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TRC COFP Members:

City Manager Karen Manila, Chairman
Police Chief, Vice Chair
City Attorney
Building Official
Community Development Director
Code Enforcement Officer
Engineer – Halff
Fire Chief
Fire Inspector
Land Planner LPG
Public Works Director

TRC Members:

City of Leesburg Utilities
Lake County School Board
Lake County Public Works Department
Lake County Economic Development

MINUTES

TECHNICAL REVIEW COMMITTEE (TRC)

August 4, 2026

10:00AM

- I. MEETING START TIME: 10:01 a.m.**
- II. MEMBERS PRESENT:** Michael Rankin, Interim Community Development Director, Brett Tobias- Consulting City Engineer, Anita Geraci Carver-City Attorney, Danny Bass-Building Official, Kelli Fielder-Certified Permit Tech, Emily Church-City Staff and Robb Dicus-Public Works Director; Applicants representing the development; Jeff Hewitt- J&H Properties, Sean Schweilker, Goldie Riefel, and Frank Wilson of R3 Associates.
- III. MEETING NOTES FROM PREVIOUS MEETING:** Meeting minutes from July 7, 2026 included for review/comment, were approved without comment or corrections.
- IV. OLD BUSINESS: NONE**
- V. NEW BUSINESS:**
- A. Gold Key Roofing Major Site Plan & Variance, Alternate Key 1248442**
The applicant has submitted a minor site plan application to construct a 2-story 4,200 sf office/warehouse. The site, currently utilized by Gold Key Roofing, has an existing 1,530 sf structure (residence/office) which will be demolished. Although the applicant is requesting approval of a minor site plan, Chapter 160, Section 160.040(D) of the city's LDRs states that new impervious surface areas more than 10% of the site/area of development would be classified as a

major site plan. Also, the applicant has submitted a variance request to reduce the rear setback from 15' to 5' for the new building and allow the existing 1250 SF storage at 1' setback (Chapter 154, Section 154.030(b)(10)(G)(iii)(c)).

Mr. Rankin introduced the project and invited the applicants to speak. Jeff Hewitt of J&H Properties clarified that Gold Key Roofing and J&H Properties are separate entities under common ownership.

The applicant explained that a five-foot rear setback variance was requested because the required 15-foot setback would significantly limit the usable area of the site. The proposed variance would provide additional room for parking circulation and allow for approximately three feet of landscaping and a sidewalk along East Fountain Street. The applicant also confirmed that drainage would be addressed through gutters, underground drainage, and connection to the retention area.

Mr. Rankin clarified that the request involved only a rear setback variance and indicated that staff could recommend the variance to the City Commission, which has authority to approve variances.

Mr. Tobias noted that the application had initially been submitted as a minor site plan but would need to be processed as a major site plan. He noted that the submitted plans did not meet the requirements of Section 160.08 and lacked items including a grading plan, utility connections, and details for the required retaining wall. Updated plans would therefore be required.

Regarding the variance, Mr. Tobias stated that the justification appeared primarily based on maximizing site use, which would not ordinarily constitute a hardship. He explained that a physical limitation affecting the site's ability to meet the required setback would provide a stronger basis for the request. He noted that parking circulation and turning-radius limitations could potentially provide a more appropriate justification than a desire for additional parking, but the City Commission would ultimately determine whether the variance should be granted.

Mr. Tobias noted that the applicant could strengthen the variance justification by emphasizing the site's limited size and resulting design constraints on vehicle access and turning movements, rather than the desire for additional parking and clarified that approval of the variance would be determined by the City Commission and could not be guaranteed.

Mr. Tobias explained that the application qualified as a major site plan because the proposed development would increase impervious surface area by more than 10 percent, pursuant to Section 160.04(D) of the City Code. He clarified that a minor site plan would not eliminate engineering requirements but could allow certain requirements, such as a traffic study, to be waived when appropriate. A major site plan would require compliance with the applicable code provisions.

Mrs. Geraci-Carver requested that the resubmittal include the title report, elevations, and topographic information needed to prepare the grading plan and verify compliance with architectural requirements. The applicant was also advised to address all applicable variance criteria and justifications to establish a sufficient record for consideration by the City Commission.

Mr. Dicus discussed drainage and noted that a private lift station was anticipated. The applicant confirmed that the lift station would be private and that utility requirements would be addressed with the revised plans. A monument sign was also discussed and would require a separate permit.

Mr. Dicus further advised the applicant to verify fire hydrant accessibility and complete the

required fire-flow calculations. The nearest hydrant may exceed the applicable distance requirement, potentially requiring additional infrastructure. The applicant indicated that the hydrant location and distance would be verified before proceeding.

PUBLIC COMMENTS: No additional comments were raised, and no members of the public were present.

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: 10:24 AM