



MINUTES

Local Planning Agency Meeting

APPROVED 1/22/2026

5:30 PM – Tuesday, December 09, 2025 – City Hall

Call to Order: 5:30 p.m.

Acknowledgement of Quorum and Proper Notice

PRESENT: Emily Lee, George Asbate, Vice Chair Gary Ashcraft, Chair Willie L. Hawkins

1. Approval of Minutes

September 18, 2025 Local Planning Agency Meeting

Motion made by Vice Chair Ashcraft, Seconded by Mr. Asbate, to approve the Minutes. Motion passed on the following vote:

Voting Yea: Ms. Lee, Mr. Asbate, Vice Chair Ashcraft, Chair Hawkins

2. Consideration with Discussion, Public Hearings and Recommendation

2.1 Ordinance Number 25-38: 2025-CPT-01 Evaluation and Appraisal Report (EAR) Amendment for the City's Comprehensive Plan

Tom Carrino, City Manager, recommended that they swap consideration of Ordinance 25-38 and Ordinance 25-35 as the second ordinance is dependent upon approval of the first ordinance.

CONSENSUS: It was a consensus of the Board to swap consideration of the two ordinances.

Mike Lane, Development Services Director, explained staff has been working with the City's planning consultant, Design West Group, and their primary principal Ray Greer. He indicated they have been working on the report since June.

Ray Greer, Design West Group, reviewed the proposed comprehensive plan update. He noted that it is statutorily required every seven years. He commented on the requirements contained in Florida Statutes Chapter 163 and what must be contained within each element. He explained how they review and consider each element to insure that all required items are included. He noted that Chapter 163 changes almost every year and cited the extension of the comprehensive plan from ten years to 20 years. He further explained how some items that were no longer required have been removed and others were moved to different parts of the plan. He reviewed the changes recommended by element. He concluded by explaining the EAR does constitute a large scale plan amendment and then reviewed the process for approval of the Evaluation and Appraisal Report with the State to compile all comments and sent back a report within 60 days. He indicated they would make any recommended changes and then bring it back for final approval by the Commission.

The Commission asked about Map #19 with Mr. Greer stating that is not required to be part of the future land use map so they removed it. He indicated that is part of an interlocal

agreement, not the comprehensive plan. He added that four or five maps were removed as either being redundant or not required.

The public hearing was opened at 5:44 p.m.

Cindy Newton, unincorporated Lake County resident, expressed concern regarding some possible discrepancies in some of the tables.

There being no further public comment, the hearing was closed at 5:47 p.m.

Motion made by Ms. Lee, Seconded by Vice Chair Ashcraft, to transmit Ordinance Number 25-38 (2025-CPT-01) to the Commission for consideration.

The Commission discussed their desire to have reviewed the document sooner so they would have more time to review it and what would be the impact if they delay consideration.

Mr. Carrino explained that, until Ordinance Number 25-38 is transmitted to the state, they would not be able to make any further comprehensive plan amendments. He further explained that, while they could annex property, they would not be able to assign a future land use amendment.

Sasha Garcia, City Attorney, acknowledged they did go through this process with MAS Development; however, their ordinances did include language regarding the approval of the EAR amendment and they agreed to proceed in that fashion. She indicated they could do that with other applications; however, the applicant would have to agree with the stipulating language.

Discussion was held regarding whether or not they should table the item or proceed with transmitting to the Commission with Attorney Garcia explaining that the requirement is strictly for transmittal to the state so the other applicant could still proceed once that occurs.

Mr. Greer explained that, if there are additional changes that the Commission wants to make, those could still be made after transmittal to the state. Therefore, they would have 60 days to do further review.

Motion passed on the following vote:

Voting Yea: Ms. Lee, Mr. Asbate, Vice Chair Ashcraft, Chair Hawkins

2.2 Ordinance Number 25-35: Comprehensive Plan Amendment for Annexation of Parcel with Alternate Key Number 1213835

Kyle Wilkes, Senior Planner, reviewed the small scale future land use map amendment for a 5.5 acre parcel with Alternate Key Number 1213835. He explained the proposal is to change the future land use from County Urban Low to Mixed Commercial/Industrial. He provided an overview of the proposal and confirmed utilities are available for the site. He acknowledged it is in a flood zone with low recharge. He stated that any future development would have to apply to FEMA for a map revision for the site. He stated it is consistent with the City's future land use map and Comprehensive Plan and is consistent with the surrounding future land use designations. He confirmed public notifications and advertisements were completed. He also confirmed there was only one inquiry regarding the development and that individual thought the City was annexing her property.

Chairman Hawkins opened the public hearing at 6:00 p.m.

Cindy Newton reminded the Commission that the subject property is in a flood zone and is an environmentally sensitive area. She expressed concern regarding the use of fill affecting drainage into Lake Eustis.

There being no further public comment, the hearing was closed at 6:01 p.m.

Discussion was held regarding the possible impact on Trout Lake and the conservation area and the need for the City to be able to control what is developed on the site. The Commission asked if a development agreement could be used with Attorney Garcia responding that a development agreement must be completely voluntary and the annexation could not be contingent upon a development agreement. They would have vested rights based on the designation.

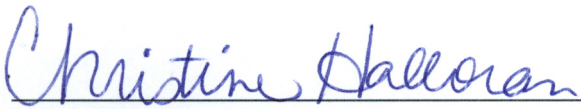
The Commission asked about the other development agreement with Attorney Garcia explaining the difference is that they approached the City about using an agreement in order to obtain additional lots in exchange for them meeting the design guidelines.

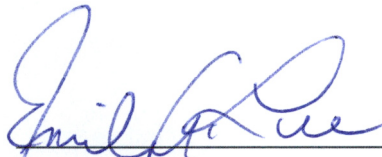
Motion made by Mr. Asbate, Seconded by Ms. Lee, to transmit Ordinance 25-35 to the Commission for consideration. Motion passed on the following vote:

Voting Yea: Ms. Lee, Mr. Asbate, Vice Chair Ashcraft, Chair Hawkins

3. Adjournment: 6:08 p.m.

**These minutes reflect the actions taken and portions of the discussion during the meeting. To review the entire discussion concerning any agenda item, go to www.eustis.org and click on the video for the meeting in question. A DVD of the entire meeting or CD of the entire audio recording of the meeting can be obtained from the office of the City Clerk for a fee.*


CHRISTINE HALLORAN
City Clerk


EMILY A. LEE
Mayor/Commissioner