



APPROVED 12/12/2024

# MINUTES

## City Commission Workshop: Land Development Regulations

4:30 PM – Thursday, November 07, 2024 – City Hall

Call to Order: 4:30 P.M.

### Acknowledgement of Quorum and Proper Notice

PRESENT: Commissioner Gary Ashcraft, Commissioner Christine Cruz, Commissioner Willie Hawkins, Vice Mayor Emily Lee and Mayor Michael Holland

### 1. Workshop Item with Discussion and Direction

#### 1.1 Proposed Revisions to the City's Land Development Regulations regarding New Subdivisions in the Suburban Residential (SR) Land Use District - Kimley-Horn

Mike Lane, Development Services Director, commented on the previous discussion with the Commission regarding the "cookie cutter" subdivisions coming into the City and possible changes to the Suburban Residential land use district. He introduced Kimley-Horn consultants, Brian Canon and Kay Magruder, who reviewed the proposed revisions to the City's Land Development Regulations.

Mr. Canon introduced the Eustis development standards and architectural guidelines for new single family subdivisions in the Suburban Residential future land use designation and discussed their evaluation of the land development code. He commented on their meetings with individual Commissioners in order to hear their input. He noted they toured various neighborhoods and commented on the lack of diversity in the single-family homes, prominence of the garages and lack of street trees. He cited some items that could be done including varying the lot widths, varying the building setbacks, adding porches or patios, and considering smaller lot sizes. He noted that the state changed the comprehensive plan regulations to state they could not regulate architecture, which was not going to be their intent.

Mr. Canon discussed the two parts of the process - development standards (mandatory when requesting a waiver for smaller lots) and architectural style guidelines which would be advisory. He emphasized that the advisory portion would have more impact than they might think. He encouraged them to interrupt with any questions during the presentation. He provided an overview of the proposed mandatory development standards and requirements for single family lots and presented a map showing the vacant parcels designated as Suburban Residential. He explained that a broad range of lot sizes creates more variety in the community. He reviewed the basic criteria with lot widths, setbacks, porch/patio width and depth and garage placement. He stated that porches are required for 60% of lots within a new residential subdivision seeking a waiver for reduced lot sizes with a minimum depth of 8 ft. required to ensure it is usable, and porches may encroach into the front setback by 8 ft. He commented on the issue of massing: 50% of lots less than 50 ft. wide must be two stories and noted that all lots that are 50 or 55 ft. wide must be two stories. Mr. Canon provided visual references with front-loaded and rear-loaded lot configuration options.

Mr. Canon then reviewed the proposed architectural style guidelines that would be advisory including coastal, craftsman, and transitional farmhouse style features. He commented on the samples of each they provided and the essential elements of each style.

Commissioner Hawkins asked how developers feel about the rear lots with Mr. Canon responding the more sophisticated developers fill them all the time. He indicated that can't be done on a small lot but they work well on larger projects. Commissioner Hawkins asked if that adds a significant cost to rear load the lots with Mr. Canon indicating that he doesn't have exact costs but that it wouldn't break the bank.

Mr. Canon discussed the density options stating that it doesn't automatically improve the quality. He provided an example utilizing 50' wide lots comparing 28 units with 5.3 DU/Ac and 26 Units with 5 DU/Ac. He noted that changing density alone is not an automatic fix.

The Commission asked whether or not people want garages with Mr. Canon indicating people want garages but are willing to do without if it lowers the price. Discussion was held regarding mixed sizes of homes with Mr. Canon indicating they do not recommend mixing the lot sizes on the same street face. The Commission asked about retention ponds being considered open space with Mr. Canon responding park space could be used to handle stormwater but it should be used as an amenity and be well landscaped with a walkway around it.

Ms. Magruder reviewed their recommended changes to the City land development regulations as follows: 1) Under Section 102-11, adjusted the number of lots within a subdivision that are exceptions to the pre-application meeting requirement; 2) Included a new provision to require community meetings for all residential developments of six or more units.

Commissioner Cruz requested that the requirement be changed to three or more rather than six with Tom Carrino, City Manager, explaining that staff began with three but felt that three units did not have a significant enough impact on a neighborhood to require a community meeting.

The Commission asked about the responsibility of the developer to notice the community meeting with Mr. Carrino explaining that, in general, a community meeting is not required except in certain circumstances. Currently, there is not a standardized process for a community meeting. The developer can decide when, where and how to hold such a meeting or they can pay a \$150 fee and City staff will host the meeting and provide notifications but that is not required. He suggested that, if the City is going to require the community meetings, then they may need to establish a set process for those meetings. It was agreed that the fee needed to be addressed.

Discussion was held regarding the process for notifying and holding a community meeting and how they should be done. It was suggested that the process should be standardized for any project over a certain size and that staff be required to attend the meetings and prepare a report.

Ms. Magruder then discussed the lot types and size. She indicated their recommended changes to the Section 109 tables regarding Urban, Suburban and Rural Performance Standards. She explained they basically are removing those lot types from being allowed in the Suburban Residential land use district and required that they all must be

100-foot wide. She added that a developer could request a waiver to reduce the lot width which would have to go before the Commission.

The Commission questioned whether or not a fee is required for a waiver with Jeff Richardson, Deputy Development Services District, responding positively. He commented on how the process works with Ms. Magruder indicating that the waiver process could be changed to not just apply to the preliminary site plan and added they could adjust the timeline appropriately.

Ms. Magruder then presented information regarding their proposed new building lot type - Single-Family Detached. She noted it would replace the House, Estate and Homestead lot types. It would require a minimum lot width of 100 ft. and minimum depth of 100 ft. Smaller lot sizes could be accessed through the waiver process. She then reviewed a new section of the LDR's - Section 115-3.4 - Residential Subdivision Standards for all design districts within the SR future land use designation. She stated it mandates the following: 1) 100-ft. wide lots; 2) Allows the waiver process for smaller lots; 3) Limits the types of streets that may be used within a residential subdivision to Residential Road, Residential Street or Rear Alley as amended; and 4) Cul-de-sacs are discouraged. If a residential street does not provide connectivity outside of direct access from residences to the surrounding street network, it shall be a private street and maintained by the HOA. She explained the purpose is to encourage connection to the surrounding street network so there is not just one ingress/egress.

Commissioner Ashcraft asked if it would increase the street width with Ms. Magruder responding it would not increase the widths; however, it would increase the landscape strip required next to the street but not the pavement width. Commissioner Ashcraft explained that, one of the biggest feedbacks he receives from subdivisions, regards on-street parking. He commented on the difficulty in getting vehicles through the street when there are cars parked on both sides.

Ms. Magruder explained they would need to require designated on-street parking lanes plus the two travel lanes in order to allow on-street parking. Mr. Canon noted that when the lots are large that does not tend to be a problem but it becomes more of a problem when there are smaller lots. He indicated they could discuss that with engineering.

Ms. Magruder commented on open space requirements and subdivisions that do not have meaningful open space and do not consist of passive or active recreation space. She explained they have included a requirement for a centrally located open space in multi-family and mixed-use developments. She reviewed the justifications for not requiring that open space. She stated stormwater ponds could only count towards open space if amenities are incorporated such as pedestrian pathways, benches or other recreational features.

Ms. Magruder reviewed the street type changes noting that on-street parking lanes may be provided on Residential Streets and Residential Roads within 8 to 10 feet and the spaces would not be required to be marked. She added that the Residential Street tree planter width was changed from 6 to 8 feet to support canopy tree plantings and one tree will be required to be planted every 40 feet. She commented on the benefits to having a well developed tree canopy.

Commissioner Cruz asked if there is a list of trees that are not acceptable that could be included with Ms. Magruder indicating there is not currently but they can provide that.

Vice Mayor Lee expressed concern regarding sidewalk damage due to tree roots with Ms. Magruder stating that is one reason for the planter area increase from 6 to 8 feet.

Commissioner Cruz stated her arborist had indicated there was some type of plating that could be put in the ground between the dirt and concrete with Ms. Magruder stating that root barriers could be added but that is expensive and would add thousands of dollars per planted tree. She indicated they could add it if the City wants.

Mr. Canon presented information on self-storage options including the basic amount of space needed per person and cost of construction and minimum site size for storage facilities. A review of the facilities in the City shows the City has approximately 19 with two more to come and is at equilibrium.

Mr. Lane reported the City currently has 90 structures with four more to come equaling 631,000 sq feet of space today and two more that are being constructed. He said that equates to 95 sq. ft. per family. He commented on the City being inundated with applications for storage facilities.

The Commission cited the belief that storage facilities give the appearance of a transient community. Concern was expressed that many of the units would remain vacant due to the competition with large storage facilities located in surrounding cities.

Ms. Magruder noted that is not a protected use by the state and could be prohibited. Mr. Lane added that it could be changed to a conditional use. He commented on the recent application to construct a facility in the Publix shopping center and whether or not the City could stop it at that point.

Discussion was held regarding why Eustis is so attractive to the storage facilities and how Eustis is trying to be different from the other cities.

Ms. Magruder reviewed options for controlling storage facilities such as prohibiting them, requiring a distance separation, and making them allowable only by a conditional use permit. She reviewed the conditions and building requirements implemented by the cities of Orlando and Oviedo for storage facilities.

Ms. Magruder noted the request by Commissioner Cruz for a list of suggested trees to be included.

Mr. Carrino suggested they obtain input from Utilities regarding the types of trees to avoid any issues with utility lines.

Ms. Magruder commented on a suggestion to encourage the developers to bury the utilities within the first 12 feet of the actual property. She indicated it is labeled a utility easement. She added it could be required by the City but, at this time, is not mandatory.

Mayor Holland noted that when the downtown was re-done, the City planted cathedral oaks as their root systems go straight down.

Commissioner Ashcraft asked how the new regulations would be related to existing buildable lots with Ms. Magruder stating that all of the changes will only apply to unplatted lots within Suburban Residential land use. If the lots are already platted, they are locked into the current regulations.

Mr. Carrino indicated that there should not be a problem with trees in the power lines in the new subdivisions as the new developments are required to put the power lines underground.

Commissioner Cruz cited about Section 102-21 (2) f 4 regarding wildlife studies. She asked to see the FWC included regarding any species specific.

Mr. Carrino responded that there are other areas of the code that reference FWC and Mike Lane stated that Page 274 of the land development regulations regarding wildlife habitat has specifications regarding the different agencies to be included.

Ms. Magruder clarified Commissioner Cruz's intent that they require coordination with FWC for any reviews regarding protected species.

Ms. Magruder asked for clarification from the Commission as to whether they want root barriers required for all trees or only where there may be a waiver of less than eight feet.

Discussion was held regarding leaving the required planter area at eight feet with Ms. Magruder stating that, if someone tried to request a waiver, they could condition it upon installation of the root barrier.

Discussion was held regarding fine tuning the notification process with Mr. Carrino indicating he has it on his list to review and standardize that process.

Discussion was held regarding staff bringing back ordinances to make the recommended changes.

Mayor Holland noted a letter distributed to the Commission from John Keating and encouraged them to review the letter and contact Mr. Carrino or Sasha Garcia with any questions.

## 2. Adjournment

5:42 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](http://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



MICHAEL L. HOLLAND  
Mayor/Commissioner