



# PLANNING AND ZONING BOARD MEETING

City Hall – Council Chamber  
405 Bagshaw Way, Edgewood, Florida  
Monday, March 9, 2026 at 6:30 PM

David Nelson  
Chair

Caleb Castro  
Vice-Chair

Evan Franco  
Board Member

Todd Nolan  
Board Member

Angie Sharp  
Board Member

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## MINUTES

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*These minutes provide a summary of the key discussions and decisions made during the March 9, 2026 Planning & Zoning Board Meeting. A complete audio recording of the meeting is available for public review for one year. After one year, the City will dispose of the recording in accordance with applicable regulations. To access the recording, please contact Edgewood City Hall at 407-851-2920.*

### CALL TO ORDER & PLEDGE OF ALLEGIANCE

Chair Nelson called the meeting to order at 6:30 pm and led everyone in the Pledge of Allegiance.

### ROLL CALL AND DETERMINATION OF QUORUM

Administrative Project Manager Sollazzo confirmed a quorum with all five (5) board members present.

### BOARD MEMBERS PRESENT

Chair David Nelson  
Vice Chair Caleb Castro  
Board Member Evan Franco  
Board Member Todd Nolan  
Board Member Angie Sharp

### STAFF PRESENT

Brett Sollazzo, Administrative Project Manager  
Drew Smith, City Attorney  
Ellen Hardgrove, City Planner  
Michael Fraticelli, Police Sergeant

### APPROVAL OF MINUTES

February 9, 2026 Planning & Zoning Meeting Minutes

Chair Nelson made a motion to approve the February 9, 2026 Planning and Zoning meeting minutes as presented. The motion was seconded by Vice Chair Castro. Approved (5/0) by voice vote.

### NEW BUSINESS

There was no new business.

### UNFINISHED BUSINESS

#### 1. PROPOSED PARKING REGULATIONS UPDATE

Planner Hardgrove continued the Board's ongoing discussion regarding proposed updates to the City's parking regulations. This portion of the presentation focused on proposed parking compliance triggers and the creation of a tiered parking waiver system intended to address older commercial properties that cannot meet current parking standards. The following is a summary of Planner Hardgrove's presentation.

#### Parking Compliance Review

Planner Hardgrove explained that a parking compliance review is triggered by new construction, any increase in a building's gross square footage, or operational changes that increase parking demand within an existing footprint — such as adding outdoor dining, more guest rooms or dwelling units, or expanding licensed capacity for medical, grooming, or daycare uses.

For properties developed before November 5, 1974 (excluding Legacy Shopping Centers), any change in use automatically triggers a review — both for parking quantity and configuration. If the site falls short of the required number of spaces, the applicant may seek a parking waiver. Waivers reducing parking by up to 50% of the standard minimum can be issued

administratively; reductions beyond 50% require City Council approval. For properties built after November 5, 1974, a change in use only triggers review if the new use carries a higher parking ratio than the prior use.

### **Waiver Eligibility & Approval Path**

To qualify for a parking waiver, a property must have been built before November 5, 1974, must not be a Place of Assembly, and must be free of active code violations or liens prior to application. The approval path then depends on how the property is accessed. Properties that access only arterial or main roads proceed through administrative review by the City Planner. If any access point — including secondary or service drives — connects to a non-arterial street feeding into a residential neighborhood, the application must go through mandatory public hearings with a Planning & Zoning Board recommendation and City Council final action, along with a required mitigation plan. This residential adjacency rule applies regardless of which waiver tier is being sought.

### **Three-Tier Waiver Structure (in general)**

**Tier 1 (2-year interim use)** focuses on baseline stewardship: fresh exterior paint, restored landscaping with irrigation, repaved and restriped parking areas, and the elimination of any back-out spaces or other public safety issues. Applicants must also sign three sworn affidavits acknowledging conformance with the waiver conditions. Tier 1 is approved administratively unless the access connects to a non-arterial street feeding into a residential neighborhood.

**Tier 2 (5-year transitional use)** carries all Tier 1 requirements and adds a permanent masonry dumpster enclosure, a binding site plan with façade improvement renderings, and — for properties in the Edgewood Central District (ECD) access management improvements, cross-access easements, and ECD-standard sidewalk installation. Also approved administratively unless connects to a non-arterial street feeding into a residential neighborhood.

**Tier 3 (long-term/indefinite)** requires everything from Tiers 1 and 2, plus a professional storm water management assessment, a permanent paved pedestrian path to the public sidewalk, full ECD facade rehabilitation if applicable, and fencing/wall standards including a minimum 7-foot opaque brick wall along any shared residential property line. Tier 3 requires a full public hearing before the Planning & Zoning Board and City Council. The waiver runs with the life of the structure but automatically expires if the building suffers damage exceeding 50% of its assessed value, if the owner requests a building expansion, or if the use changes to a more intensive category.

### **Application Process & Key Deadlines**

After an application is submitted, the City Planner inspects the site and issues a deficiency list that corresponds to the improvements of the requested Waiver Tier. The applicant then has 12 months to complete all required improvements, with one 30-day extension available if the final inspection is not passed. If the property fails the cure period as well, the application is forfeited by operation of law and the process must restart with new fees.

Tier 1 and Tier 2 waivers are non-renewable. To transition to the next tier and maintain continuous operations, the owner must apply at least 60 days before the current waiver expires. Missing that window results in mandatory forfeiture of the transition option and the use must cease upon expiration.

### **Eligible Properties**

Staff presented property lists under several eligibility cut-off date scenarios. Under a pre-1957 threshold, four properties are eligible. Extending the cut-off to November 4, 1974 adds approximately 22 additional properties along South Orange Avenue and surrounding streets. Expanding further to June 3, 2003 would bring in over 30 additional properties that were built under the 1974 parking and landscape standards. Properties built after June 2003 are generally consistent with current regulations, with only limited exceptions noted. The board's consensus was support of the staff's recommended cut-off date of November 4, 1974, which corresponded to the City's original adoption of landscape regulations.

### **Staff and Board Discussion**

After Planner Hardgrove completed her presentation, the Board went page by page of proposal to ask any questions and discuss possible changes. Below is a summary of all the relevant questions and/or changes made.

- Chair Nelson suggested clarifying the language in lines 26–29 of proposed Section 134-609 regarding the removal of access points onto non-arterial roads. He recommended adding language stating that when a driveway is removed and the curb is restored to City standards, the restoration must also maintain the proper drainage function of the street.
- The Board directed staff to remove the provision in Table 134-609-1 under Administrative Requirements requiring a Staff and Operational Parking Management Affidavit stating that all on-site parking spaces must be reserved exclusively for customer use and may not be used by owners, tenants, employees, or suppliers except for active deliveries not exceeding 30 minutes. The Board expressed concern that the requirement would be unfair to businesses and would be difficult for staff to effectively regulate or enforce.
- The Board directed staff to remove the provision in line 70 requiring “Customer Parking Only” signage for all non-ADA spaces, consistent with the Board’s prior direction to remove the staff and operational parking management affidavit related to reserving on-site spaces exclusively for customers.
- The Board discussed the Property Stewardship provision in Table 134-609-1 requiring fresh paint on buildings, with restrictions against neon, day-glow/bright, highly reflective, or similar colors. Chair Nelson questioned how to define “neon/bright” and whether the restriction was too limiting. Planner Hardgrove noted it could be removed if the Board chose. Board Member Nolan opposed removing it, citing the bright orange paint on the auto repair shop along Orange Avenue as an example of colors that do not align with the ECD’s character. The Board and staff agreed to retain the requirement as currently written.
- Discussion occurred on the Vehicular Use Area Repair/Compliance provision in Table 134-609-1, which requires that vehicular use areas be repaved to eliminate cracked asphalt or potholes. Board Member Nolan noted that “repaving” might imply completely removing and replacing asphalt, which may or may not be necessary at the time of the waiver. Vice Chair Castro suggested adding “concrete” to ensure clarity for sites with either asphalt or concrete surfaces. The Board and staff agreed to reword the section to: “The vehicular use area shall be resurfaced as necessary to eliminate cracked asphalt/concrete and potholes.”. Planner Hardgrove advised the Board that the proposed new parking regulation includes a section addressing required updates/maintenance of parking lot surfaces. The Board expressed support for including this in the regulation. Planner Hardgrove asked Attorney Smith whether an amortization period would be needed for existing properties, and Attorney Smith confirmed that some time should be allowed for compliance, though it does not need to be lengthy.
- Based on the earlier discussion and direction, the Board directed the removal of the affidavit that required conformance all parking on the property be reserved exclusively for customers. There was consensus that an affidavit needs to be added that will authorize the city to enforce code onsite. This recommendation stems from concerns that limited on-site parking capacity may lead to unauthorized parking behaviors that jeopardize site safety. If parking demand exceeds available stalls, vehicles might improperly park in non-designated areas, such as fire lanes, drive aisles, or unpaved vehicular use areas. Improperly parked vehicles could impede emergency vehicle access, disrupt the internal circulation of the property, or negatively impact landscaped areas.

Following the discussion, the Board and staff decided that at the next meeting on April 13, 2026, the proposed parking regulations in their entirety would be placed on the agenda for review, provided no other major agenda items are scheduled for that meeting.

**ADJOURNMENT**

The meeting was adjourned at 7:24 PM.



David Nelson, Chair



Brett Sollazzo, Administrative Project Manager