



# AGENDA

## Local Planning Agency Meeting

5:00 PM – Thursday, February 06, 2025 – City Hall

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### Call to Order

### Acknowledgement of Quorum and Proper Notice

#### 1. Approval of Minutes

##### 1.1 Approval of Minutes

October 17, 2024 Local Planning Agency Meeting

#### 2. Consideration with Discussion, Public Hearings and Recommendation

##### 2.1 Ordinance Number 25-01: Amendment to Chapters 102 and 109 of the City's Land Development Regulations

#### 3. Adjournment

This Agenda is provided to the Commission only as a guide, and in no way limits their consideration to the items contained hereon. The Commission has the sole right to determine those items they will discuss, consider, act upon, or fail to act upon. Changes or amendments to this Agenda may occur at any time prior to, or during the scheduled meeting. It is recommended that if you have an interest in the meeting, you make every attempt to attend the meeting. This Agenda is provided only as a courtesy, and such provision in no way infers or conveys that the Agenda appearing here is, or will be the Agenda considered at the meeting.

If a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (Florida Statutes, 286.0105). In accordance with the Americans with Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the City Clerk 48 hours prior to any meeting so arrangements can be made. Telephone (352) 483-5430 for assistance.



# City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: Eustis Local Planning Agency Meeting (LPA)

FROM: Tom Carrino, City Manager

DATE: February 6, 2025

RE: Approval of Minutes

October 17, 2024 Local Planning Agency Meeting

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**Introduction:**

This item is for consideration of the minutes of the October 17, 2024 Local Planning Agency Meeting.

**Recommended Action:**

Approval of the minutes as submitted.

**Prepared By:**

Mary C. Montez, Deputy City Clerk

**Reviewed By:**

Christine Halloran, City Clerk



# MINUTES

## Local Planning Agency Meeting

5:45 PM – Thursday, October 17, 2024 – City Hall

Call to Order: 5:46 p.m.

### Acknowledgement of Quorum and Proper Notice

PRESENT: Ms. Christine Cruz, Mr. Willie Hawkins, Vice Chair Emily Lee, Mr. Gary Ashcraft and Chairman Michael Holland

### 1. Approval of Minutes

#### September 5, 2024 Local Planning Agency Meeting

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

Voting Yea: Ms. Cruz, Mr. Hawkins, Vice Chair Lee, Mr. Ashcraft, Chairman Holland

### 2. Consideration with Discussion, Public Hearings and Recommendation

#### 2.1 Ordinance Number 24-36: Comprehensive Plan Amendment 2024-CPLUS-11

Jeff Richardson, Deputy Director of Development Services, presented Ordinance Number 24-36 for consideration of Future Land Use Map Amendment – 2024-CPLUS-11. He explained the request is for assignment of the Residential Office Transitional future land use to property located at 2505 E. Orange Avenue. He noted the request was previously postponed due to a noticing issue and confirmed all required advertising and notices were completed. He reviewed what is allowed under the Residential Transitional land use and explained staff's evaluation of the request. He stated that the request is consistent with the surrounding land uses and expressed staff's recommendation for transmittal to the Commission for consideration.

Commissioner Ashcraft asked what is prompting the request now with Mr. Richardson responding he was not sure. He added that the property was vacant for a while and the County might have looked at that as a discontinuance of uses. He confirmed the property behind it is a vacant parcel which is also designated RT.

Tom Carrino, City Manager, noted that there was a previous request to allow a quick service restaurant on the property to the north.

Chairman Holland indicated that was denied due to traffic concerns.

The Commission expressed concern that approving the request would allow something similar to come in with Mr. Richardson responding negatively. He noted that the property has two existing driveway cuts. He then confirmed he had not received any comments or concerns from the public regarding the request.

Chairman Holland opened the public hearing at 5:53 p.m. He noted that, if the item is transmitted to the Commission, there would be an additional opportunity to speak at the Commission meeting.

An unidentified woman in the audience asked how far the property goes over with Chairman Holland responding it is only the property where the house is. He added that to do anything else they would have to request a conditional use permit.

An unidentified woman residing in Cricket Hollow expressed concern regarding traffic in the area and questioned what kind of traffic impact would the use cause and what kind of clientele would it attract.

Chairman Holland explained the consideration is just related to annexation of the property and the City does not have any details regarding impacts at that time.

Motion made by Vice Chair Lee, Seconded by Mr. Ashcraft, to transmit FLUM 2024-CPLUS-11 to the Commission for consideration. Motion passed on the following vote:

Voting Yea: Ms. Cruz, Mr. Hawkins, Vice Chair Lee, Mr. Ashcraft, Chairman Holland

**3. Adjournment: 5:57 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.*

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CHRISTINE HALLORAN  
City Clerk

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GARY ASHCRAFT  
Vice Chairman



# City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS LOCAL PLANNING AGENCY (LPA)  
 FROM: TOM CARRINO, CITY MANAGER  
 DATE: FEBRUARY 6, 2025  
 RE: ORDINANCE NUMBER 25-01: AMENDMENT TO CHAPTERS 102 and 109 OF THE LAND DEVELOPMENT REGULATIONS

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## **Introduction:**

After conducting a workshop related to the Land Development Regulations with the consultant, Kimley-Horn in November, 2024, the City Commission instructed the Planning staff to bring back proposed language to assist it with regulating and controlling locations for self-service storage facilities. Additionally, the City Commission also expressed a desire to require a pre-application community meeting for certain development projects. Ordinance Number 25-01 amends the Land Development Regulations, Chapter 102, Section 102-11 (b) Community Meeting and Chapter 109, Section 109-4 Use Regulations Table to provide for consistency with the Comprehensive Plan, and clarify the City Commission's legislative intent.

## **Recommended Action:**

Staff recommends that the LPA transmit to the City Commission for their action and approval.

## **Background:**

Periodic revisions and updates to the Land Development Regulations provide for consistency with the Comprehensive Plan, and clarify the City Commission's legislative intent.

## **Chapter 102, Section 102-11(b) Community Meeting:**

***A. Amend the Community Meeting section to require a number of development applications to hold a Pre-Application Community Meeting for the following development applications:***

- 1. Residential subdivisions with more than 10 lots;***
- 2. Mixed Use and Multi-Family developments on projects greater than 5 dwelling units per acre;***
- 3. Proposed commercial projects with buildings over 50,000 square feet in size;***
- 4. Any planned unit development (PUD); and***
- 5. Any Future Land Use Development District change on properties over 4 acres (not a part of an annexation application).***

## **Chapter 109, Section 109.4. Use Regulations Table:**

**B. Amend the Use Regulations Table (Section 109.4) to remove self-service storage as a permitted use in the General Commercial (GC) land use district and make it a conditional use only in the General Industrial land use district:**

SPECIFIC USE	Residential				Commercial & Industrial		Mixed Use				Other			Standards
	RR	SR	UR	MH	GC	GI	CBD	RT	MCR	MCI	PI	AG	CON	
KEY: P = Permitted Use L = Permitted Subject to limitations in Standards Column C = Conditional Use Blank = Not Permitted														
<b>COMMERCIAL</b>														
Parking, Commercial					P		P	C	P	P	L			9
Pharmacy					P	C	P	C	P	P				
Restaurant, no drive-through				L	P		P	C	P	P	L			1,9
Restaurant with drive-through					P		C	C	P	P				
Retail Sales & Service				L	P	C	P	C	P	P	L			1,9
Self Service Storage						C								
Vehicle Parts & Accessories					P	P	P	C	C	P				
Vehicle service, general					P	P	P	C	C	P				

**C. Amend the Use Regulations Table (Section 109.4) to add a hookah/vapor bar or tavern as a conditional use in the General Commercial (GC), Mixed Commercial Residential, (MCR) Mixed Commercial Industrial (MCI) and Central Business District (CBD) land use districts:**

SPECIFIC USE	Residential				Commercial I & Industrial		Mixed Use				Other			Standards
	RR	SR	UR	MH	GC	GI	CBD	RT	MCR	MCI	PI	AG	CON	
KEY: P = Permitted Use L = Permitted Subject to limitations in Standards Column C = Conditional Use Blank = Not Permitted														
<b>INDUSTRIAL</b>														
Crematorium								C						
Heavy Industrial								P						
Hookah/Vapor Bar Tavern					C	C	C	C	C	C				
Research lab without manufacturing					P	P	P	C	C	P				

**Community Input**

Development Services has properly advertised the ordinance and there is an opportunity for community input at the public hearing.

**Budget / Staff Impact:**

None

**Prepared By:**

Mike Lane, AICP, Development Services Director

**Attachments:**

Ordinance Number 25-01

Pre-Application Community Meeting Instructions

Proposed Use Regulations Table

**ORDINANCE NUMBER 25-01**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, AMENDING THE LAND DEVELOPMENT REGULATIONS, SECTION 102-11(b) COMMUNITY MEETING AND SECTION 109.4 USE REGULATIONS TABLE; PROVIDING FOR CODIFICATION, SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the Eustis City Commission adopted revised Land Development Regulations under Ordinance 09-33 on July 16, 2009, amended by Ordinance 15-13 on October 1, 2015, Ordinance 16-18 on April 7, 2016, Ordinance 16-13 on May 19, 2016, Ordinance 16-31 on December 15, 2016, Ordinance 17-17 on November 2, 2017, Ordinance 19-12 on June 6, 2019, Ordinance 19-22 on August 1, 2019; and Ordinance 20-45 on November 19, 2020 and

**WHEREAS**, the City Commission finds it necessary to periodically revise and update the Land Development Regulations; and

**WHEREAS**, the City Commission finds the proposed revisions are necessary to provide for consistency with the Comprehensive Plan, and clarify the City Commission's legislative intent; and

**WHEREAS**, the Local Planning Agency reviewed the proposed revisions to the Land Development Regulations and finds them to be in compliance with the Comprehensive Plan.

**NOW, THEREFORE, THE COMMISSION OF THE CITY OF EUSTIS HEREBY ORDAINS:**

**SECTION 1.**

That the City of Eustis Land Development Regulations are hereby amended as show in the redline/strike through below:

**A. Section 102-11 – General Procedures for Development Approval . . .**

**(b) Community Meeting.**

(1) Generally. To increase community awareness and participation, applicants seeking specified types of developments ~~are encouraged to shall~~ hold a pre-application community meeting to address community concerns related to the proposed development prior to submittal of the application.

a. A Pre-Application Community Meeting is ~~especially important required~~ for the following ~~proposed~~ development applications:



1. Residential subdivisions with more than 10 lots, especially those requesting a density variation greater than 25 percent under section 115-3.3(a)(1).
2. MultiMixed-use developments (including multi-family) for those properties greater than 5 dwelling units per acre.
3. Conditional uses.
3. Proposed commercial and industrial projects with buildings over 50,000 square feet in size uses adjacent to residential land use properties.
- 4.5. Any PUD.
- 5.6. Design district change Any Future Land Use Map Amendment on properties over 4 acres (requested by a property owner and not initiated by the City or required because of annexation).
7. Comprehensive plan amendment.

(2) The recommended submittal requirements for review at the Pre-Application Community Meeting are as follows:

- a. A map showing the general location of the property.
- b. An aerial map of the property.
- c. A boundary survey or other scaled delineation of the parcel.
- d. A map of the future land use designations for the site and the surrounding area within 500 feet of the property.
- e. ~~A map of the design district designations for the site and the surrounding area within 500 feet of the property, including proposed streets.~~
- f. A conceptual site plan or lot layout (if applicable) that includes the following:
  1. Number and type of dwelling units and lot sizes if applicable.
  2. Total acreage.
  3. Total developable acreage (total acreage less water bodies and wetlands).
  4. Total open space required and provided.

- 5. Net density calculation.
- 6. Required buffers.
- 7. Requested waivers.
- 8. Vehicular and pedestrian connections and access points.

(3) City staff must approve the time and location for the Pre-Application Community Meeting.

(4) City staff Developer or his/her representative shall prepare a report summarizing the attendance and discussion at the Pre-Application Community Meeting within 30 days of the meeting and submit to the Planning staff during their initial submittal.

(5) The applicant shall include the City's report with its application.

**B. Section 109.4 Use Regulations Table is hereby amended to allow self-service storage as a conditional use in all land use districts.**

	Residential				Commercial & Industrial		Mixed Use				Other			Standards
SPECIFIC USE	R R	S R	U R	M H	GC	GI	CB D	R T	MC R	M CI	PI	A G	CO N	
<b>KEY: P = Permitted Use L = Permitted Subject to limitations in Standards Column C = Conditional Use Blank = Not Permitted</b>														
<b>COMMERCIAL</b>														
Parking, Commercial					P		P	C	P	P	L			9
Pharmacy					P	C	P	C	P	P				
Restaurant, no drive-through				L	P		P	C	P	P	L			1,9
Restaurant with drive-through					P		C	C	P	P				
Retail Sales & Service				L	P	C	P	C	P	P	L			1,9

Self Service Storage						<u>C</u>								
Vehicle Parts & Accessories					P	P	P	C	C	P				
Vehicle service, general					P	P	P	C	C	P				

**C. Section 109.4 Use Regulations Table is hereby amended to add a hookah/vapor bar or tavern as a conditional use in Mixed Commercial Industrial (MCI) and General Industrial (GI) land use districts:**

SPECIFIC USE	Residential				Commercial & Industrial		Mixed Use				Other			Standards
	R R	S R	U R	M H	GC	GI	CB D	R T	MC R	M CI	PI	A G	CO N	
<b>KEY: P = Permitted Use L = Permitted Subject to limitations in Standards Column C = Conditional Use Blank = Not Permitted</b>														
<b>INDUSTRIAL</b>														
Crematorium						C								
Heavy Industrial						P								
<u>Hookah/Vapor Bar Tavern</u>					<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>				
Research lab without manufacturing					P	P	P	C	C	P				

**SECTION 2.**  
That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

**SECTION 3.**

That it is the intention of the City Commission of the City of Eustis that the provisions of this Ordinance shall become and be made a part of the Land Development Regulations in the

City of Eustis Code of Ordinances and that the sections of this Ordinance may be renumbered or re-lettered and the word "Ordinance" may be changed to "Section", "Article", or such other appropriate word or phrase to accomplish such intentions.

**SECTION 4.**

That should any section, phrase, sentence, provision, or portion of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinance as a whole, or any part thereof, other than the part so declared to be unconstitutional or invalid.

**SECTION 5.**

That this Ordinance shall become effective upon passing.

**PASSED, ORDAINED AND APPROVED** in Regular Session of the City Commission of the City of Eustis, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**CITY COMMISSION OF THE  
CITY OF EUSTIS, FLORIDA**

\_\_\_\_\_  
Willie Hawkins  
Mayor/Commissioner

**ATTEST:**

\_\_\_\_\_  
Christine Halloran, City Clerk

**CITY OF EUSTIS CERTIFICATION**

**STATE OF FLORIDA  
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me, by means of physical presence, this \_\_\_\_ day of \_\_\_\_\_, 2025, by Willie Hawkins, Mayor, and Christine Halloran, City Clerk, who are personally known to me.

\_\_\_\_\_  
Notary Public - State of Florida  
My Commission Expires:  
Notary Serial Number:

**CITY ATTORNEY'S OFFICE**

This document is approved as to form and legal content for the use and reliance of the Eustis City Commission.

\_\_\_\_\_  
City Attorney's Office

\_\_\_\_\_  
Date

**CERTIFICATE OF POSTING**

The foregoing Ordinance Number 25-01 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

\_\_\_\_\_  
Christine Halloran, City Clerk

# TABLE OF USES

SPECIFIC USE	Residential				Commercial and Industrial		Mixed Use				Other			Standards
	RR	SR	UR	MH	GC	GI	CBD	RT	MCR	MCI	PI	AG	CON	

KEY: P = Permitted Use L = Permitted Subject to Limitation Standards Column Cn C = Conditional Blank =nk = Not Permitted

### Agricultural

Agricultural, general	C	C	C	C	C	C	C	C	C	C	P	L,C	4
Commercial poultry farm											C		
Commercial swine farm											C		

### Residential

Accessory Apt.	C	C	P				P	P	P		C		
Bed & Breakfast	C	C	C	C	P		P	P	P		C		
Boarding and Rooming House			C		P		C	C	P				
Group Home; 6 or fewer residents	P	P	P		C		P	P	P		P	P	
Group Home; 7 or more residents	C	C	C		C		C	P	P		P	C	
Home occupaton	L	L	L	L	P		P	P	P		L		6; additio al standards in Sec. 110-5.9
Live Work			C				P	P	P				
Mobile Home				P							C		
Mult-family		L	P		L		P	P	P				2, 7, 8 (as part of PUD)
Recreational vehicle park				P									
Single family detached	P	P	P	P				P	P		P		
Single family atached (duplex, row house, townhouse)		P	P					P	P				

### Recreation aciliti

Golf Course	L	L									L		8
Marina		C	C		P		C		C	C	P		
Parks: tot lot, passive, and picnic	P	P	P	P	P		P	P	P	P	P	L	3
Regional park; amphitheater		C	C		P		C	P	P		P	C	
Nature, ecology facilites	C	P	P	P	P						P	L	3
Sports Complex		C			P	P		P	P		P	C	
Shooti g Range, indoor					P	P					P	P	
Shootin Range, outdoor	C	C				C					C	C	11

### Commercial

All commercial and office except as specified below				L	P		P	C	P	P			1
Adult						L							12
Car sales, leasing and related services					P	P	C	C	C	C			
Car Wash, Automated					P	P			P	P			
Car Wash, full or self-service					P	P		C	C	C			
Convenience store w/gas staton				L	P	P	P	C	P	P			1
Convenience store w/o gas				L	P	P	P	C	P	P			1
Commercial, neighborhood		L	L	L	P	P	P	C	P	P			1,5

	Residential				Commercial and Industrial		Mixed Use				Other			
SPECIFIC USE	RR	SR	UR	MH	GC	GI	CBD	RT	MCR	MCI	PI	AG	CON	Standards
KEY: P = Permitted Use L = Permitted Subject to Limitation Standards Column Cn C = Conditional Blank = nk = Not Peed														
<b>Commercial</b>														
Drive-thru sales or service					P	P	C	C	P	P				
Dry cleaning/laundry				L	P		P	C	P	P				1
Fast Lube/Oil Change					P	P			P	P				
Food and beverage store/incl. alcohol				L	P		P	C	P	P	L			1,9
<b>Hookah/Vapor Bar/Tavern</b>					<b>C</b>	<b>C</b>	<b>C</b>	<b>C</b>	<b>C</b>	<b>C</b>				
Hotel					P		P	C	P	P				
Mobile Vendor					P	P	L, C		P	P				14
Outdoor Kennel					C	P			C	C		P		
Package store					P		P	C	P	P				
Parking, commercial					P		P	C	P	P	L			9
Pharmacy					P	C	P	C	P	P				
Restaurant, no drive-thru				L	P		P	C	P	P	L			1,9
Restaurant with drive-thru					P		C	C	P	P				
Retail sales and service				L	P	C	P	C	P	P	L			1,9
<b>Self-service storage</b>					<b>X</b>	<b>X C</b>			<b>X</b>	<b>X</b>				
Vehicle parts and accessories (sales)					P	P	P	C	C	P				
Vehicle service, general					P	P	P	C	C	P				
Vehicle service, major						P				P				
<b>Office</b>														
Professional services and general office			L		P		P	P	P	P				5,7
<b>Industrial</b>														
All light industrial/research except as listed below						P	P			P	C			
Crematorium	C													
Heavy industrial						P								
Research lab w/o manufacturing					P	P	P	C	C	P				
Warehouse and freight movement						P					L			10
Wholesale Trade						P					L			10
<b>Community/Service Uses</b>														
Child daycare centers; nursery schools	C	C	P	L	P		P	P	P	P	P			1
Churches and accessory uses, including schools	C	C	C	L	P		P	P	P	P	P			1
College or University	C	C	C		P		P	C	P	P	P			
Elementary school	P	P	P	P	P	C	C	P	P	C	P			
Middle school	C	C	C	C	P	C	C	P	P	P	P			
High school	C	C	C	C	P	C		P	P	P	P			
Vocational school					P	P	C	C	P	P	P			

SPECIFIC USE	Residential				Commercial and Industrial		Mixed Use				Other			Standards
	RR	SR	UR	MH	GC	GI	CBD	RT	MCR	MCI	PI	AG	CON	
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<b>Community/ Service Uses (Continued)</b>														
Government buildings	C	C	C	L	P	P	P	P	P	P	P	P		1
Hospitals					P				P	P	P			
Nursing home					P		P	P	P	P	P			
Public services/utilities	L, C	L, C	L, C	L, C	L, C	L, C	L, C	L, C	L, C	L, C	P	C	C	13 - 2 ac in Res/5 Ac in Mixed & GI
Wireless Communication Antenna and/or Towers	C	C	C	C	C	P	C	C	C	C	P	C	C	
Wireless Communication Antenna and/or Towers Camouflaged	C	C	C	C	C	P	P	P	P	P	P	P	C	

Standards.

- (1) The "Limited" uses in MH are permitted as a use upon site plan approval & when they are integrated into the rental park specifically for the purpose of serving the residents of the park; & where the total site area for the facilities does not exceed 2% of the overall land area in the rental park.
- (2) In the general commercial district, the "Limited" residential uses are limited to the upper floors of buildings above ground-level commercial and office uses.
- (3) In the conservation land use district, outdoor recreation facilities are limited to interpretive and educational features and related facilities for nature study and enjoyment. All structures/facilities shall be of an unobtrusive nature to enable a compatible mixture of natural and manmade features, including but not limited to the following: boardwalks and nature/hiking trails; environmental/ecological education centers; and shelters/restrooms and other similar uses.
- (4) Agricultural uses are limited to silviculture and native range land only in the conservation land use category unless specified otherwise as part of a conditional use permit.
- (5) Neighborhood scale commercial uses may be permitted within these districts when limited in scale consistent with a residential structure on a lot when a development of 50 homes or greater is approved or as part of a planned unit development master plan on previously undeveloped property. These uses are not permitted in established and existing neighborhoods.
- (6) Home occupation which: a) is clearly incidental & subordinate to the use of the dwelling unit as a residence; b) is conducted only by members of the family residing in the dwelling unit and entirely within the principal structure; c) does not offer products for sale from the premises; d) does not alter or change the residential character or exterior appearance of the dwelling unit and no evidence of the use is visible or audible from the exterior of the residential property; e) does not generate traffic in excess of that customary at residences; and f) where no commercial vehicles or equipment associated with the business are kept on premises unless stored in an enclosed structure or screened from view from the street or adjacent properties unless otherwise permitted by these regulations
- (7) Limited to the building type design standards of the applicable design district, chapter 110.
- (8) Allowed when the facility is in conjunction with a planned unit development.
- (9) Allow commercial as general accessory, complementary use with a marina and/or outdoor recreation facilities in PI.
- (10) The size and scale of the wholesale facility shall be compatible and consistent with the adjacent building typologies.
- (11) An outdoor shooting range is permitted as a conditional use only in suburban residential land use districts located within a rural design district.
- (12) Must be consistent with chapter 10 of the Code of Ordinances.
- (13) In SR, UR, MH: Public & utility services and facilities that are two acres or less in size are also permitted. In GC, CBD, RT, MCR, GI: Public and utility services and facilities that are five acres or less in size are also permitted.
- (14) In the CBD, the "Limited" mobile vendor use applies to mobile vendors in conjunction with city sponsored or city sanctioned events as approved by the city manager. Mobile vendors offering food service only (food trucks) proposing regular operation in the CBD may apply for a conditional use permit approval by city commission; provided the proposed operation is located on a developed site where the food truck use is managed by and/or operated dependently in association with an eating and/or drinking establishment located in an onsite building with restroom facilities. All mobile vendors are required to apply for and obtain a business tax receipt. Application requirements include letter of permission from the property owner, site plan layout showing driveway connection, and location that does not impede access to the site or required parking.
- (15) Permitted accessory uses/structures. Uses &/or structures that are customary & secondary to the primary use or structure permitted by the land use district & meet any additional requirements listed in section 110-5, for special accessory uses where applicable. (Ord. No. 16-31, § 1.d.(Exh. A), 12-15-2016; Ord. No. 19-12, § 1(Exh. A), 5-2-2019)





## Pre-Application Community Meeting Instructions

### What is the Pre-Application Community Meeting?

The Pre-Application Community Meeting is a mandatory form of community outreach conducted by the project applicant to receive initial feedback regarding certain project types, prior to submittal to the City's Planning Division or the Development Services Department. Adjacent neighbors and relevant civic/community organizations should be invited to attend this meeting, which must take place during certain hours of the day and within a certain distance from the project site. The meeting's intention is to initiate community communication and identify issues and concerns early on; and provide the project applicant the opportunity to address neighbor concerns about the potential impacts of the project, prior to submitting an application.

### Why is the Pre-Application Community Meeting Required?

The Pre-Application Community Meeting process is required for certain projects in accordance with [Section 102-11\(a\)\(3\)](#) of the Land Development Regulations. Applicants for projects that are not subject to the Pre-Application Conference can also schedule and host the community outreach meeting, in accordance to the requirements described in this document. Individuals contacted as a result of the Pre-Application Community Meeting, will also be notified if and when the project is heard by the City Commission for approval.

### When is the Pre-Application Community Meeting Required?

A Pre-Application Community Meeting is required for the following development application:

- Preliminary Major Subdivision Plats over 10 lots;
- Detailed Mixed-Use and Multi-Family Site Plans greater than five (5) dwelling units per acre;
- Detailed Commercial Site Plans over 50,000 square feet;
- All Planned Unit Development Overlay Amendments (PUD); and
- Future Land Use Map Amendments (FLU Map Amendment) over 4 acres - not part of an annexation.

Pre-Application Community Meetings are optional for any other type of development application. If the development application is not formally accepted for review within two years of the date the Pre-Application Community Meeting was conducted, then the applicant MUST conduct a second Pre-Application Community Meeting.

### INSTRUCTION FOR PRE-APPLICATION COMMUNITY MEETINGS

Prior to filing any of the aforementioned project development applications, the applicant must first conduct at least a minimum of one Pre-Application Community Meeting. To proceed with this process, please:

1. Schedule a **Pre-Application Conference** with the Planning Division staff to confirm the specific application type and to collect needed information like an aerial sketch map, case number, and community mailing lists. Submit Pre-Application Conference request [here](#) and provide the materials listed here.
2. Send a **Pre-Application Community Meeting Informational Mailing** with information of the Pre-Application Community Meeting to the Planning staff, Registered Community Associations, and landowners adjoining, across the street, alley, or canal from subject site, ten (10) days before the Pre-Application Community Meeting.
3. **Post sign notice** on project site ten (10) days before the Pre-Application Community Meeting. The Applicant shall provide and place at least one (1) weatherproof sign on the property at a location that is visible from the public rights-of-way and no more than ten (10) feet from the front street line of the project site. Minimum height for letters and numbers is four (4) inches for uppercase and three (3) inches for lowercase letters.

The Sign shall contain the following information:

- (1) Type of Application (Rezoning, Conditional Use, Planned Development);
- (2) Applicant or Agent's valid phone number; and



## Pre-Application Community Meeting Instructions (continued)

(3) the time, date and location of the Neighborhood Meeting.

Posting of multiple signs on the property may be required based on the configuration of the site and the total linear feet of street frontage abutting the development site, as follows:

- A. Corner lots shall include at least one (1) sign posted along each street abutting the project site.
- (2) Project sites with continuous frontage abutting existing Streets shall post signs at a ratio of one (1) additional sign per four hundred (400) linear feet of street frontage.

The Applicant shall, at its sole cost and expense:

- (1) Install the signs no more than thirty (30) calendar days before, and no later than ten (10) calendar days before, the proposed Pre-Application Community Meeting.
- (2) Remove the sign(s) within three (3) working days after the Neighborhood Meeting.

4. **Hold Pre-Application Community Meeting** at the subject site or an alternate location that is within 3 miles of the subject site (i.e. community center, coffee shop, etc.). The meeting location should be convenient and generally accessible to neighbors residing in proximity to the subject site. *The meeting may also be held virtually, as necessary.*

The meeting should be held either on a weekday (Monday through Friday) at or after 5:00 p.m. or on a weekend (Saturday only) between 10:00 a.m.–4:00 p.m.

- 5. Prepare **Written Summary** of the Pre-Application Community Meeting. The summary should include a list of those invited to the meeting, meeting attendees (copy of sign-in sheet), copies of the materials distributed or made available for review during the meeting, and any other information the applicant deems appropriate.
- 6. **Email** a copy of the written summary to all attendees that have provided an email address.
- 7. Submit the following information to the Planning Division as part of your application. All of the following materials must be submitted along with the **Project Application** for the project, in order to verify compliance with the Pre-Application Community Meeting requirements. If a Pre-Application Community Meeting is required, the Planning Division review will not begin until all the following are received.

The following items should be compiled into a single pdf or Word document, named in accordance the Planning Division Document Naming Convention for Pre-Application Community Meeting package:

- a. A copy of the letter mailed to neighboring property owners, tenants and community organizations (see attached sample letter on pages 3-4).
- b. The mailing list of the community organizations and individuals invited to the meeting, including the mailing address for each.
- c. An affidavit of the Pre-Application Community Meeting signed and dated (see attached template on page 5).
- d. A copy of the sign-in sheet (see attached template on page 6).
- e. One copy of the project materials presented to attendees at the Pre-Application Community Meeting including:
  - i. A map of the site clearly indicating the site's location and streets in the vicinity.



## Pre-Application Community Meeting Instructions (continued)

- ii. Illustrations depicting the proposed layout and design of the development, existing conditions, and the community context.
- iii. A fact sheet or summary including the size of the project, proposed number of dwelling units, and/or gross square footage, proposed density and/or intensity of the project, building heights, and anticipated parking needs.
- iv. Information explaining the subdivision and/or development review process and how the public may participate.
- f. Digital photographs of the signs posted on the property.

### Pre-Application Community Meeting Facilitation Best Practices:

1. Arrive at meeting at least 30-minutes prior to scheduled start time.
2. Assure all participants sign in. If no participants attend, please denote this on the sign-in sheet.
3. Start meeting no later than 15 minutes after scheduled start time.
4. At a minimum, present all project materials required, as listed above.
5. Be assertive, not aggressive. When attendees feel safe or at ease, they are more apt to engage and participate in the meeting.
6. Create a meeting agenda and make it available as the attendees arrive.
7. Balance participation among all present. Make sure that everyone feels seen and heard.
8. Ask leading questions of the attendees. Make sure everyone feels included and inclined to participate.
9. Summarize the "take-aways" before adjourning the meeting.

# Pre-Application Community Meeting

Date/Time: \_\_\_\_\_

Doors will open at [time prior to start time]  
(Developer Representative will be available to answer questions)

Date:

Dear Neighbor:

You are invited to a Community Pre-Application Community Meeting to review and discuss the development proposal at \_\_\_\_\_ cross street(s) \_\_\_\_\_ (Block/Lot#: \_\_\_\_\_; Future Land Use District: \_\_\_\_\_), in accordance with the City of Eustis' Development Services Department's Pre-Application procedures for Application Numbers(s): \_\_\_\_\_.

### Meeting Location/Date/Time

[Add meeting location/address and date/time here.]

### Purpose of the Meeting

The Pre-Application Community Meeting is intended as a way for the Project sponsor(s) to discuss the project and review the proposed plans with adjacent neighbors and community organizations before the submittal of an application to the City of Eustis' Planning Division. This provides neighbors an opportunity to raise questions and discuss any concerns about the impacts of the project before it is submitted for the City Planning Division's review.

### What Happens During a Pre-Application Community Meeting?

During the Pre-Application Community Meeting, the applicant's representatives will present the proposed development to the community. This presentation will provide the applicant an opportunity to hear comments and concerns about the development proposal, in order to resolve conflicts and outstanding issues, where possible. Pre-Application Community Meetings are opportunities for informal communication between applicants and the landowners and occupants of nearby lands, and other residents affected by the development proposal(s). Participation in any preliminary, Pre-Application Community Meeting is for informational purposes only. **Any resultant participation and/or written summary of same shall not be part of the administrative record for any development application that may be filed and accepted.**

A Pre-Application Community Meeting is required because this project includes (check all that apply):

- A Preliminary Major Subdivision Plat over 10 lots
- Construction, expansion, or alteration of townhouse and/or multifamily dwelling development of greater than five (5) units
- Construction, expansion, or alteration of nonresidential development consisting of greater than a total of 50,000 square feet of gross floor area.
- A redistricting of a property (including FLU Map Amendments, and Planned Unit Developments) over 4 acres.
- A Pre-Application Community Meeting is an option for this application, but the applicant has decided to hold one.

The development proposal is to: **[provide information here on the application type(s), and the development proposal including any existing development and proposal for the number of dwelling units and/or gross floor area, building height/number of stories, etc.]**

Existing impervious surface		Permitted		Proposed	
Existing number of dwelling units		Permitted		Proposed	
Existing building square footage		Permitted		Proposed	
Existing number of lots		Permitted		Proposed	
Existing building height		Permitted		Proposed	
Current land use			<b>Proposed FLU*</b>		

FLU \*: Future Land Use

**Meeting Information:**

- Applicant
- Contact Information (email/phone)
- Developer/Builder Information (if different from Applicant)

No government agency has reviewed this application. If you have questions about the City of Eustis' Land Development Regulations or general development process in the City, please call the Development Services Counter at 352-483-5460, or contact the Planning Division via email at "planner@eustis.org". You may submit your request by mail to City of Eustis, Development Services Department, 4 North Grove Street, Eustis, FL 32726. Please provide your name, address, and the above-referenced application number and address when mailing a written request.

*[Attach a current future land use sketch map clearly identifying the land area associated with the development (provided following the Pre-Application Conference)]*

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## Pre-Application Community Meeting Frequently Asked Questions

### 1. What is a Pre-Application Community Meeting?

Pre-Application Community Meetings are a means for potential developers to inform neighbors and interested community members of a proposed project in an informal setting. The City of Eustis requires potential developers host a Pre-Application Community Meeting for specific types of Land Development projects. A Pre-Application Community Meeting is not a full review of the project, but rather it is an opportunity for the public to learn about the project and share any thoughts or ideas with the development team.

*Please Note:* Be kind, considerate, and thoughtful when providing feedback. The more thoughtful and reasonable your feedback is, the more likely the developer will be to incorporate it in their design.

### 2. Who can attend a Pre-Application Community Meeting?

Anyone interested in learning more about the project is encouraged to attend the Meeting.

### 3. When are Pre-Application Community Meetings completed?

Pre-Application Community Meetings are completed early in the development process before a formal Development Application has been submitted or approved. Pre-Application Community Meetings occur before any project construction can occur.





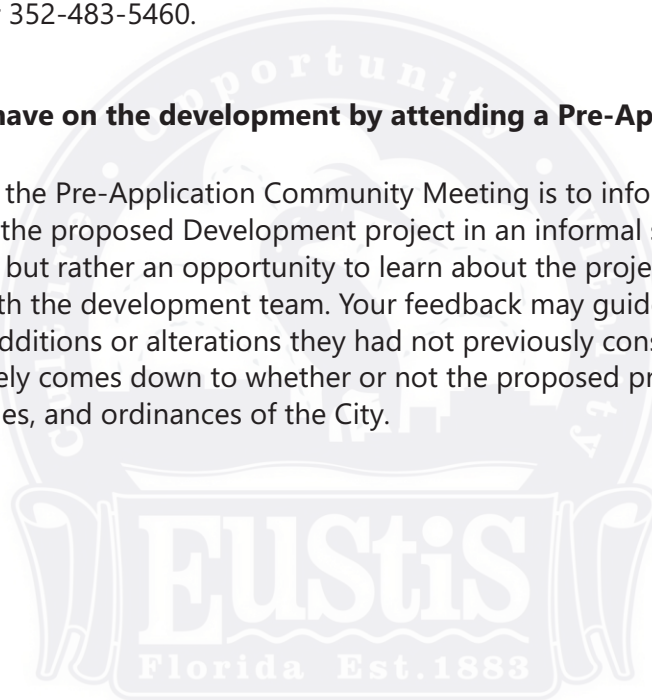
## **Pre-Application Community Meeting Frequently Asked Questions (continued)**

### **4. How is the City involved with Pre-Application Community Meetings?**

The City requires Pre-Application Community Meetings for specific application types and outlines a list of required materials the applicant must provide at the meeting, however, the City is NOT involved in planning or hosting the meeting. Since Pre-Application Community Meetings are early in the development process and held before a Development application has been submitted, it is not typical for City teammates to attend these meetings. While the City may not have a representative at the meeting, please note that community members are always welcome to contact the City Development Services Department to share their feedback or get their questions answered. Contact our department at "planner@eustis.org" or 352-483-5460.

### **5. What impact can I have on the development by attending a Pre-Application Community Meeting?**

The primary objective of the Pre-Application Community Meeting is to inform neighbors and interested community members of the proposed Development project in an informal setting. This meeting is not a full review of the project but rather an opportunity to learn about the project and share any thoughts or ideas you might have with the development team. Your feedback may guide the applicant in improving their project, including additions or alterations they had not previously considered. Please note that project approval ultimately comes down to whether or not the proposed project complies with all relevant regulations, codes, and ordinances of the City.







## Prē-Application Community Meeting Affidavit

I, \_\_\_\_\_, (**Insert Name**) do hereby declare as follows:

1. I have conducted a Pre-Application Community Meeting for the proposed new construction, alteration, or other activity prior to submitting any entitlement, in accordance with the City's Development Services Pre-Application requirement.
2. The meeting was conducted at \_\_\_\_\_ (**location/address**) on \_\_\_\_\_ (**date**) from \_\_\_\_\_ (**time**).
3. I have included the mailing list (names and addresses of all parties to whom the letter was sent, including dates the letters were mailed), receipt for the list of required invitees, meeting invitation and postmarked letter, sign-in sheet, and pdf of plans distributed at the meeting. I understand that I am responsible for the accuracy of this information and that erroneous information may lead to suspension or revocation of the permit.
4. I have prepared these materials in good faith and to the best of my ability.

I declare, under penalty of perjury under the laws of the State of Florida, that the foregoing is true and correct.

Executed on this \_\_\_\_\_ day, \_\_\_\_\_, month, 202\_\_.

\_\_\_\_\_  
Signature Name (type or print)

\_\_\_\_\_  
Relationship to Project (e.g. Owner, Agent) (If agent, give business name and profession)

\_\_\_\_\_  
Project Address

\_\_\_\_\_  
Lake County Alternate Key Number

Prepared by:  
**The City of Eustis**  
**Development Services Department**  
4 N. Grove St.  
Eustis, FL 32726  
352-483-5460