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TRC COFP Members:	TRC Members:
City Manager Karen Manila, Chairman	City of Leesburg Utilities
Police Chief, Vice Chair	Lake County School Board
City Attorney	Lake County Public Works Department
Building Official	Lake County Economic Development
Community Development Director	
Code Enforcement Officer	
Engineer – Halff	
Fire Chief	
Fire Inspector	
Land Planner LPG	
Public Works Director	

MINUTES
TECHNICAL REVIEW COMMITTEE (TRC)
September 1, 2026
10:00AM

I. **MEETING START TIME:** 10:02 AM

I. **MEMBERS PRESENT:** Michael Rankin, Interim Community Development Director, Brett Tobias-Consulting City Engineer, Anita Geraci Carver-City Attorney, Robb Dicus-Public Works Director, Sharon Williams-City Staff, Kelli Fielder-Certified Permit Tech, Karen Manila-City Manager ; Applicants representing the development; Tom Daly from Daly Design Group & Josh Harrison from Axis Development for the Enclave at Lake Geneva.

II. **MEETING NOTES FROM PREVIOUS MEETING:** Meeting minutes from August 4, 2026 included for review/comment and were approved.

III. **OLD BUSINESS:** NONE

V. **NEW BUSINESS:**

A. **The Enclave @ Lake Geneva Sign Variance, Alternate Keys 1284821, 1699223, 1284511, 3883988, 1771625, 1284503, 1284805, 1771617**

The applicant, Daly Design Group, has submitted a sign variance for the Enclave at Lake Geneva Parcels A-F proposed subdivision. The project is generally located south of Lake Ella Road and west of US Highway 27/441. The applicant is proposing one sign to be located at the main

entrance of the subdivision for of Spring Lake Road and two (2) secondary monument signs to be located off of and along Lake Ella Road. Chapter 168, Section 168.010(f) outlines the review criteria necessary to approve a variance and Chapter 163, Section 163.070((b) allow for only one monument sign per street frontage. Clarification on whether the signs would be illuminated should be made.

Mike Rankin introduced the Enclave at Lake Geneva sign variance application. Tom Daly and Josh Harrison of Daly Design Group were present as the Applicant. Mr. Daly clarified that the primary entrance sign would be reduced from 35.6 to 32 square feet, eliminating the need for a variance for sign size. Staff discussed whether the previously approved plans authorized two northern entrance signs and one southern entrance sign, and whether an additional sign required a variance.

The City Attorney reviewed the applicable Land Development Regulations and Master Development Agreement and determined that the residential PUD provisions allowed the proposed signage and did not prohibit multiple signs along the same street frontage. The applicant confirmed that the primary sign would not exceed 32 square feet and secondary signs would not exceed 18 square feet. The applicant also agreed to provide site-distance triangles and illumination calculations demonstrating compliance with the applicable foot-candle limit.

Brett Tobias raised no engineering objections, provided the signs did not obstruct required sight-distance areas. The Public Works Director found no conflicts with the proposed sign locations. In response to staff's request for sight distance triangles and illumination calculations, the applicant agreed to coordinate with City staff, submit the revised sign details with the construction plan revisions, and obtain the required illumination information from the sign contractor. Based on these clarifications, the Committee determined that a variance was unnecessary, and the Applicant withdrew the variance request.

B. <u>Fruitland Park Commons Major Site Plan, Alternate Keys 1288151 and 1699665</u>

The applicants, Robb & Taylor Engineering Solutions, Inc., has submitted an application for approval of a major site plan to construct a commercial shopping center with 4 buildings on-site parking and stormwater management system. The proposed project has a maximum building height of 35'and is generally located north of CR 466A and east of Micro Racetrack Road. The shopping center will consist of an approximate 20,000 sf fitness center, 1,990 sf of retail space for a coffee drive through and 16,307 sf retail space with associated buffers, stormwater ponds with associated parking.

Mike Rankin introduced the project and the applicant, Robin Taylot Engineering Services was not present.

The Public Works Director advised that the proposed water main loop should be reconsidered to allow an alternative connection near Micro Racetrack Road and CR 466A, providing a secondary water supply if service along Micro Racetrack Road is interrupted. He agreed to contact the applicant regarding this alternative.

The City Manager reported no comments. The City Attorney confirmed that her July 21 review comments had been provided to the applicant and noted that County Public Works had 12 comments under review with Seth Lynch and Brett Tobias.

Brett Tobias identified inconsistencies between the engineering plans and calculations, concerns

regarding the project's scope, and unresolved stormwater requirements. He noted that similar design challenges had arisen during an earlier application on this parcel and recommended that the applicant address the comments before a possible return to the TRC.

Mike Rankin noted 44 comments from Brett Tobias, 12 from the County, and nine detailed comments from the City Attorney. Additional concerns included tree mitigation, access coordination with adjacent property owners, and inconsistent information regarding proposed tenants and building uses. Brett explained that parking calculations and fire-flow requirements depend on the intended uses, but the submitted documents did not consistently identify those uses. Staff clarified that the proposed 20,000-square-foot building was intended for a fitness facility serving the public.

Mike Rankin advised that the applicant was expected to arrive around 1:00 p.m. but had not attended the meeting. He agreed to contact the applicant's engineers and update the Committee regarding the application's status. A future TRC review may be necessary to address outstanding comments. With no further discussion, the meeting was adjourned.

PUBLIC COMMENTS:

This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Note: Pursuant to F.S. 286.0114 and the City of Fruitland Park's Public Participation Policy adopted by Resolution 2013-023, members of the public shall be given a reasonable opportunity to be heard on propositions before the Planning and Zoning Board. Pursuant to Resolution 2013-023, public comments are limited to three minutes.

ADJOURNMENT: 10:32 AM