



**CITY OF BELLE ISLE, FL**  
**PLANNING & ZONING BOARD MEETING**

Held in City Hall Chambers 1600 Nela Ave, Belle Isle, FL 32809

Held the 4th Tuesday of Every Month

Tuesday, February 24, 2026 \* 6:30 PM

**AGENDA**

**Planning and Zoning Board Members**

District 3 member – Randy Holihan, Chairman

Vice Chairman – District 4 member – Vinton Squires

District 1 member – Robert Agrusa | District 2 member – OPEN | District 5 member – Rainey Conduff | District 6 member – Andrew Thompson | District 7 member – Dr. Leonard Hobbs

Welcome to the City of Belle Isle Planning & Zoning meeting. Agendas and supporting materials for each agenda item are available at the City Clerk's office or on the city's website at [www.belleislefl.gov](http://www.belleislefl.gov). Any person desiring to appeal a recommended action of the Board should observe the notice regarding appeals below. CAUTION: Untimely filing by any appellant shall result in an automatic denial of the appeal.

Notice is hereby given that the City of Belle Isle Planning and Zoning Board (P&Z) shall consider the requests listed below. Public hearings will be held in the City Hall Chambers, 1600 Nela Avenue, Belle Isle, FL 32809, at 6:30 p.m. or as soon thereafter as possible.

The public hearings are quasi-judicial. As such, any verbal or written communication with a member of the Board before these quasi-judicial hearings should be disclosed on the record or made a part of the record during the public hearing by or on behalf of the party who communicated with the Board member to allow any interested party an opportunity to inquire about or respond to such communication. Failure to disclose any such communication may place the party who ultimately prevails at the quasi-judicial hearing at risk of having the Board's decision overturned in a court of law due to prejudice against the party who was not privy to the ex parte communication. **Para más información sobre esta vista pública, favor de comunicarse con la ciudad al (407) 851-7730.**

1. **Call to Order and Confirmation of Quorum**
2. **Invocation and Pledge to Flag** – Board Member Dr. Hobbs, District 7
3. **Approval of Minutes**
  - a. Approval of P&Z Board Meeting Minutes - January 27, 2026
4. **Public Hearings**
  - a. **Planning and Zoning Case Number 2026-01-018:** PURSUANT TO SECTION 42-64, THE CITY OF BELLE ISLE PLANNING AND ZONING BOARD SHALL REVIEW AND TAKE ACTION ON A REQUESTED VARIANCE FROM SECTION 50-102 (A)(2) AND SECTION 50-102 (D)(1) TO ALLOW A SWIMMING POOL, DECK, AND SCREENED ENCLOSURE TO BE BUILT THAT WOULD PROJECT INTO THE REQUIRED FRONT YARD AND FRONT YARD SETBACK AREAS, AND FROM SECTION 50-102 (B)(5)(A) FOR A FENCE TO BE LOCATED IN THE FRONT YARD HIGHER THAN FOUR FEET ABOVE NATURAL GRADE, SUBMITTED BY APPLICANTS LAWRENCE AND CHRISTINA CLIFFORD, THE PROPERTY OWNERS FOR THE PROPERTY LOCATED AT **4914 GRAN LAC AVENUE**, BELLE ISLE, FLORIDA 32812, ALSO KNOWN AS PARCEL ID # 18-23-30-4386-03-810.
  - b. **Planning and Zoning Case Number 2026-02-004:** PURSUANT TO SECTION 42-64, THE CITY OF BELLE ISLE PLANNING AND ZONING BOARD SHALL REVIEW AND TAKE ACTION ON A REQUESTED VARIANCE FROM SECTION 50-73 TO ALLOW AN ADDITION TO AN EXISTING PRINCIPAL RESIDENCE THAT WOULD PROJECT INTO THE REQUIRED SIDE AND REAR YARD SETBACK AREAS, SUBMITTED BY APPLICANT MILROY CONSTRUCTION, LLC, FOR THE PROPERTY LOCATED AT **5215 ST. REGIS PLACE**, BELLE ISLE, FLORIDA 32812, ALSO KNOWN AS PARCEL ID # 19-23-30-4382-02-300.
5. **Other Business**
6. **Adjournment**

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APPEALS: Please be advised that Section 286.0105, Florida Statutes, states that "if a person decides to appeal any decision made by a board, agency, or commission with respect to any matter considered at a meeting or hearing, they will need a record of the proceedings, and that for such purpose, may need to ensure a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." A notice of appeal to the City Clerk should be submitted within fifteen (15) days after such recommendation or decision is made. "Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office (407-851-7730) at least 48 hours in advance of the meeting (Belle Isle's City Code Section 42-71). --Page 1 of 1



# CITY OF BELLE ISLE, FL PLANNING & ZONING BOARD MEETING

Tuesday, January 27, 2026 \* 6:30 PM  
**MINUTES**

The Belle Isle Planning & Zoning Board met on January 27, 2026, at 6:30 p.m. at the City Hall Chambers at 1600 Nela Avenue, Belle Isle, FL 32809.

Present was:

Chairman Randy Holihan  
Board member Squires  
Board member Agrusa  
Board member Hobbs

Absent was:

Board member Zimmerman  
Board member Thompson  
Board member Conduff

City Manager (CM) Rudometkin, Attorney Katherine Ruiz, City Planner April Fisher, and City Clerk Yolanda Quiceno were also present.

**1. Call to Order and Confirmation of Quorum**

Chairman Holihan opened the meeting at 6:30 p.m., and the Clerk confirmed the quorum.

Chairman Holihan called for a motion to excuse Board members Zimmerman, Thompson, and Conduff.

**Board member Squires moved to approve the excused absence for Board members Zimmerman, Thompson, and Conduff. Board member Agrusa seconded the motion, which passed unanimously 4:0.**

**3. Invocation and Pledge to Flag – Board Member Hobbs, District 7**

Board member Hobbs delivered the invocation and led the Pledge of Allegiance.

**2. Appointment of Chairman and Vice Chairman - Sec 42-32(c)**

**Board member Holihan moved to appoint Vinton Squires as Vice Chairman of the Board. Board member Agrusa seconded the motion, which passed unanimously 4:0.**

**Board member Squires moved to appoint Randy Holihan as Chairman of the Board. Board member Agrusa seconded the motion, which passed unanimously 4:0.**

**4. Approval of Minutes**

- a. Approval of P&Z Board Meeting Minutes - November 25, 2025
- b. December 23, 2025 - No meeting scheduled

**Board member Agrusa moved to approve the minutes as presented. Board member Hobbs seconded the motion, which passed unanimously 4:0.**

**5. Public Hearings**

- a. **Planning and Zoning Case Number 2025-11-048:** PURSUANT TO SECTION 42-64, THE CITY OF BELLE ISLE PLANNING AND ZONING BOARD SHALL REVIEW AND TAKE ACTION ON A REQUESTED VARIANCE FROM SECTION 50-102 (A)(4)(A) TO ALLOW A SHED TO BE BUILT THAT WOULD PROJECT INTO THE REQUIRED SIDE AND REAR YARD SETBACK AREAS AND THE REAR UTILITY EASEMENT, SUBMITTED BY APPLICANTS SEAN AND STACY ROONEY, THE PROPERTY OWNER FOR THE PROPERTY LOCATED AT 2834 HOFFNER AVENUE, BELLE ISLE, FLORIDA 32812, ALSO KNOWN AS PARCEL ID # 18-23-30-4391-04-410.

Chairman Holihan opened the public hearing.  
CM Rudometkin read P&Z Board Case Number 2025-11-048 by title.

City Planner April Fisher presented an application requesting a variance to allow placement of an 80-square-foot shed in the rear yard of the property. She said the property owner, Mr. Rooney, was present to answer any questions. Ms. Fisher explained that the property has limited usable yard space due to its existing layout. Alternative placement locations would position the shed directly within the line of sight of the pool area. The proposed location is situated just behind the existing driveway and encroaches into required setbacks and a utility easement. The driveway and lot configuration existed prior to the current owner’s purchase of the property. She noted that photographs of similar structures on nearby properties were provided and that the request meets the variance criteria specific to this parcel. Based on these factors, the staff recommended approval of the variance. Ms. Fisher advised that, as noted in the staff report, any structure placed within a utility easement may be subject to removal if access is required, and responsibility for removal or replacement would rest with the property owner.

Sean Rooney, homeowner at 2834 Hoffner Avenue, Belle Isle, FL, stated that he and his wife purchased the home approximately 10 years ago. He stated that a prior shed, originally constructed in 1990, predated later additions to the house and the installation of the pool. Subsequent improvements reduced available yard space and made the former shed location impractical. Mr. Rooney noted that the original metal shed had deteriorated, presenting safety concerns, and was removed under an approved demolition permit. The concrete pad was also removed, and the yard was restored. He explained that, due to limited space along both sides of the home, including an existing driveway, the proposed location is the only feasible area for a replacement shed.

Chairman Holihan stated that he visited the site and said the proposed variance makes perfect sense given the allowable area.

**Board member Agrusa moved, pursuant to Belle Isle Code 42—64, 50-102(A)(4)(A) TO APPROVE the requested variance to allow an 80 square-foot shed to be built in the rear yard that will project approximately 3 feet into the required 5-foot side and rear yard accessory building setback and utility easement, submitted by applicants Sean and Stacy Rooney, the property owners of the property located at 2834 Hoffner Avenue, Belle Isle, Florida 32812, also known as Parcel ID # 18-23-30-4391-04-410. Board member Squires seconded the motion, which passed unanimously 4:0.**

April Fisher stated that there is a 15-day appeal period before completing the building permitting process.

- b. Planning and Zoning Case Number 2025-12-001: PURSUANT TO SECTION 54-79 (F) (4), THE CITY OF BELLE ISLE PLANNING AND ZONING BOARD SHALL REVIEW AND TAKE ACTION ON A REQUESTED SITE PLAN TO ALLOW A NEW WALK-UP ATM WITH ADA RAMP, PARKING SPACE, AND ACCESS AISLE, BOLLARDS, AND ELECTRICAL SERVICE AND LIGHTING, SUBMITTED BY APPLICANT INFINITY GROUP, LLC, FOR THE PROPERTY LOCATED AT 5120 CONWAY ROAD, BELLE ISLE, FLORIDA 32812, ALSO KNOWN AS PARCEL ID # 17-23-30-0000-00-062.**

Chairman Holihan opened the public hearing.  
CM Rudometkin read P&Z Board Case Number 2025-12-001 by title.

City Planner April Fisher explained that the request is required to come before the Board for site plan approval pursuant to the Land Development Code. The property is located within the C-1 zoning district, where a building permit for a commercial installation may not be issued without Board approval of the site plan. The proposed installation is located within an existing internal detention area between parking aisles. As part of the proposal, the applicant will restripe the parking lot, resulting in the loss of one parking space and the addition of one ADA-compliant parking space. Staff determined that the loss of one parking space is de minimis due to the long-standing configuration of the parking lot and noted that the addition of an ADA space provides a public benefit. She confirmed that all required setbacks are met. A lighting photometric study was submitted demonstrating no adverse lighting impacts on adjacent residential properties. Landscaping was not required due to Crime Prevention Through Environmental Design (CPTED) considerations, as additional landscaping could create concealment and safety concerns. Architectural elevations were provided and determined to be compatible with the surrounding area. Ms. Fisher stated that staff recommends approval of the site plan, subject to the following conditions:

1. Payment of an impact fee in the amount of \$3,852, consistent with the Land Development Code, and is based on the computation of square footage.
2. Compliance with stormwater requirements related to impacts within the detention area. Staff noted that the applicant worked with Harris Engineering to address stormwater concerns, including revisions to the plan and the use of pervious pavement to offset any additional stormwater impacts. Harris Engineering reviewed the revised proposal and indicated agreement with the applicant’s approach.

Ms. Fisher added that the applicant was present to address any questions from the Board.

Chairman Holihan asked about the photometrics plan. Ms. Fisher noted that the plan is located on page 126 of the packet. The requirement in the code is to not provide the spillage in abutting residential.

Board member Agrusa asked whether a traffic study had been conducted to evaluate potential impacts on traffic at the Conway Road and Hoffner Avenue intersection, noting existing traffic concerns, frequent illegal maneuvers, and a high rate of reported traffic accidents in the area, based on historical police data. Board member Agrusa also inquired about the necessity of the proposed use given the proximity of similar facilities within the surrounding area. No formal market or demand study was included in the application. In closing, he asked whether any other business owners in that Plaza have submitted a letter of support.

Richard Hernandez, Project Engineer with offices at 1208 East Kennedy Blvd, Tampa, Florida, responded that no traffic study was required or conducted, explaining that studies are not typically required for an installation of this scale within an existing shopping center and that the anticipated traffic impact is considered de minimis, similar to the parking impact previously discussed. He further noted that engineering solutions cannot fully address unsafe or illegal driving behavior.

Mr. Hernandez further noted that he has not received any feedback from the other businesses in that plaza, which may be because they are only dealing with the landlord as required. However, he has not received any negative feedback. Chairman Holihan said that, unless required, he does not recommend seeking permission from other tenants.

City Manager Rudometkin spoke and discussed prior experience with similar ATM installations. It was noted that traffic studies are typically required for drive-through ATMs but not for walk-up installations of this scale. Previous walk-up ATM installations were approved without traffic concerns and were observed to benefit nearby businesses. Based on site review and stormwater evaluation, including coordination with Harris Engineering, no significant traffic queuing or safety issues were anticipated for the proposed walk-up ATM. The installation was determined to have minimal impact on internal circulation and access.

Board member Dr. Hobbs asked for clarification on the drainage area. Mr. Rodriguez said they were affecting about 400 square feet. For drainage, they are offsetting the volume by 200 cubic feet because the detention area is not very deep or consistent. They are maintaining the existing depth, but we're leveling it across the entire area.

**After discussion, Board member Agrusa moved, pursuant to Belle Isle Code 54-79(F)(4) having not been met TO DENY the site plan to allow a new walk up ATM with ADA ramp, parking space, and access aisle, bollards, and electrical service and lighting, submitted by applicant Infinity Group, LLC, for the property located at 5120 Conway Road, Belle Isle, Florida 32812, also known as Parcel ID # 17-23-30-0000-00-062 Chairman Holian seconded the motion for discussion.**

Board member Agrusa raised concerns about traffic impacts and noted that no traffic study had been completed before the proposal was considered. He emphasized the Board’s responsibility to support projects that add value to the City, such as those that enhance quality of life, increase business activity, or create jobs. Board member Agrusa stated that the proposed ATM installation does not clearly meet those goals, given the availability of nearby ATMs and the lack of demonstrated benefit to the plaza or surrounding businesses. He also raised concerns about the project’s location near a busy entrance, increasing traffic along Conway and Hoffner due to continued residential growth, and proximity to nearby businesses with high activity levels. Mr. Agrusa noted that they had not received input from adjacent business owners, either in support of or in opposition to the proposal, and that a different location may warrant further discussion.

Chairman Holihan recommended that, rather than deny the application, he request an amendment to allow the applicant to conduct a traffic study and return to the Board, rather than pushing them back another 9 months to resubmit an application.

The applicant, Mr. Rodriguez, agreed to the amendment and requested clarification on the intention of the traffic study. Board member Agrusa and the Board clarified that a full roadway or intersection study was not being requested. Instead, the intent is to obtain traffic counts and an ingress/egress analysis for the two primary entrances on Hoffner Avenue, specifically the entrance near the proposed ATM location and the entrance near El Potro, to evaluate existing conditions and any additional traffic generated by the project.

The purpose of the analysis is to determine whether the additional trips would require traffic improvements, such as turn lanes or traffic control measures. Mr. Agrusa raised concerns regarding existing traffic behaviors, including frequent violations of posted “right turn only” signage near CVS and the potential for increased U-turns. Possible mitigation measures discussed included physical delineation methods, such as medians or delineator posts, rather than pavement striping alone.

The Board agreed that the overall intent of the traffic review is to address specific access and safety concerns at the plaza entrances without overburdening the project and that the Board receives the information necessary to evaluate traffic impacts.

CM Rudometkin spoke briefly about the current traffic conditions. He noted that another idea discussed was flipping the design and placing the ATM on the north side, which may require longer to enter and exit and to go around the detention area.

**Chairman Holihan called on the motion to deny. The motion fails 3:1, with Chairman Holihan, Board member Squires, and Board member Hobbs voting nay.**

**Board member Agrusa moved, in Planning and Zoning Case No. 2025-12-001, pursuant to Section 54-79(F)(4) of the City of Belle Isle Code, for the Planning and Zoning Board to continue action on the requested site plan submitted by Infinity Group, LLC. The request is to allow a new walk-up ATM with an ADA ramp, parking space, access aisle, bollards, electrical service, and lighting at the property located at 5120 Conway Road, Belle Isle, Florida 32812, Parcel ID No. 17-23-30-0000-000-062. The continuance is to allow the applicant to provide a traffic study addressing ingress and egress at the two Hoffner Avenue plaza entrances and the projected traffic impacts associated with the proposed ATM. The traffic study shall be submitted no later than March 24, 2026. Chairman Holihan seconded the motion, which passed unanimously 4:0.**

**6. Other Business - na**

**7. Adjournment**

There being no further business, Chairman Holihan called for a motion to adjourn, motion passed unanimously at 7:15 pm.

**MEMORANDUM**

**TO:** Planning and Zoning Board  
**DATE:** February 24, 2026  
**RE:** Variance Application 4914 Gran Lac Avenue

**Planning and Zoning Case Number 2026-01-018:**

PURSUANT TO SECTION 42-64, THE CITY OF BELLE ISLE PLANNING AND ZONING BOARD SHALL REVIEW AND TAKE ACTION ON A REQUESTED VARIANCE FROM SECTION 50-102 (A)(2) AND SECTION 50-102 (D)(1) TO ALLOW A SWIMMING POOL, DECK, AND SCREENED ENCLOSURE TO BE BUILT THAT WOULD PROJECT INTO THE REQUIRED FRONT YARD AND FRONT YARD SETBACK AREAS, AND FROM SECTION 50-102 (B)(5)(A) FOR A FENCE TO BE LOCATED IN THE FRONT YARD HIGHER THAN FOUR FEET ABOVE NATURAL GRADE, SUBMITTED BY APPLICANTS LAWRENCE AND CHRISTINA CLIFFORD, THE PROPERTY OWNERS FOR THE PROPERTY LOCATED AT **4914 GRAN LAC AVENUE**, BELLE ISLE, FLORIDA 32812, ALSO KNOWN AS PARCEL ID # 18-23-30-4386-03-810.

**Background:**

1. On January 22, 2026, the applicant submitted a Variance application and the paperwork.
2. On February 11, 2026, letters to the abutting property owners were mailed within 300 feet of the subject property, and a legal advertisement was placed in the Orlando Sentinel on February 14, 2026.

The Board may adopt all, some, or none of these determinations as part of its findings of fact and add any additional findings of fact presented at the public hearing. The Board must determine if the criteria outlined in Chapter 42, Article III, Section 42-64(1) of the Land Development Code have been met and approve, approve with conditions, or deny this request.

**SAMPLE MOTION TO APPROVE:** “I MOVE, PURSUANT TO BELLE ISLE CODE 42—64, 50-102(A)(2) and 50-102 (D)(1) and 50-102 (B)(5)(A) **TO APPROVE** A SWIMMING POOL, DECK, AND SCREENED ENCLOSURE TO BE BUILT THAT WOULD PROJECT INTO THE REQUIRED FRONT YARD AND FRONT YARD SETBACK AREAS, AND FOR A FENCE TO BE LOCATED IN THE FRONT YARD HIGHER THAN FOUR FEET ABOVE NATURAL GRADE, SUBMITTED BY APPLICANTS LAWRENCE AND CHRISTINA CLIFFORD, THE PROPERTY OWNERS FOR THE PROPERTY LOCATED AT **4914 GRAN LAC AVENUE**, BELLE ISLE, FLORIDA 32812, ALSO KNOWN AS PARCEL ID # 18-23-30-4386-03-810.

**SAMPLE MOTION TO DENY:** “I MOVE, PURSUANT TO BELLE ISLE CODE 42-64, 50-102(A)(2) and 50-102 (D)(1) and 50-102 (B)(5)(A), **HAVING NOT BEEN MET, TO DENY** *[use only if NONE of the justifying criteria have been met] the requirements of, Subsections: [state only the subsections below that are not satisfied] having NOT been met; [may be used in addition to above or alone]* A SWIMMING POOL, DECK, AND SCREENED ENCLOSURE TO BE BUILT THAT WOULD PROJECT INTO THE REQUIRED FRONT YARD AND FRONT YARD SETBACK AREAS, AND FOR A FENCE TO BE LOCATED IN THE FRONT YARD HIGHER THAN FOUR FEET ABOVE NATURAL GRADE, SUBMITTED BY APPLICANTS LAWRENCE AND CHRISTINA CLIFFORD, THE PROPERTY OWNERS FOR THE PROPERTY LOCATED AT **4914 GRAN LAC AVENUE**, BELLE ISLE, FLORIDA 32812, ALSO KNOWN AS PARCEL ID # 18-23-30-4386-03-810.

**Or the Board can request that it be tabled to a date certain to allow for revisions as discussed.**

**SUBSECTION (D)**, a literal enforcement of the provisions of the zoning ordinances would result in unnecessary hardship, and that said hardship is created by special conditions and circumstances peculiar to the land, structure, or building involved, including but not limited to dimensions, topography, or soil conditions.

**SUBSECTION (E)**, personal hardship is not being considered as grounds for a variance since the variance will continue to affect the character of the neighborhood after title to the property has passed and that the special conditions and circumstances were not created in order to circumvent the Code or for the purpose of obtaining a variance.

**SUBSECTION (F)**, the variance is the minimum variance that will make possible the reasonable use of the land, building or structure.

**SUBSECTION (G)**, the granting of the variance will be in harmony with the general purpose and intent of the Code, will not be injurious to the neighborhood, will not be detrimental to the public welfare, and will not be contrary to the public interest.

February 13, 2026

**Variance Application: 4914 Gran Lac Avenue**

**Planning and Zoning Case Number 2026-01-018:** PURSUANT TO SECTION 42-64, THE CITY OF BELLE ISLE PLANNING AND ZONING BOARD SHALL REVIEW AND TAKE ACTION ON A REQUESTED VARIANCE FROM SECTION 50-102 (A)(2) AND SECTION 50-102 (D)(1) TO ALLOW A SWIMMING POOL, DECK, AND SCREENED ENCLOSURE TO BE BUILT THAT WOULD PROJECT INTO THE REQUIRED FRONT YARD AND FRONT YARD SETBACK AREAS, AND FROM SECTION 50-102 (B)(5)(A) FOR A FENCE TO BE LOCATED IN THE FRONT YARD HIGHER THAN FOUR FEET ABOVE NATURAL GRADE, SUBMITTED BY APPLICANTS LAWRENCE AND CHRISTINA CLIFFORD, THE PROPERTY OWNERS FOR THE PROPERTY LOCATED AT 4914 GRAN LAC AVENUE, BELLE ISLE, FLORIDA 32812, ALSO KNOWN AS PARCEL ID # 18-23-30-4386-03-810.

**Project Description and Background:**

This application is to allow a swimming pool with deck, future screened enclosure and a 6-foot fence to be built that will project into the required front yard building setback. The property is an irregular shape as it arcs around the front and is best described as a pie piece shape. Due to this configuration, the front property line arcs across what would normally be considered a side yard in a rectangular lot. The nearest point on the pool deck will sit six feet into the required 30-foot front setback. Fences are allowed in the front yard but the applicant would like the proposed to be six feet tall instead of the allowed 4 feet for privacy in the area that would customarily be a side yard.

**Staff Recommendation:** Approve the requested variance to allow a swimming pool with deck, future screened enclosure that will project six feet into the required 30-foot front setback and a 6-foot fence to be built in the front yard as shown on the accompanying plan. An evaluation based on the variance criteria for the application is below.

**1. Special Conditions and/ or Circumstances (Section 42-64 (1) d):**

This criterion is met by the fact that the lot is irregular shape. It is shaped like a pie piece and the configuration makes it so the front and side yards converge.

**2. Not Self- Created (Section 42-64 (1) e):**

This criterion is met as the irregular shape of the lot limits customary placement of the pool and fence.

**3. Minimum Possible Variance (Section 42-64 (1) f):**

The requested variance is the minimum possible variance needed to accommodate the pool, deck, and future screened enclosure and fence. A six-foot tall fence is customary in a side yard and the variance for the pool, deck, and future screened enclosure seeks to keep it in line with the corners of the existing home.

**4. Purpose and Intent (Section 42-64 (1) g):**

The requested variance is in harmony with the general purpose and intent of the land development code and not injurious to the neighborhood as it meets the supporting criteria above.

**Next Steps**

The Board may approve the variance application as it is, with specific conditions, continue the application if additional information is requested, or deny the application.

A decision by the Board may be appealed by an aggrieved person to the City Council pursuant to Sec. 42-71.

**Motion Examples:**

1. Approve the requested variance to allow a swimming pool with deck, future screened enclosure that will project six feet into the required 30-foot front setback and a 6-foot fence to be built in the front yard as shown on the accompanying plan.
2. Deny the requested variance to allow a swimming pool with deck, future screened enclosure that will project six feet into the required 30-foot front setback and a 6-foot fence to be built in the front yard as shown on the accompanying plan. [specify which standards are not met] or,
3. Continue the requested variance to allow a swimming pool with deck, future screened enclosure that will project six feet into the required 30-foot front setback and a 6-foot fence to be built in the front yard as shown on the accompanying plan. [specify information needed] from the applicant.



City of Belle Isle  
 1600 Nela Avenue, Belle Isle, FL 32809  
 Tel 407-851-7730 \* Fax 407-240-2222 \* [www.belleislefl.gov](http://www.belleislefl.gov)  
**Variance and Special Exception Application**

a.

# Variance and Special Exception Application

**City Code Chapter 42, Art. II, Sec. 41-61 thru 41-72 AND Sec 42-64 Land Development Code**

APPLICANT <b>Lawrence &amp; Christina Clifford</b>		OWNER <b>Lawrence &amp; Christina Clifford</b>	
ADDRESS <b>4914 Gran Lac Ave Belle Iste FL 32812</b>		PROJECT ADDRESS <b>4914 Gran Lac Ave Belle Iste FL 32812</b>	
CONTACT NUMBER <b>407- 879-7679</b>		OWNER'S CONTACT NUMBER <b>789-417-7539</b>	
EMAIL <b><a href="mailto:austin@bestbuiltpool.com">austin@bestbuiltpool.com</a></b>		OWNER'S EMAIL <b><a href="mailto:Lac737@gmail.com">Lac737@gmail.com</a></b>	
PARCEL ID# <b>18-23-30-4386-03-810</b>			
LAND USE CLASSIFICATION <b>Residential - Single Family</b>		ZONING DISTRICT <b>R- 1</b>	
SECTION OF THE CODE VARIANCE REQUESTED ON <b>Variance for a six (6) foot encroachment into front building setback along Gran Lac Avenue, in accordance with Land Development Code Section 42-64</b>		<input checked="" type="checkbox"/> <b>Variance Fee \$300</b>  <input type="checkbox"/> <b>Special Exception \$750</b>	
<p><b>DETAILED VARIANCE REQUEST</b> I am requesting a variance to allow the proposed pool deck and fence to encroach six (6) feet into the front building setback along Gran Lac Avenue. This variance is necessitated by the property's unique conditions, including its irregular lot shape and the curved frontage along Gran Lac Avenue. These conditions significantly reduce the usable buildable area when applying standard setback requirements. Additionally, the property is uniquely constrained by a large, mature oak tree situated in the rear yard. This established oak tree significantly limits the feasibility of placing the pool and deck in the rear without compromising the tree's health and root system. Consequently, these conditions make it impractical to locate the pool and deck in the rear, reinforcing the need for the variance to be granted for the front setback encroachment. By situating the pool, deck and fence in the side yard, the applicant avoids significant impacts on the existing residence and preserves the functional use of the backyard. This minor encroachment represents the minimum variance necessary to achieve reasonable use of the property, in line with the City of Belle Isle's Land Development Code. The hardship is not self-created and is due to the original subdivision layout and the natural topography and geometry of the lot. The variance will not negatively impact adjacent properties and will maintain neighborhood character, safety, and aesthetics. Furthermore, the variance aligns with the general purpose and intent of the Code and will not be injurious to the public welfare. In addition, I am providing the required documentation, including a detailed site plan, photographs, and a notarized statement affirming that the hardship is not self-imposed. The variance requested is the least deviation necessary and ensures that the property remains consistent with the surrounding residential uses. In conclusion, granting this variance will allow reasonable use of the property while preserving the intent of the City's Land Development Code and ensuring no negative impact on the neighborhood.</p> <ul style="list-style-type: none"> <li>• The applicant hereby states that the property for which this hearing is requested has not been the subject of a hearing before the Planning and Zoning Board of the kind and type requested in the application within nine (9) months. Further, the requested user does not violate any property deed restriction.</li> <li>• By applying, I authorize the City of Belle Isle employees and members of the P&amp;Z Board to enter my property during reasonable hours to inspect the area to which the application applies.</li> <li>• The applicant shall provide a minimum of ten (10) sets of three (3) photographs in support of this application as follows: at least one (1) picture of the front of the property and at least two photos (from different angles) of the specific area of the property to which the application applies.</li> </ul>			
APPLICANTS SIGNATURE 		OWNER'S SIGNATURE 	
<input checked="" type="checkbox"/> VARIANCE	<input type="checkbox"/> SPECIAL EXCEPTION	<input type="checkbox"/> OTHER	P&Z CASE NUMBER <b>2026-01-018</b>  DATE OF HEARING <b>2-24-2026</b>

**VARIANCE**

**Sec. 42-64. - Variances.** The Board shall have the power to approve, conditionally approve or deny applications for a variance from the terms of the Land Development Code.

**Criteria.** The Board shall not approve an application for a variance from terms of the Land Development Code unless and until:

a. A written application for a variance is submitted to the city manager or the city manager's designee on a form provided by the city clerk setting forth all of the special conditions and circumstances that exist in favor of the granting of the variance and addressing the requirements of subsections (1)d—g of this section of the criteria set forth in this section. Upon submission of the properly completed application and the appropriate fee, the city manager or the city

manager's designee shall refer the application to the board.

b. Notice of public hearing for the variance shall be given as required by the article for hearing before the board.

c. The public hearing on the application for the variance shall be held. The applicant, the applicant's agent as evidenced by a signed writing or the applicant's attorney shall appear before the board.

d. It is determined that literal enforcement of the provisions of the zoning ordinances would result in unnecessary hardship and that said hardship is created by special conditions and circumstances peculiar to the land, structure or building involved, including but not limited to dimensions, topography or soil conditions.

9

To whom it may concern,

I am requesting a variance to allow the proposed pool deck and fence to encroach six (6) feet into the front building setback along Gran Lac Avenue. This variance is necessitated by the property's unique conditions, including its irregular lot shape and the curved frontage along Gran Lac Avenue. These conditions significantly reduce the usable buildable area when applying standard setback requirements.

Additionally, the property is uniquely constrained by a large, mature oak tree situated in the rear yard. This established oak tree significantly limits the feasibility of placing the pool and deck in the rear without compromising the tree's health and root system. Consequently, these conditions make it impractical to locate the pool and deck in the rear, reinforcing the need for the variance to be granted for the front setback encroachment.

By situating the pool, deck and fence in the side yard, the applicant avoids significant impacts on the existing residence and preserves the functional use of the backyard. This minor encroachment represents the minimum variance necessary to achieve reasonable use of the property, in line with the City of Belle Isle's Land Development Code.

The hardship is not self-created and is due to the original subdivision layout and the natural topography and geometry of the lot. The variance will not negatively impact adjacent properties and will maintain neighborhood character, safety, and aesthetics. Furthermore, the variance aligns with the general purpose and intent of the Code and will not be injurious to the public welfare.

In addition, I am providing the required documentation, including a detailed site plan, photographs, and a notarized statement affirming that the hardship is not self-imposed. The variance requested is the least deviation necessary and ensures that the property remains consistent with the surrounding residential uses.

In conclusion, granting this variance will allow reasonable use of the property while preserving the intent of the City's Land Development Code and ensuring no negative impact on the neighborhood.

Thank you very much for your consideration.

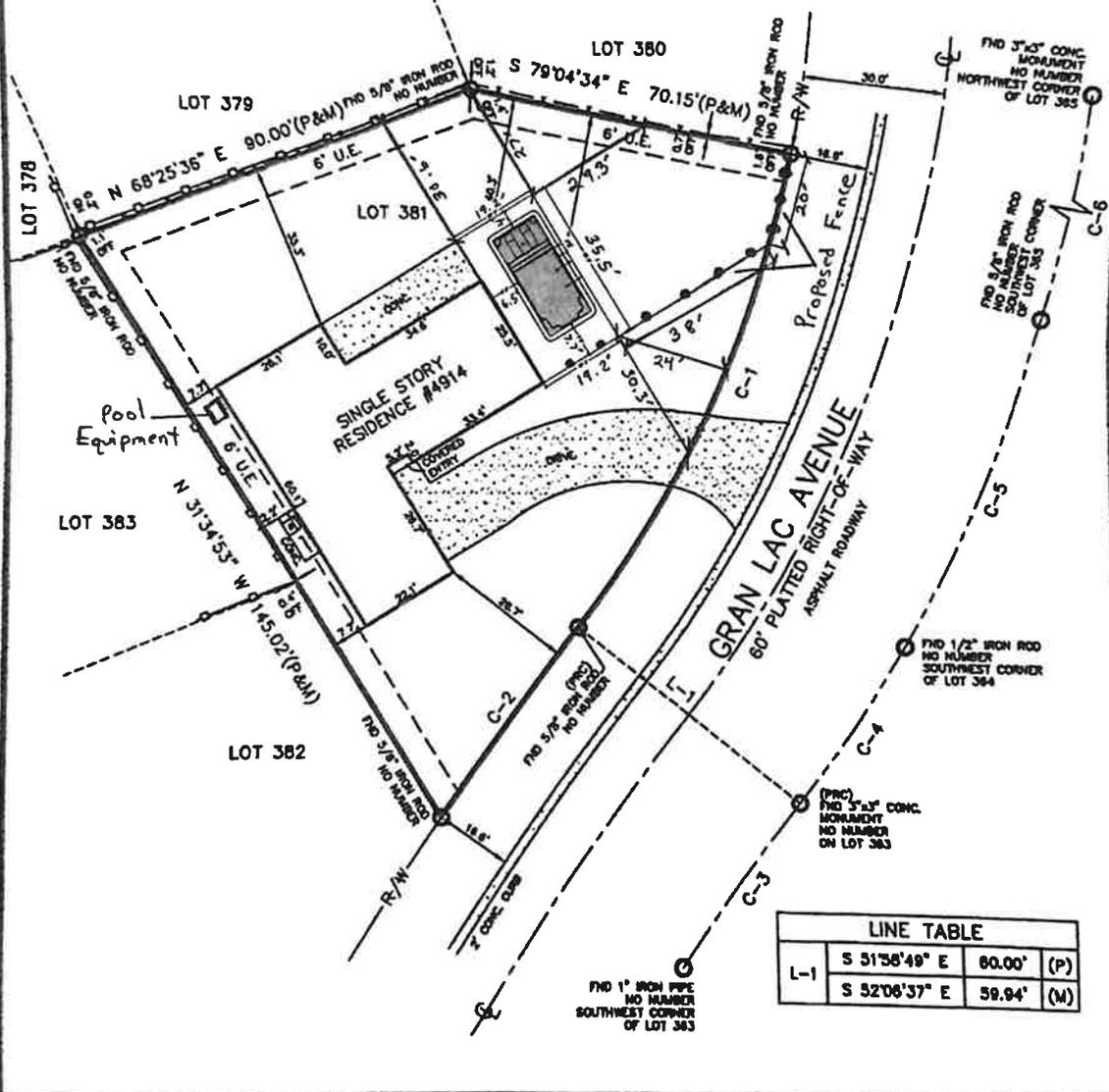


**BOUNDARY SURVEY**

SHEET 1 OF 2 (MAP OF SURVEY) - SEE SHEET TWO FOR SURVEY RELATED INFORMATION. SURVEY IS NOT COMPLETE WITHOUT BOTH SHEETS

NORTH  
SCALE: 1" = 10'

CURVE TABLE					
CURVE	RADIUS	Δ	LENGTH	BEARINGS	CHORD
C-1	241.02'	27°04'36"	113.90'	S 24°28'01" W	112.84' (P)
			113.90'	S 24°28'01" W	112.84' (M)
C-2	871.92'	03°19'02"	50.48'	S 38°21'40" W	50.47' (P)
			50.48'	S 38°21'40" W	50.47' (M)
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			43.03'	N 38°28'00" E	43.02' (M)
C-4	301.11'	07°48'44"	40.88'	N 34°05'18" E	40.85' (P)
			41.00'	N 34°14'38" E	40.97' (M)
C-5	301.11'	14°37'45"	78.88'	N 22°53'01" E	78.87' (P)
			78.87'	N 22°42'09" E	78.87' (M)
C-6	301.11'	14°37'45"	78.88'	N 08°15'18" E	78.87' (P)
			78.79'	N 08°20'12" E	78.58' (M)



LINE TABLE			
L-1	S 51°58'49" E	80.00'	(P)
	S 52°06'37" E	59.94'	(M)

PROPERTY ADDRESS: 4914 GRAN LAC AVENUE, BELLE ISLE, FLORIDA 32812

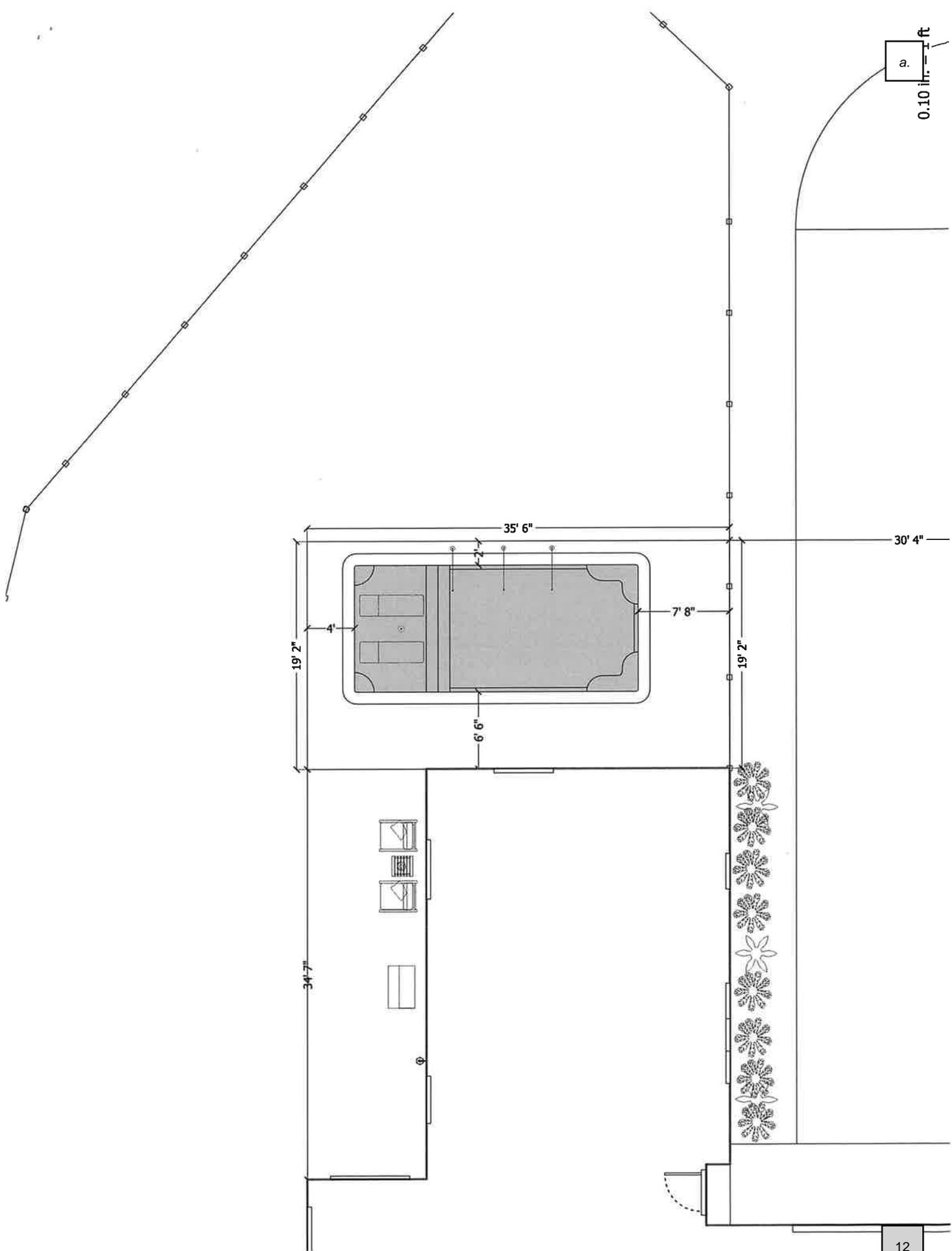


POINTS OF INTEREST:  
1 CONC. PAD EXTENDS INTO THE SOUTHWESTERLY EASEMENT.

REVISIONS:  
(REV.0 6/9/2025)

First Choice Surveying...  
Your First Choice for Land Surveys

CLIENT NO: EFL21121  
JOB NO: 202501  
FIELD DATE: 05/20/25  
DRAWN BY: C  
DRAWN DATE: 05/20/25  
CHECKED BY: JLL  
APPROVED BY: JLL







artistic conception

Pool Studio

Exquisite Pool and Spa | Austin Kimmel

a.



City of Belle Isle  
 1600 Nela Avenue, Belle Isle, FL 32809  
 Tel 407-851-7730 \* Fax 407-240-2222 \* [www.belleislefl.gov](http://www.belleislefl.gov)  
**Variance and Special Exception Application**

- e. It has been determined that personal hardship is not being considered as grounds for a variance since the variance will continue to affect the character of the neighborhood after title to the property has passed and that the special conditions and circumstances were not created in order to circumvent the Land Development Code or for the purpose of obtaining a variance.
- f. It is determined that the variance is the minimum variance that will make possible the reasonable use of the land, building or structure.
- g. It is determined that the granting of the variance will be in harmony with the general purpose and intent of the Land Development Code, will not be injurious to the neighborhood, will not be detrimental to the public welfare, and will not be contrary to the public interest.
- h. The board shall find that the preceding requirements have been met by the applicant for a variance.
- a. In granting any variance, the Board may prescribe appropriate conditions and safeguards to comply with the Land Development Code. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this Land Development Code and punishable in accordance with this article. At the Board's discretion, such variance may be revoked for violation of the condition and safeguards.
- b. The Board may prescribe a reasonable time limit within which the action for which the variance is required shall be begun or completed. Under no circumstances, except as permitted above, shall the Board grant a variance to allow a use not generally or by special exception allowed in the zoning district involved or any use expressly or by implication prohibited by the terms of the Land Development Code in the zoning district. No nonconforming use of neighboring lands, structures, or buildings in the same zoning district and no permitted use of land, structures, or buildings in other zoning districts shall be considered grounds for the authorization of a variance.

The Board shall find that the preceding requirements have been met by the applicant for a variance.

**(2) Violations of conditions.**

**SPECIAL EXCEPTION**

**Applications submitted must meet all of the above criteria before the Board can grant a variance.** The applicant bears the burden of proof that they comply with the criteria.

A special exception addresses the compatibility of uses, differing slightly from a variance. The approval of a special exception depends on how the request affects the surrounding area. All uses allowed as special exceptions are listed within the individual zoning districts. Before the Board can approve a special exception, the request must meet all of the following criteria:

1. A written application for a special exception must be submitted to City Hall no later than 4:00 p.m. on the first Thursday of the previous month. (See Above)
2. The Board shall find that it is empowered under the section of the zoning ordinance described in the application to grant the special exception and that granting the special exception will not adversely affect the public interest.
3. It is determined that public health, safety, comfort, order, convenience, prosperity, morals, or general welfare is promoted, protected, or improved.

**General Information**

1. Certain conditions may be prescribed on the special exception or variance approved by the Board.
2. The applicant must be present at all hearings.
3. Decisions rendered by the Board do not become final until fifteen (15) days after the hearing. The fifteen-day waiting period allows all aggrieved parties to appeal the decision. Any person filing an appeal will submit, within fifteen (15) days of the decision, a notice stating where they feel the Planning and Zoning Board erred in their decision. Belle Isle's City Council will then hold an appeal hearing.
4. Sec 42-61 thru 41-72—Variances and special exceptions granted by the Board will become void if a permit necessary for utilizing the variance or special exception is not issued within six (6) months of the date approved by the Planning and Zoning Board.

FOR OFFICE USE ONLY: FEE: <input checked="" type="checkbox"/> \$300 VARIANCE <input type="checkbox"/> \$750 SPECIAL EXCEPTION	<u>1/22/26</u> Date Paid	<u>185</u> Check/Cash	 Rec'd By
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City of Belle Isle  
 1600 Nela Avenue, Belle Isle, FL 32809  
 Tel 407-851-7730 \* Fax 407-240-2222 \* [www.belleislefl.gov](http://www.belleislefl.gov)  
**Variance and Special Exception Application**

**ABOUT YOUR PUBLIC HEARING**

The following information is provided to assist applicants in applying for a variance, special exception, or use determination. The City of Belle Isle's Planning and Zoning Board, which comprises seven (7) non-paid volunteer residents, meets on the fourth Tuesday of the month to hear various planning and zoning issues, including variances, special exceptions, and use determinations. *In recommending approval or denial of a request, the Board looks at each application individually to determine if the request meets the following criteria:*

A written application for a **variance must be submitted to City Hall no later than 4:00 p.m. on the first Thursday of the previous month.** The application **MUST** include:

- a.  \$300 filing fee for a Variance: \_\_\_\_\_ \$750 filing fee for a Special Exception
- b. a completed application form,
- c. proof of ownership of the property, or a notarized statement from the owner with the representative's information,
- d. Ten (10) copies of a plot plan or survey showing all improvements to the property, ten copies of a scale drawing of the planned construction, illustrated on the survey, and digital format for large-scale documents is required.
- e. For boat dock variances, the survey must clearly illustrate Lake Conway's Normal High Water Line elevation (NHWL).
- f. **A narrative addressing how the variance complies with the following:**

*Standards of Variance Justification	Section 42-64 of the Land Development Code (LDC) states that no application for a Zoning Variance shall be approved unless the Planning and Zoning Board finds that all of the following standards are met. Please answer each bold-text question in a separate typed or written document and submit it to the City as part of your variance request.
Special Conditions and/or Circumstances Section 42-64 (1) d	The applicant must prove that literal enforcement of the provisions of the zoning ordinances would result in unnecessary hardship. That hardship is created by special conditions and circumstances peculiar to the land, structure, or building involved, including but not limited to dimensions, topography, or soil conditions. <b>WHAT ARE THE SPECIAL CONDITIONS AND CIRCUMSTANCES UNIQUE TO YOUR PROPERTY?</b> <b>WHAT WOULD BE THE UNNECESSARY HARDSHIP?</b>
Not-Self- Created Section 42-64 (1) e	The applicant must prove that the special conditions and circumstances do not result from the applicant's actions. A personal (self-created) hardship shall not justify a variance; i.e., when the applicant creates the alleged hardship, they are not entitled to relief by their conduct. <b>HOW WERE THE SPECIAL CONDITIONS NOTED ABOVE CREATED?</b>
Minimum Possible Variance Section 42-64 (1) f	The applicant must prove that the zoning variance is the minimum variance that will make the reasonable use of the land, building, or structure possible. <b>CAN YOU ACCOMPLISH YOUR OBJECTIVE IN ANOTHER WAY?</b> <b>LIST ALTERNATIVES YOU HAVE CONSIDERED AND EVIDENCE AS TO WHY THEY ARE NOT FEASIBLE.</b>
Purpose and Intent Section 42-64 (1) g	The applicant must prove that approval of the zoning variance will be in harmony with the general purpose and intent of the Code, and such variance will not be injurious to the neighborhood, detrimental to public welfare, or contrary to the public interest. <b>WHAT EFFECTS WILL APPROVAL OF THE VARIANCE HAVE ON ADJACENT PROPERTIES OR THE SURROUNDING NEIGHBORHOOD? (FOR EXAMPLE, ADEQUATE LIGHT, AIR, ACCESS, USE OF ADJACENT PROPERTY, DENSITY, COMPATIBILITY WITH SURROUNDING LAND USES, TRAFFIC CONTROL, PEDESTRIAN SAFETY, ETC).</b>

**\*For a variance application from Sec. 50-102 (b) fences and walls, please also identify how you comply with the variance criteria identified in Sec. 50-102 (b) (16). Please note that for a fence variance, you do not have to comply with Sec. 42-64 (1) d and (1) f.**



a.







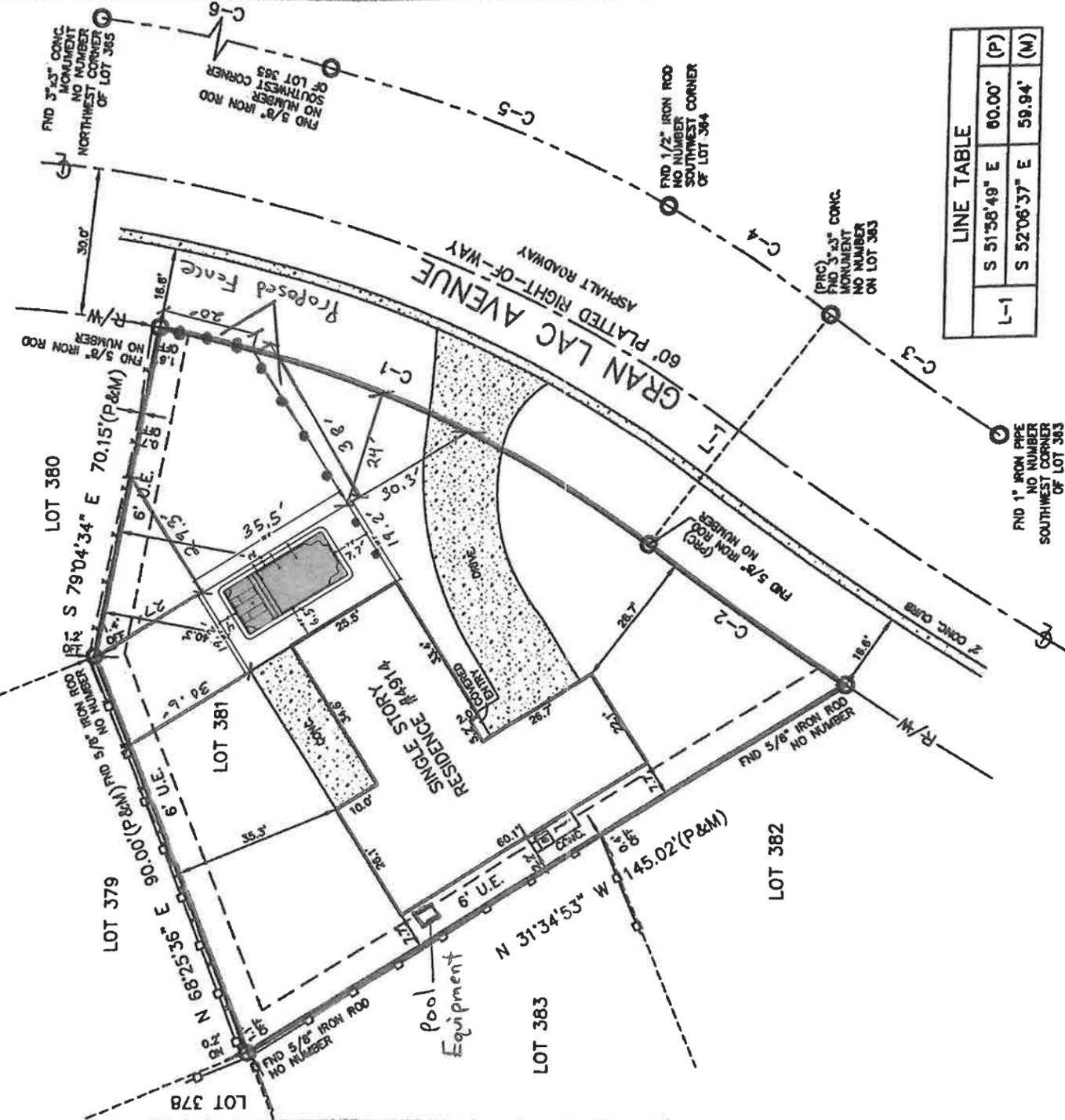


**BOUNDARY SURVEY**

SHEET 1 OF 2 (MAP OF SURVEY) - SEE SHEET TWO FOR SURVEY RELATED INFORMATION. SURVEY IS NOT COMPLETE WITHOUT BOTH SHEETS

NORTH  
SCALE: 1" = 30'

CURVE TABLE					
CURVE	RADIUS	Δ	LENGTH	BEARINGS	CHORD
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			113.90'	S 24°26'01" W	112.84' (M)
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	S 52°06'37" E	59.94' (M)

PROPERTY ADDRESS: 4914 GRAN LAC AVENUE, BELLE ISLE, FLORIDA 32812



POINTS OF INTEREST:  
1. CONC. P&M EXTENDS INTO THE SOUTHWESTERLY EASEMENT.

REVISIONS:  
(REV. 0 6/19/2025)

CLIENT NO. EEE-5-1588  
JOB NO. 209550  
FIELD DATE: 5/24/25  
DRAWN BY: C.  
DRAWN DATE: 5/22/25  
CHECKED BY: J.L.O.  
APPROVED BY: J.A.

**First Choice Surveying...**  
Your First Choice for Land Surveys

**MEMORANDUM**

**TO:** Planning and Zoning Board  
**DATE:** February 24, 2026  
**RE:** Variance Application 5215 St Regis Place

**Planning and Zoning Case Number 2026-02-004:**

PURSUANT TO SECTION 42-64, THE CITY OF BELLE ISLE PLANNING AND ZONING BOARD SHALL REVIEW AND TAKE ACTION ON A REQUESTED VARIANCE FROM SECTION 50-73 TO ALLOW AN ADDITION TO AN EXISTING PRINCIPAL RESIDENCE THAT WOULD PROJECT INTO THE REQUIRED SIDE AND REAR YARD SETBACK AREAS, SUBMITTED BY APPLICANT MILROY CONSTRUCTION, LLC, FOR THE PROPERTY LOCATED AT **5215 ST. REGIS PLACE**, BELLE ISLE, FLORIDA 32812, ALSO KNOWN AS PARCEL ID # 19-23-30-4382-02-300.

**Background:**

1. On February 4, 2026, the applicant submitted a Variance application and the paperwork.
2. On February 11, 2026, letters to the abutting property owners were mailed within 300 feet of the subject property, and a legal advertisement was placed in the Orlando Sentinel on February 14, 2026.

The Board may adopt all, some, or none of these determinations as part of its findings of fact and add any additional findings of fact presented at the public hearing. The Board must determine if the criteria outlined in Chapter 42, Article III, Section 42-64(1) of the Land Development Code have been met and approve, approve with conditions, or deny this request.

**SAMPLE MOTION TO APPROVE:** “I MOVE, PURSUANT TO BELLE ISLE CODE 42—64, 50-73 **TO APPROVE** AN ADDITION TO AN EXISTING PRINCIPAL RESIDENCE THAT WOULD PROJECT INTO THE REQUIRED SIDE AND REAR YARD SETBACK AREAS, SUBMITTED BY APPLICANT MILROY CONSTRUCTION, LLC, FOR THE PROPERTY LOCATED AT **5215 ST. REGIS PLACE**, BELLE ISLE, FLORIDA 32812, ALSO KNOWN AS PARCEL ID # 19-23-30-4382-02-300.

**SAMPLE MOTION TO DENY:** “I MOVE, PURSUANT TO BELLE ISLE CODE 42-64, 50-73, **HAVING NOT BEEN MET, TO DENY** *[use only if NONE of the justifying criteria have been met] the requirements of, Subsections: [state only the subsections below that are not satisfied] having NOT been met; [may be used in addition to above or alone]* AN ADDITION TO AN EXISTING PRINCIPAL RESIDENCE THAT WOULD PROJECT INTO THE REQUIRED SIDE AND REAR YARD SETBACK AREAS, SUBMITTED BY APPLICANT MILROY CONSTRUCTION, LLC, FOR THE PROPERTY LOCATED AT **5215 ST. REGIS PLACE**, BELLE ISLE, FLORIDA 32812, ALSO KNOWN AS PARCEL ID # 19-23-30-4382-02-300.

**Or the Board can request that it be tabled to a date certain to allow for revisions as discussed.**

**SUBSECTION (D)**, a literal enforcement of the provisions of the zoning ordinances would result in unnecessary hardship, and that said hardship is created by special conditions and circumstances peculiar to the land, structure, or building involved, including but not limited to dimensions, topography, or soil conditions.

**SUBSECTION (E)**, personal hardship is not being considered as grounds for a variance since the variance will continue to affect the character of the neighborhood after title to the property has passed and that the special conditions and circumstances were not created in order to circumvent the Code or for the purpose of obtaining a variance.

**SUBSECTION (F)**, the variance is the minimum variance that will make possible the reasonable use of the land, building or structure.

**SUBSECTION (G)**, the granting of the variance will be in harmony with the general purpose and intent of the Code, will not be injurious to the neighborhood, will not be detrimental to the public welfare, and will not be contrary to the public interest.

**February 13, 2026**

**Variance Application: 5215 St. Regis Place**

**Planning and Zoning Case Number 2026-02-004:** PURSUANT TO SECTION 42-64, THE CITY OF BELLE ISLE PLANNING AND ZONING BOARD SHALL REVIEW AND TAKE ACTION ON A REQUESTED VARIANCE FROM SECTION 50-73 TO ALLOW AN ADDITION TO AN EXISTING PRINCIPAL RESIDENCE THAT WOULD PROJECT INTO THE REQUIRED SIDE AND REAR YARD SETBACK AREAS, SUBMITTED BY APPLICANT MILROY CONSTRUCTION, LLC, FOR THE PROPERTY LOCATED AT 5215 ST. REGIS PLACE, BELLE ISLE, FLORIDA 32812, ALSO KNOWN AS PARCEL ID # 19-23-30-4382-02-300.

**Project Description and Background:**

This application is to allow an addition to be built on an existing home to provide the family additional living space that will encroach into the rear setback by 25 feet and interior side setback by 1.5 feet at the closest point. The property is a corner lot and the existing home sits over 30 feet back from each front on the lot. There is limited space to site the addition and the proposed location on the property is the only possible location.

**Staff Recommendation:** Approve the requested variance to allow an addition to be built on an existing home to provide the family additional living space that will encroach into the rear setback by 25 feet and interior side setback by 1.5 feet at the closest point, as shown on the accompanying plan. An evaluation based on the variance criteria for the application is below.

**1. Special Conditions and/ or Circumstances (Section 42-64 (1) d):**

This criterion is met by the fact that the lot is a corner lot, with an irregular frontage. The current house sits close to the interior side and rear lot line, which is also the only area where an addition could be located.

**2. Not Self- Created (Section 42-64 (1) e):**

This criterion is met by the fact that the lot is a corner lot, with an irregular frontage. The current house sits close to the interior side and rear lot line, which is also the only area where an addition could be located.

**3. Minimum Possible Variance (Section 42-64 (1) f):**

The requested variance is the minimum possible variance needed to accommodate the addition. The proposed addition will be in line with the existing house, and the size of the addition is less than 400 square feet.

**4. Purpose and Intent (Section 42-64 (1) g):**

The requested variance is in harmony with the general purpose and intent of the land development code and not injurious to the neighborhood as it meets the supporting criteria above. Additionally, the applicant has provided signatures of support from all abutting neighbors and other surrounding neighbors.

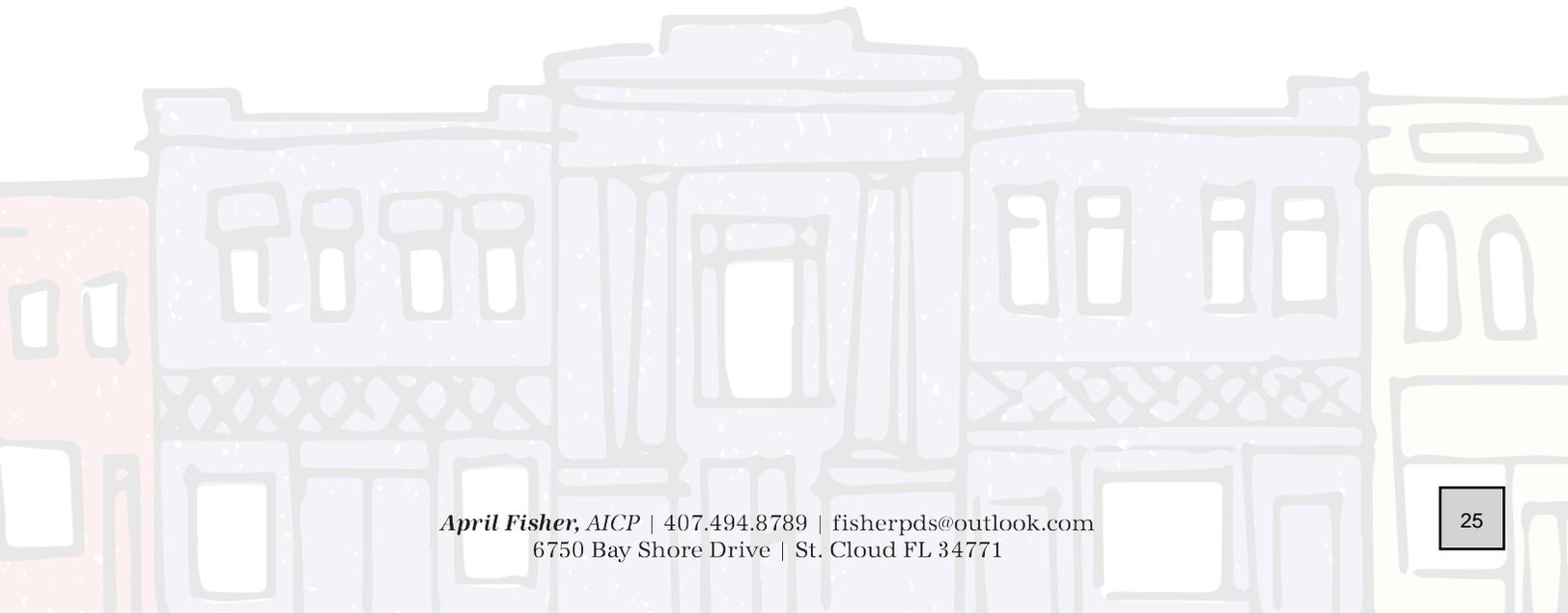
**Next Steps**

The Board may approve the variance application as it is, with specific conditions, continue the application if additional information is requested, or deny the application.

A decision by the Board may be appealed by an aggrieved person to the City Council pursuant to Sec. 42-71.

**Motion Examples:**

1. Approve the requested variance to allow an addition to be built on an existing home to provide the family additional living space that will encroach into the rear setback by 25 feet and interior side setback by 1.5 feet at the closest point, as shown on the accompanying plan, or,
2. Deny the requested variance to allow an addition to be built on an existing home to provide the family additional living space that will encroach into the rear setback by 25 feet and interior side setback by 1.5 feet at the closest point, as shown on the accompanying plan, [specify which standards are not met] or,
3. Continue the requested variance to allow an addition to be built on an existing home to provide the family additional living space that will encroach into the rear setback by 25 feet and interior side setback by 1.5 feet at the closest point, as shown on the accompanying plan, pending review of [specify information needed] from the applicant.





City of Belle Isle  
 1600 Nela Avenue, Belle Isle, FL 32809  
 Tel 407-851-7730 \* Fax 407-240-2222 \* [www.belleislefl.gov](http://www.belleislefl.gov)  
**Variance and Special Exception Application**

## Variance and Special Exception Application

<b>City Code Chapter 42, Art. II, Sec. 41-61 thru 41-72 AND Sec 42-64 Land Development Code</b>				
APPLICANT	Milroy Construction LLC	OWNER	Scott Lane	
ADDRESS	4903 Darden Ave	PROJECT ADDRESS	5215 St Regis Pl, Belle Isle, FL	
CONTACT NUMBER	352-227-0578	OWNER'S CONTACT NUMBER	941-735-2678	
EMAIL	Office@MilroyConstruction.com	OWNER'S EMAIL	Scottlane17211@gmail.com	
PARCEL ID#	302319438202300			
LAND USE CLASSIFICATION	Residential - 0103	ZONING DISTRICT	1	
SECTION OF THE CODE VARIANCE REQUESTED ON	Sec. 50-73. - Site and building requirements. (Building Setbacks)			
	<input checked="" type="checkbox"/> <b>X</b> Variance Fee \$300 <input type="checkbox"/> <b>N/A</b> Special Exception \$750			
DETAILED VARIANCE REQUEST The applicant is requesting a variance from side and rear yard setbacks for construction of a single-story addition to the existing single-family home. The proposed addition measures approximately 24' by 15' 4" and requires approval for a 6-foot side setback and a 10-foot rear setback. The addition has been designed to remain compatible with the home, represents the minimum relief necessary, and ensures no adverse impact to adjacent properties or the public welfare.				
<ul style="list-style-type: none"> <li>• The applicant hereby states that the property for which this hearing is requested has not been the subject of a hearing before the Planning and Zoning Board of the kind and type requested in the application within nine (9) months. Further, the requested user does not violate any property deed restriction.</li> <li>• By applying, I authorize the City of Belle Isle employees and members of the P&amp;Z Board to enter my property during reasonable hours to inspect the area to which the application applies.</li> <li>• The applicant shall provide a minimum of ten (10) sets of three (3) photographs in support of this application as follows: at least one (1) picture of the front of the property and at least two photos (from different angles) of the specific area of the property to which the application applies.</li> </ul>				
APPLICANTS SIGNATURE		OWNER'S SIGNATURE		
 02-03-2026				
<input checked="" type="checkbox"/> <b>X</b> VARIANCE	<input type="checkbox"/> SPECIAL EXCEPTION	<input type="checkbox"/> OTHER	P&Z CASE NUMBER 2026-02-004	DATE OF HEARING March 24, 2026

**VARIANCE**

**Sec. 42-64. - Variances.** The Board shall have the power to approve, conditionally approve or deny applications for a variance from the terms of the Land Development Code.

Criteria. The Board shall not approve an application for a variance from terms of the Land Development Code unless and until:

- a. A written application for a variance is submitted to the city manager or the city manager's designee on a form provided by the city clerk setting forth all of the special conditions and circumstances that exist in favor of the granting of the variance and addressing the requirements of subsections (1)d—g of this section of the criteria set forth in this section. Upon submission of the properly completed application and the appropriate fee, the city manager or the city

manager's designee shall refer the application to the board.

- b. Notice of public hearing for the variance shall be given as required by the article for hearing before the board.
- c. The public hearing on the application for the variance shall be held. The applicant, the applicant's agent as evidenced by a signed writing or the applicant's attorney shall appear before the board.
- d. It is determined that literal enforcement of the provisions of the zoning ordinances would result in unnecessary hardship and that said hardship is created by special conditions and circumstances peculiar to the land, structure or building involved, including but not limited to dimensions, topography or soil conditions.

## VARIANCE JUSTIFICATION NARRATIVE

**Property:** 5215 St Regis Pl, Belle Isle, FL 32812

To the Planning & Zoning Board,

The applicant respectfully requests approval of a variance from the required side and rear yard setback requirements to allow construction of a modest, single-story residential addition to the existing single-family home located at 5215 St Regis Pl.

The subject property is a corner lot, which creates unique and exceptional site constraints not shared by interior lots within the neighborhood. Due to the dual frontage and the application of side and rear setback requirements on multiple property lines, the buildable area of the lot is substantially reduced compared to similarly zoned non-corner parcels. Strict enforcement of the setback requirements would result in an unnecessary hardship by unreasonably limiting the ability to expand the existing residence in a functional and customary manner.

The proposed addition has been carefully designed to represent the minimum relief necessary to accommodate the intended improvements while maintaining compatibility with the surrounding neighborhood. The addition remains single-story in height, follows the architectural character of the existing home, and has been positioned to minimize visual and physical impacts to adjacent properties.

Similar setback conditions exist on nearby properties, where comparable variances or legally nonconforming setbacks have been established over time, reinforcing that the requested relief is consistent with the prevailing development pattern in the area. Additionally, the applicant has obtained written acknowledgment and support from directly adjacent neighbors, confirming that the proposed addition will not adversely affect neighboring properties.

The requested variance is not self-created, will not be detrimental to public safety or welfare, and is consistent with the intent of the City's Land Development Code. Granting this variance will allow reasonable use of the property while preserving the established character of the neighborhood.

Sincerely,

**Scott Lane**  
Property Owner

**Authorized Representative:**  
Kyle Milroy  
Milroy Construction



City of Belle Isle  
1600 Nela Avenue, Belle Isle, FL 32809  
Tel 407-851-7730 \* Fax 407-240-2222 \* [www.belleislefl.gov](http://www.belleislefl.gov)

**Variance and Special Exception Application**

- e. It has been determined that personal hardship is not being considered as grounds for a variance since the variance will continue to affect the character of the neighborhood after title to the property has passed and that the special conditions and circumstances were not created in order to circumvent the Land Development Code or for the purpose of obtaining a variance.
- f. It is determined that the variance is the minimum variance that will make possible the reasonable use of the land, building or structure.
- g. It is determined that the granting of the variance will be in harmony with the general purpose and intent of the Land Development Code, will not be injurious to the neighborhood, will not be detrimental to the public welfare, and will not be contrary to the public interest.
- h. The board shall find that the preceding requirements have been met by the applicant for a variance.
- a. In granting any variance, the Board may prescribe appropriate conditions and safeguards to comply with the Land Development Code. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this Land Development Code and punishable in accordance with this article. At the Board's discretion, such variance may be revoked for violation of the condition and safeguards.
- b. The Board may prescribe a reasonable time limit within which the action for which the variance is required shall be begun or completed. Under no circumstances, except as permitted above, shall the Board grant a variance to allow a use not generally or by special exception allowed in the zoning district involved or any use expressly or by implication prohibited by the terms of the Land Development Code in the zoning district. No nonconforming use of neighboring lands, structures, or buildings in the same zoning district and no permitted use of land, structures, or buildings in other zoning districts shall be considered grounds for the authorization of a variance.

The Board shall find that the preceding requirements have been met by the applicant for a variance.  
(2) *Violations of conditions.*

**SPECIAL EXCEPTION**

**Applications submitted must meet all of the above criteria before the Board can grant a variance.** The applicant bears the burden of proof that they comply with the criteria.

A special exception addresses the compatibility of uses, differing slightly from a variance. The approval of a special exception depends on how the request affects the surrounding area. All uses allowed as special exceptions are listed within the individual zoning districts. Before the Board can approve a special exception, the request must meet all of the following criteria:

1. A written application for a special exception must be submitted to City Hall no later than 4:00 p.m. on the first Thursday of the previous month. (See Above)
2. The Board shall find that it is empowered under the section of the zoning ordinance described in the application to grant the special exception and that granting the special exception will not adversely affect the public interest.
3. It is determined that public health, safety, comfort, order, convenience, prosperity, morals, or general welfare is promoted, protected, or improved.

**General Information**

1. Certain conditions may be prescribed on the special exception or variance approved by the Board.
2. The applicant must be present at all hearings.
3. Decisions rendered by the Board do not become final until fifteen (15) days after the hearing. The fifteen-day waiting period allows all aggrieved parties to appeal the decision. Any person filing an appeal will submit, within fifteen (15) days of the decision, a notice stating where they feel the Planning and Zoning Board erred in their decision. Belle Isle's City Council will then hold an appeal hearing.
4. Sec 42-61 thru 41-72—Variances and special exceptions granted by the Board will become void if a permit necessary for utilizing the variance or special exception is not issued within six (6) months of the date approved by the Planning and Zoning Board.

FOR OFFICE USE ONLY: FEE: <input checked="" type="checkbox"/> \$300 VARIANCE <input type="checkbox"/> \$750 SPECIAL EXCEPTION	<u>2/4/2024</u> Date Paid	<u>1012</u> Check/Cash	 Rec'd By
---	------------------------------	---------------------------	--------------

To Whom It May Concern,

I am writing to formally request approval for a rear setback variance for my residence located at:

Property Address: 5215 Saint Regis Pl  
Belle Isle, Florida 32812

The purpose of this variance request is to allow for a modest residential addition to our existing home in order to provide additional living space for our growing family. The proposed addition is a continuation of the current structure and has been designed to match the existing home in appearance, materials, roofline, and overall architectural style. The addition will be fully consistent with the character of the surrounding neighborhood.

Due to the existing lot configuration and current placement of the home on the property, strict compliance with the required rear setback would significantly limit our ability to expand in a reasonable manner. Granting this variance would allow us to make efficient use of our property while maintaining appropriate spacing, privacy, and compatibility with adjacent homes.

The proposed addition will not negatively impact neighboring properties in terms of light, drainage, privacy, or aesthetics. We have discussed the project with our immediate neighbors, and they have indicated their understanding and support of the proposed improvement. A neighbor acknowledgment section is included below for reference and signature.

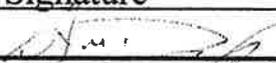
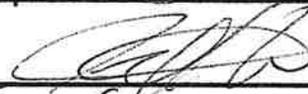
We respectfully request the City's consideration and approval of this rear setback variance. We appreciate your time and attention to this matter and are happy to provide any additional information, drawings, or documentation required for review.

Sincerely,

Homeowner Name: Scott LANE  
Signature: [Handwritten Signature]  
Phone: 941-735-2678  
Email: SCOTTLANE17211@gmail.com  
Date: 1-31-26

### Neighbor Acknowledgment & Approval

The undersigned neighbors acknowledge that they have been informed of the proposed residential addition and rear setback variance request and have no objection to the project as described.

Neighbor Name (Printed)	Property Address	Signature	Date
Erik Dominguez	5205 SAINT REGIS		1/1/2026
Florula Restrepo	5200 Saint Regis P.		1/1/2026
Amber Phurnugh	5206 Saint Regis Pl.		1/1/2026
Kyle Brooks	5225 Saint Regis PL		1/2/2026
DEAN ASHER	5224 SAINT REGIS PL		1/2/26
Jimmie Horton	5230 SAINT REGIS PL		1/4/26
Bill Brooks	5218 ST. REGIS PL		1/31/26



City of Belle Isle  
 1600 Nela Avenue, Belle Isle, FL 32809  
 Tel 407-851-7730 \* Fax 407-240-2222 \* [www.belleislefl.gov](http://www.belleislefl.gov)  
**Variance and Special Exception Application**

b.

**ABOUT YOUR PUBLIC HEARING**

The following information is provided to assist applicants in applying for a variance, special exception, or use determination. The City of Belle Isle's Planning and Zoning Board, which comprises seven (7) non-paid volunteer residents, meets on the fourth Tuesday of the month to hear various planning and zoning issues, including variances, special exceptions, and use determinations. In recommending approval or denial of a request, the Board looks at each application individually to determine if the request meets the following criteria:

A written application for a **variance must be submitted to City Hall no later than 4:00 p.m. on the first Thursday of the previous month.** The application **MUST** include:

- a.  \$300 filing fee for a Variance: \_\_\_\_\_ \$750 filing fee for a Special Exception
- b. a completed application form,
- c. proof of ownership of the property, or a notarized statement from the owner with the representative's information,
- d. Ten (10) copies of a plot plan or survey showing all improvements to the property, ten copies of a scale drawing of the planned construction, illustrated on the survey, and digital format for large-scale documents is required.
- e. For boat dock variances, the survey must clearly illustrate Lake Conway's Normal High Water Line elevation (NHWL).
- f. **A narrative addressing how the variance complies with the following:**

*Standards of Variance Justification	Section 42-64 of the Land Development Code (LDC) states that no application for a Zoning Variance shall be approved unless the Planning and Zoning Board finds that all of the following standards are met. Please answer each bold-text question in a separate typed or written document and submit it to the City as part of your variance request.
Special Conditions and/or Circumstances Section 42-64 (1) d	The applicant must prove that literal enforcement of the provisions of the zoning ordinances would result in unnecessary hardship. That hardship is created by special conditions and circumstances peculiar to the land, structure, or building involved, including but not limited to dimensions, topography, or soil conditions.  <b>WHAT ARE THE SPECIAL CONDITIONS AND CIRCUMSTANCES UNIQUE TO YOUR PROPERTY?</b> <b>WHAT WOULD BE THE UNNECESSARY HARDSHIP?</b>
Not-Self- Created Section 42-64 (1) e	The applicant must prove that the special conditions and circumstances do not result from the applicant's actions. A personal (self-created) hardship shall not justify a variance; i.e., when the applicant creates the alleged hardship, they are not entitled to relief by their conduct. <b>HOW WERE THE SPECIAL CONDITIONS NOTED ABOVE CREATED?</b>
Minimum Possible Variance Section 42-64 (1) f	The applicant must prove that the zoning variance is the minimum variance that will make the reasonable use of the land, building, or structure possible.  <b>CAN YOU ACCOMPLISH YOUR OBJECTIVE IN ANOTHER WAY?</b> <b>LIST ALTERNATIVES YOU HAVE CONSIDERED AND EVIDENCE AS TO WHY THEY ARE NOT FEASIBLE.</b>
Purpose and Intent Section 42-64 (1) g	The applicant must prove that approval of the zoning variance will be in harmony with the general purpose and intent of the Code, and such variance will not be injurious to the neighborhood, detrimental to public welfare, or contrary to the public interest.  <b>WHAT EFFECTS WILL APPROVAL OF THE VARIANCE HAVE ON ADJACENT PROPERTIES OR THE SURROUNDING NEIGHBORHOOD? (FOR EXAMPLE, ADEQUATE LIGHT, AIR, ACCESS, USE OF ADJACENT PROPERTY, DENSITY, COMPATIBILITY WITH SURROUNDING LAND USES, TRAFFIC CONTROL, PEDESTRIAN SAFETY, ETC).</b>

**\*For a variance application from Sec. 50-102 (b) fences and walls, please also identify how you comply with the variance criteria identified in Sec. 50-102 (b) (16). Please note that for a fence variance, you do not have to comply with Sec. 42-64 (1) d and (1) f.**

# Property Record - 19-23-30-4382-02-300

Orange County Property Appraiser • <http://www.ocpafl.org>

## Property Summary as of 02/04/2026

**Property Name**

5215 St Regis Pl

**Names**

Lane Scott D

**Municipality**

BI - Belle Isle

**Property Use**

0103 - Single Fam Class Iii

**Mailing Address**

5215 Saint Regis Pl  
Belle Isle, FL 32812-1033

**Physical Address**

5215 St Regis Pl  
Belle Isle, FL 32812

**QR Code  
For  
Mobile  
Phone**



5215 ST REGIS PL, BELLE ISLE, FL 32812 8/29/2023 10:30 AM



5215 ST REGIS PL, ORLANDO, FL 32812 4/3/2019 8:26 AM



5215 ST REGIS PL 06/06/2014



302319438202300 08/25/2006

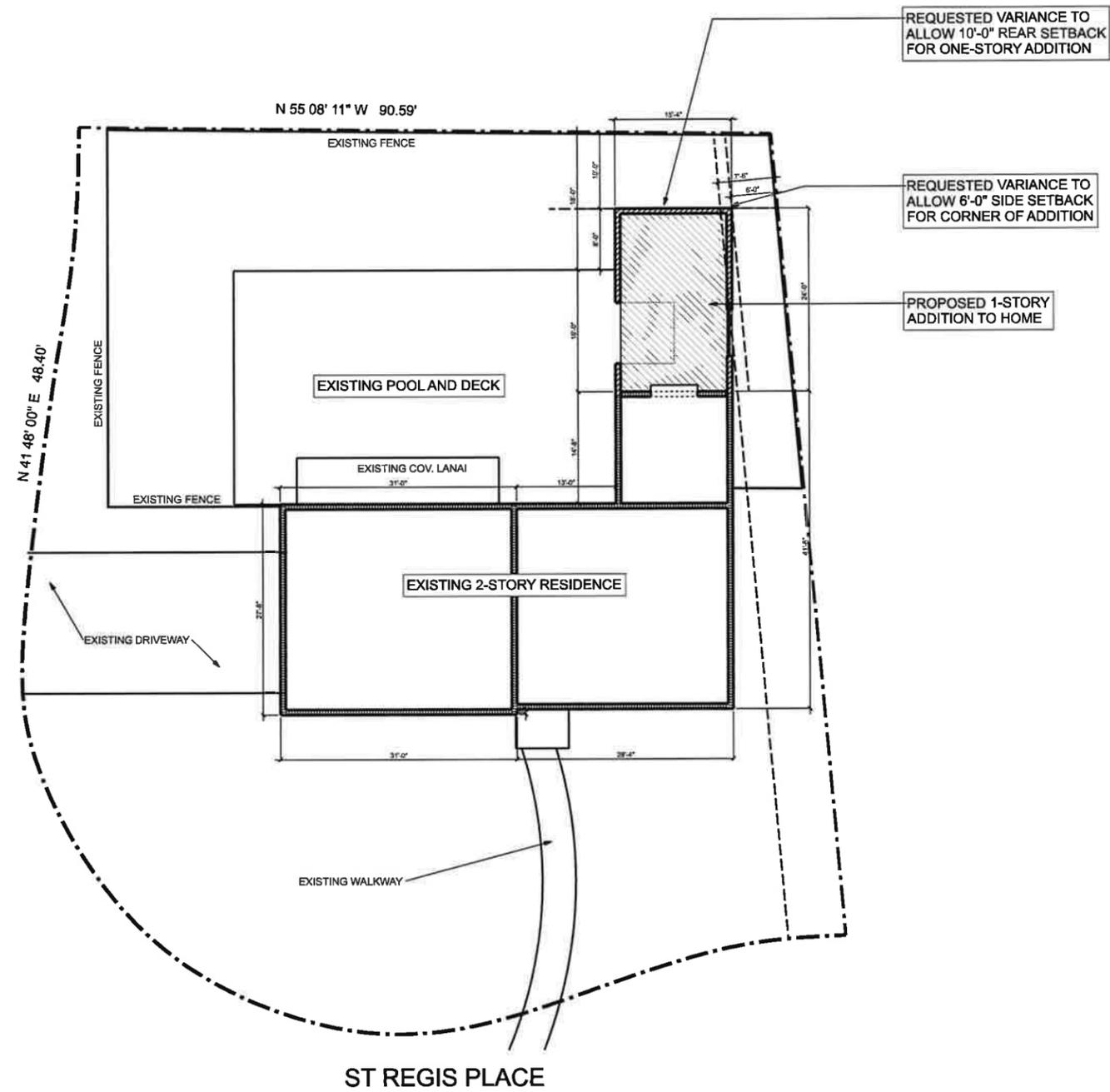








ST REGIS PLACE



REQUESTED VARIANCE TO ALLOW 10'-0" REAR SETBACK FOR ONE-STORY ADDITION

REQUESTED VARIANCE TO ALLOW 6'-0" SIDE SETBACK FOR CORNER OF ADDITION

PROPOSED 1-STORY ADDITION TO HOME

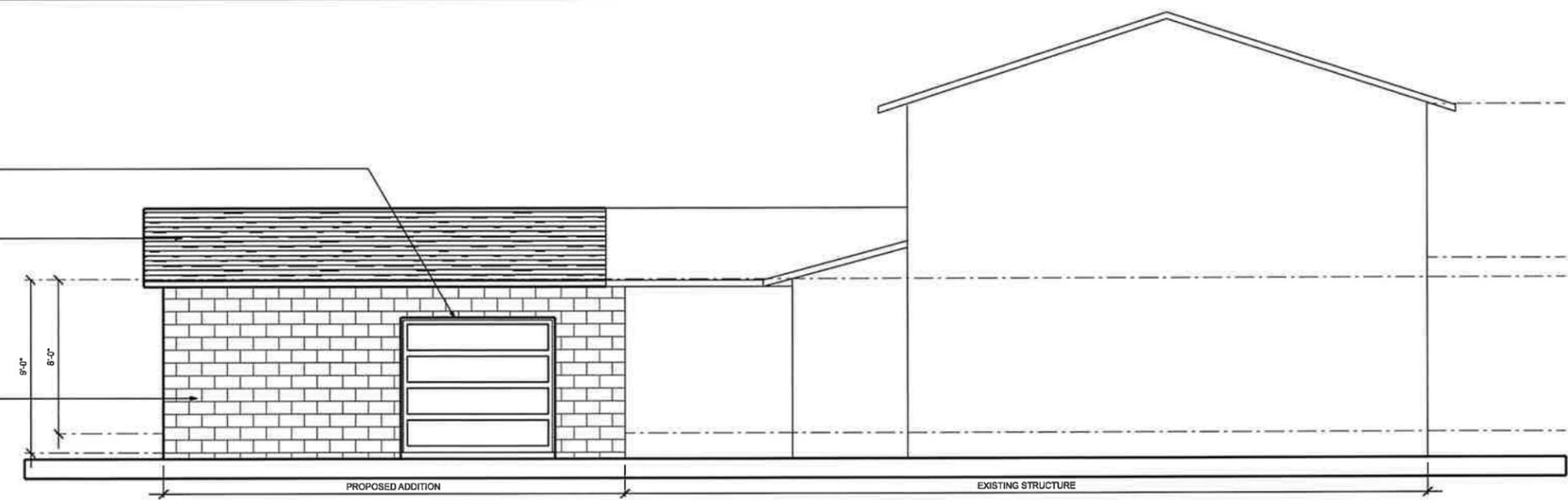
**SITE PLAN**  
SCALE: 1" = 20'-0"

LOT COVERAGE TABULATIONS	
LOT AREA	11,248 SF
EXISTING FOOTPRINT	1,834 SF
EXISTING DRIVE/WALK	780 SF
EXISTING POOL/DECK	1,533 SF
EXISTING COND UNIT	9 SF
PROPOSED ADDITION	368 SF
<b>TOTAL COVERAGE</b>	<b>4,524 SF</b>
I.S.R. (4524/11,248)	40.22%

NEW 8'-0"X7'-0" GLASS GARAGE DOOR

ARCHITECTURAL SHINGLE ROOF TO MATCH EXISTING

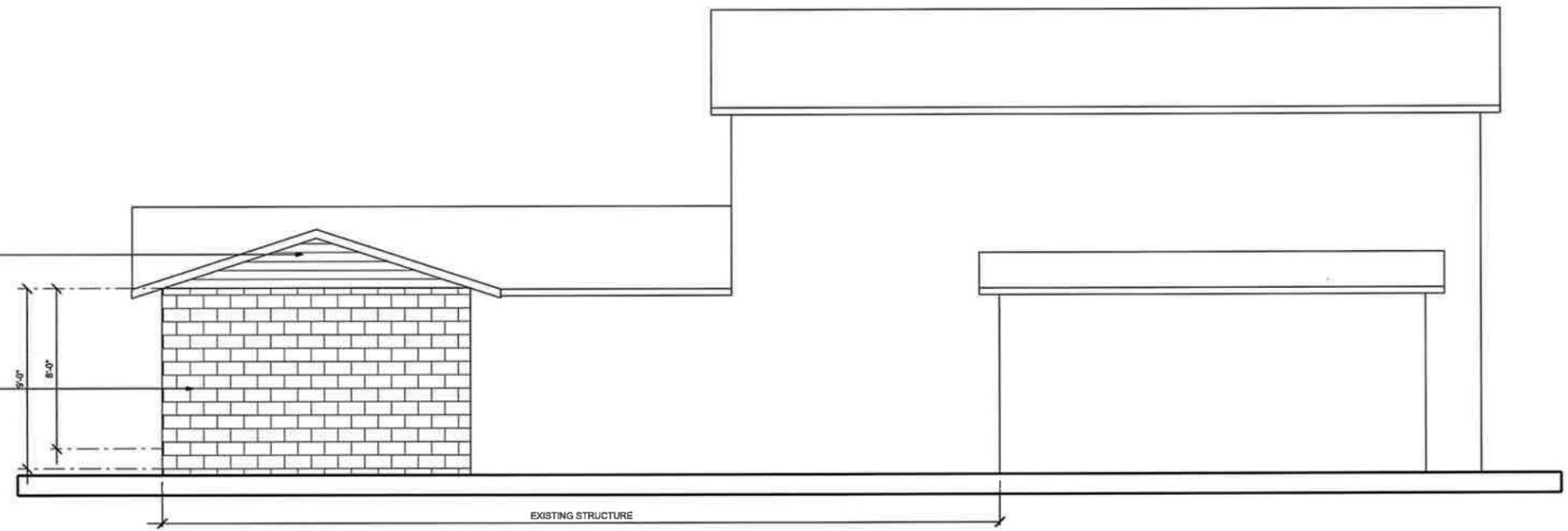
PAINTED BLOCK WALL TO MATCH EXISTING



**LEFT SIDE ELEVATION**  
SCALE: 1/8" = 1'-0"

SIDING IN GABLE TO MATCH EXISTING

PAINTED BLOCK WALL TO MATCH EXISTING

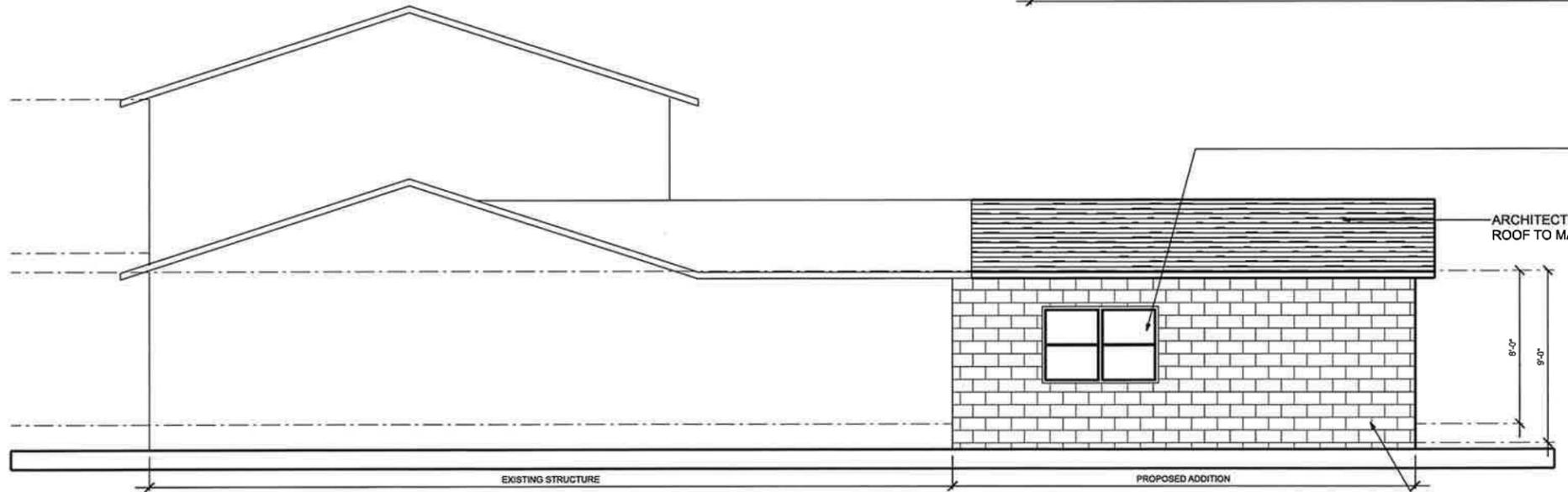


**REAR ELEVATION**  
SCALE: 1/8" = 1'-0"

RE-USE (2) 36"X48" WINDOWS

ARCHITECTURAL SHINGLE ROOF TO MATCH EXISTING

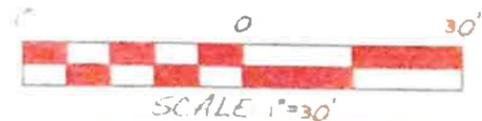
PAINTED BLOCK WALL TO MATCH EXISTING



**RIGHT SIDE ELEVATION**  
SCALE: 1/8" = 1'-0"

REQUESTED VARIANCE TO ALLOW 6'-0" SIDE SETBACK FOR CORNER OF ADDITION  
REQUESTED VARIANCE TO ALLOW 10'-0" REAR SETBACK FOR ONE-STORY ADDITION

# Boundary Survey



ADDRESS  
5215 St Regis Place  
Orlando, FL 32812

### LEGEND

- = Concrete Monument (CM)
- = Iron Pipe & Cap (IP)
- = Iron Rod & Cap (IR)
- ⊙ = Nail & Disk (N&D)
- OR Book = Official Record Book
- PB = Plat Book
- Pg = Page
- CONC. = Concrete
- FND = Found
- ID = Identification
- LB = Licensed Business
- LS = Licensed Surveyor
- TYP. = Typical
- ☎ = Telephone Riser
- ⊕ = Water Meter
- (C) = Calculated Distance
- (P) = Plat Measurement

JOB #	VLSR15-9102
CLIENT #	
FIELD DATE	04-15-15
CREW	BC
DRAFTER	BT
APPROVED	JFW
SCALE	1" = 30'

COPYRIGHT 2011



CURVE TABLE			
CURVE	LENGTH	RADIUS	DELTA
C1	16.51'(C) 16.44'(P)	136.25'	85°56'37"(C)
C2	103.06'(C) 104.72'(P)	50.00'	118°05'32"(C)
C3	39.58'	128.00'	17°42'58"
C4	2.31'	128.00'	1°02'02"

**CERTIFIED TO: (AS FURNISHED)**  
 Scott D. Lane  
 OCP Title, LLC  
 Old Republic National Title Insurance Company  
 Trustco Bank

**FLOOD ZONE**  
 SUBJECT PROPERTY SHOWN HEREON APPEARS TO BE LOCATED IN FLOOD ZONE "X". AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN PER FIRM PANEL NUMBER 12095CD430 F. LAST REVISION DATE 09-25-09 PER MAPWISE WEBSITE. THIS SURVEYOR MAKES NO GUARANTEES AS TO THE ACCURACY OF THE ABOVE INFORMATION. THE LOCAL F.E.M.A. AGENT SHOULD BE CONTACTED FOR VERIFICATION.

**LIST OF POSSIBLE ENCROACHMENTS:**  
 FENCES CROSS PROPERTY LINES  
 OWNERSHIP OF FENCES NOT DETERMINED

**BASIS OF BEARING**  
 BEARINGS ARE BASED ON THE NORTHEAST LINE OF THE SUBJECT PROPERTY WHICH HAS A BEARING OF N 55°08'11" W PER PLAT

- NOTES**
- Underground utility installations, underground improvements, foundations and/or other underground structures were not located by this survey.
  - The purpose of this survey is for use in obtaining title insurance and financing and should not be used for construction purposes.
  - Additions or deletions to the survey by anyone other than the signing party or parties is prohibited without the written consent of the signing party or parties.
  - The property shown hereon is subject to all easements, restrictions and reservations which may be shown or noted on the record plat and within the public records of the county the subject property is located. This survey only depicts survey related information such as easements and setbacks that are shown on a record plat or have been furnished to the Surveyor.
  - Building ties and dimensions for improvements should not be used to reconstruct boundary lines.

THIS SURVEY IS PREPARED FOR THE EXCLUSIVE USE AND BENEFIT OF THE PARTIES LISTED. HEREON LIABILITY TO THIRD PARTIES MAY NOT BE TRANSFERRED OR ASSIGNED.

LB 7788



9415 Pennsylvania Ave, Winter Park, FL 32789 | (888) 399-6474

**SURVEYOR'S CERTIFICATE**  
 I HEREBY CERTIFY THAT THIS SURVEY IS A TRUE AND ACCURATE REPRESENTATION OF A SURVEY PREPARED UNDER MY DIRECTION.



Joseph E. Williamson, PLS  
 PROFESSIONAL LAND SURVEYOR  
 FLORIDA REGISTRATION #46573  
 NOT VALID WITHOUT THE ELECTRONIC SIGNATURE AND/OR ORIGINAL RAISED SEAL OF THE LISTED FLORIDA LICENSED SURVEYOR AND MAPPER

DATE	REVISION	DATE	REVISION

*Legal Description (per OR Book 4540, Page 438)*  
 Lot 230, Lake Conway Estates, Section Four, according to the plat thereof as recorded in Plat Book Y, Page 36, Public Records of Orange County, Florida.

X Borrower's Acknowledgment and Acceptance  
 X Borrower's Acknowledgment and Acceptance