BE REMOVED

**NOTES:**

THE PROPERTY IS SUPPLIED POTABLE WATER BY THE TOWN OF MONTVERDE.

THE PROPERTY OWNER IS LIABLE TO RESTORE/REPLACE ANY DAMAGED CITY APPROVED/CONTROLLED INFRASTRUCTURE IN THE PUBLIC RIGHT-OF-WAY.

SIGN & STRIPPING STATUS NOTE:  
\*PROPOSED WORK AREA AND THE PROPOSED PAVING WORK WILL NOT RESULT IN ANY CHANGES TO THE PAVEMENT MARKING OF PUBLIC ROADS\*

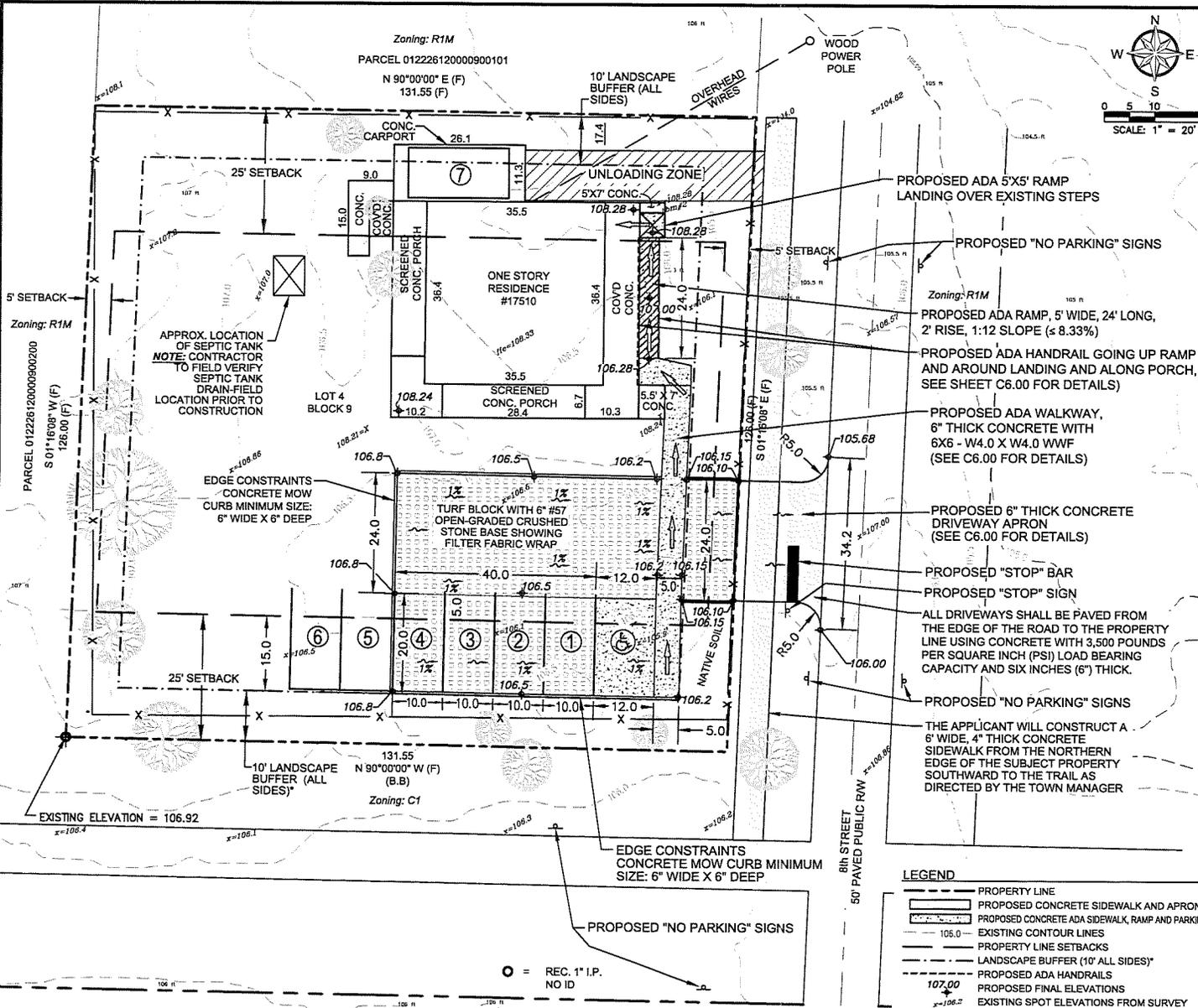
**III CAUTION III**  
**UNDERGROUND UTILITIES**  
EXISTING UTILITIES AND UNDERGROUND FACILITIES INDICATED ON THESE PLANS HAVE BEEN LOCATED FROM SURFACE INFORMATION SUPPLIED BY VARIOUS PARTIES. THE CONTRACTOR SHALL VERIFY THE ACCURACY OF THIS INFORMATION PRIOR TO ANY CONSTRUCTION. IT SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE HORIZONTAL AND VERTICAL LOCATION OF ALL UTILITIES AND UNDERGROUND FACILITIES PRIOR TO CONSTRUCTION. TO THE EXTENT POSSIBLE, THE CONTRACTOR SHALL PROTECT AND MAINTAIN ALL UTILITIES FROM DAMAGE DURING CONSTRUCTION, AND DAMAGE TO THE UTILITIES OR TO THE AREA AS INDICATED ON THESE PLANS SHALL BE REPAIRED BY THE CONTRACTOR AT HIS OWN EXPENSE.

REVISIONS			
REV. NO.	DATE	DESCRIPTION	BY
PLAT NO., BLDG PERMIT NO., DEV ENGINEERING TRACKING NOS.			
<b>EXISTING CONDITIONS &amp; DEMOLITION PLAN</b>			
SITE DEVELOPMENT ON 17510 COUNTY RD			
17510 COUNTY RD, MONTVERDE, FL			
DEVELOPMENT SERVICES			
MONTVERDE, FL			
REVIEW BY	DRAWN BY	DATE	FILE NUMBER SHEET
M.H.	K.T.	1/15/26	- - C1.00

**1**  
EXISTING CONDITIONS & DEMOLITION PLAN  
SCALE: 1" = 20'

○ = REC. 1" I.P.  
NO ID

COUNTY ROAD 455  
50' PAVED PUBLIC R/W



**NOTES:**  
 ACCORDING TO FEMA FLOOD INSURANCE RATE MAP, COMMUNITY PANEL No. 12068C0585E DATED: DECEMBER 18, 2012. THIS PROPERTY LIES IN ZONE X. THIS PROPERTY DOES NOT APPEAR TO LIE WITHIN A 100-YEAR FLOOD PLAIN.

THE PROPERTY IS SUPPLIED POTABLE WATER BY THE TOWN OF MONTVERDE.  
 THE PROPERTY OWNER IS LIABLE TO RESTORE/REPLACE ANY DAMAGED CITY APPROVED/CONTROLLED INFRASTRUCTURE IN THE PUBLIC RIGHT-OF-WAY.

\*FOR LANDSCAPE PLANTING SCHEDULE TABLE, REFER SHEET L1.00 AND TO THE ENGINEERING REPORT.

**SIGN & STRIPPING STATUS:**  
 \*PROPOSED WORK AREA AND THE PROPOSED PAVING WORK WILL NOT RESULT IN ANY CHANGES TO THE PAVEMENT MARKING OF PUBLIC ROADS\*

**PARKING SPACE CALCULATION:**  
 BUILDING AREA: 35.5 ft x 36.4 ft = 1,292.2 sq. ft.

**PARKING REQUIREMENT (SPECIALTY RETAIL - 1 SPACE / 250 SQ. FT.):**  
 1,292.2 / 250 = 5.17 → 5 SPACES REQUIRED

**ADA REQUIREMENT:**  
 MINIMUM ADA SPACES = 1  
 TOTAL REQUIRED SPACES = 7 SPACES

**UNIMPROVED SPACE ALLOWANCE (LDC §4-122(b)):**  
 TOWN MAY ALLOW UP TO 40% OF REQUIRED PARKING SPACES TO REMAIN UNIMPROVED WHERE THE PARKING LOT SERVES OCCASIONAL PARKING NEEDS.

**CALCULATION:**  
 40% x 7 REQUIRED SPACES = 2.8 SPACES  
 ROUNDED TOWARD THE STRICTER REQUIREMENT → 2 UNIMPROVED SPACES PERMITTED.

**FINAL PARKING PROVIDED:**  
 IMPROVED (PAVED) SPACES REQUIRED:  
 7 - 2 = 5 IMPROVED SPACES (4 STANDARD + 1 ADA)

**UNIMPROVED (OCCASIONAL-USE) SPACES:**  
 2 UNIMPROVED SPACES (NO SURFACE TREATMENT)

**STANDARD NO PARKING SIGN:**  
 SIGN DESIGNATION: R7-1 (MUTCD STANDARD REGULATORY SIGN)  
 MESSAGE: **NO PARKING**  
 PANEL SIZE: 12" W x 18" H (MINIMUM STANDARD FOR REGULATORY USE)  
 BACKGROUND: WHITE, RETROREFLECTIVE  
 LEGEND & BORDER: RED  
 MATERIAL: ALUMINUM SIGN BLANK, 0.080" THICK, WITH TYPE IV OR BETTER REFLECTIVE SHEETING.  
 MOUNTING HEIGHT:  
 7 FT (MIN.) ABOVE GRADE IN PEDESTRIAN AREAS  
 5 FT (MIN.) ABOVE GRADE IN NON-PEDESTRIAN/LANDSCAPED AREAS  
 POST: 2" x 2" GALVANIZED SQUARE STEEL SIGN POST OR APPROVED EQUAL  
 ORIENTATION: INSTALL FACING APPROACHING TRAFFIC ALONG 8TH STREET AND AT THE INTERNAL DRIVEWAY AS SHOWN ON THE SITE PLAN.

**III CAUTION III**  
**UNDERGROUND UTILITIES**  
 OFFICE UTILITIES AND UNDERGROUND FACILITIES INDICATED ON THESE PLANS HAVE BEEN LOCATED FROM REVEREND ENGINEERING SURVEY OF AN UNDEVELOPED AREA. THE CONTRACTOR SHALL NOT ASSUME THE RESPONSIBILITY FOR THE UTILITY VERTICALITY LOCATION OF ALL UTILITIES AND UNDERGROUND FACILITIES PRIOR TO CONSTRUCTION. TO SAID PRECAUTIONS TO BE OBSERVED BY THE CONTRACTOR TO AVOID DAMAGE TO ALL UTILITIES AND UNDERGROUND FACILITIES. THE CONTRACTOR SHALL PROTECT AND MAINTAIN ALL UTILITIES FROM DAMAGE DURING CONSTRUCTION. ANY DAMAGE TO THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIRS TO BE COMPLETED AT THEIR OWN COST.

**TURF BLOCK DRAINAGE RECOVERY (SUMMARY NOTE)**

Turf-block area: 1,024 SF  
 Stone depth: 2" (0.50 ft)  
 Void ratio: 0.40  
 Infiltration rate (Group A sand): 0.50 in/hr (0.0417 ft/hr)

Storage volume:  
 $V = 1,024 \times 0.50 \times 0.40 = 207 \text{ CF}$

Exfiltration rate:  
 $Q = 1,024 \times 0.0417 = 43.1 \text{ CF/hr}$

Recovery time:  
 $t = 207 / 43.1 \approx 4.8 \text{ hours}$

Result:  
 Subsurface gravel layer recovers in approximately 4.8 hours, meeting the 24-hour drainage-recovery requirement.

REVISIONS			
REV. NO.	DATE	DESCRIPTION	BY

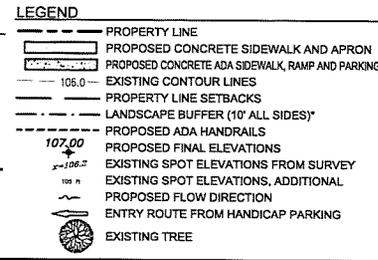
PLAT NO.	BLDG PERMIT NO.	DEV. ENGINEERING TRACKING NOS.

**PROPOSED SITE PLAN**  
**SITE DEVELOPMENT ON 17510 COUNTY RD**  
 17510 COUNTY RD, MONTVERDE, FL  
 DEVELOPMENT SERVICES  
 MONTVERDE, FL

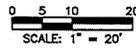
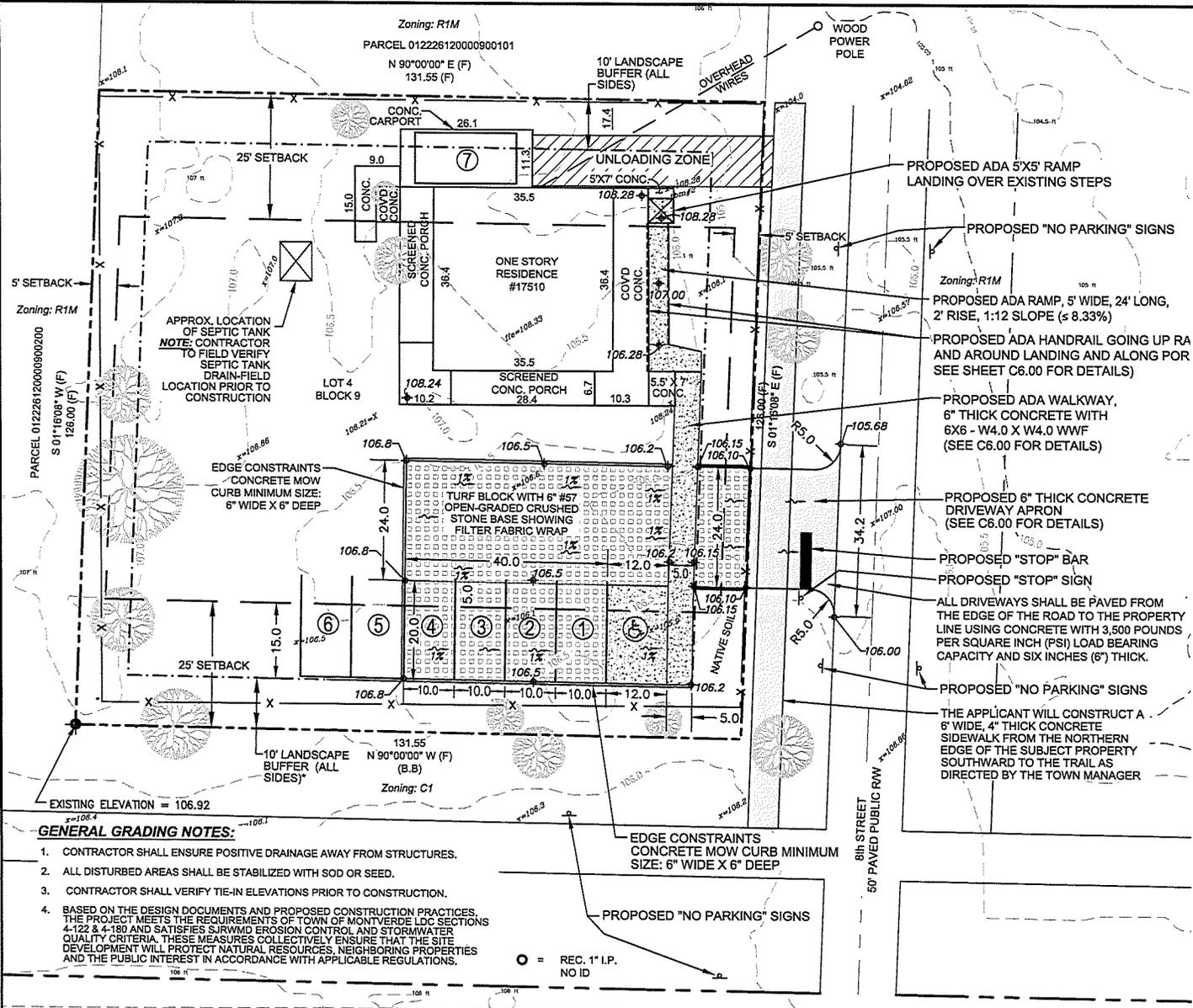
REVIEW BY:	DESIGN BY:	DATE	FILE	NUMBER	SHEET
M.H.	K.T.	1/15/26	-	-	C2.00

**1**  
**C2.00**  
 PROPOSED SITE PLAN  
 SCALE: 1" = 20'

COUNTY ROAD 455  
 50' PAVED PUBLIC R/W



THIS SPACE RESERVED FOR INSPECTION



**NOTES:**  
 THE PROPERTY IS SUPPLIED POTABLE WATER BY THE TOWN OF MONTERVE.

THE PROPERTY OWNER IS LIABLE TO RESTORE/REPLACE ANY DAMAGED CITY APPROVED/CONTROLLED INFRASTRUCTURE IN THE PUBLIC RIGHT-OF-WAY.

**LEGEND**

- PROPERTY LINE
- PROPOSED CONCRETE SIDEWALK AND APRON
- PROPOSED CONCRETE ADA SIDEWALK, RAMP AND PARKING
- - - 106.0 - EXISTING CONTOUR LINES
- PROPERTY LINE SETBACKS
- - - LANDSCAPE BUFFER (10' ALL SIDES) EXISTING
- 106.50 + PROPOSED FINAL ELEVATIONS
- x-106.2 EXISTING SPOT ELEVATIONS FROM SURVEY
- 105.0 EXISTING SPOT ELEVATIONS, ADDITIONAL
- ~ PROPOSED FLOW DIRECTION
- (Tree symbol) EXISTING TREE

**!!! CAUTION !!!**  
**UNDERGROUND UTILITIES**  
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REVISIONS			
REV NO.	DATE	DESCRIPTION	BY

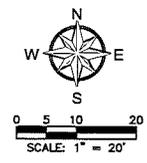
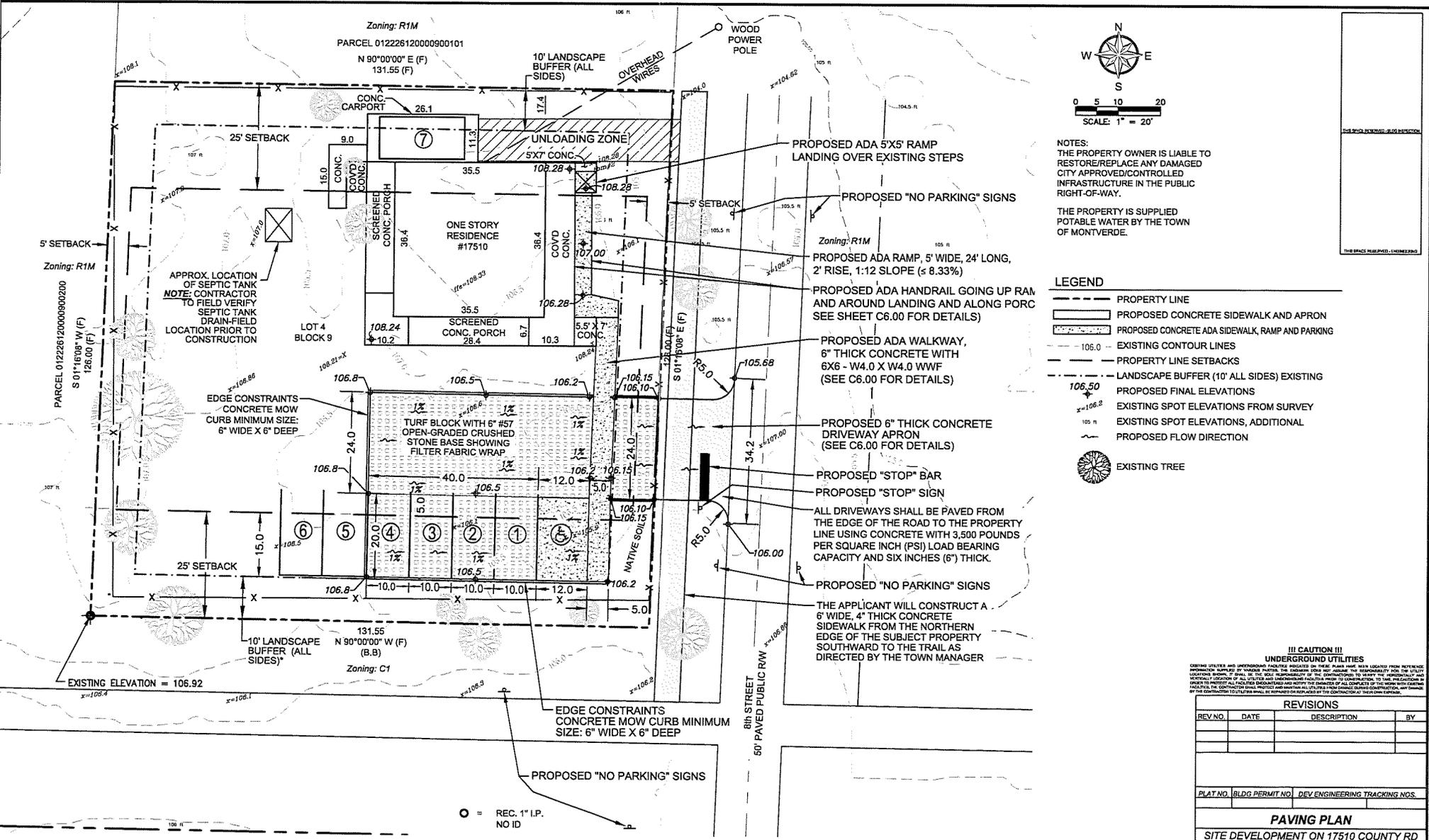
PLAT NO. / BLDG PERMIT NO. / DEV ENGINEERING TRACKING NOS.

**GRADING AND CONSTRUCTION PLAN**  
**SITE DEVELOPMENT ON 17510 COUNTY RD**  
**17510 COUNTY RD, MONTERVE, FL**  
**DEVELOPMENT SERVICES**  
**MONTERVE, FL**

REVIEW BY:	DRAWN BY:	DATE	FILE	NUMBER	SHEET
M.H.	K.T.	1/15/26	-	-	C3.00

**1 GRADING AND CONSTRUCTION PLAN**  
 SCALE: 1" = 20'

COUNTY ROAD 455  
 50' PAVED PUBLIC R/W



NOTES:  
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**LEGEND**

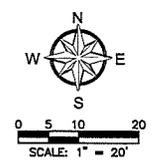
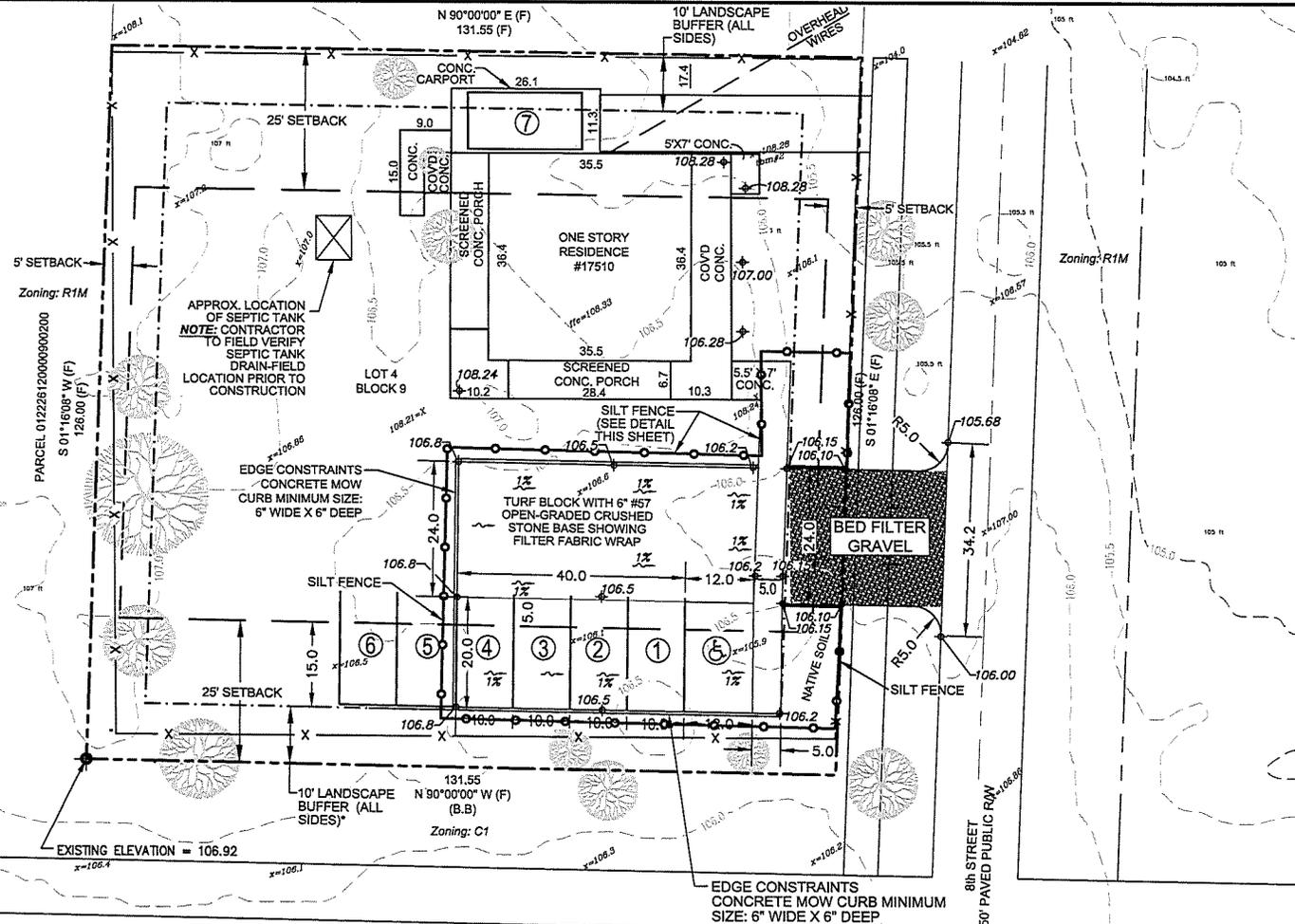
- PROPERTY LINE
- PROPOSED CONCRETE SIDEWALK AND APRON
- PROPOSED CONCRETE ADA SIDEWALK, RAMP AND PARKING
- - - 106.0 - EXISTING CONTOUR LINES
- - - PROPERTY LINE SETBACKS
- - - LANDSCAPE BUFFER (10' ALL SIDES) EXISTING
- 106.50 + PROPOSED FINAL ELEVATIONS
- 105 ft + EXISTING SPOT ELEVATIONS FROM SURVEY
- 105 ft + EXISTING SPOT ELEVATIONS, ADDITIONAL
- ~ PROPOSED FLOW DIRECTION
- ⊙ EXISTING TREE

**!!! CAUTION !!!**  
**UNDERGROUND UTILITIES**

EXISTING UTILITIES AND UNDERGROUND FACILITIES SHOWN ON THIS PLAN HAVE BEEN LOCATED FROM SURFACE INFORMATION SUPPLIED BY VARIOUS PARTIES. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH, AND CONDITION OF ALL UTILITIES PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND FACILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND FACILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND FACILITIES.

REVISIONS				
REV. NO.	DATE	DESCRIPTION	BY	
PLAT NO. BLDG PERMIT NO. DEV ENGINEERING TRACKING NOS.				
<b>PAVING PLAN</b>				
SITE DEVELOPMENT ON 17510 COUNTY RD				
17510 COUNTY RD, MONTERVERDE, FL				
DEVELOPMENT SERVICES				
MONTERVERDE, FL				
REVIEW BY:	DRAWN BY:	DATE	FILE NUMBER	SHEET
M.H.	K.T.	1/15/26	-	C4.00

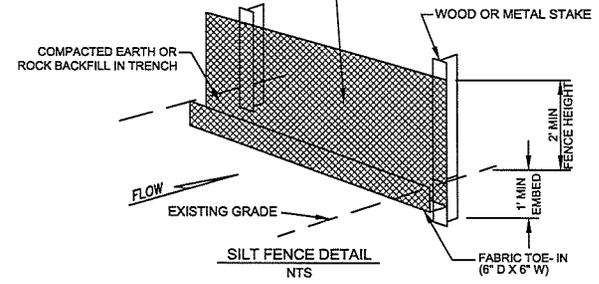
**1** PAVING PLAN  
 SCALE: 1" = 20"



- LEGEND**
- SILT FENCING
  - PROPERTY LINE
  - PROPOSED CONCRETE SIDEWALK AND APRON
  - PROPOSED CONCRETE SIDEWALK AND DRIVEWAY
  - 106.0 - EXISTING CONTOUR LINES
  - PROPERTY LINE SETBACKS
  - LANDSCAPE BUFFER (10' ALL SIDES) EXISTING
  - PROPOSED FINAL ELEVATIONS
  - EXISTING SPOT ELEVATIONS FROM SURVEY
  - EXISTING SPOT ELEVATIONS, ADDITIONAL
  - PROPOSED FLOW DIRECTION

THE SILT FENCE SHOULD BE SECURELY FASTENED TO EACH SUPPORT POST OR TO WOVEN WIRE, WHICH IS IN TURN ATTACHED TO THE SUPPORT POST. THERE SHALL BE A 3 FT OVERLAP SECURELY FASTENED WHERE ENDS OF THE FABRIC MEET.

SILT FENCE W/WIRE MESH BACKING SUPPORT (4" X 4" - W1.4 X W1.4 MIN. TYP) CHAIN LINK FENCE FABRIC IS ACCEPTABLE



**EROSION CONTROL NOTES:**

1. SILT FENCING AND/OR OTHER EROSION CONTROL DEVICES WILL BE REQUIRED TO CONTROL EROSION AS SHOWN ON THE PLANS. THE CONTRACTOR SHALL IMPLEMENT AND MAINTAIN THESE MEASURES THROUGHOUT CONSTRUCTION. ALL EROSION CONTROL DEVICES SHALL BE INSTALLED PRIOR TO ANY EXCAVATION OR CLEARING AND GRUBBING WORK.
2. ALL DISTURBED AREAS ARE TO BE STABILIZED IN ACCORDANCE WITH THE PLANS WITHIN 7 DAYS OF THE COMPLETION OF GRADING OR OTHER NECESSARY CONSTRUCTION OPERATIONS.
3. ANY FINES, PENALTIES, OR OTHER COSTS ASSESSED BY STATE, LOCAL OR OTHER GOVERNMENTAL AGENCIES FOR NON-PERFORMANCE OF THE EROSION CONTROL REQUIREMENTS OF THIS PROJECT AGAINST THE OWNER SHALL BECOME THE RESPONSIBILITY OF THE CONTRACTOR, AND ANY SUCH ASSESSMENTS, IF NOT PAID BY THE CONTRACTOR, WILL BE DEDUCTED FROM MONIES DUE AT THE COMPLETION OF THE PROJECT.

**MAINTENANCE PLAN**

1. ALL EROSION AND SEDIMENT CONTROL PRACTICES SHALL BE CHECKED BY THE CONTRACTOR FOR STABILITY AND OPERATION FOLLOWING EVERY RAINFALL BUT IN NO CASE LESS THAN ONCE EVERY WEEK. ANY NEEDED REPAIRS WILL BE MADE IMMEDIATELY.

**NOTES:**

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REVISIONS			
REV NO.	DATE	DESCRIPTION	BY

PLAT NO.	BLDG PERMIT NO.	DEV ENGINEERING TRACKING NOS.

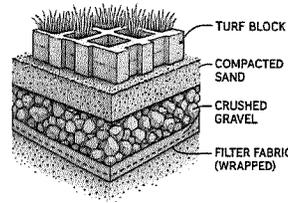
  

EROSION CONTROL PLAN			
SITE DEVELOPMENT ON 17510 COUNTY RD			
17510 COUNTY RD, MONTVERDE, FL			
DEVELOPMENT SERVICES			
MONTVERDE, FL			
REVIEW BY:	DRAWN BY:	DATE	SHEET
M.H.	K.T.	1/15/26	CS.00

**TURF BLOCK INSTALLATION NOTES**

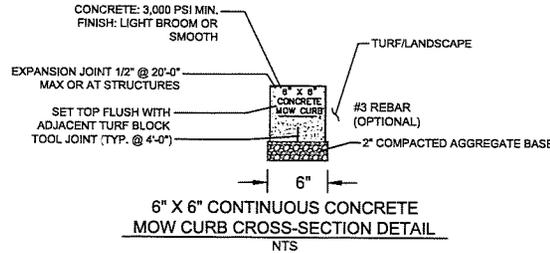
Base: 6" Open-Graded Crushed Stone (#57 Stone) with Geotextile Wrap and Edge Restraint

- General**  
All work shall conform to the project specifications, turf block manufacturer's recommendations, and applicable local codes. Contractor shall verify all dimensions, elevations, and grades prior to construction and report discrepancies to the Engineer. Protect existing utilities, structures, and vegetation during construction.
- Subgrade Preparation**  
Excavate turf block area to depth sufficient to accommodate the geotextile, 6" stone base, bedding layer (if required), and turf block thickness. Remove all organic material, debris, and unsuitable soils. Proof-roll subgrade to identify soft spots. Replace with compacted clean aggregate if necessary. Grade subgrade to uniform slope (minimum 2% cross slope unless otherwise noted) for drainage.
- Geotextile Fabric Installation**  
Use nonwoven geotextile fabric meeting AASHTO M288 Class 2 for separation and filtration (e.g., Mirafi 140N or approved equal). Place fabric directly over prepared subgrade, overlapping joints by a minimum of 18". Extend fabric up the sides of the excavation to wrap around the stone base. Secure fabric in place with landscape staples or stakes at maximum 4' spacing to prevent displacement during stone placement.
- Base Installation - Open-Graded Crushed Stone**  
Place 6" compacted thickness of ASTM No. 57 open-graded crushed stone (void ratio ? 40%) inside geotextile wrap. Spread stone evenly in lifts not exceeding 4". Compact each lift with vibratory plate compactor suitable for open-graded aggregate. Do not damage geotextile during placement or compaction.
- Wrapping the Base**  
After stone placement and compaction, fold geotextile over the top of the base to completely encapsulate the stone. Overlap fabric at least 12" along top seam. Ensure no gaps or tears in fabric.
- Bedding Layer (if required by manufacturer)**  
If specified, install a 1" bedding layer of ASTM No. 8 stone or coarse sand above the wrapped stone base. Screed to an even thickness without compaction.
- Turf Block Placement**  
Place turf blocks in the specified pattern, maintaining uniform joints. Check alignment and elevation regularly. Avoid dragging blocks across bedding layer. Fill turf block openings with approved topsoil mix, slightly overfilling to account for settlement.
- Edge Restraints**  
Install continuous concrete curb or approved subsurface edge restraint along all exposed turf block edges. Concrete curb minimum size: 6" wide x 6" deep. Set edge restraint flush with turf block surface or as detailed in drawings. Secure edge restraint with stakes/rebar (if prefabricated type) or install concrete curb per project detail.
- Final Infill and Turf Establishment**  
Water infilled soil to promote settlement, top off as needed. Seed or sod with specified turfgrass variety. Maintain turf until final acceptance.
- Quality Control**  
Finished surface shall be true to grade, free of rocking blocks, gaps, or settlement. Edge restraints must be straight or smoothly curved per plan and firmly anchored.



- Turf block (paver unit): 4 in.  
Setting bed: 1-1.5 in.
- Use No. 8 aggregate (permeable systems) or concrete sand (non-permeable).
- Base (structural): 6 in compacted FDOT No. 57 stone (or equivalent 3/4" open-graded) wrapped in non-woven geotextile (8 oz/sy class).
- Place in 4-in lifts; compact with plate compactor to lock stone.
  - Subgrade: Proof-roll; remediate soft spots. Compact to 95% AASHTO T-99

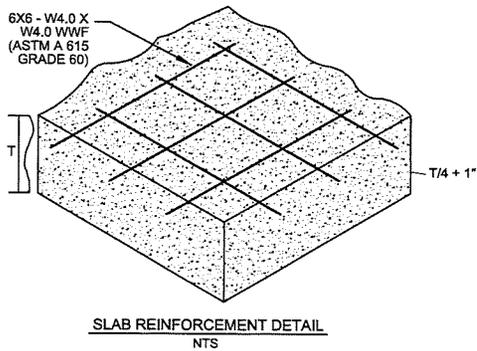
**TURF BLOCK DETAIL**  
NTS



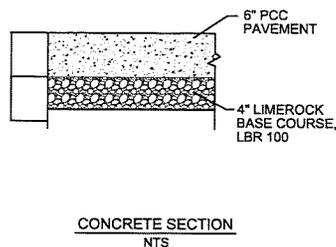
**SPECIFICATION DETAIL –  
6" CONCRETE DRIVEWAY APRON & ADA STALL**

- PLAN VIEW DIMENSIONS:**
  - Driveway apron: 22' width x 20' depth = 440 SF
  - ADA stall: 10' width + 8' access aisle x 20' length = 360 SF
  - Both areas 6" thick concrete
- SECTION VIEW (Typical):**
  - 6" 3000 psi air-entrained concrete, fiber reinforced
  - #4 rebar @ 18" O.C. each way, 2" cover
  - 4" compacted limerock subbase (LBR 100 min.)
  - Geotextile separator if poor subgrade
- CONTROL JOINTS & EDGES:**
  - Sawcut @ 10' max spacing each way
  - 1/2" radius tooled edge
  - Dowel tie #4 @ 12" O.C. into adjoining pavement
- FINISH:**
  - Broom finish perpendicular to direction of travel
  - Apply curing compound per FDOT Spec 350 immediately after finishing
- SLOPE & ADA REQUIREMENTS:**
  - Cross-slope: max 2% in ADA stall & aisle
  - Apron slope 1-2% toward street
  - Blue painted access aisle with white diagonal hatch
  - Install ADA R7-8 sign at 7' clear height

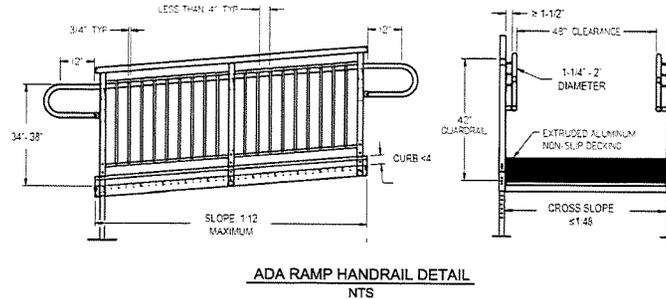
NOTE: All dimensions & reinforcement to be verified in the field per Town of Montverde requirements. CAD drawing includes plan & section views to scale for permit sheets.



**SLAB REINFORCEMENT DETAIL**  
NTS



**CONCRETE SECTION**  
NTS



**ADA RAMP HANDRAIL DETAIL**  
NTS

**III CAUTION III  
UNDERGROUND UTILITIES**

CONTRACT UTILITIES AND UNDERGROUND FACILITIES SHOWN ON THESE PLANS WERE OBTAINED FROM RESEARCH AND FIELD SURVEY BY THE ISSUING ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE UTILITY LOCATIONS SHOWN ON ALL UTILITIES AND UNDERGROUND FACILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE UTILITY LOCATIONS SHOWN ON ALL UTILITIES AND UNDERGROUND FACILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE UTILITY LOCATIONS SHOWN ON ALL UTILITIES AND UNDERGROUND FACILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE UTILITY LOCATIONS SHOWN ON ALL UTILITIES AND UNDERGROUND FACILITIES.

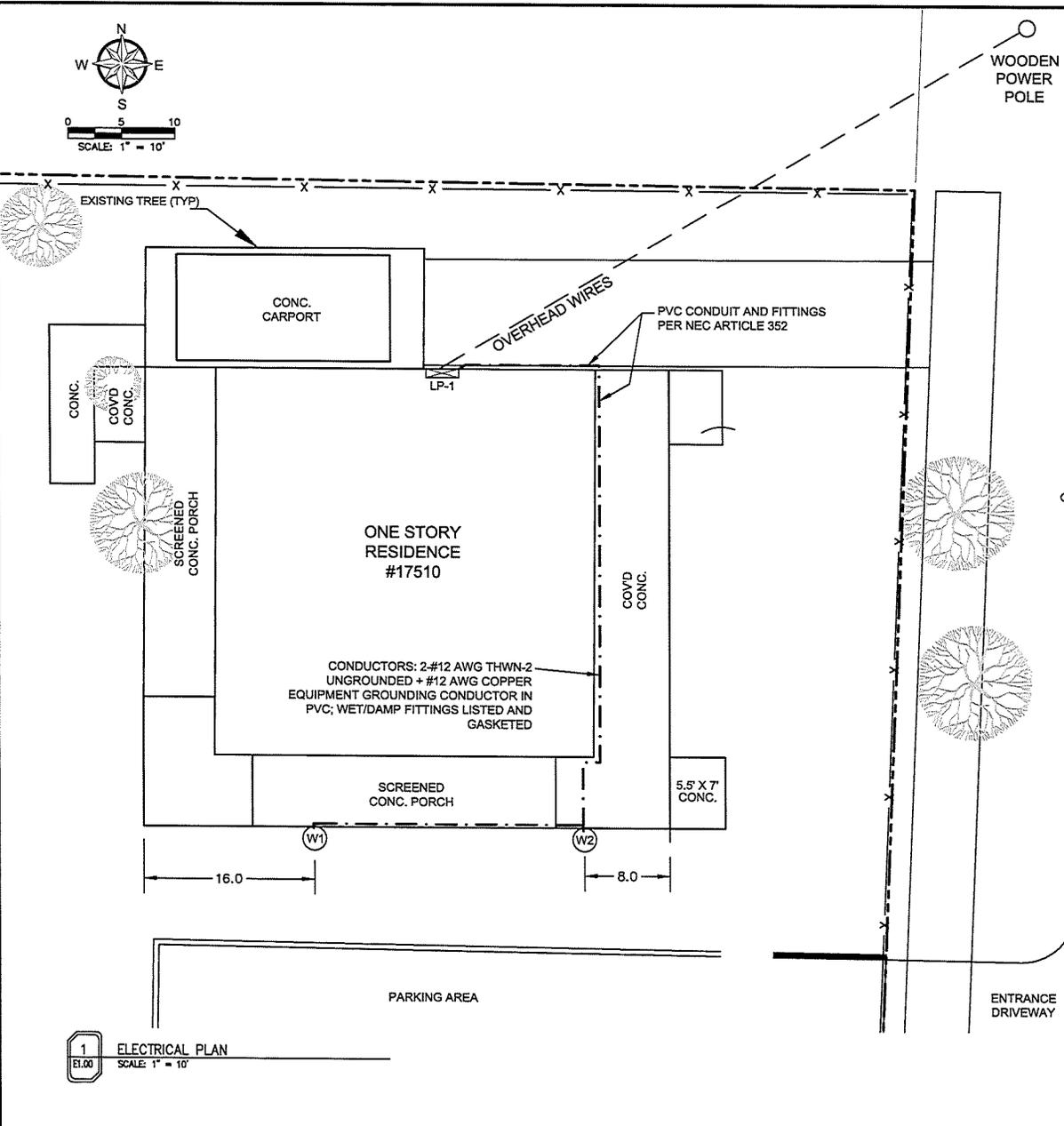
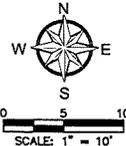
REVISIONS			
REV. NO.	DATE	DESCRIPTION	BY

PLAT. NO.	BLDG. PERMIT NO.	DEV. ENGINEERING TRACKING NOS.

**CONSTRUCTION NOTES AND DETAILS**  
SITE DEVELOPMENT ON 17510 COUNTY RD  
17510 COUNTY RD, MONTVERDE, FL  
DEVELOPMENT SERVICES  
MONTVERDE, FL

REVIEW BY:	DRAWN BY:	DATE	FILE NUMBER	SHEET
M.H.	K.T.	1/15/26	-	C6.00

Drawing file: 17510\_CR\_MONTVERDE\_FL\_5D-PLANS\_1-15-26.dwg



**ELECTRICAL NOTES:**

**Panel / Circuit Identification**  
 Panelboard: LP-1 (update if your actual tag differs)

**Circuit:** L-1 – Site Lighting (20A, 1-pole)

**One-Line Diagram Summary**

- Source: Panel LP-1 (120/240V, 1-phase, 3-wire). Verify spare capacity and spaces (NEC 110.3(B), 110.14).
- Overcurrent device: 20A, 1-pole dedicated breaker – Circuit L-1 (continuous load basis per NEC 210.20(A)).
- Controls: Astronomical time switch + photocell; manual override provided (see FBC Energy Conservation compliance).
- Branch circuit: 2-#12 AWG THWN-2 ungrounded + #12 AWG copper EGC in 3/4" in PVC Schedule 40 (NEC 300.9, 352).
- Distribution: Weatherproof J-box split to (2) wall-mounted luminaires (NEC 314.15, 314.25).
- Load check (continuous): 2 x 80 W = 160 W @ 120 V = 1.33 A; 125% = 1.66 A < 20 A (NEC 210.19(A)(1), 210.20(A)).
- Voltage-drop design target ~ 3% max on branch circuit (Informational Notes: NEC 210.19(A), 215.2(A)).

**Florida Energy Code – Exterior Lighting Controls (FBC Energy Conservation, current edition)**

- Provide automatic shutoff via time-based scheduling (astronomical time switch) for exterior lighting.
- Provide daylight shutoff via photosensor so exterior lighting turns off when sufficient daylight is present.
- Manual override (local switch) shall time-out automatically; set the override to not exceed 2 hours.
- Group controls logically; building facade/accent lighting separately controllable from parking/area lighting.
- Schedule exterior lighting to turn off or reduce during non-business hours consistent with security needs.
- Exceptions: life-safety egress and required emergency lighting as permitted by AHJ and code.
- Document the control sequence and setpoints; verify operation at commissioning.

**Design Notes (NEC-Referenced)**

1. Provide a dedicated 20A, 1-pole breaker (Circuit L-1) in panel LP-1 for site lighting (NEC 210.3, 210.11).
2. Treat lighting as a continuous load (>3 h); size conductors and OCPD at 125% of continuous load (NEC 210.19(A)(1), 210.20(A)).
3. Conductors: 2-#12 AWG THWN-2 ungrounded + #12 AWG copper equipment grounding conductor in PVC; wet/damp fittings listed and gasketed (NEC 300.9; 314.15; 314.25).
4. PVC conduit and fittings per NEC Article 352; provide expansion fittings if temperature/length requires (NEC 352.44).
5. Seal raceways subject to temperature differentials (NEC 300.7(A)); seal exterior penetrations weather-tight.
6. Grounding and bonding; provide EGC; maintain continuity through boxes (NEC 250.118; 250.148).
7. Luminaires in wet/damp locations listed for environment; install per listing and manufacturer instructions (NEC 110.3(B); 410.10(D)).
8. Mount at 10 ft AFG; aim south; use cutoff optics or side shields to minimize glare/spill to ROW and neighbors.
9. Voltage-drop: target = 3% on branch circuit; upsize conductors if field runs increase or loads change (NEC Informational Notes).
10. Update panel directory entry: "L-1 Site Lighting" on LP-1; torque terminations per manufacturer (NEC 110.3(B), 110.14).
11. Commissioning: verify photocell/time-switch operation; night-aim to maintain = 0.5 fc at ADA stalls/walkway with uniformity avg:min = 4:1.

**LEGEND**

- (W2) PROPOSED WALL-MOUNTED LIGHT FIXTURE (2)
- PROPOSED PVC CONDUIT
- LP-1 EXISTING ELECTRICAL PANEL

**!!! CAUTION !!!**  
**UNDERGROUND UTILITIES**  
 EXISTING UTILITIES AND UNDERGROUND UTILITIES INDICATED ON THESE PLANS HAVE BEEN LOCATED FROM REPRESENTATIVE RECORDS AND FIELD SURVEY. THE CONTRACTOR SHALL VERIFY THE DEPTH, LOCATION AND VERTICAL ALIGNMENT OF ALL UTILITIES AND UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION. TO THE EXTENT POSSIBLE, THE CONTRACTOR SHALL PROTECT AND MAINTAIN ALL UTILITIES FROM DAMAGE DURING CONSTRUCTION. ANY DAMAGE TO THE UTILITIES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.

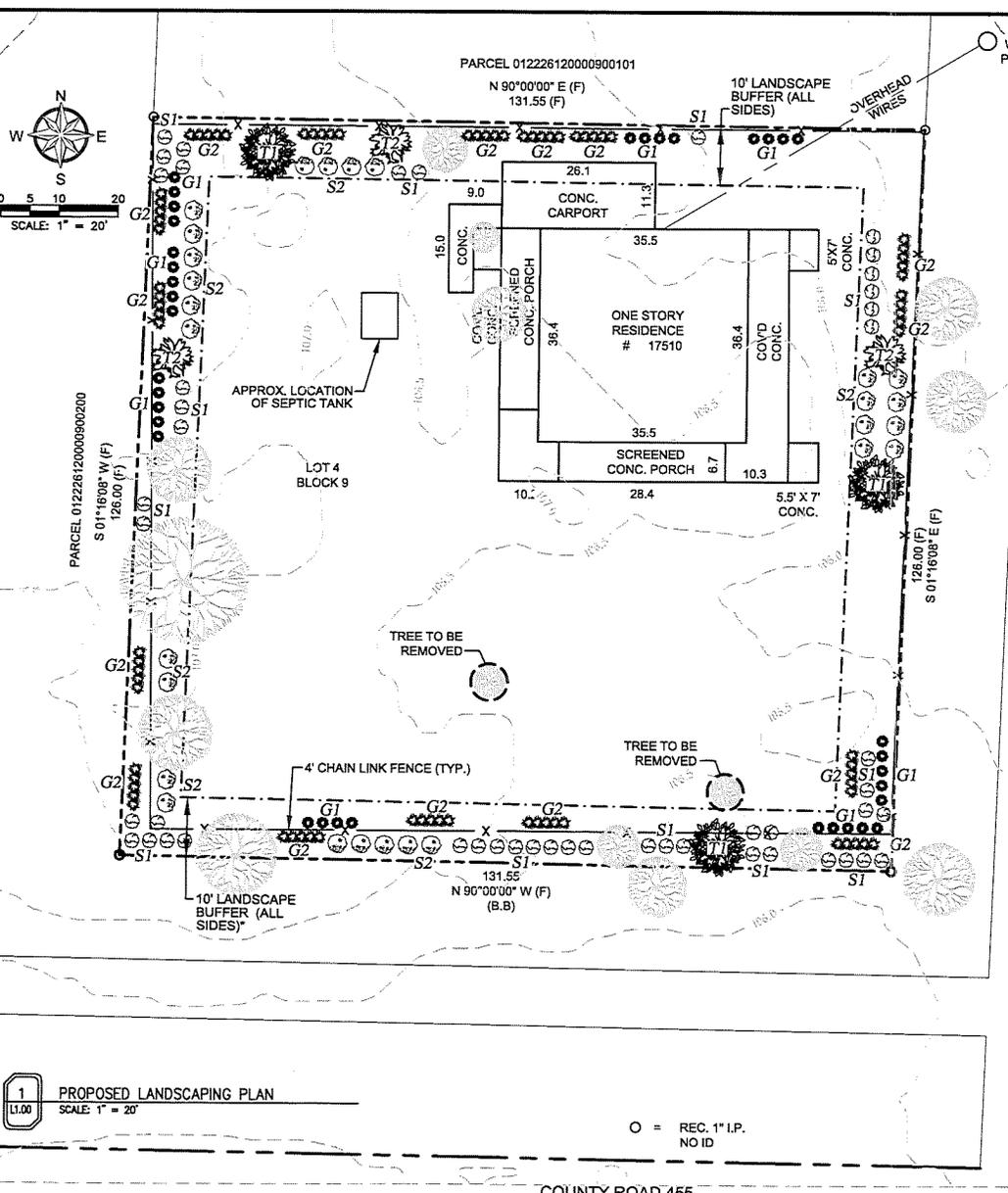
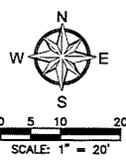
REVISIONS			
REV. NO.	DATE	DESCRIPTION	BY

PLAT NO.	BLDG PERMIT NO.	DEV. ENGINEERING TRACKING NOS.
<b>ELECTRICAL PLAN</b>		
<b>SITE DEVELOPMENT ON 17510 COUNTY RD</b>		
17510 COUNTY RD, MONTVERDE, FL		
DEVELOPMENT SERVICES		
MONTVERDE, FL		

REVIEW BY	DRAWN BY	DATE	FILE	NUMBER	SHEET
M.H.	K.T.	1/15/26	-	-	E1.00

**1**  
 E1.00  
 ELECTRICAL PLAN  
 SCALE: 1" = 10'

**NOTES:**  
 THE PROPERTY IS SUPPLIED POTABLE WATER BY THE TOWN OF MONTVERDE.  
 THE PROPERTY OWNER IS LIABLE TO RESTORE/REPLACE ANY DAMAGED CITY APPROVED/CONTROLLED INFRASTRUCTURE IN THE PUBLIC RIGHT-OF-WAY.



**LANDSCAPING GENERAL NOTES:**

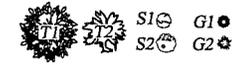
1. All landscape materials shall conform to Florida Grades and Standards for Nursery Plants, latest edition.
2. All new trees and shrubs shall be installed plumb, watered in, and fully mulched with 3 inches of organic mulch, kept clear of trunks/stems.
3. Irrigation shall be provided to all landscaped areas via an automatic system or approved equivalent method.
4. Planting beds shall receive soil preparation as needed to ensure proper drainage and establishment.
5. Landscape areas must be maintained in a healthy, neat condition at all times, with dead or declining plants replaced in kind.
6. A 10-foot landscape buffer is required around the entire property perimeter per LDC Chapter 4.
7. A separate tree removal permit may be required.

**LEGEND**

- PROPERTY LINE
- - - 106.0 EXISTING CONTOUR LINES
- - - PROPERTY LINE SETBACKS
- - - LANDSCAPE BUFFER (10' ALL SIDES) EXISTING
- x=106.2 EXISTING SPOT ELEVATIONS FROM SURVEY
- 105 ft EXISTING SPOT ELEVATIONS, ADDITIONAL
- EXISTING TREE
- EXISTING TREE TO BE REMOVED

**LANDSCAPING PLANTING SCHEDULE:**

Symbol	Botanical Name	Common Name	Size / Spec	Spacing	Quantity	Remarks
T1	<i>Quercus virginiana</i>	Live Oak 2.5"-3" cal.	12-14' height	25' O.C.	4	Native shade tree
T2	<i>Ligustrum japonicum</i> (Std.)	Ligustrum Tree (Std.)	2' cal, 8'-10' height (Std.)	20' O.C.	3	Ornamental accent
S1	<i>Ilex vomitoria</i> 'Nana'	Dwarf Yaupon Holly	3-gal container	3' O.C.	48	Evergreen shrub
S2	<i>Viburnum odoratissimum</i>	Sweet Viburnum	7-gal container	4' O.C.	40	Buffer screening shrub
G1	<i>Muhlenbergia capillaris</i>	Pink Muhly Grass	3-gal container	30" O.C.	36	Drought-tolerant accent
G2	<i>Liriope muscari</i>	Liriope / Lily Turf	1-gal container	18" O.C.	80	Groundcover, borders
C1	<i>Paspalum notatum</i>	Pensacola Bahia Grass	Sod	-	-	*See Below Turf in open landscape areas



- PROVIDE ONE UNDERSTORY TREE PER 50 LINEAR FEET OF BUFFER (MAY BE CLUSTERED).
- PROVIDE ONE SHADE TREE PER 100 LINEAR FEET OF BUFFER (MAY BE CLUSTERED).
- PROVIDE CONTINUOUS SHRUB LAYER MINIMUM 36" HEIGHT AT INSTALLATION, FORMING AN OPAQUE SCREEN WITHIN 1 YEAR.
- GROUNDCOVER OR TURF REQUIRED IN REMAINING DISTURBED AREAS.

**III CAUTION III**  
**UNDERGROUND UTILITIES**  
 AFTER INSTALLATION OF THE TURF BLOCK SYSTEM AND COMPLETION OF ALL ADJACENT CONSTRUCTION ACTIVITIES, THE CONTRACTOR SHALL INSTALL NEW SOD AROUND THE FULL PERIMETER OF THE TURF BLOCK AREA. SOD SHALL BE PLACED FLUSH WITH THE FINISHED GRADE OF THE TURF BLOCK, ENSURING NO GAPS, DEPRESSIONS, OR ELEVATED EDGES. THE SOD SHALL BE COMPACTED LIGHTLY TO ACHIEVE UNIFORM CONTACT WITH THE UNDERLYING SOIL AND SHALL BE WATERED IMMEDIATELY AFTER INSTALLATION. THE CONTRACTOR SHALL MAINTAIN THE SOD UNTIL ESTABLISHMENT TO PREVENT EROSION, UNDERMINING, OR SETTLEMENT ALONG THE TURF BLOCK EDGES.

- USE: 1,300 SQ FT OF SOD (BAHIA):
1. FULL PERIMETER BUFFERS
  2. DISTURBED AREAS
  3. 24" PERIMETER STRIP AROUND TURF BLOCK PARKING
  4. GRADING TRANSITIONS

EXISTING UTILITIES AND UNDERGROUND SERVICES SHOWN ON THIS PLAN ARE LOCATED FROM SURVEYING INFORMATION SUPPLIED BY VARIOUS AGENCIES. THE CONTRACTOR SHALL VERIFY THE ACCURACY OF THIS INFORMATION FOR THE UTILITIES LOCATIONS SHOWN. IT SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE ACCURACY AND DEPTH OF ALL UTILITIES (GAS, WATER, AND SEWER) BEFORE ANY CONSTRUCTION. THE CONTRACTOR SHALL VERIFY THE DEPTHS OF ALL UTILITIES AT THE WORK SITE. THE CONTRACTOR SHALL VERIFY THE DEPTHS OF ALL UTILITIES AT THE WORK SITE. THE CONTRACTOR SHALL VERIFY THE DEPTHS OF ALL UTILITIES AT THE WORK SITE.

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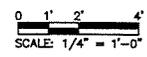
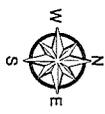
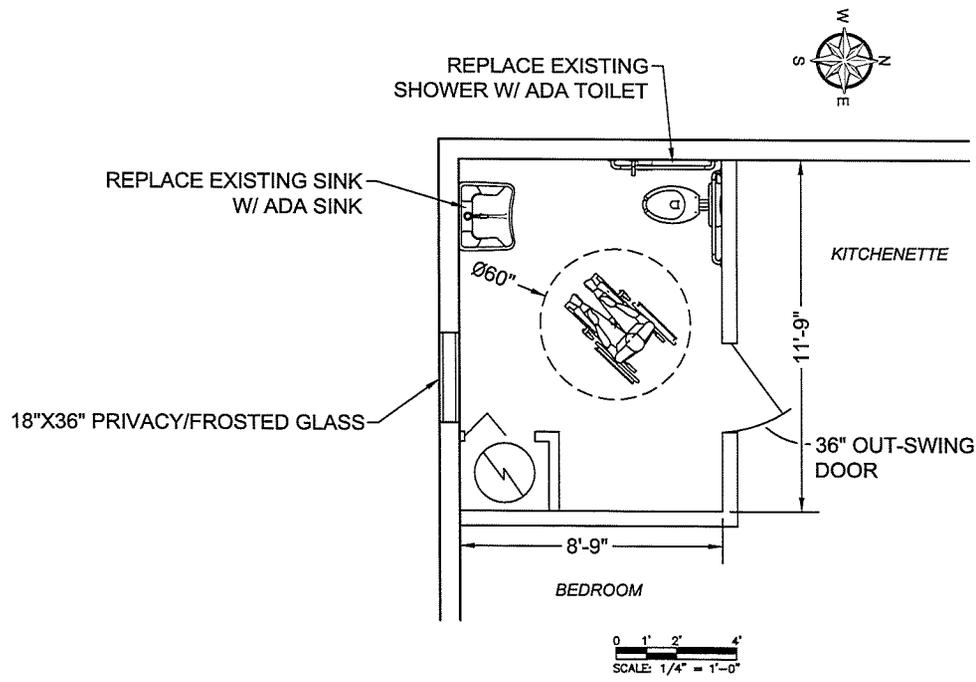
PLAT NO.	BLDG PERMIT NO.	DEV ENGINEERING TRACKING NO.

PROPOSED LANDSCAPING PLAN			
SITE DEVELOPMENT ON 17510 COUNTY RD			
17510 COUNTY RD, MONTVERDE, FL			
DEVELOPMENT SERVICES			
MONTVERDE, FL			
REVIEW BY:	DRAWN BY:	DATE	SHEET
M.H.	K.T.	1/15/26	L1.00

1 PROPOSED LANDSCAPING PLAN  
 SCALE: 1" = 20'

○ = REC. 1" I.P. NO ID

COUNTY ROAD 455  
 50' PAVED PUBLIC RW



**NOTES:**

The proposed specialty retail site has an occupant load of approximately 20 persons (1,200 sq. ft. + 60 sq. ft./person, per FBC – Building Table 1004.5).

- Per the Florida Building Code – Plumbing (2023):
- 403.1 requires plumbing fixtures to be provided in the minimum number shown in Table 403.1, based on the occupancy classification.
  - Table 403.1 (Mercantile Occupancies) requires one water closet and one lavatory per sex for occupant loads up to 50.
  - 403.2, Exception 3 states that separate facilities for each sex are not required in mercantile occupancies with occupant loads of 100 or fewer.
  - 403.1.2 permits single-user toilet rooms to be designated for either sex and to count toward required fixtures.

Accordingly, a single-user unisex restroom is sufficient for this occupancy. Per the Florida Building Code – Accessibility (2023, Chapter 11), the restroom will be designed to meet the following requirements:

- 603.2.1: Provide a 60-inch turning circle or T-turn.
- 603.2.3: Door shall not swing into fixture clearance; a 36-inch out-swing door will be used to provide a 32-inch clear opening.
- 604.2: Water closet centerline 16–18 inches from side wall.
- 604.3: Water closet clearance 60 inches wide x 56 inches deep (59 inches if floor-mounted).
- 604.5: Grab bars required—rear wall 36 inches minimum, side wall 42 inches minimum, mounted 33–36 inches AFF.
- 606.2: Lavatory clear floor space 30 inches x 48 inches with forward approach and compliant knee/toe clearance.
- 606.3: Lavatory rim height 34 inches maximum above finish floor.

The restroom design meets the requirements of the Florida Building Code – Plumbing (2023) and Florida Building Code – Accessibility (2023, Chapter 11). A single-user unisex ADA restroom is compliant for this mercantile occupancy given the occupant load is under 100 persons.

**!!! CAUTION !!!**  
**UNDERGROUND UTILITIES**  
 PARTIAL UTILITIES AND UNDERGROUND FACILITIES INDICATED ON THESE PLANS HAVE BEEN LOCATED FROM SURFACE PENETRATION MARKERS BY TRAINED PERSONNEL. THE CONTRACTOR SHALL VERIFY THE HORIZONTAL AND VERTICAL LOCATIONS AND DEPTHS OF ALL UTILITIES AND UNDERGROUND FACILITIES PRIOR TO CONSTRUCTION. THE USER ASSUMES ALL RISK OF DAMAGE TO EXISTING UTILITIES AND FACILITIES. THE CONTRACTOR SHALL VERIFY THE HORIZONTAL AND VERTICAL LOCATIONS OF ALL UTILITIES AND FACILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND FACILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND FACILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND FACILITIES.

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REV. NO.	DATE	DESCRIPTION	BY

PLAT NO. BLDG PERMIT NO. DEV ENGINEERING TRACKING NOS.

**RESTROOM UNISEX ADA RENOVATION**  
**SITE DEVELOPMENT ON 17510 COUNTY RD**  
 17510 COUNTY RD, MONTVERDE, FL  
 DEVELOPMENT SERVICES  
 MONTVERDE, FL

REVIEW BY	DRAWN BY	DATE	FILE	NUMBER	SHEET
M.H.	K.T.	9/23/25	-	-	1

## Small Site Stormwater – Turf Block Parking (Inputs)

### Project Information

17510 County Rd 455

### NRCS Curve Number Inputs

Project Name	Parking Lot Design
Location / Jurisdiction	Montverde, FL (SJRWMD)
Reviewer/Agency	Township of Montverde

AMC II assumed

Pre-development CN (existing cover)	61
Post CN – roof	98
Post CN – conventional pavement	98
Post CN – turf block (permeable paver over soil)	80
Post CN – landscaped/pervious	61

### Design Settings

Water Quality treatment depth, in	1.25
Safety factor on infiltration ( $\geq 1.0$ )	2
Native subgrade infiltration, in/hr	1
Use underdrain? (Yes/No)	No
Underdrain design flow, gpm	0
SHWT (ft) below bottom of storage (enter positive number)	2
Selected storm depth P1, in (e.g., 2-yr)	3
Selected storm depth P2, in (optional)	5

### Areas (square feet)

Roof area	2,750
Conventional pavement (asphalt/concrete)	460
Turf block area	2,648
Landscaped / pervious area	10,694

### Derived Values

Effective impervious area for WQv, sf	4,534
Treatment depth, ft	0.104
Adjusted infiltration rate, ft/hr	0.042
Weighted Post CN	71.22

### Turf Block & Storage Parameters

Turf block effective Impervious factor (0–1) for WQv	0.5
Base thickness under turf block, ft	0.5
Base stone void ratio (0–1)	0.4
Open-cell block thickness counted as storage, ft	0.125
Open-cell block void ratio (0–1)	0.4
Rain garden/retention footprint area, sf	0
Rain garden available ponding depth, ft	0
Rain garden porosity/voids (1.0 water, <1 media)	1

## Small Site Stormwater – Results Summary (Print)

**Project:** Parking Lot Design  
**Reviewer:** Township of Montverde

**Jurisdiction:** Montverde, FL (SJRWMD)

### Water Quality Treatment

Effective impervious area, sf	4,534
Treatment depth, ft	0.104
Required WQv, cf	472.3

Storage in turf block base, cf	529.6
Storage in open-cell block, cf	132.4
Storage in rain garden, cf	0

Total available storage, cf	662
Excess Storage – WQv (cf)	189.7
Meets storage ≥ WQv?	YES

### 72-Hour Recovery Check

Infiltration footprint used, sf	2,648
t_infiltration (hr) = WQv/(rate×area)	4.800

Assumed SHWT below storage bottom, ft	2
Effective storage water depth, in	2.4
Adjusted infiltration rate, in/hr	0.5
Calculated recovery time, hr	4.8
Meets 72-hr recovery?	PASS
Meets 72-hr recovery?	Yes

t_underdrain (hr)	
-------------------	--

### Pre/Post Runoff (NRCS CN, AMC II)

Pre CN	61
Post Weighted CN	71.22

Storm depth P1, in	2
Storm depth P2, in	3

Total site area (sf)	16,552
----------------------	--------

Pre Q (in) @ P1	0.0731
Pre Volume (cf) @ P1	100.9

Post Q (in) @ P1	0.271
Post Volume (cf) @ P1	374.2

Δ Volume (Post–Pre) @ P1, cf	273.4
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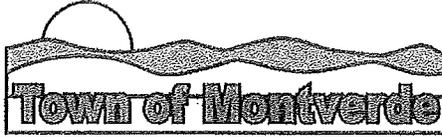
Pre Q (in) @ P2	0.365
Pre Volume (cf) @ P2	503.6

Post Q (in) @ P2	0.771
Post Volume (cf) @ P2	1062.82

Δ Volume (Post–Pre) @ P2, cf	559.2
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**Typical NRCS CN (AMC II) – Urban (HSG B example)**

Cover/Condition	HSG B CN
Open space, good condition (lawn/landscape)	61
Pervious pavers over soil (typical range)	75–90
Asphalt/Concrete/roof	98
Gravel (often treated as impervious unless justified)	98



**APPLICATION FOR MINOR SITE PLAN REVIEW**

1. Applicant's Name: Michael and Marie Theresa Key  
Telephone Number: 407-462-8695  
Applicant is: Owner  Developer  Lessee  Agent  Optionee
2. Owner's Name: Michael and Marie Theresa Key  
Address: 17633 KIRKLAND RD., MONTVERDE, FL 34756  
Telephone Number: 407-462-8695
3. Contractor's Name: Michael Helfrich, PE  
Address: 8014 27th Ave., St. Petersburg, FL 33710  
Telephone Number: 813-892-6246  
License Number: FL 049404
4. Architect's Name: NA  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Registration Number: \_\_\_\_\_
5. Landscape Architect: NA  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Registration Number: \_\_\_\_\_
6. Project Name: Parking Lot Improvements – Specialty Retail (General Business)  
Physical Location/Address: 17510 COUNTY RD 455, MONTVERDE, FL
7. The property is located in the vicinity of the following streets:  
County Rd 455 and 8th Street  
\_\_\_\_\_  
\_\_\_\_\_

8. Area of property 16,575.3 Square Feet 0.381 Acres

9. The exact legal description of the property as shown on the Tax Receipt or the Warranty Deed, or attach a separate sheet to the application form:

LOT 4 F, BLOCK 9, DIVISION F, TOWN OF MONTVERDE, IN  
SECTION 2, TOWNSHIP 22 SOUTH, RANGE 26, PUBLIC RECORDS  
OF LAKE COUNTY, FLORIDA.

10. The property is currently zoned: Property is currently zoned Office/Residential/Commercial

11. Briefly describe the proposed project: Parking Lot for Proposed Business.

If for storage, what type of material will be stored? NA

12. Have any development reviews and/or approvals been granted to this property?  
Yes \_\_\_ No X If yes, list the type, date and result:

13. Has any Variance been granted concerning this property? Yes \_\_\_ No X  
If yes, list the Case Number and briefly describe the nature of the Variance.

No Variance has been granted for the Property; however, the property's  
FLU and Zoning were changed to ORC in Feb 2024.

14. The plans shall be drawn on 24" x 36" sheets as a minimum, at the largest scale feasible. The plans or any portion thereof involving engineering, shall be certified by a professional engineer or landscape architect as required by SJRWMD. The following information must be included on the site plan:

**General Information**

X a. Name of project.

X b. Statement of intended use of site.

X c. Legal description of the property and size of parcel in acres or square feet.

X d. Name address and phone number of owner or owners of record.

X e. Name, address and phone number of owner's agent.

X f. Name, address, phone number, signature and registration of

person(s) preparing the plan.

- X g. Date, north arrow and scale number of sheets; the scale (not smaller than one inch to fifty feet (1"=50) shall be designated and where appropriate, the same scale shall be used on all sheets.
- X h. Vicinity map showing relationship of proposed development to the surrounding streets and thoroughfares, shall be at a scale of not less than one inch equals two thousand feet (1" 2,000').
- X i. Linear dimensions of the site.
- X j. Existing topography with a maximum of one (1) foot contour intervals for the proposed site.
- X k. Finished grading elevations.
- X l. All existing and proposed building restriction lines (i.e., highway setback lines, easement, covenants, rights-of-ways, and building setback lines).
- X m. Commitments, such as contributions to off set public facilities impacts.
- X n. Zoning on all adjacent land.
- X o. All rights-of-way and curb cuts within 150 feet of the proposed site on both sides of the road.

***Building and Structure***

- X a. Intended use.
- 1 b. Number of stories.
- X c. Height of building(s).
- NA d. Number of dwelling units and density for multifamily site plans.
- 2 max e. Projected number of employees, if applicable.
- NA f. If restaurant, show number of seats and occupancy load.
- X g. Square footage for proposed development, i.e., gross square footage, nonstorage area, square footage of each story, gross square footage of sales area, etc.
- X h. Photograph or sketch of proposed sign with dimensions and material type.

- NA i. Façade and elevation plans as follows: Exterior elevations with material designations, outline specifications of façade and roof treatments

***Street, Sidewalks, Driveways, Parking Areas and Loading Spaces***

- X a. Engineering plans and specifications for streets, sidewalks and driveways
- X b. All parking spaces delineated.
- X c. Number of parking spaces.
- X d. Number and location of handicapped spaces.
- X e. Number and designation of loading spaces
- X f. Number of square feet of paved parking and driveway materials of driveways.
- NA g. Cross-section of proposed street improvements.
- NA h. Fire lanes
- X i. Location of proposed driveway(s) and median cut(s).
- X j. Internal traffic control circulation plan, including directional arrows and signs to direct traffic flow
- X k. Location of traffic-control signs and signalization devices
- X l. Designated location of sidewalks
- X m. Coordination of walkways, driveways, etc., with facilities in adjacent developments
- X n. All proposed street and alleys

***Proposed Water, Sewer and Solid Waste Facilities***

- NA a. Size, material, specifications and location of water mains, valves, services and fire hydrants.
- NA b. Size, material, specifications and location of sanitary sewer lines and laterals with submittal of a profile, if necessary.
- X c. Size and location of septic tank and drainfield, if applicable.
- NA d. Grease separation system, if applicable: Size, location and materials.

- NA e. Location(s) and access provisions for refuse service, including pad, screening, fencing and landscaping, if applicable.

**Landscaping**

- X a. Landscaping plan and provisions for maintenance including size, type and location of all landscaping, screens, walls, fences and buffers per the requirements in the Landscaping and Tree Protection chapter. If water efficient landscaping is used, the information required in that chapter should be included.

- NA b. Irrigation system plan.

**Environmental Protection**

- NA a. Natural features such as waterbodies, wetlands, native vegetative communities, etc., as required in the Environmental Regulations chapter.

- NA b. Conservation easements per the requirements.

- X c. Provisions for the adequate control of erosion and sediment, including the location and description of the methods to be utilized during and after all phases of clearing, grading and construction.

**ADDITIONAL INFORMATION TO BE PROVIDED**

- NA a. A certificate of concurrency or evidence of application for a certificate.

- NA b. An application for a clearing and tree permit meeting all criteria specified in the Developmental Procedures and Regulations chapter and the Landscaping and Tree Protection chapter.

- X c. Drainage calculations as required in the Stormwater Management chapter.

- NA d. Fire flow calculations, if applicable.

- NA e. Lift station calculations, where required.

- NA f. Copy of HRS permit, where required.

- NA g. A construction cost estimate prepared by the engineer of record, which shall delineate any proposed improvements to be maintained by the Town.

- NA h. Environmental assessment per the requirements, if applicable.

X i. Any additional data, maps, plans or statements, as may be required, which is commensurate with the intent and purpose of the Code.

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Signature of Applicant

PLEASE SUBMIT APPLICATION TO THE TOWN CLERK ACCOMPANIED BY FIFTEEN (10) COPIES OF THE SITE PLAN (SIGNED AND SEALED IF REQUIRED), APPROPRIATE REVIEW FEES, PROOF OF OWNERSHIP AND ALL APPLICABLE INFORMATION AND DOCUMENTATION AS REQUIRED BY TOWN OF MONTVERDE.

**OWNER'S AFFIDAVIT**

**STATE OF FLORIDA  
COUNTY OF LAKE**

Before me, the undersigned authority, personally appeared \_\_\_\_\_,  
who being by me first duly sworn on oath, deposes and says:

(1) That he/she is the fee-simple owner of the property legally described on page  
one of this application.

(2) That he/she desires approval for:

\_\_\_\_\_

(3) That he/she has appointed \_\_\_\_\_ to act as  
agent in his/her behalf to accomplish the above. The Owner is required to  
complete the APPLICANT'S AFFIDAVIT of this application if no agent is  
appointed to act in his/her stead.

\_\_\_\_\_  
Affiant (Owner's Signature)

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_, by \_\_\_\_\_, who is personally known to me or who has  
produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
Notary Public

**NOTE**

**All applications shall be signed by the owner of the property, or some person duly  
authorized by the owner to sign. This authority authorizing a person other than  
the owner to sign must be attached.**

## APPLICANT'S AFFIDAVIT

STATE OF FLORIDA  
COUNTY OF LAKE

Before me, the undersigned authority, personally appeared \_\_\_\_\_,  
who being by me first duly sworn on oath, deposes and says:

- (1) That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the Town of Montverde, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the Town of Montverde, Florida, and are not returnable.
- (2) That he desires approval for:  
  
\_\_\_\_\_
- (3) That the submittal requirements for the application have been completed and attached hereto as part of this application.

\_\_\_\_\_  
Affiant (Applicant's Signature)

The foregoing instrument was acknowledged before me this \_\_\_day of \_\_\_\_\_,  
20\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced  
\_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
Notary Public

## Opinion of Probable Cost (Engineer's Estimate)

**Project: 17510 County Rd 455, Montverde, FL – Parking Lot, Site Improvements & ADA Compliance**

Date: September 26, 2025

Prepared for: Engineering Report Submittal

Scope Summary: This estimate reflects local Montverde/Orlando pricing for small-scope work. Labor production rates were reduced to reflect small-project inefficiencies and travel has been captured within labor costs. Materials reflect a 15% local-market uplift.

### Cost Summary

Category	Amount (\$)
Materials	\$ 55,053.59
Labor	\$ 9,938.43
Equipment	\$ 3,296.19
Labor + Equipment	\$ 13,234.62
Subtotal (Materials + L+E)	\$ 68,288.21
Contingency (20%)	\$ 13,657.64
Total Opinion of Probable Cost	\$ 81,945.85

### Notes:

- Quantities derived from current plan set and schedules.
- Unit prices reflect Orlando/Lake County supplier quotes and small-job logistics.
- Labor includes reduced production and embedded travel/mobilization allowance.
- This is an Engineer's Opinion of Probable Cost; actual bids may vary.
- Contingency applied at 20% to cover minor scope growth, utility conflicts, and market variance.



## ADVERTISING INFORMATION



## NOTICE OF PUBLIC HEARING

**You are receiving this notice because you own property within 300-feet of a property requesting a Minor Site Plan approval (see below). The Town of Montverde is required by law to notify you of the upcoming public meetings. If you have no questions, or do not wish to attend this meeting, you may disregard this notice. No action is required of you.**

Notice is hereby given that the Town of Montverde will hold public hearings for Resolution 2026-02 for a Minor Site Plan approval. The Planning & Zoning hearing is scheduled for **March 11, 2026 at 6:30 p.m.**, and the Town Council hearing is scheduled for **April 14, 2026 at 7:00 p.m.**, at Town Hall, 17404 Sixth St., Montverde, Florida 34756. The title of the resolution is as follows:

### **RESOLUTION 2026-02**

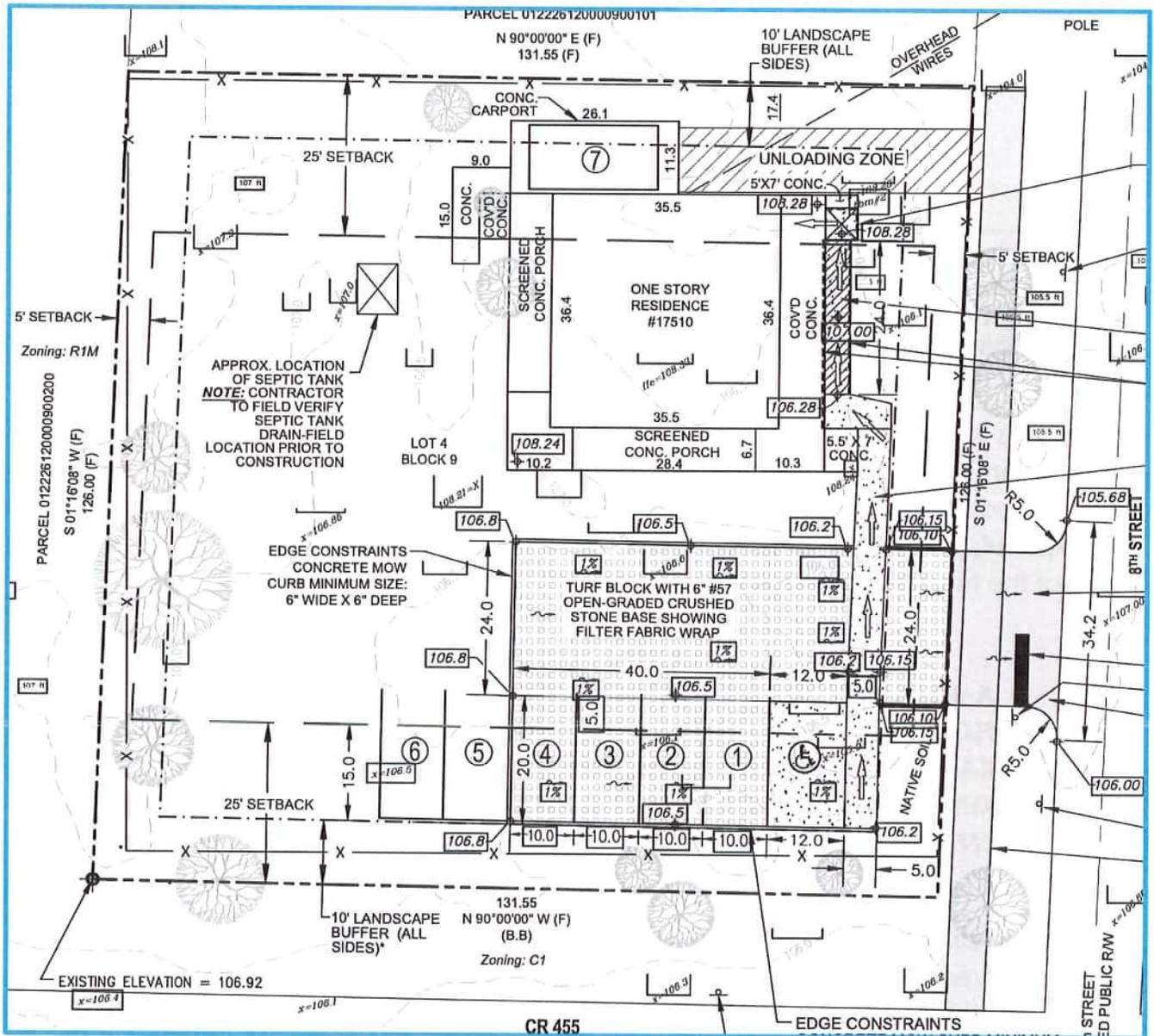
**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MONTVERDE, FLORIDA, GRANTING MINOR SITE PLAN APPROVAL TO MARIE THERESA KAY FOR A SPECIALTY RETAIL BUSINESS LOCATED AT 17510 CR 455 (ALT KEY 1462568); PROVIDING FOR CONDITIONS; AND PROVIDING FOR AN EFFECTIVE DATE.**

Interested parties may appear at the public hearings and be heard with respect to the proposed resolution. Persons with disabilities needing assistance to participate in this proceeding should contact the Town Clerk at least 48 hours before the meetings at 407-469-2681.

This resolution is available at the Town Clerk's Office, at Town Hall located at 17404 Sixth Street, Montverde, Florida, for inspection on Monday through Thursday, from 8:00 a.m. to 5:00 p.m.

Persons are advised that if they decide to appeal any decision made at this meeting, they will need a record of the proceeding, and for such purposes, they may need to ensure that a verbatim record of the proceeding is made which includes the testimony and evidence upon which the appeal is based, per Section 286.0105, Florida Statutes.

FIGURE 1



MINOR SITE PLAN

17510 CR 455 (CORNER OF CR 455 & 8TH STREET)

MONTVERDE, FL. 34756

ALT KEY #1462568

17425 SEVENTH STREET LLC  
17101 PORTER AVE # 560174  
MONTVERDE, FL 34756

17513 CR 455 LLC  
17417 MAGNOLIA ISLAND BLVD  
CLERMONT, FL 34711

17548 NINTH LLC  
17531 COUNTY ROAD 455  
MONTVERDE, FL 34756

8TH STREET VISION LLC  
2215 CLUSTER OAK DR STE 2  
CLERMONT, FL 34711

ARELLANO JOHN & KARIN  
17531 COUNTY ROAD 455  
MONTVERDE, FL 34756

DAVID HARDEN AKA DONALD  
DAVID HARDEN REVOc TRUST  
17518 9TH ST  
MONTVERDE, FL 34756

DERMASTART LABS LLC  
2037 SAILBOROUGH CT  
WINTER GARDEN, FL 34787

EMBRACE CHURCH OF MV  
17409 EIGHTH ST  
MONTVERDE, FL 34756

FENDER CHERYL L  
PO BOX 560470  
MONTVERDE, FL 34756-0470

FLORIDA TELEPHONE CORP  
931 14TH ST  
DENVER, CO 80202

FRANKLIN CENTER WEST INC  
12637 KATHERINE CIR  
CLERMONT, FL 34711

FRANKLIN STORE BUILDING INC  
12637 KATHERINE CIR  
CLERMONT, FL 34711

JOHN & KAREN ARELLANO INVSTS  
17531 COUNTY ROAD 455  
MONTVERDE, FL 34756

KAY MICHAEL & MARIE T  
17633 KIRKLAND RD  
MONTVERDE, FL 34756

MC GRATH JAMES F III & VEDA C  
5990 SW 97TH AVE  
MIAMI, FL 33173-1452

MONTVERDE ACADEMY INC  
17235 SEVENTH ST  
MONTVERDE, FL 34756-3210

SMITH BESSIE P ESTATE  
12637 KATHERINE CIR  
CLERMONT, FL 34711

STALNAKER ERIC ET AL  
17531 8TH ST  
MONTVERDE, FL 34756

TOWN OF MONTVERDE  
PO BOX 560008  
MONTVERDE, FL 34756-0008

