



AMENDED AGENDA
MINNEOLA PLANNING & ZONING COMMISSION MEETING
City Hall City Council Chambers
August 3, 2026 at 6:30 P.M.

I. CALL TO ORDER

II. MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE

III. AGENDA REVIEW

IV. PUBLIC COMMENTS

The Minneola City Council will hear questions, comments, and concerns from the public. Action may not be taken by the city council at this meeting; however, questions may be answered by staff or issues may be referred for appropriate staff action.

Note: Pursuant to F.S. 286.0114 and the City of Minneola's Public Participation Policy adopted by Resolution 2013-19, members of the public shall be given a reasonable opportunity to be heard on propositions before the city council. Accordingly, comments, questions, and concerns regarding items listed on this agenda shall be received at the time the city council addresses such items during this meeting.

Pursuant to Resolution 2013-19, public comments are generally limited to three minutes.

V. MINUTES

- | | |
|---|---|
| Item 1. Planning & Zoning Commission Meeting Minutes - July 6, 2026 | Consider a Request to Approve the Minutes from the July 6, 2026 Planning & Zoning Commission Meeting. |
|---|---|

VI. COMMISSION DISCUSSION AND ACTION ITEMS

- | | |
|--|--|
| Item 2. Resolution 2026-06 Conditional Use Permit Mavis Tire | A Resolution of the City Council of the City of Minneola, Florida, Granting a Conditional Use Permit Pursuant to Chapter 106, Section 106-1 of the Land Development Code of the City of Minneola, Florida for Property Generally Located |
|--|--|

West of US Highway 27 and South of Vino Road, Minneola, Florida to Allow the Property to be Used for a Tire Sales and Tire Service Facility; Providing for Conditions; Providing for Recordation; Providing for an Effective Date.

Item 3. Resolution 2026-10 Ace Hardware Variance

A Resolution of the City Council of the City of Minneola, Florida, Granting Variances to the Land Development Code Sections 94-3(g)(5), Regarding Facade Standards; and 94-3(g)((10)(c)4 Regarding Roof Materials, for Property Generally Located at the Southeast Corner of Grassy Lake Road and Citrus Grove Road; Providing for Conditions; Providing for Recordation; Providing for Severability; and Providing for an Effective Date.

Item 4. Resolution 2026-11 Gentle Breeze Drive Variance

A Resolution of the City Council of the City of Minneola, Florida, Granting a Variance to the Land Development Code Section 102-105(11)(c) Rear Yard Setback Standard for Property Generally Located at 250 Gentle Breeze Drive; Providing for Conditions; Providing for Recordation; Providing for Severability; Providing for an Effective Date.

Item 5. Discussion - Voluntary Conservation Design Checklist

Discussion Regarding a Voluntary Conservation Design Checklist for Development Applications.

VII. FINAL PUBLIC COMMENTS

Note: Pursuant to F.S. 286.0114 and the City of Minneola's Public Participation Policy adopted by Resolution 2013-19, members of the public shall be given a reasonable opportunity to be heard on propositions before the city council. Accordingly, comments, questions, and concerns regarding items listed on this agenda shall be received at the time the city council addresses such items during this meeting. Pursuant to Resolution 2013-19, public comments are generally limited to three minutes.

VIII. REPORTS

City Planner Joyce Heffington, AICP



AGENDA SUMMARY
Planning & Zoning Commission Meeting
August 3, 2026

Agenda Item: 1.

Subject Title: Planning & Zoning Commission Meeting Minutes - July 6, 2026

Objective:

Consider a Request to Approve the Minutes from the July 6, 2026 Planning & Zoning Commission Meeting.

Summary:

Exhibits:

1. Minneola Planning and Zoning Minutes 7-6-2026

Options:

Fiscal Impact:

Staff Recommendation:

1 **Minneola Planning & Zoning Commission**
2 **Meeting Minutes**
3 **July 6, 2026, at 6:30 PM**
4 **Minneola City Hall**

5
6 The City of Minneola Planning & Zoning Commission was called to order by Chairperson Denise
7 Calderon. Also present was Commissioner Ken Rose, Commissioner Nicole Martin, and
8 Commissioner William McCoy, John Lozano (Planning Technician), and Joyce Heffington (CRA
9 Administrator).

10
11 **CALL TO ORDER**
12

13 **Chairperson Denise Calderon** called the meeting to order at 6:30 p.m.

14
15 **MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE**
16

17 A moment of silence was observed and the Pledge of Allegiance was led by **Commissioner**
18 **McCoy**.

19
20 **AGENDA REVIEW**
21

22 There were no changes to the agenda

23
24 **PUBLIC COMMENTS**
25

26 There were no public comments.

27
28 **DISCUSSION AND ACTION ITEMS**
29

30 **Item 1: Planning & Zoning Commission Meeting Minutes – June 1, 2026**
31

32 **MOTION by Commissioner Rose, SECONDED by Commissioner Martin to approve the**
33 **June 1, 2026, Planning & Zoning Commission meeting minutes as presented.**

34
35 **AYE:** Calderon, Martin, McCoy, Rose

36
37 **NAY:** None

38
39 **MOTION PASSED: 4-0**
40

41 **Item 2: Preliminary Subdivision Plat – Sugarloaf Pod A – The Prominence at Sugarloaf**
42

43 **Eric Raasch** presented the preliminary subdivision plat for 317.6 acres within the Sugarloaf
44 Mountain PUD, which was originally approved in 1994 for 2,400 dwelling units. He explained
45 that the applicant proposed 773 detached single-family homes with 45-, 55-, and 65-foot lot widths,
46 with no townhomes, apartments, or commercial uses. He also noted Public Works comments

regarding boulevard medians and potential lot-access conflicts and recommended approval subject to median reconfiguration, removal, or other mitigation.

Mark Stelly, the applicant's civil engineer, explained the proposed access pattern and boulevard design rationale, and stated that only a small number of lots would require additional maneuvers if the medians remained. He also noted that the developer prefers boulevard-facing homes for community character but can propose alternatives.

Commissioner Rose asked about fire truck turning diagrams.

Mark Stelly explained that right-turn diagrams imply feasible left turns given larger radii.

Commissioner McCoy asked about the total number of units and school concurrency.

Mark Stelly noted the PUD allows approximately 2,555 units and stated that school concurrency is vested. However, the traffic consultant was not present.

Commissioner Martin recommended preserving mature trees, increasing native landscaping, and enhancing ecological features.

Chairperson Calderon asked about the traffic study results and County Road 561 capacity.

Eric Raasch noted that the traffic subconsultant approved the submitted study and that staff could provide the full methodology response to City Council.

Public Comment

Deborah Bishop Karney, 3146 Hill Point St. asked whether subdivision will be gated.

Mark Stelly confirmed it will not and noted streets will be public streets.

MOTION by Commissioner Martin SECONDED by Commissioner Rose to recommend approval of Item 2: Preliminary Subdivision Plat – Sugarloaf Pod A – The Prominence at Sugarloaf, including staff recommendation to preserve mature trees where feasible, increase native landscaping and ecological stormwater features, enhance wildlife connectivity where practical, encourage HOA stewardship, dark-sky lighting, pollinator habitat, as well as address Public Works comments regarding medians and traffic study documentation.

AYE: Calderon, Martin, McCoy, Rose

NAY: None

MOTION PASSED: 4-0

Item 3: Ordinance 2026-09 Annexation and Rezoning – 20197 County Road 455 – Quasi-Judicial.

Item 4: Ordinance 2026-10 Comprehensive Plan Amendment – 20197 County Road 455

Jennifer Cotch read the ordinances by title and swore in those wishing to speak on the items.

John Lozano provided a presentation which detailed the proposed annexation of ±4.88 acres and included contiguity discussion (frontage on County Road 455 across from city limits; ISBA and Florida Statutes cited). He noted that City Planning & Zoning staff recommended approval of annexation, rezoning, and CPA as consistent with comprehensive plan and code.

David Yeager, 2750 Purple Meadow Ct., stated intent was a simple annexation to bring property into city AG, and clarified prior application signage posting corrections, as well as reiterated annexation is voluntary. He also noted that property owners understand limitations under City AG vs County rural.

Public Comment

Tom Moore, 21135 County Road 455, questioned the contiguity standard, stated his view that the narrow frontage may not be substantial, and expressed concern regarding annexation precedent and fairness.

Chris Perkins, 21103 County Road 455, noted that the applicant is a current council member and expressed concern regarding public perception of the annexation request and its relationship to council eligibility.

Cynthia Owens, 2819 Purple Meadow Court, expressed concern that the annexation could create an isolated jurisdictional area across County Road 455, provide limited broader public benefit, and result in inequitable jurisdictional patterns.

Mark Stover, 21115 CR 455, expressed his concerns with the terminology being used to address the issue of contiguity, as well as the amount of contiguous linear footage on frontage vs. the entire perimeter of the property.

Duane Smith, 2767 Purple Meadow Court, described the annexation as a significant concern and raised questions regarding acreage, municipal service impacts, and fairness.

David Yeager responded that signs were corrected by staff and reiterated annexation reduces—not increases—developmental rights as City AG is more restrictive. He clarified residency/intent and noted that similar noncontiguous annexations have occurred previously under statutory provisions and ISBA.

The Commission reviewed contiguity and comprehensive plan consistency. Staff confirmed no county objections noted in submittal.

MOTION by Commissioner Martin SECONDED by Commissioner McCoy to approve Item 3: Ordinance 2026-09 Annexation and Rezoning – 20197 County Road 455 – *Quasi-Judicial* as presented.

139
140 **AYE:** Martin, McCoy, Rose

141
142 **NAY:** Calderon

143
144 **MOTION PASSED:** 3-1

145
146 **MOTION by Commissioner Martin SECONDED by Commissioner Rose to approve Item 4:**
147 **Ordinance 2026-10 Comprehensive Plan Amendment – 20197 County Road 455 as**
148 **presented.**

149
150 **AYE:** Martin, McCoy, Rose

151
152 **NAY:** Calderon

153
154 **MOTION PASSED:** 3-1

155
156 **Item 5: Lot Split – Founder’s Ridge**

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158 **Eric Raasch** presented a request to split a 25.3-acre commerce park portion from the larger
159 Founders Ridge PUD. He noted that the lot split would create a separate parcel for commerce park
160 uses consistent with the PUD and regulating plan. He also stated that staff reviewed the request,
161 found no outstanding substantive comments, and recommended approval.

162
163 **Madeline Damon**, attorney representing the applicant, confirmed this is an administrative lot split
164 consistent with the approved PUD, and that no new development rights were proposed beyond
165 PUD allowances.

166
167 **Public Comment**

168
169 There were no public comments

170
171 **MOTION by Commissioner Martin, SECONDED by Commissioner Rose to approve Item**
172 **5: Lot Split – Founder’s Ridge with an understanding that developmental rights remain**
173 **unchanged, zoning remain unchanged, and long-term intent is understood clearly based on**
174 **the PUD.**

175
176 **AYE:** Calderon, Martin, McCoy, Rose

177
178 **NAY:** None

179
180 **MOTION PASSED:** 4-0

Item 6: Site Plan – Ace Hardware

Eric Raasch presented the Ace Hardware site plan for a 2.26-acre B-1 site with a proposed 16,464-square-foot building and a request for outdoor merchandise display, which requires site plan authorization. He noted architectural comments, related variance requests, and the requirement to record a utility easement. Staff recommended approval subject to variances and outstanding technical items.

Neil Osma, applicant, stated his operator background and intent for a community hardware with garden center, as well as explained outdoor display request which is limited to typical garden/seasonal items. He noted his commitment to organized, clean presentation.

Jeff Powell, engineer representing the applicant, described building canopy, covered display intent, landscape buffer along rear property line, photometric/lighting design, and a fenced storage area at southeast corner for bagged goods and deliveries. He noted that delivery timing would be coordinated to minimize impact and that propane refill adheres to state regulations.

Commissioner Rose expressed concern regarding outdoor storage aesthetics and maintenance.

Commissioner Martin recommended keeping the primary road-facing frontage clear of merchandise and locating merchandise or seasonal displays within a gated or fenced rear area. She also requested greater use of native and drought-tolerant species, ecological stormwater planting in the required easement, dark-sky lighting, HOA stewardship, and coordination on delivery windows to reduce potential neighborhood impacts.

Public Comment

David Yeager commented on the potential implications of approving outdoor merchandising areas for other businesses and emphasized the importance of consistent enforcement.

Denise Price, 3218 Hill Point Street, expressed concern regarding the property's proximity to neighboring residential properties and encouraged fencing and lighting for security and containment. She also expressed concern regarding traffic impacts.

Juan Calixto, 1224 Ivy Manor Street, expressed concern regarding the landscaping buffer's proximity to his property, traffic, light spillover, debris, and landscaping-related maintenance impacts.

Deborah Bishop Karney, 3146 Hill Point St., expressed concern for traffic pattern flow, specifically U-turns due to access points.

The applicant explained landscaping buffer with list of approved trees, photometric study with low foot candles at property line, proposal for fenced rear display/storage, willingness to work on native planting choices and delivery timing.

MOTION by Commissioner Martin, SECONDED by Commissioner McCoy to approve Item 6: Site Plan – Ace Hardware with recommendations to increase ecological value while encouraging Florida native landscaping, drought tolerant plant selection to reduce irrigation demand, ecological star model features in easement, final lighting details (dark-sky lighting), main road facing frontage clear of outdoor merchandise, all outdoor merchandise/storage confined to gated/fenced rear area (secondary front), coordination with Lake County/FDOT on driveway/turning/signal issues as required by traffic study and coordination of deliveries to reduce residential impact.

AYE: Calderon, Martin, McCoy, Rose

NAY: None

MOTION PASSED: 4-0

Item 7: Preliminary Plat – The Palms at Minneola

Eric Raasch presented the preliminary plat for a 5.8-acre site designated single-family high density/RSF-3, with a proposal for 35 rear-loaded townhome units in three-unit and four-unit buildings and approximately 1.72 acres of open space. He noted that there were no outstanding technical comments on the plat and that the applicant requested an exemption from a full traffic study.

Dustin Glover, applicant, confirmed design intent, noted traffic exemption letter showing low trip generation (AM 13, PM 17 trips) and that exemption was granted by review consultant.

Chairperson Calderon expressed concern regarding the project's proximity to Minneola Charter School and possible cumulative traffic impacts on Education Avenue and nearby local streets despite the traffic exemption.

Commissioner McCoy concurred with Chairperson Calderon's traffic concerns and expressed concern regarding the traffic exemption.

Commissioner Martin requested an in-person ecological assessment and recommended native landscaping, pollinator habitat, and increased canopy for long-term ecological stewardship.

Public Comment

Deborah Karney, 3146 Hill Point Street, supported the request for a wildlife study and shared observations regarding native wildlife in the proposed project area.

Aaron Blake, 290 Citrus Tower Boulevard, expressed support for the project and noted prior attempts to develop the site. He stated a preference for moving forward while addressing conditions and referenced the traffic exemption determination and cost and timing considerations for the property owner.

MOTION by Commissioner Martin, SECONDED by Commissioner Rose to approve Item 7: Preliminary Plat – The Palms at Minneola with the condition of an in-person environmental assessment, pollinator friendly planting, ecological stormwater features, increase in shaded canopy, encourage HOA stewardship for long-term landscape maintenance, addition of ecosystem and intentional ecological plants into the design, reevaluation of the traffic exemption or supplemental traffic review addressing school peak movements and local street circulation.

AYE: Calderon, Martin, McCoy and Rose

NAY: None

MOTION PASSED: 4-0

FINAL PUBLIC COMMENTS

Josh Eager, 2045 Axel Street, expressed concern regarding annexation impacts, including service coordination and the de-annexation process, and requested transparency and fairness.

REPORTS

Commissioner Martin proposed a voluntary conservation design checklist for developers.

ADJOURNMENT

MOTION to adjourn by Commissioner Rose, SECONDED by Commissioner Martin.

AYE: Calderon, Martin, McCoy and Rose

NAY: None

MOTION PASSED: 4-0

(Meeting adjourned at 8:56 p.m.)

Denise Calderon, Chairperson

ATTEST:

John Lozano, Planning Technician



AGENDA SUMMARY
Planning & Zoning Commission Meeting
August 3, 2026

Agenda Item: 2.

Subject Title: Resolution 2026-06 Conditional Use Permit Mavis Tire

Objective:

A Resolution of the City Council of the City of Minneola, Florida, Granting a Conditional Use Permit Pursuant to Chapter 106, Section 106-1 of the Land Development Code of the City of Minneola, Florida for Property Generally Located West of US Highway 27 and South of Vino Road, Minneola, Florida to Allow the Property to be Used for a Tire Sales and Tire Service Facility; Providing for Conditions; Providing for Recordation; Providing for an Effective Date.

Summary:

Derek Ramsburg, P.E., of Kimley-Horn, applicant, has submitted an application on behalf of William Kendall Bosserman Non-Exempt Trust, owner, for a Conditional Use Permit for a 1.11 acre property generally located south of Vino Road and west of US Highway 27. The proposed development is for a Tire sales and Tire service center. The Conditional Use Permit will allow the sale of tires and tire service, and brake service with limited hours of work. It will not allow any services defined in the code for automotive repair, such as muffler repair or replacement, engine work, transmission work or body work.

Exhibits:

1. conditional_use_permit_2025
2. CEB Owner's Authorization
3. WKB Owner's Authorization
4. CUP #1 Cover Letter & Justification
5. Legal Description
6. Survey
7. SP-01
8. Mavis #2398 Minneola, FL - Site Plan layout
9. Conceptual Photometrics Plan for Mavis Tire
10. Conceptual Landscape Plan for Mavis Tire
11. 8 Bay Double Sided Elevations
12. 8 Bay Double Sided Floorplan
13. Comment Response Letter on Auto Center Conditional Use

14. Resolution 2026- Conditional Use Permit Mavis Tire Attorney (2)
15. Res 2026-06 Affidavit
16. Notice of Public Hearing on Resolution 2026-06 Mavis
17. Addresses
18. Signs 7-13-26
19. Mavis Tire & Brakes review by Inspire July 27, 2026
20. 228b Mavis Tire CU3

Options:

- 1) Approve the Resolution as presented.
- 2) Approve the Resolution as with conditions.
- 3) Postpone the decision.
- 4) Deny approval of the resolution.

Fiscal Impact:

Undetermined

Staff Recommendation:

Staff recommends if approved it be with all of the conditions in the resolution.



City of Minneola
Planning Department
800 N Highway 27, Minneola, FL 34715
(352) 394 – 3598

Conditional Use Permit Application

Non-Refundable fee of \$500 (Cash or Check Only)

This Checklist is based on the relevant provisions of Chapter 106.1 – Conditional Use Permit - of the Minneola Florida Code of Ordinances. The Code is available online at www.municode.com. The requirements below are minimums that may be adjusted in the pre-application conference.

Application Review Process

Development Review Process (DRP)

- The DRP reviewers shall review every application and make recommendations to the Planning & Zoning Commission (P&Z)
- The DRP will provide written comments/recommendations to the applicant and the P&Z

Planning and Zoning Commission (P&Z)

- A P&Z review is required by the City Code
- The Planning Dept. (Dept.) is responsible for ensuring the proper legal advertising is done in a timely manner
- The applicant is responsible for correctly posting the required signs on the site in a timely manner and pursuant to the instructions supplied by the Department.

City Council

- The City Council must conduct a public hearing regarding the proposed conditional use.
- The City Council may impose any conditions they choose as a condition of approval.
- The City Council may defer consideration of the application at any time.

Please note:

Conditional Use Permits are granted for one-year terms which automatically renew, unless permit conditions have been violated, or unless Council specifies otherwise. A Conditional Use Permit which has not been initiated within one year automatically expires. A Conditional Use Permit which is abandoned for one year expires and must re-apply. A Conditional Use Permit must comply with the relevant requirements of Section 102 – Landscaping.

Conditions may be established which:

- Establish time limits for the initiation and/or duration of the conditional use
 - Specify minimum and/or maximum limits to regular code requirements
- Any other conditions reasonably related to the requirements of this chapter

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City of Minneola

Conditional Use Permit Application Cont.

Checklist

The general requirements and review criteria are described in Section 106 1(f) of the City Code. The City Council shall consider the following requirements:

CUP Review Criteria:

- ☒ The proposed use must comply with the adopted comprehensive plan and future land use map.
- ☒ Traffic generation and access for the proposed use shall not adversely impact adjoining properties and the general public safety.
- ☒ Off-street parking, loading and service areas shall be provided and located such that there is no adverse impact on adjoining properties, beyond what we experienced in the district [area].
- ☒ Required yards, screening or buffering and landscaping shall be consistent with the [zoning] district in general and specific needs of abutting land uses.
- ☒ Size, location and number of conditional uses in an area shall be limited to maintain the overall character of the [zoning] district as intended by the Land Development Code.
- ☒ Architectural and signage treatments shall comply with the general provisions applicable to permitted uses in the district, to the greatest extent possible, and be sensitive to surrounding development.
- ☒ The availability of utilities services (such as water, sewer and solid waste) and recreational facilities shall meet the minimum Level-Of-Service standards.

Submission Requirements:

- ☒ (1) Copy of the Legal Description or Warranty Deed [not both]
- ☒ (4) Copies of the Boundary Survey by a Florida licensed surveyor at 24" x 36" – one copy shall be signed and sealed
- ☒ (2) Copies reduced to no greater than 11" x 17"
- ☒ (4) Copies of the Conceptual Plan for the subject site at 24' x 36"
- ☒ (2) Copies reduced to no greater than 11" x 17"
- ☒ (1) Copy of the completed Application and Checklist forms
- ☒ (1) Copy of the signed and notarized Owner's Authorization form (if applicable)
- ☒ A CD or Flash Drive in PDF format which includes the entire application package
- ☒ **Non-Refundable fee of \$500 (Cash or Check Only)**

City of Minneola
Conditional Use Permit Application Cont.

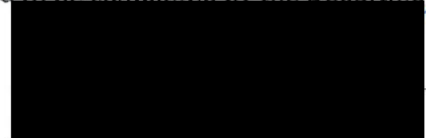
CERTIFICATION

I, the undersigned, do hereby certify that I have read the application and the relevant guidance material and understand the requirements described therein and that I will fully comply with all City, State and Federal regulations applicable to this project.

I understand that the application fee is non-refundable.

I further understand that I am responsible for reimbursing the City for the actual advertising costs, mailing costs, AND the actual consultants' review fees, if any. Said fees shall be paid within 30 days of receipt of the City's invoice. All fees must be paid in full before application can go to hearing. Further processing of the application will cease until the invoice is paid in full.

I understand that only application packages that are determined to be completed by the Department will be scheduled for review.



10/30/2025

Date

Applicant Name: _____

Application For: _____

Amount: _____ Account #: _____

Amount: _____ Account #: _____

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City of Minneola Conditional Use Permit Application Cont.

Note: In accordance with the fee schedule of the City of Minneola additional fees may be charged for advertising and/or actual costs of engineering application review. The fees must be paid within 30 calendar days of receipt of the City invoice.

Property Address: Property located at the southwest corner of the intersection of US HWY 27 and Sullivan Rd.

Owner's Name: [REDACTED]

Owner's Address: [REDACTED]

Owner's Ph. #: _____

Applicant's Name: [REDACTED]

Applicant's Address: [REDACTED]

Applicants' Ph. #: [REDACTED]

Applicant is: ☐ Owner ☒ Agent ☐ Purchaser ☐ Lessee

General location or address of the property:

Property located at the southwest corner of the intersection of US HWY 27 and Sullivan Rd.

Area of property (square foot or acres): 1.11 AC

Utilities: City of Minneola Water Central Water City of Minneola Sewer Septic Tank

Zoning: Business District (B-1)

Reason or basis for the request: Request to construct auto repair shop.

Number of existing structures on the property and the present use of the structures and property:

Property is currently vacant but is currently in the permitting process for the construction of a commercial development.

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City of Minneola

Conditional Use Permit Application Cont.

Proposed use of property: Auto service shop on 1.11 acres of the overall 21.55 acre development

Has any previous application been filed within the last year in connection with this property? If yes, briefly describe the nature of the request: Special exception and variance applications have been approved in association with the overall 21.55 acre property for a grocer and convenience store with fuel sales.

A conceptual site plan prepared in accordance with submittal requirements is herewith attached:

Please see site plan included in this submittal.

If the project is to be developed in phases, give a brief description of how it will be phased:

The auto service shop will be built in one phase.

The exact legal description of the property being petitioned is evidenced by the attached Tax Receipt or Warranty Deed. For property being petitioned that is a portion of that shown on the Tax Receipt or Warranty Deed, a current survey of such property is required. Please see attached survey.

City of Minneola
Conditional Use Permit Application Cont.

Applicant's Affidavit

STATE OF FLORIDA
COUNTY OF LAKE

Before me, the undersigned authority, personally appeared [REDACTED]

who is being by me first duly sworn on oath, deposes and says:

1. That he/she affirms and certifies that he understands and will comply with all ordinances, regulations, and provisions of the City of Minneola, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further that this application and attachments shall become part of the Official Records of the City of Minneola, Florida, and are not returnable.
2. That the submittal requirements for the application have been completed and attached hereto as part of that application.
3. That he/she desires a Conditional Use Permit to allow AUTO SERVICE USE

This is to certify that on October 30, 2025 before me, Derek Ramsburg CK
an officer duly authorized to take acknowledgements in the State and County aforesaid, personally
appeared [REDACTED] he/she is personally know to me or has produced
[REDACTED] ation and did (did not) take an oath.

SEAL



HH 190797
Serial Number

2/19/2026

My Commission Expires

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City of Minneola
Conditional Use Permit Application Cont.

Owner's Authorization
(required if the property owner is not the applicant)

STATE OF FLORIDA
COUNTY OF LAKE

Before me, the undersigned authority, personally appeared _____

who is being by me first duly sworn on oath, deposes and says:

1. That he/she is the property owner of the subject parcels in this application.
2. That he/she desires a Conditional Use Permit to allow:

3. 3. That he/she has appointed _____
to act as agent on his/her behalf to accomplish the above.
4. That he/she as owner of the property is responsible for paying any fees not paid by the applicant.

Owner's Signature

This is to certify that on _____, 20____ before me,
an officer duly authorized to take acknowledgements in the State and County aforesaid, personally
appeared _____ he/she is personally know to me or has produced
_____ as identification and did (did not) take an oath.

SEAL

Signature of Acknowledger

Acknowledger Name

Serial Number

My Commission Expires

OWNER'S APPLICATION AUTHORIZATION

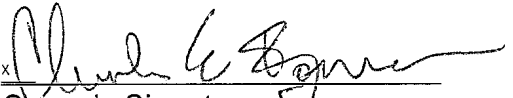
(Required if the property owner of record is not the applicant)

STATE OF FLORIDA

COUNTY OF LAKE

Before me, the undersigned authority, personally appeared William Kendall Bosserman Non-Exempt Trust who being by me first duly sworn on oath, deposes and says: By: Charles E. Bosserman, III, Trustee

1. That he/she is the property owner of the subject parcel(s) in this application.
2. That he/she desires to apply for a Special Exception Permit on land generally located at (insert legal description)
Alt Key: 1081203. The property is located at the southwest corner of the
intersection of US HWY 27 and Sullivan Rd.
3. That he/she has appointed Derek E. Ramsburg, P.E. to act as agent in his/her behalf to accomplish the above.
4. That he/she agrees to pay any costs associated with the application, review, and hearings for the above.


Owner's Signature

This is to certify that on Nov. 1, 2024 before me, an officer duly authorized to take acknowledgments in the State and County aforesaid, personally appeared William Kendall Bosserman Non-Exempt Trust he/she is

By: Charles E. Bosserman, III, Trustee

personally known to me or has produced _____ as identification and Did (Did Not) Take an Oath.

SEAL


Signature of Acknowledger
M. Mancill
Acknowledger Name

Serial Number _____

6/12/2028
M Mancill My Commission Expires

NOTARY PUBLIC

DEKALB COUNTY, GEORGIA
My Commission Expires 06/12/2028

pg. 6 of 6

OWNER'S APPLICATION AUTHORIZATION

(Required if the property owner of record is not the applicant)

Texas

STATE OF FLORIDA

Galveston

COUNTY OF LAKE

Before me, the undersigned authority, personally appeared William Kendall Bosserman Non-Exempt Trust
who being by me first duly sworn on oath, deposes and says: by: William Kendall Bosserman, Trustee

1. That he/she is the property owner of the subject parcel(s) in this application.
2. That he/she desires to apply for a Special Exception Permit on land generally located at (insert legal description)

Alt Key: 1081203. The property is located at the southwest corner of the
intersection of US HWY 27 and Sullivan Rd.
3. That he/she has appointed Derek E. Ramsburg, P.E. to act as agent in his/her behalf to accomplish the above.
4. That he/she agrees to pay any costs associated with the application, review, and hearings for the above.

x William Kendall Bosserman

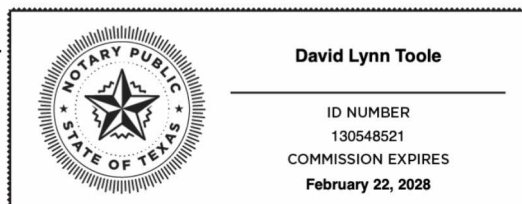
Owner's Signature

This is to certify that on November 1st, 2024 before me, an officer duly authorized to take acknowledgments in the State and County aforesaid, personally appeared William Kendall Bosserman Non-Exempt Trust he/she is

by: William Kendall Bosserman, Trustee

personally known to me or has produced DRIVER LICENSE as identification and Did (Did Not) Take an Oath.

SEAL



Electronically signed and notarized online using the Proof platform.

David Lynn Toole

Signature of Acknowledger

David Lynn Toole

Acknowledger Name

02/22/2028

My Commission Expires

130548521

Serial Number



March 18, 2026

City of Minneola
800 N. US Highway 27
Minneola, FL 34715

To Whom It May Concern,

Kimley-Horn & Associates is pleased to submit this Conditional Use Permit application to the City of Minneola Planning Department on behalf of the Property Owner. The proposed conditional use is further described below and the demonstration that the eight (8) conditional use review criteria have been met is provided within this submittal package. The specific conditional use request is listed below, along with a brief justification summary of the request.

Request:

Conditional Use: A conditional use listed in the City of Minneola Code of Ordinances Section 106.1 to allow for a auto service use in B-1 district.

In addition to the cover letter and conditional use justifications, the following documents are included in this submittal package:

- Conditional Use Permit Application
 - Owner Authorization (Signed & Notarized)
 - List of adjacent property owners
- Conceptual Plan (SP-01)
- Property Survey
- Property record card (Alt Key # 1081203)

Thank you for your consideration of our application. Please do not hesitate to contact me if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "D. Ramsburg".

Derek E. Ramsburg, P.E.
Project Manager

Conditional Use Permit Criteria

The general requirements and review criteria are described in Section 106-1(f)(2) of the City Code. The City Council shall consider the following requirements and criteria:

1. The proposed use must comply with the adopted comprehensive plan and future land use map.

Response: The future land use for the subject property is General Commercial. General Commercial land use designation is intended to accommodate retail sales and services conducted at more intensive levels than office/residential. The proposed use of an auto service shop is compatible with the City of Minneola Comprehensive Plan and Future Land Use Map Designation.

2. Traffic generation and access for the proposed use shall not adversely impact adjoining properties and the general public safety. The proposed development shall be so located and designed to avoid undue noise, odor, traffic, or other nuisances and dangers to abutting property owners.

Response: No additional access points to public roads are included as part of this application. Site will utilize the private road that is proposed within the overall commercial development currently going through the permitting process. Proposed use is in the southeasternmost location of the overall commercial development, fronting US-27 and adjacent to B-1 zoned land.

3. Off-street parking, loading and service areas shall be provided and located such that there is no adverse impact on adjoining properties, beyond that generally experienced in the district. Streets must be sufficient width and capacity to serve the demands created by the proposed development. Dedication of rights-of-way, frontage or reverse frontage roads and other necessary improvements shall be considered and addressed.

Response: Off-street parking, loading and service areas are provided and located so that there are no anticipated adverse impacts on adjoining properties, beyond that generally experienced in the district (area). The proposed site provides off-street parking, loading, and service area in accordance with the requirements listed in Chapter 122 of the City Code. The location of off-street parking, loading, and service area have been designed to provide proper circulation of traffic to not adversely affect adjoining properties.

4. Required yards, screening or buffering, and landscaping shall be consistent with the district in general and the specific needs of abutting land uses.

Response: Site will meet all required buffer yards setbacks, buffering material requirements and screening, per Section 102 - Landscaping. Adjacent land uses are all similar in nature.

5. Size, location and number of conditional uses in an area shall be limited so as to maintain the overall character of the district as intended by this land development code.

Response: There are three auto service shops approximately 1.67 miles south down US-27.

6. The Architectural and signage treatments shall comply with the general provisions applicable to permitted uses in the district, to the greatest extent possible, and be sensitive to surrounding development.

Response: Architectural elevations are provided for City review and part of this application. Building design will meet all City of Minneola standards as applicable at the time of CUP submittal.

7. The Availability of utilities services (such as water, sewer, and solid waste) and recreational facilities shall meet the minimum adopted LOS. The capability, capacity, and location of the city storm sewer

system for serving the proposed development must be considered, as well as adequacy of project design to provide retention and positive outfall of stormwater.

Response: Utility services such as water, sewer, and solid waste, and recreational facilities are available at this site. Per coordination with the City of Minneola, a 16" PVC potable water main and a 12" PVC force main are located along US-27. Solid waste to be disposed by city service following the requirements included in Sections 58-15 – 58-19. Being centrally located on US-27 provides for easy access to surrounding recreational facilities.

8. The proposed use will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity.

Response: The proposed use will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity.

BEGIN AT THE NORTHWEST CORNER OF GOVERNMENT LOT 1 OF SECTION 1 TOWNSHIP 22 SOUTH RANGE 25 EAST RUN EAST 735.61 FEET TO THE RIGHT OF WAY LINE OF US HIGHWAY 27, SOUTHEASTERLY ALONG THE RIGHT OF WAY TO A POINT 1320 FEET NORTH OF THE SOUTH LINE OF GOVERNMENT LOT 1, RUN WEST TO THE WEST LINE OF GOVERNMENT LOT 1, NORTH TO THE POINT OF BEGINNING--LESS FROM THE NORTHWEST CORNER OF THE NORTHEAST 1/4 OF SECTION 1 TOWNSHIP 22 SOUTH RANGE 25 EAST RUN SOUTH 89-36-34 EAST 1326.22 FEET TO THE NORTHEAST CORNER OF TRACT 6 GROVELAND FARMS PB 2 PG 10 AND THE POINT OF BEGINNING, THENCE CONTINUE SOUTH 89-36-34 EAST 737.18 FEET TO A POINT ON THE WEST RIGHT OF WAY LINE OF US HIGHWAY 27, BEING A POINT ON A NON-TANGENT CURVE CONCAVE NORTHEASTERLY HAVING A RADIUS OF 5809.65 FEET, WITH A CHORD BEARING OF SOUTH 21-23-59 EAST, AND A CHORD DISTANCE OF 35.76 FEET, THENCE RUN SOUTHEASTERLY ALONG THE ARC OF SAID CURVE THRU A CENTRAL ANGLE OF 00-21-10 FOR A DISTANCE OF 35.76 FEET TO A POINT OF TANGENCY, THENCE RUN SOUTH 21-34-34 EAST 39.68 FEET, NORTH 89-36-34 WEST 765.35 FEET, NORTH 00-25-58 EAST 70 FEET TO THE POINT OF BEGINNING, LYING AND BEING IN LAKE COUNTY, FLORIDA.

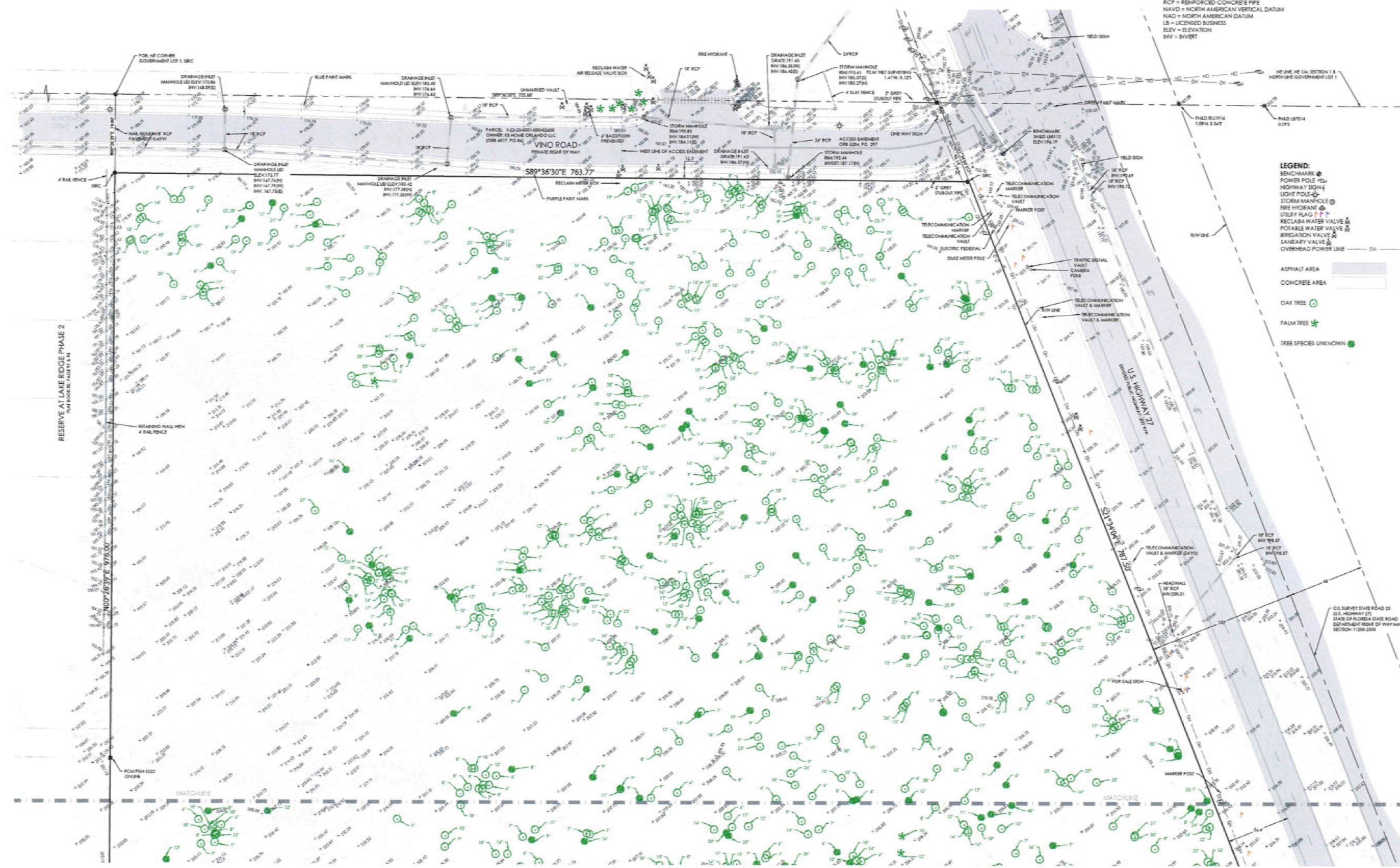
Robert E Lazenby IV
Digitally signed by Robert E Lazenby IV
Date: 2024.09.18 06:50:58 -04'00'

ABBREVIATIONS:
FRC = FOUND IRON ROD AND CAP
FR = FOUND IRON ROD
SRC = SET 1/2" IRON ROD WITH CAP STAMPED "188112"
FCM = FOUND CONCRETE MONUMENT
FND = FOUND NAIL & DISK
SND = SET NAIL & DISK STAMPED "TRAV P1 188112"
FP = FOUND IRON PIPE
NID = NO IDENTIFICATION
OBS = OFFICIAL RECORD BOOK
PG = PAGE
PB = PLAT BOOK
R/W = RIGHT-OF-WAY
C/L = CENTERLINE
[M] = MEASURED, [D] = DESCRIPTION / DEED
POB = POINT OF BEGINNING
POC = POINT OF COMMENCEMENT
MES = MISSED END SECTION
RCP = REINFORCED CONCRETE PIPE
NAVD = NORTH AMERICAN VERTICAL DATUM
NAD = NORTH AMERICAN DATUM
LS = LICENSED BUSINESS
ELEV = ELEVATION
INV = INVERT


NORTH

SCALE: 1" = 40'

0' 40' 80'



LEGEND:

- BENCHMARK
- POWER POLE
- HIGHWAY SIGN
- LIGHT POLE
- STORM MANHOLE
- FIRE HYDRANT
- UTILITY FLAG
- RECLAIM WATER VALVE
- PORTABLE WATER VALVE
- IRRIGATION VALVE
- SANITARY VALVE
- OVERHEAD POWER LINE

ASPHALT AREA

CONCRETE AREA

OAK TREE

PALM TREE

TREE SPECIES UNKNOWN

NO.	DATE	APPROVED	DESCRIPTION

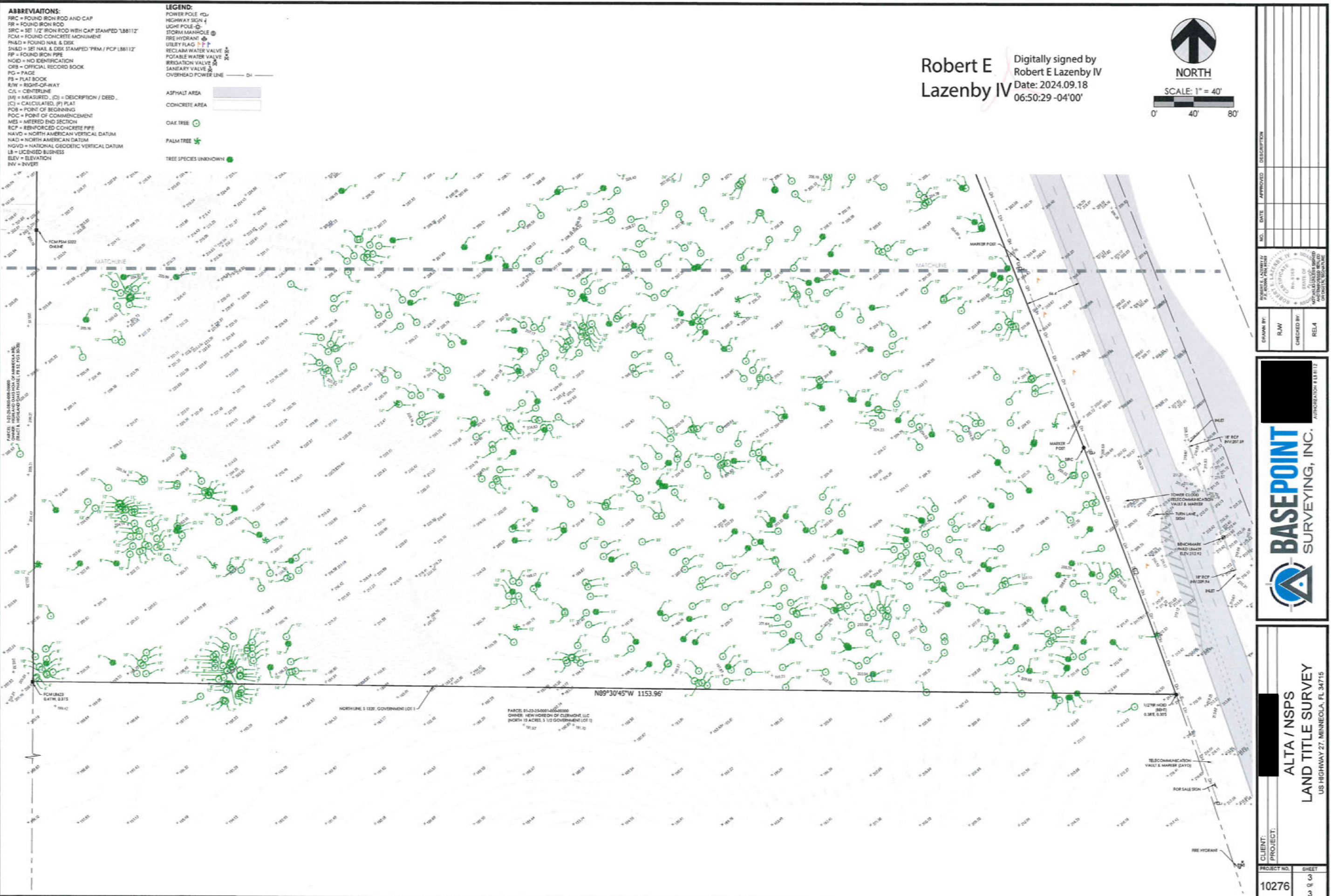
BASEPOINT SURVEYING, INC.

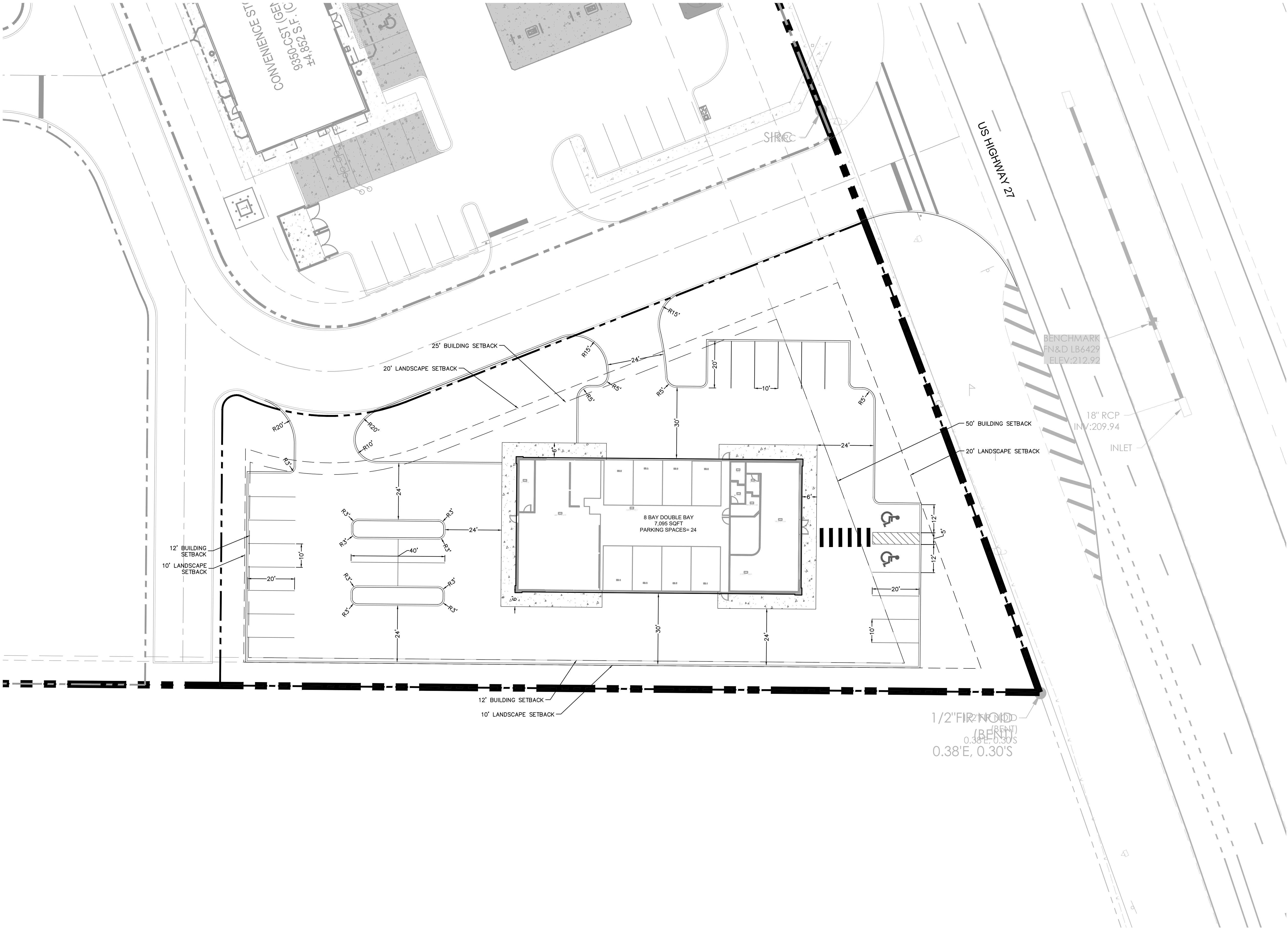
ALTA / NSPS
LAND TITLE SURVEY

US HIGHWAY 27, MINNEOLA, FL 34715

CLIENT: PROJECT: 10276

SHEET 2 OF 3





SITE DATA:

PARCEL AREA:	21.51 ACRES (936,976 SF)
SITE AREA:	1.11 ACRES (48,353 SF)
FUTURE LAND USE:	GENERAL COMMERCIAL
EXISTING ZONING:	BUSINESS DISTRICT (B-1)
MAX. ALLOWED BUILDING HEIGHT:	35'
PROPOSED BUILDING HEIGHTS:	24'-8" MAX

PROPOSED IMPERVIOUS AREA:

BUILDING AREA:	7,095 SF
ASPHALT AREA:	21,469 SF
CONCRETE AREA:	1,724 SF

PARKING REQUIRED:

3 SPACES / SERVICE BAY	24 SPACES
8 SERVICE BAYS	
TOTAL SPACES REQUIRED	24 SPACES

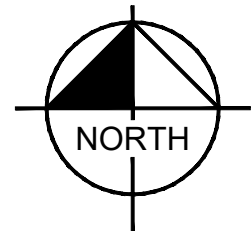
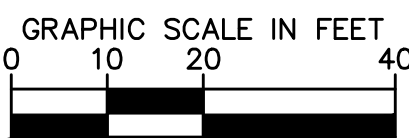
PARKING PROVIDED:

PROPOSED HANDICAP SPACES (12'x20'):	2 SPACES
PROPOSED REGULAR SPACES (10'x20'):	22 SPACES
PROPOSED ON-SITE SPACES:	24 SPACES

SWC HWY 27 & SULLIVAN RD

CONCEPTUAL SKETCH

10/29/2025 - CONTACT DEREK E. RAMSBURG, P.E. (407) 427-1642



Kimley»Horn

SP-01

MINNEOLA, FLORIDA

MINNEOLA, FL
LAYOUT EXHIBIT

MAVIS DISCOUNT TIRE, MINNEOLA, FL
17649 US-27, MINNEOLA, FLORIDA

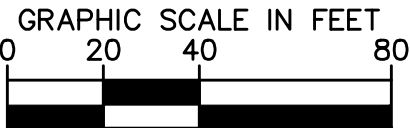
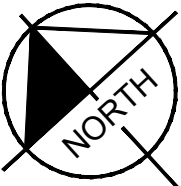
DEVELOPMENT SUMMARY

Parcel Size	1.19 AC
Zoning	B-1
Parking Requirement	24
Proposed Spaces	24
Front Building Setback	25
Side Building Setback	East: 50' West:12'
Side Building Setback	25'
Front Landscape Buffer	20'
Side Landscape Buffer	East: 20' West:10'
Rear Landscape Buffer	10'

CONCEPT PLAN NOTES

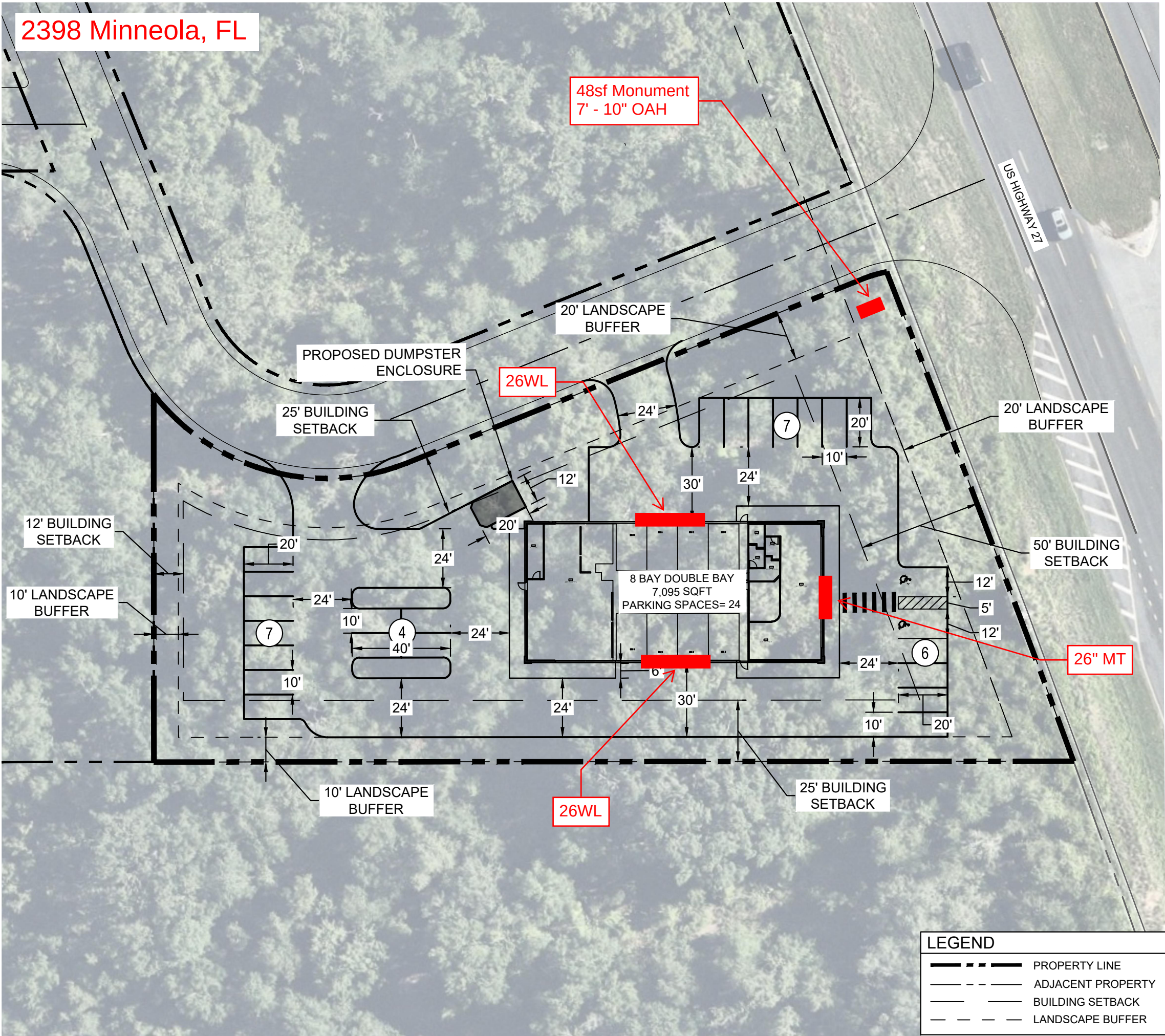
1. This concept was prepared strictly and solely based upon information identified in the plan references.
2. The concept represented herein identifies a design concept resulting solely from layout preferences and guidance dictated and identified solely by the client. the feasibility with respect to obtaining local, county, state, and other applicable approvals is not warranted, and can only be assessed after further examination and verification of applicable requirements and the procurement of all necessary jurisdictional approvals.
3. This conceptual plan is prepared for conceptual presentation purposes, only, and is not intended to and should not be utilized as a zoning and construction document.
4. The existing conditions shown hereon are based upon information that was supplied to the engineer by the owner and others not under engineer's control, at the time of plan preparation and may be subject to change upon performance of additional due diligence and/or field survey.
5. It is strongly recommended that a zoning conformance analysis be performed to determine and evaluate if there are any restrictions and/or zoning issues, concerns or restrictions that may or could impact the feasibility of this project as the owner has described it.

OVERALL SITE



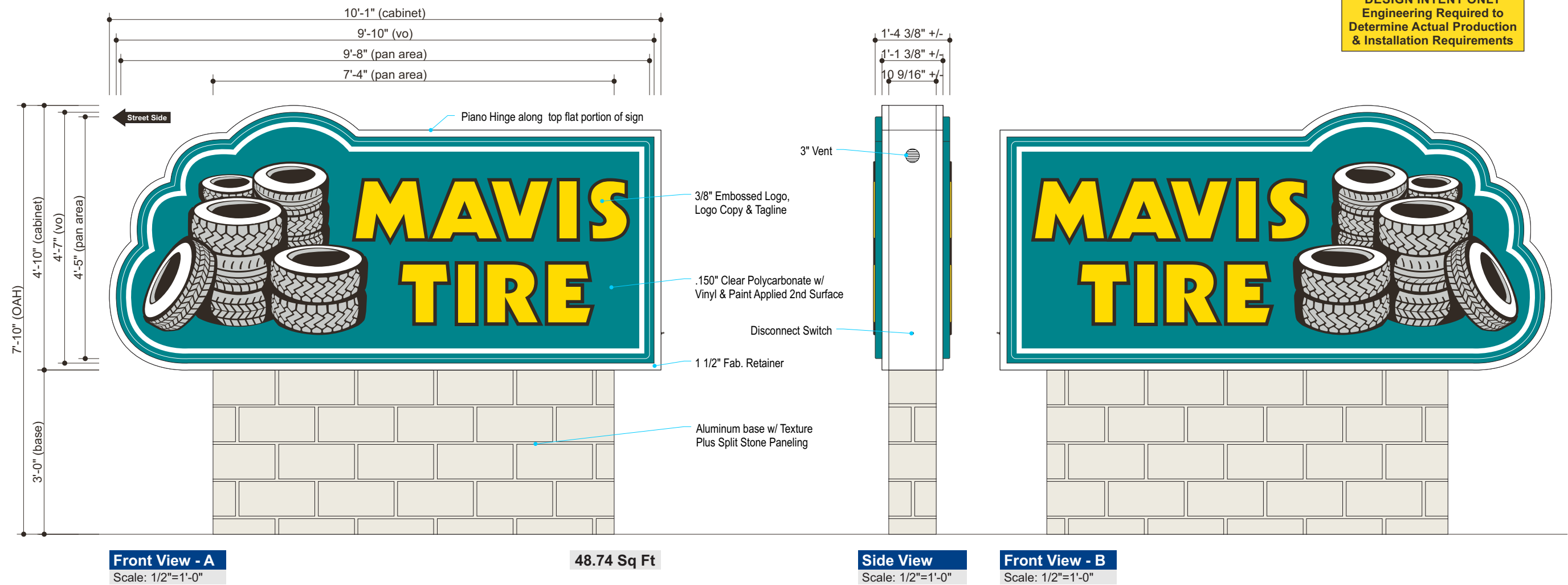
PREPARED FOR:

PREPARED BY: **Kimley»Horn**



LEGEND	
	PROPERTY LINE
	ADJACENT PROPERTY
	BUILDING SETBACK
	LANDSCAPE BUFFER

Note:
Face Layout to be Determined per Site



General Specifications	
Face:	.150" Clear Polycarbonate;1 1/2" deep pan; 3/8" embossed logo, copy & tagline w/ 2nd Surface Printed Vinyl & back spray
Cabinet:	.125" Fabricated Ring & Alum. tube structure w/ .040" Alum Skin - Painted White 1 1/2" Fabricated Retainer - Painted White
Base:	Angled Aluminum Stucture w/ Aluminum skim covered in Faux Split face stone paneling Painted - SW 7008 Alabaster White
Illum:	White LEDs as Required by Manufacturer, Self Contained Power Supplies
Electrical:	(1) 20 AMP Circuit, 120 Volts <i>Actual # of Circuits to be Determined by Licensed Electrical Contractor</i>
Quantity:	(1) ONE

Color Specifications	
	Pantone Yellow C
	Pantone 428 C
	Pantone Black C
Paint Specifications	
	Paint to Match Pantone 321 C
	White Diffuser
	White
	SW 7008 Alabaster White
All paint finishes to be Satin unless otherwise specified	



58" Monument Sign

LED Illuminated - Pan Formed / Embossed

Insert Part #

DESIGN INTENT ONLY
Engineering Required to
Determine Actual Production
& Installation Requirements

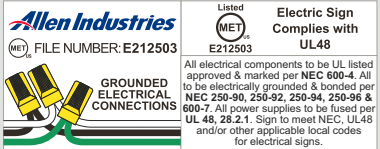


Client Review Status
Allen Industries, Inc. requires that an approved drawing be obtained from the client prior to any production release or production release revision.

Client Signature:

Approval Date:

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#	Date	Description	Initial
1	-	-	-
2	-	-	-
3	-	-	-
4	-	-	-
5	-	-	-
6	-	-	-

Client:
-

Address:
-

Drawing Series: 100

File Name:
MAV_2026_ReferenceBook

Sheet Name:
58" Mavis Monument Sign

Estimate #: E15331
Job #: -

Designer: RS
PM: TT
Page #: 78

Date: 03/31/26
Sales: House

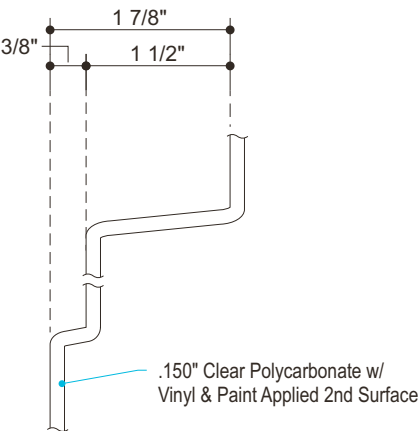
58" Monument Sign

Face Detail - A



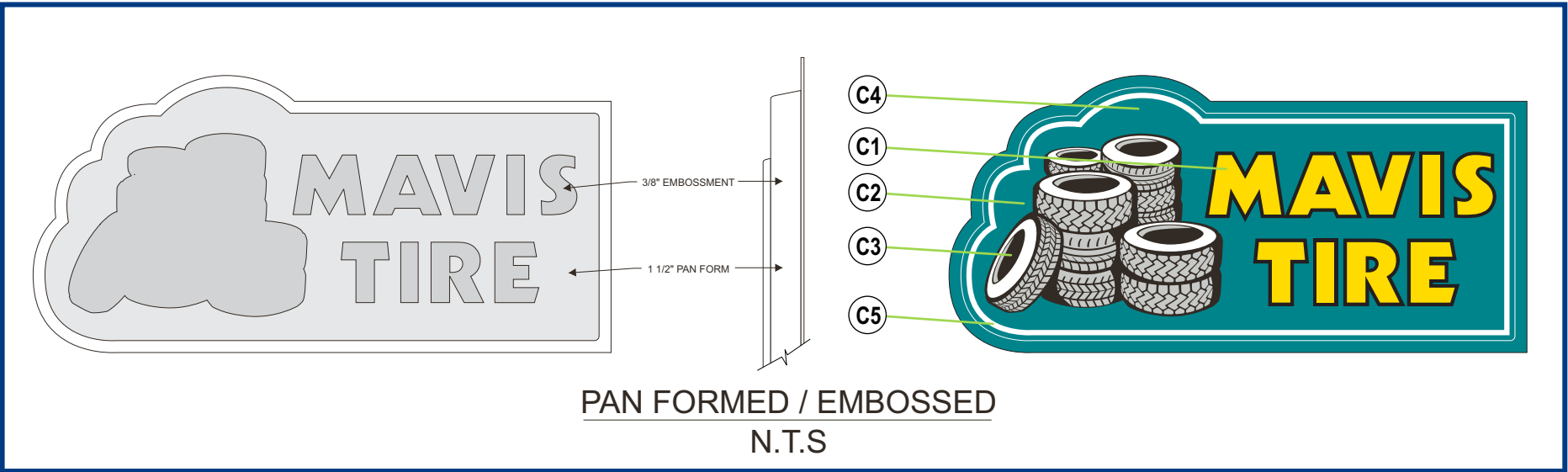
Face View

Scale: 3/4"=1'-0"



Pan Form Detail

Scale: 6" = 1'-0"



Color Specifications

C1 Pantone Yellow C

C2 Pantone 428 C

C3 Pantone Black C

Paint Specifications

C4 Paint to Match Pantone 321 C

C5 White Diffuser

All paint finishes to be Satin unless otherwise specified



Allen Industries
YOUR BRAND AT ITS BEST™

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Approval Date: _____

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FILE NUMBER: E212503

GROUNDING ELECTRICAL CONNECTIONS



Electric Sign Complies with UL48

All electrical components to be UL listed approved & marked per NEC 600-4. All to be electrically grounded & bonded per NEC 250-90, 250-92, 250-94, 250-96 & 600-7. All power supplies to be fused per UL 48, 28.2.1. Sign to meet NEC, UL48 and/or other applicable local codes for electrical signs.

#	Date	Description	Initial
1	-	-	-
2	-	-	-
3	-	-	-
4	-	-	-
5	-	-	-
6	-	-	-

Client: _____

Address: _____

Drawing Series: **100**

File Name: **MAV_2026_ReferenceBook**

Sheet Name: **Face Details**

Estimate #: **E15331**

Designer: **RS**

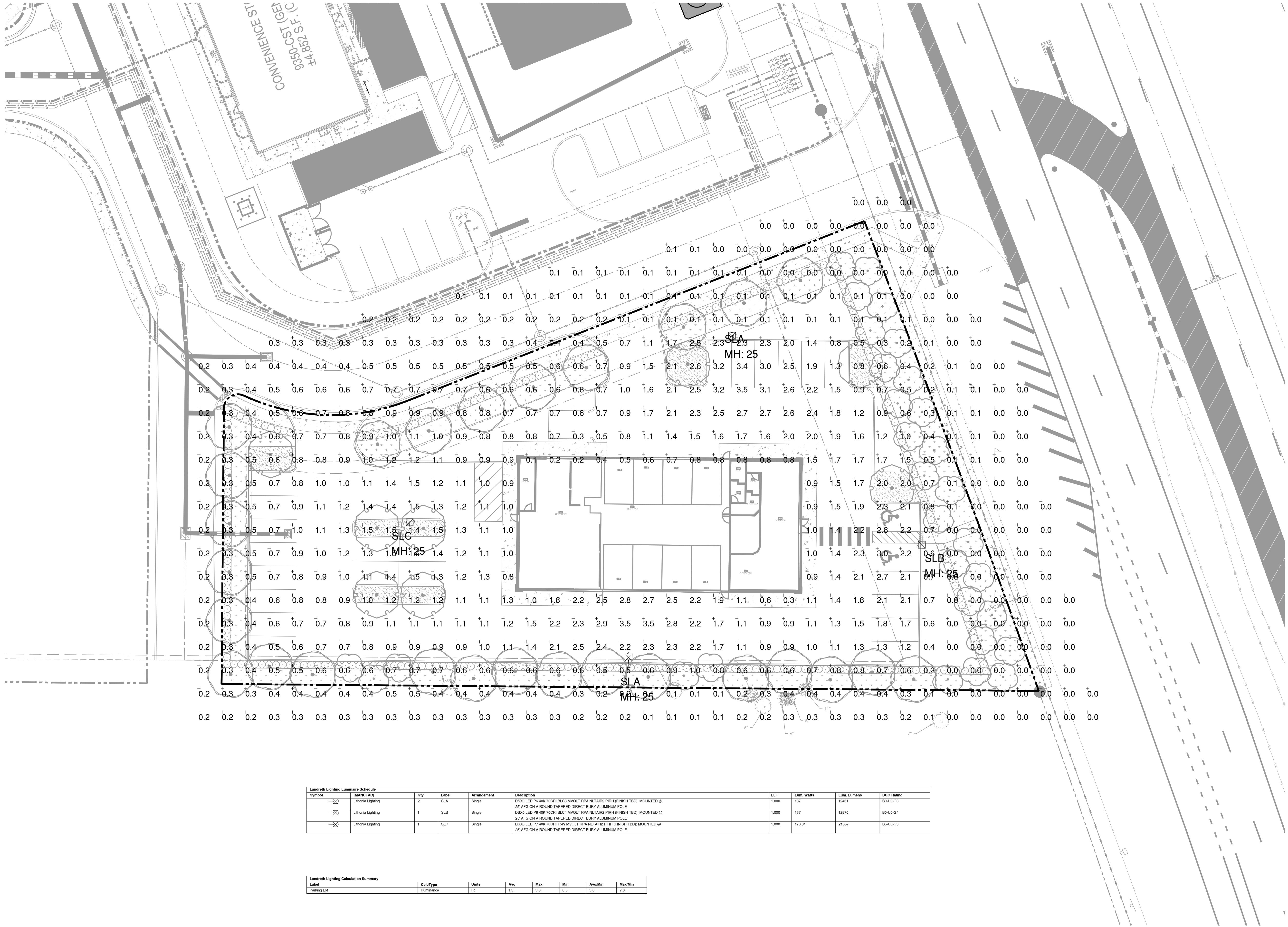
Date: **03/31/26**

Job #: **-**

PM: **TT**

Sales: **House**

Page #: **79**



Landreth Lighting Luminaire Schedule									
Symbol	(MANUFACT)	Qty	Label	Arrangement	Description	LLF	Lum. Watts	Lum. Lumens	BUG Rating
	Lithonia Lighting	2	SLA	Single	DSXO LED P8 40K 700R BLG3 MVCLT RPA NL TARD PIRH (FINISH TBD), MOUNTED @ 25' AFO ON A ROUND TAPERED DIRECT BURY ALUMINUM POLE	1.000	137	12461	B0-UG-G3
	Lithonia Lighting	1	SLB	Single	DSXO LED P8 40K 700R BLG4 MVCLT RPA NL TARD PIRH (FINISH TBD), MOUNTED @ 25' AFO ON A ROUND TAPERED DIRECT BURY ALUMINUM POLE	1.000	137	12670	B0-UG-G4
	Lithonia Lighting	1	SLC	Single	DSXO LED P7 40K 700R TOW MVCLT RPA NL TARD PIRH (FINISH TBD), MOUNTED @ 25' AFO ON A ROUND TAPERED DIRECT BURY ALUMINUM POLE	1.000	170.81	21557	B5-UG-G3

Landreth Lighting Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg Min	Max Min
Parking Lot	Brightness	Fc	1.5	3.5	0.5	3.0	7.0

SWC HWY 27 & SULLIVAN RD

MINNEOLA, FLORIDA

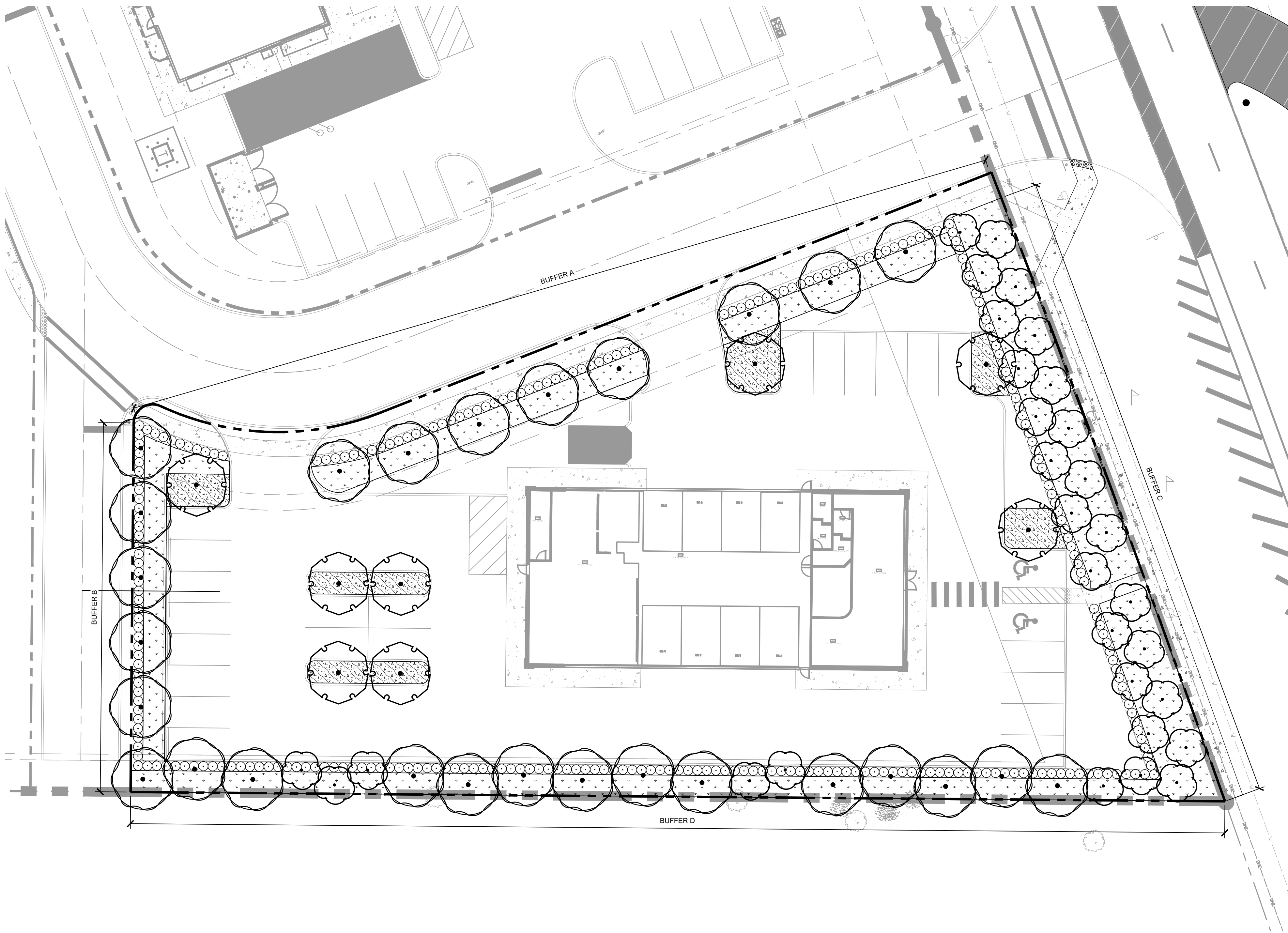
CONCEPTUAL PHOTOMETRICS SKETCH

3/20/2026 - CONTACT DEREK E. RAMSBURG, P.E. (407) 427-1642

GRAPHIC SCALE IN FEET
0 10 20 40

NORTH

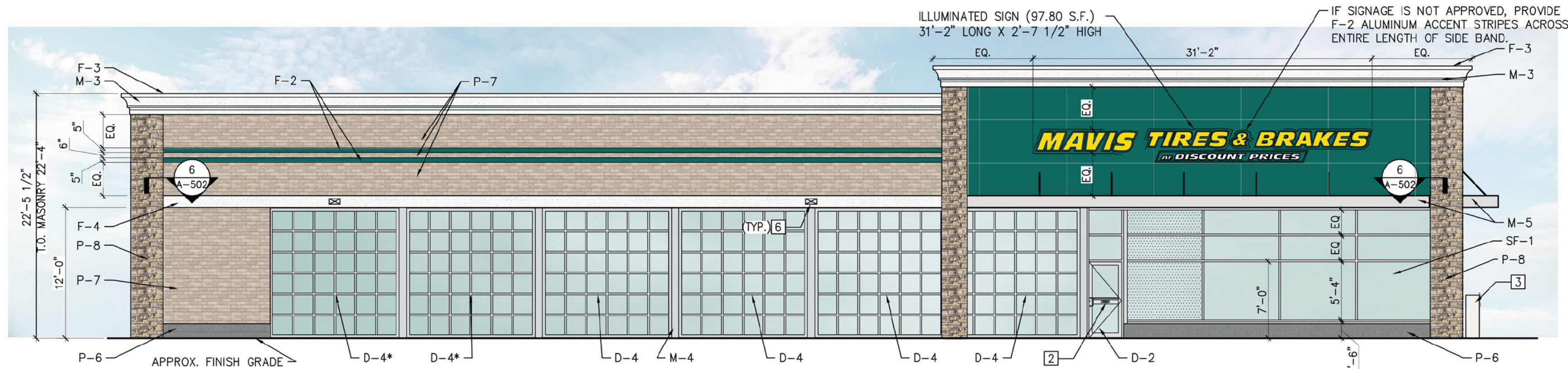
Kimley»Horn



LANDSCAPE CALCULATIONS		
PER "CITY OF MINNEOLA" LAND DEVELOPMENT CODE		
	REQUIRED	PROVIDED
VEHICLE USE AREAS	8 ISLANDS = 8 CANOPY TREES 8 X 5 = 40 SHRUBS	8 CANOPY TREES 40 SHRUBS + GROUNDCOVER
SECTION 110-3.a		
BUFFER LANDSCAPING		
CLASS A: MIN 10' WIDE + 4 CANOPY TREES + CONTINUOUS HEDGE PER 100 L.F.	BUFFER A: 188 L.F. B-1 AGAINST B-1 (CHART A-1) CLASS A: 8 CANOPY TREES + CONTINUOUS HEDGE	BUFFER A: 188 L.F. 8 CANOPY TREES + CONTINUOUS HEDGE
CLASS B: MIN 20' WIDE + 4 CANOPY TREES 2 UNDERSTORY TREES + CONTINUOUS HEDGE PER 100 L.F.	BUFFER B: 118 L.F. B-1 AGAINST B-1 (CHART A-1) CLASS A: 5 CANOPY TREES + CONTINUOUS HEDGE	BUFFER B: 118 L.F. 5 CANOPY TREES + CONTINUOUS HEDGE
SECTION 110-3.b		
	BUFFER C: 214 L.F. B-1 AGAINST B-1 (CHART A-2) CLASS B: 9 CANOPY TREES + 5 UNDERSTORY TREES + CONTINUOUS HEDGE BUFFER D: 349 L.F. B-1 AGAINST RSF-2 (CHART A-1) CLASS B: 14 CANOPY TREES + 7 UNDERSTORY TREES + CONTINUOUS HEDGE	BUFFER C: 18 UNDERSTORY TREES DUE TO OHE (2:1 CANOPY) + 5 UNDERSTORY TREES + CONTINUOUS HEDGE BUFFER D: 14 CANOPY TREES + 7 UNDERSTORY TREES + CONTINUOUS HEDGE

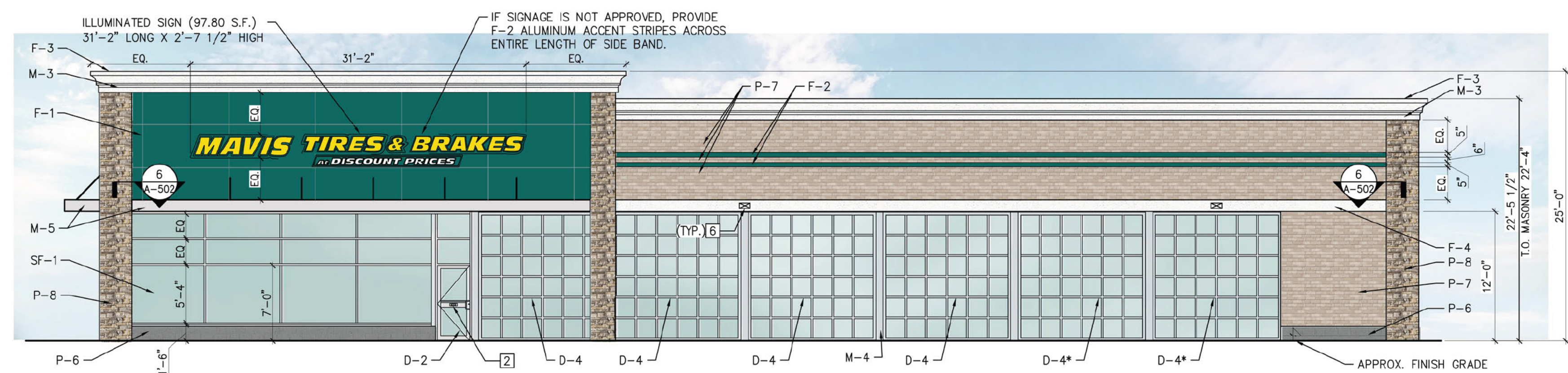
CONCEPT PLANT SCHEDULE

	BUFFER TREE 3" CAL. MIN., 12' HT., FL #1 LIVE OAK RED MAPLE SHUMARD OAK SOUTHERN MAGNOLIA BALD CYPRESS	27
	BUFFER UNDERSTORY 5" CAL. MIN MULTI-TRUNK, 8' HT, FL #1 GRAPE MYRTLE EAGLESTON HOLLY	30
	VUA CANOPY TREE 3" CAL. MIN., 12' HT., FL #1 LIVE OAK RED MAPLE SHUMARD OAK SOUTHERN MAGNOLIA BALD CYPRESS LONGLEAF PINE	8
	BUFFER SHRUB 3 GAL., 36" HT MIN., 36" OC WALTER'S VIBURNUM PODOCARPUS SIMPSON'S STOPPER	281
	INTERIOR VUA PLANTINGS 50% SHRUBS, 18" FULL, 30" O.C. FIREBUSH BLUE PLUMBAGO INDIAN HAWTHORN LIRIOPE DUNE SUNFLOWER	1,460 SF
	SOD ROLLED TIGHT, 100% WEED/INSECT/DISEASE/DEBRIS FREE ST AUGUSTINE BAHIA	7,813 SF



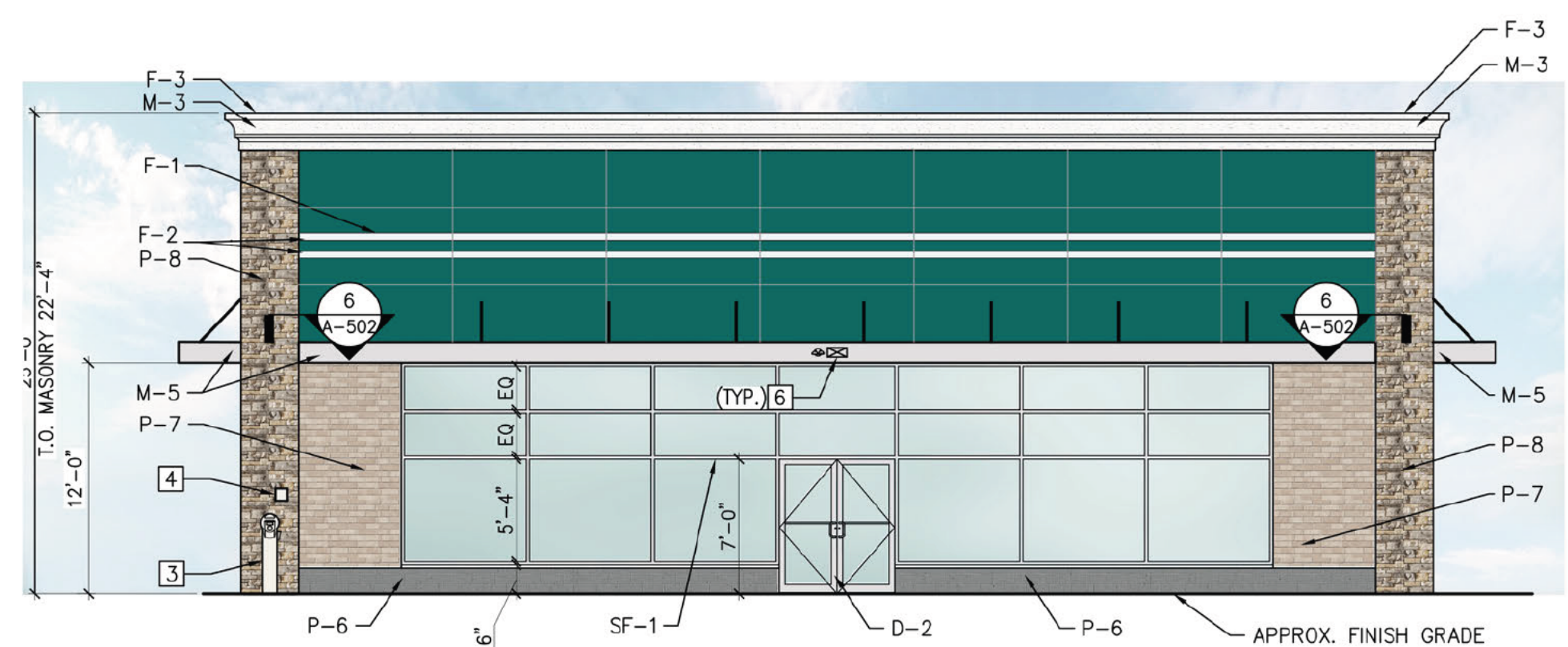
1 LEFT ELEVATION
A-200
SCALE: 1/8" = 1'-0"

MATERIAL PERCENTAGES:
FASCIA: SF: 1660 SF
NON-MASONRY SF: 242 SF
MASONRY - 85%



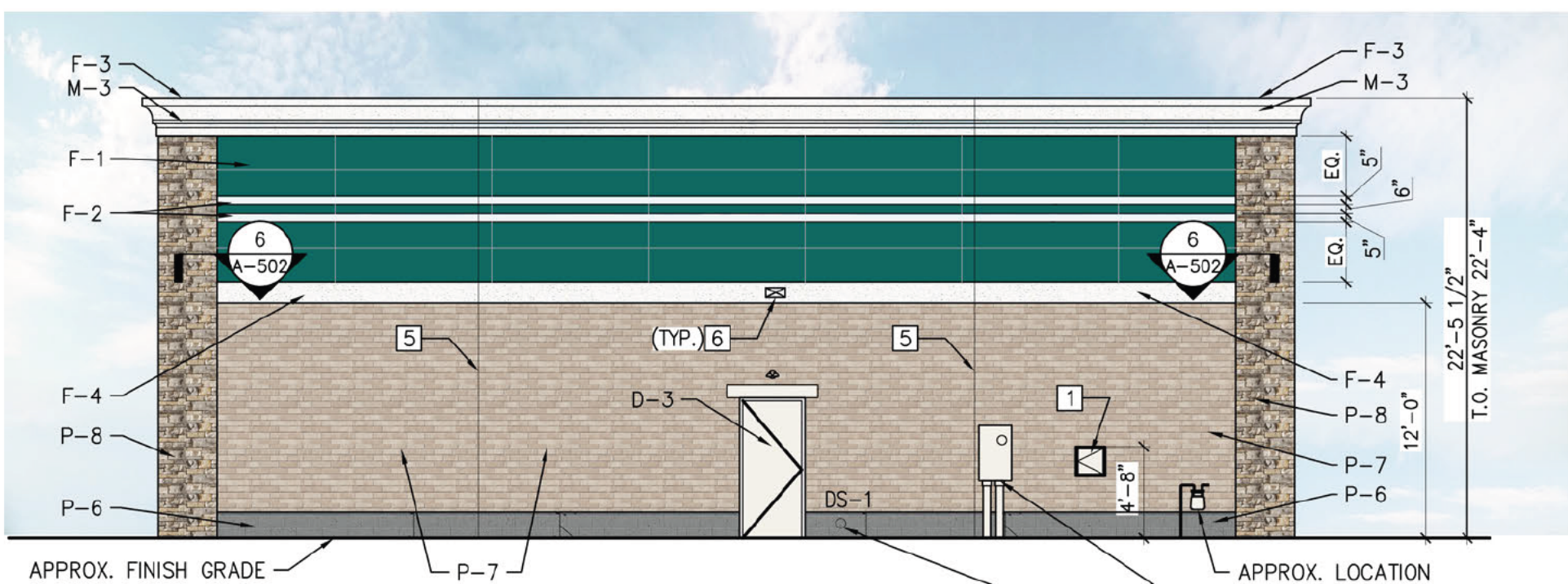
2 RIGHT ELEVATION
A-200
SCALE: 1/8" = 1'-0"

MATERIAL PERCENTAGES:
FASCIA: SF: 1660 SF
NON-MASONRY SF: 242 SF
MASONRY - 85%



3 FRONT ELEVATION
A-200
SCALE: 1/8" = 1'-0"

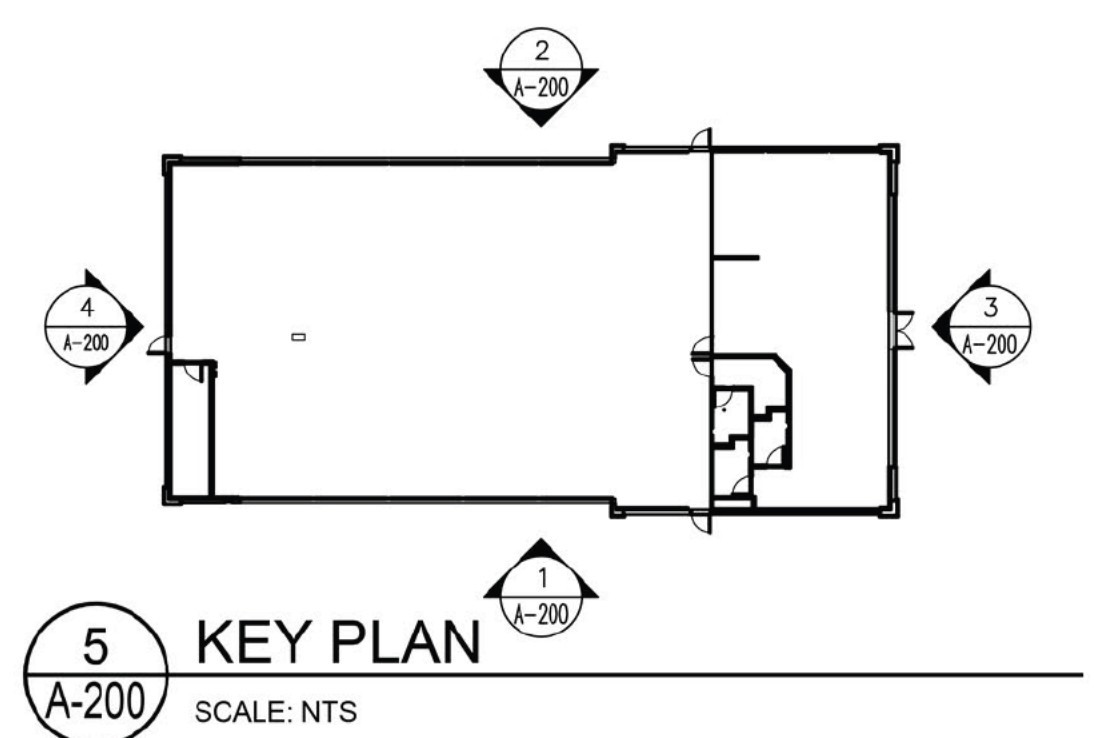
MATERIAL PERCENTAGES:
FASCIA: SF: 1060 SF
NON-MASONRY SF: 184 SF
MASONRY - 83%



4 REAR ELEVATION
A-200
SCALE: 1/8" = 1'-0"

MATERIAL PERCENTAGES:
FASCIA: SF: 1304 SF
NON-MASONRY SF: 171 SF
MASONRY - 87%

APPROX. LOCATION OF GAS METER
APPROX. LOCATION OF ELECTRIC METER
OVERFLOW ROOF DRAIN, DISCHARGE THRU WALL. LOCATE 6" ABOVE GRADE.



5 KEY PLAN
A-200
SCALE: NTS

EXTERIOR MATERIALS SCHEDULE					
	MARK	MATERIAL	MANUFACTURER	STYLE/COLOR	NOTES
DOOR FINISHES	D-2	ALUMINUM STOREFRONT DOOR & FRAME	KAWNEER	COLOR: CLEAR ANODIZED ALUMINUM	INSTALL PER MFR RECOMMENDATIONS.
	D-3	PAINT FOR GALVANIZED HM DOOR & FRAME	BENJAMIN MOORE	COLOR: OC-129 ALABASTER WHITE SHEEN: SEMI-GLOSS	FINISH PER MFR RECOMMENDATIONS. PRIMER: (1) COAT- BM SUPER SPEC HP ACRYLIC PRIMER #HP04 FINISH COAT: (2) COATS- BM SUPER SPEC HP D.T.M. ACRYLIC SEMI-GLOSS #HP29
	D-4	ALUMINUM AND GLASS OH DOORS	RAYNOR GARAGE DOORS	RAYNOR AV200 COLOR: CLEAR SATIN ANODIZED ALUMINUM	INSTALL PER MFR RECOMMENDATIONS. RE: SPECS FOR ADDITIONAL INFO. *DOORS AT RACKING SHALL BE FIXED AND SECURE CONTACT DH PACE: ADAM POSLOSKY, ADAM.POSLOSKY@DHPACE.COM, 816-480-2361
MISC. ITEMS	F-1	PAINTED STUCCO	BENJAMIN MOORE	COLOR: BM#2041-10 HUNTER GREEN	INSTALL PER MFR RECOMMENDATIONS.
	F-2	ALUMINUM ACCENT STRIPE	ATAS	0.032" ALUMINUM COLOR: #19 TEAL	INSTALL PER MFR RECOMMENDATIONS.
	F-3	METAL ROOF COPING	ROOF MFR	MATCH ROOF SYSTEM COLOR: MATCH WALL BELOW	INSTALL PER MFR RECOMMENDATIONS.
	F-4	ALUMINUM BAND	KM SHEET METAL OR APPROVED EQUAL	0.032" ALUMINUM COLOR: #26 BONE WHITE	INSTALL PER MFR RECOMMENDATIONS.
	M-3	EIFS CORNICE	DRYVT OR APPROVED EQUAL	COLOR: #101 SUPER WHITE	INSTALL PER MFR RECOMMENDATIONS.
	M-4	PAINT FOR STEEL LINTELS & COLUMNS	BENJAMIN MOORE	COLOR: OC-129 ALABASTER WHITE SHEEN: LOW LUSTRE	FINISH PER MFR RECOMMENDATIONS. PRIMER: (1) COAT- BM SUPER SPEC HP ACRYLIC PRIMER #HP04 FINISH COAT: (2) COATS- BM SUPER SPEC HP D.T.M. ACRYLIC LOW LUSTRE #HP25
WALL FINISHES	M-5	SUPER LUMIDECK FLAT SOFFIT	WAPES ARCHITECTURAL CANOPIES	STYLE / COLOR: ANODIZED ALUMINUM	INSTALL PER MFR RECOMMENDATIONS.
	P-6	PAINTED SPLIT FACE BLOCK	BENJAMIN MOORE	COLOR: HC-164 PURITAN GRAY SHEEN: LOW LUSTRE	FINISH PER MFR RECOMMENDATIONS. PRIMER: (1) COAT-BM ULTRA SPEC MASONRY HI-BUILD BLOCK FILLER 571 FINISH COAT: (2) COATS- BM ULTRA SPEC ELASTOMERIC LOW LUSTRE 360
	P-7	MODULAR BRICK	ROBEN BRICK	STYLE: CALAIS	INSTALL PER MFR RECOMMENDATIONS.
	P-8	STONE VENEER	DUTCH QUALITY STONE	STYLE: WEATHER LEDGE COLOR: PRESTIGE	INSTALL PER MFR RECOMMENDATIONS.
	SF-1	ALUMINUM STOREFRONT SYSTEM CENTER PLANE GLAZING	KAWNEER	COLOR: CLEAR ANODIZED ALUMINUM	INSTALL PER MFR RECOMMENDATIONS. INSTALL WITH 1" LOW-E INSULATED GLAZING. MAX U-FACTOR: U-0.28 MAX SHGC: 0.40
	SF-2	ALUMINUM STOREFRONT SYSTEM CENTER PLANE GLAZING	KAWNEER	COLOR: CLEAR ANODIZED ALUMINUM GLAZING: SPANDREL GLASS OPAQ-COAT-300, WARM GRAY	INSTALL PER MFR RECOMMENDATIONS.
GENERAL NOTES: A. ALL FINISHES ON MATERIAL SCHEDULE MAY NOT BE USED B. CENTER WALL LIGHTS OVER COLUMNS, DOORS & WINDOWS, ETC., AS SHOWN U.O.N. C. MOUNTING HEIGHT OF EXTERIOR LIGHT FIXTURE ON REAR AND SIDE ELEVATIONS TO MATCH MOUNTING HEIGHT OF LIGHT FIXTURES ON FRONT ELEVATION D. SIGNAGE UNDER SEPARATE PERMIT/SUBMISSION BY SIGN VENDOR.					

EXTERIOR ELEVATION KEYNOTES	
1	16"x16" INSULATED ALUMINUM ACCESS DOOR BY BEST ACCESS DOORS, SKU # BA-PAL-16-16. FINAL COLOR SELECTION TO BE APPROVED BY OWNER AND ARCHITECT. RE: DETAIL 3/A-502 FOR ADDITIONAL INFO. (ACCESS DOOR IS FOR USE TO ACCESS OIL TANKS. COORDINATE FINAL LOCATION WITH TANK INSTALLER)
2	PROVIDE KEY DROP SLOT IN GARAGE ENTRY DOOR. FINAL INSTALLATION LOCATION TO BE DIRECTED BY MAVIS.
3	FREESTANDING AIR INFLATOR- LOCATION TO BE SITE SPECIFIC. (RE: RESPONSIBILITY SCHEDULE FOR ADDITIONAL INFO.)
4	PROVIDE KNOX BOX WHERE REQUIRED BY JURISDICTION (PURCHASED FROM LOCAL FIRE DEPARTMENT.) MOUNT PER FIRE DEPARTMENT REQUIREMENTS ON WALL ADJACENT TO ENTRANCE. CONTRACTOR TO MAKE APPLICATION FOR KNOX BOX AND COORDINATE WITH LOCAL APPROVING AUTHORITY.
5	EXPANSION JOINT MATERIAL COLOR TO MATCH ADJACENT FINISH COLOR.
6	EXTERIOR WALL PACK LIGHT. RE: ELECTRICAL DRAWINGS.
7	PORTION OF STOREFRONT SYSTEM TO INCLUDE SPANDREL GLAZING

MAVIS TIRE SUPPLY, LLC

CLIENT

COMMENTS

DATE

MARK

MAVIS TIRES & BRAKES #XXXX - MELISSA, TX
STREET ADDRESS, CITY, STATE XXXX

EXTERIOR ELEVATIONS

Project No.: 11432-XXX
Sheet No.: A-200c

EQUIPMENT KEYNOTES & RESPONSIBILITY SCHEDULE				
NO.	ITEM	BY OTHERS	BY CONTRACTOR	COMMENTS
[1]	SYNTHETIC OIL BAR	PROVIDE		
[2]	RIM CLAMP: COATS [70X-3 RIM CLAMP TIRE CHANGER] or [RC-45 RIM CLAMP TIRE CHANGER]	PROVIDE		CONTRACTOR TO ACCEPT DELIVERY AND UNLOAD. PLACE PER PLAN.
[3]	WHEEL BALANCER: COATS 1400-2D DIRECT DRIVE WHEEL BALANCER	PROVIDE		CONTRACTOR TO ACCEPT DELIVERY AND UNLOAD. PLACE PER PLAN.
[4]	FLAT REPAIR STATION	PROVIDE		CONTRACTOR TO ACCEPT DELIVERY AND UNLOAD. PLACE PER PLAN.
[5]	WORK BENCH; JACK STANDS & AIR CAN (CHEETAH) LOCATED UNDER WORKBENCH	PROVIDE		
[6]	WHEEL ALIGNMENT COMPUTER AND ALIGNMENT CAMERA	PROVIDE		CONTRACTOR TO ACCEPT DELIVERY AND UNLOAD. PLACE PER PLAN.
[7]	DIAPHRAGM PUMP	PROVIDE		CONTRACTOR TO ACCEPT DELIVERY AND UNLOAD. PLACE PER PLAN.
[8]	FIXED STEEL RACKING MOUNTED LADDER FOR ROOF HATCH ACCESS (LADDER BEGINS AT UPPER RACKING LEVEL PER DETAILS 3&4/A-503.) PROVIDE POST EXTENSION THRU BOLT TOP OF LADDER TO STEEL FRAME, BOTTOM OF LADDER AND INTERMEDIATE CONNECTIONS TO STEEL RACKING. LADDER RATED FOR 1,500 LBS AND TREADS FOR 3,000 LBS. RE: SHEET A-101 FOR ROOF ACCESS HATCH INFO.		PROVIDE	LOCATED ON UPPER LEVEL.
[9]	SYNTHETIC OIL TANKS	PROVIDE		
[10]	AIR COMPRESSOR: CHAMPION TWO STAGE/TWO CYLINDER AIR COMPRESSOR & UNITS FEATURING THE R15B PUMP	PROVIDE		CONTRACTOR TO PROVIDE COMP, AIR DRIP, TENANT VENDOR TO CONNECT
[11]	USED OIL	PROVIDE		CONTRACTOR TO ACCEPT DELIVERY AND UNLOAD. PLACE PER PLAN.
[12]	NEW OIL	PROVIDE		CONTRACTOR TO ACCEPT DELIVERY AND UNLOAD. PLACE PER PLAN.
[13]	CAR LIFT: VSG SPOA10-SPEC 0065 CAR LIFT	PROVIDE		CONTRACTOR TO CONNECT ELECTRIC & COMPRESSED AIR & WIRE AUTO SHUT-OFF SENSOR
[14]	CAR LIFT: VSG SPO10-SPEC 0198 CAR LIFT	PROVIDE		CONTRACTOR TO CONNECT ELECTRIC & COMPRESSED AIR & WIRE AUTO SHUT-OFF SENSOR
[15]	CAR LIFT: VSG SPO12-0072 SERIES CAR LIFT	PROVIDE		CONTRACTOR TO CONNECT ELECTRIC & COMPRESSED AIR & WIRE AUTO SHUT-OFF SENSOR
[16]	CAR LIFT: ARO14	PROVIDE		CONTRACTOR TO CONNECT ELECTRIC & COMPRESSED AIR & WIRE AUTO SHUT-OFF SENSOR
[17]	CHAMPION AIR DRYER TO BE PLACED ABOVE COMPRESSORS	FURNISH	INSTALL	
[18]	TIRE DROP	PROVIDE		
[19]	TIRE CONVEYOR	PROVIDE		
[20]	SERVICE MANAGER'S DESK. FIRST AID KIT LOCATED HERE.	FURNISH	INSTALL	PHONE/DATA WIRING BY TENANT, ELECT WIRING BY CONTRACTOR, RE: ELECT SHEETS
[21]	EMPLOYEE LOCKERS	PROVIDE		
[22]	BOLT-DOWN BAR STOOLS AND COMPUTER TECH CENTER COUNTER	FURNISH	INSTALL	
[23]	SALES COUNTER	FURNISH	INSTALL	
[24]	TV & FREE STANDING METAL STAND (IF REQ'D).	FURNISH	INSTALL	
[25]	FREE STANDING AIR INFLATOR	FURNISH	INSTALL	CONTRACTOR TO PROVIDE CONC. PAD AND BOLT TO PAD. PROVIDE ELECT. CONNECTION
[26]	TIRE DISPLAY	PROVIDE		
[27]	FRONT ROW FALL PROTECTION NETTING FOR RACKING ABOVE	PROVIDE		
[28]	OIL REELS ABOVE	PROVIDE		
[29]	FRIDGE/MICROWAVE	PROVIDE		
[30]	IT CABINET (ABOVE, SHOWN DASHED)	PROVIDE		
[31]	HAMPER	PROVIDE		
[32]	WATER COOLER	PROVIDE		
[33]	INDUSTRIAL OSCILLATING FAN MODEL NO. H-1457 30" BY ULINE. FAN TO BE MOUNTED 9'-0" A.F.F. ON WALL OR RACKING SYSTEM. PROVIDE MOUNT HARDWARE AS NEEDED.		PROVIDE	
[34]	ROLL AROUND OIL CAN	PROVIDE		
[35]	TRASH CAN	PROVIDE		
[36]	FIRE EXTINGUISHERS, DRY CHEMICAL, MONOAMMONIUM PHOSPHATE, 10LB, 4A:60B:C UL RATING		PROVIDE	MFR: KIDDIE, MODEL: PRO10MPO
[37]	OXYGEN ACETYLENE CART	PROVIDE		
[38]	STRUT COMPRESSOR	PROVIDE		
[39]	AIR GUN RACK AND TRUCK AIR GUN HOLDER	PROVIDE		
[40]	NUTS, BOLTS, AND BULBS CABINET	PROVIDE		
[41]	ROOF DRAIN	PROVIDE		
[42]	OVERFLOW ROOF DRAIN	PROVIDE		

EQUIPMENT & RACKING GENERAL NOTES

- A. REFER TO RESPONSIBILITY SCHEDULE ON SHEET CS-100 FOR ADDITIONAL INFORMATION. ROUGHING AND FINAL HOOK-UP (PER ELECTRICAL PLANS) BY CONTRACTOR.
- B. CONTRACTOR TO ELIMINATE CRACKING AND CONTROL JOINTS NEAR LIFT INSTALLATION LOCATIONS. RE: S-101 FOR ADDITIONAL INFORMATION. CONTROL JOINT LOCATIONS AND DEPTHS TO BE IN ACCORDANCE WITH STRUCTURAL DRAWINGS. LIFT MFR WILL NOT INSTALL EQUIPMENT ON CRACKED/JOINED CONCRETE.
- C. FINAL LOCATION OF ALL EQUIPMENT TO BE VERIFIED BY MAVIS TIRE AT TIME OF INSTALLATION. ALL EQUIPMENT TO ABIDE BY ANY AND ALL ADA CLEARANCES / REQUIREMENTS.
- D. CONTRACTOR SHALL ENSURE THAT NO CONDUITS OR PIPING IS RUN ALONG THE REAR WALL ADJACENT TO THE TIRE RACKING SYSTEM. ALTERNATIVELY, CONDUITS AND PIPING CAN RUN IN THE CORNERS AND AT THE AISLEWAYS.
- E. ALL CAR LIFTS TO BE CENTERED IN BAY UNLESS OTHERWISE NOTED/DIMENSIONED.



MAVIS TIRE SUPPLY, LLC



L ENT

FOR
REFERENCE
ONLY

[illegible]

MAVIS TIRES & BRAKES #2179 - AIKEN, SC
3565 RICHLAND AVE. WEST AIKEN, SC 29801

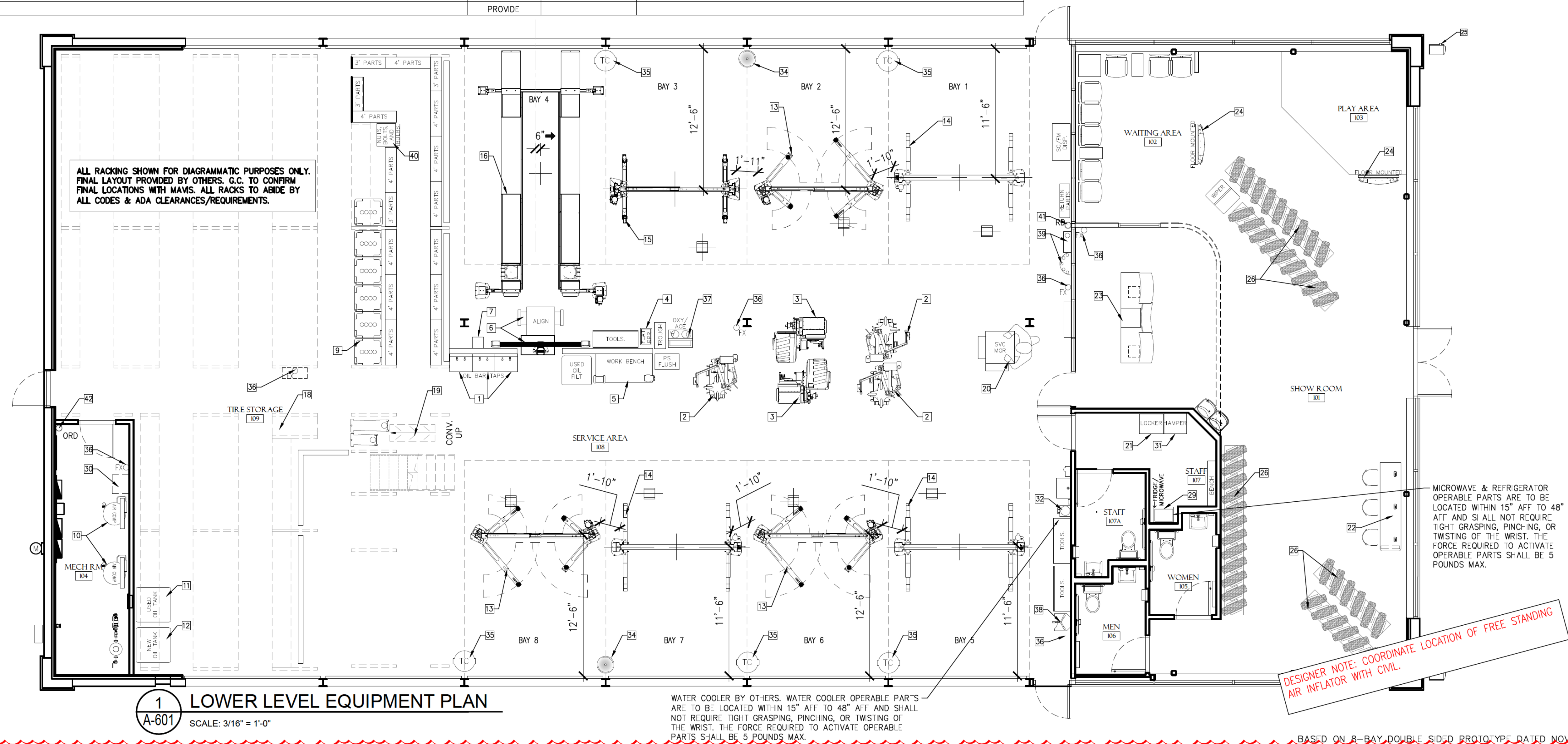
35665 RICHLAND AVE. WEST AIKEN, SC 29801

LOWER LEVEL EQUIPMENT PLAN

Project No.: 11432-139

Sheet No.:

A-601



April 13, 2026

City of Minneola
Development Review Committee
800 N. US Hwy 27
Minneola, FL 34715

Re: **US 27 and Sullivan Road Auto Service Conditional Use (Inspire Case 228)**

To Whom It May Concern:

We are in receipt of your recent comments dated March 10, 2026, regarding the above referenced project and offer the following in response:

GENERAL COMMENTS:

1. This conditional use application is for an automobile repair shop. Automobile repair shops are not listed in Section 102-342 – Permitted uses, or in Section 102-343 – Uses permitted as special exceptions upon approval. Therefore, a conditional use application is appropriate for the proposed use. The cover letter states that a special exception is being made and that is incorrect. Please revise cover letter to request conditional use approval.

Response: The cover letter has been revised to accurately request for conditional use approval. Please see the attached cover letter and justification.

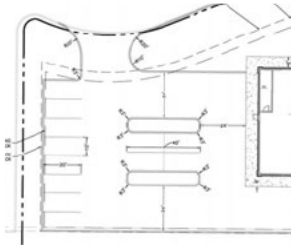
2. The application simply states the request to permit an “auto repair shop.” Auto repair shops include oil change facilities, tire shops, body shops, and full-service facilities. Please provide details on the services proposed to be offered within the auto repair shop, the proposed hours of operation and operational details such as whether outdoor storage is being proposed.

Response: The proposed use for this site consists of motor vehicle repair facility, freestanding commercial and service uses, motor vehicle service center, and quick oil change. The services that will be provided consist of tire purchase, installation, repair, rotation, and balance, wheel alignment, TPMS sensor replacement, oil change, brake, battery, A/C and suspension checks, front end repair, mufflers & exhausts, wiper blade replacements and state inspections. The hours of operation are 8:00am-6:00pm MTWF, 8:00am-8:30pm Th, 8:00am-5:00pm Sat, and 9:00am-5:00pm Sun. There will not be any outdoor storage proposed.

3. A lighting plan was not provided with the submittal. The landscape plan submitted lacked plant and buffer information. Please provide additional details on the compatibility of this use with surrounding properties, and consistency with LDC requirements.

Response: The conceptual photometric plan has been provided. The conceptual landscape plan has been updated to include conceptual level plant information along with buffer information and calculations.

4. The site plan appears to show curbed islands within the parking lot. What is proposed for these areas? If they are intended as landscape islands, please see the requirements from Chapter 110 below. Please provide details on what is proposed for these areas.



Response: Yes, the curbed islands are intended as parking lot islands. Please see landscape calculation chart & conceptual landscape schedule.

CHAPTER 94 – DEVELOPMENT STANDARDS

5. Section 94-3(b) requires a site consistent lighting plan that denotes shielding and fixture height standards. Please provide a lighting plan.

Response: A conceptual photometric plan has been provided. Please see the schedule for mounting heights.

6. Section 94-3(f) states that sidewalks must be designed to provide access between parking areas and the building entrances in a coordinated and safe manner. Pedestrian ways may be incorporated within a required landscape perimeter buffer as provided for in chapter 110 of the land development code. Sidewalks must be a minimum of 5 feet in width. Please provide a sidewalk connecting the perimeter sidewalk to the front entrance of the structure.

Response: The site plan has been revised to incorporate a sidewalk connecting the perimeter sidewalk to the front entrance of the structure. Please see attached SP-01.

7. Section 94-3(f)(6) requires a minimum of three of the listed design features. Please identify which three design treatments are integrated into the building design on the Elevation Sheet.

Response: The Elevation Sheet (A-200c) has been updated to indicate a minimum of three (3) Design Treatments integrated into the building design.

8. Section 94-3(f)(9) requires all outparcels in a shopping plaza to have a compatible architectural design to the primary structure. Please include elevations of the main/primary building with this application to determine compatibility.

Response: Elevations and renderings have been provided for the primary building. Please see attached elevations and renderings.

9. Section 94-3(f)(10) At a minimum of two locations, the roof edge and/or parapet shall have a vertical change from the dominant roof condition, a minimum of three feet. At least one such change shall be located on a primary facade adjacent to a collector or arterial right-of-way. Only one vertical change is identified. Please provide a second vertical change on the primary façade facing US 27.

Response: Two (2) vertical plane changes at the parapet have been provided at the primary façade (Front Elevation) facing US 27; two (2) vertical plane changes have been provided at the parapet at the Right Elevation facing the Development Right-of-Way, and an additional two (2) vertical plane changes provided at the parapet of the Left Elevation.

10. Section 94-3(f)(12)d states that building trim and accent areas are limited to ten percent of the

affected facade segment, with a maximum trim height of 24 inches total for its shortest distance. The proposed green areas exceed 10% of façade areas. Please revise to not exceed 10%.

Response: Building Trim and accent areas have been revised so as not to exceed 10% of façade areas.

CHAPTER 98 – SECTION 98-3(A) REZONING APPLICATIONS

11. Section 98-3(a)(2) states that applications shall include the legal description of the property, sketch or survey of the property, proof of ownership, and authorization form from the owner if represented by an agent or contract purchaser. Please provide these materials as part of this application.

Response: Legal description of the property, survey of the property, property report card, and owners authorization has been provided. Please see attached.

CHAPTER 106 – SECTION 106.1 CONDITIONAL USES

12. Section 106.1(f)(2)b. states that traffic generation and access for the proposed use shall not adversely impact adjoining properties and the general public safety. The proposed development shall be so located and designed to avoid undue noise, odor, traffic, or other nuisances and dangers to abutting property owners. The use of a right-of-way internal to the shopping center is appropriate and will reduce impacts on US Highway 27. The proposed internal drive aisle that provides access from US Highway 27 does not appear wide enough to accommodate a turning lane. Is there a plan to accommodate vehicular stacking to prevent queuing into the US Highway 27 right-of-way?

Response: The proposed automobile repair facility (LUC 942) is projected to generate only 35 PM peak hour trips, which does not create conditions for vehicular stacking into the US Highway 27 right-of-way. The use does not have a drive-through or queuing service component, meaning vehicles are not simultaneously staged at the entry point awaiting service. Combined with the availability of the internal shopping center drive aisle as an alternate access route, the development will not adversely impact traffic operations or public safety along US 27.

13. Section 106.1(f)(2)c. states that off-street parking, loading and service areas shall be provided and located such that there is no adverse impact on adjoining properties, beyond that generally experienced in the district. The site plan does not indicate the location of the loading area or dumpster. These must be located to minimally interrupt on site movement to avoid queuing in the right-of-way. Please indicate which bay will be used for loading/delivery of materials. Please indicate location and dimensions of dumpster.

Response: Loading area and dumpster location has been added to the plans. Please see attached SP-01.

14. Section 106.1(f)(2)d. states that required yards, screening or buffering, and landscaping shall be consistent with the district in general and the specific needs of abutting land uses. The required minimum width of ten feet buffer is provided with the buffer extended to 20 feet along the US Highway 27 frontage. The requirement of four canopy trees and shrubbery or hedges to provide a continuous visual screen upon planting are not shown on the site plan, but must not encroach into line-of-sight triangle.

Response: All required buffers have been added to the conceptual landscape plan. Please see landscape calculation chart & conceptual landscape schedule for what is included in each buffer.

15. Section 106.1(f)(2)f. states that the architectural and signage treatments shall comply with the general provisions applicable to permitted uses in the district, to the greatest extent possible, and be sensitive to surrounding development. The location of signage is not indicated on the provided site plan. Sign structure elevations were not included in this application. Please show sign sizes and locations on site plan sheet SP-1 and include architectural elevations with this application.

Response: See signage plan and elevations included with this submittal.

16. Section 106.1(f)(2)g. state that the availability of utilities services (such as water, sewer, and solid waste) and recreational facilities shall meet the minimum adopted LOS. Inspire will defer to Public Works to determine concurrency compliance.

Response: Information acknowledged.

CHAPTER 110 – LANDSCAPING AND TREE PROTECTION

17. Section 110-3(a) A landscape area shall be provided at the end of all parking rows. The landscaped area will be a minimum of 200 square feet and shall contain a minimum of one approved canopy tree, five shrubs, and round cover or grass. Please provide tree and plant materials for the landscape island and the square footage of each island.

Response: Landscape areas have been provided at the end of all parking rows including 1 canopy tree, at least 5 shrubs and groundcover in each landscape area. Please see landscape calculation chart & conceptual landscape schedule.

18. Section 110-3(b) requires buffers of differing widths depending on the abutting parcel zoning. Please indicate abutting zoning on the landscape plan. Please state the buffer type being provided on the landscape plan.

Response: All required buffers have been added to the conceptual landscape plan. Please see landscape calculation chart & conceptual landscape schedule for what is included in each buffer.

19. Section 110-4 provides size and height requirements for required landscaping. Please provide a plant list indicating proper size.

Response: Please see the conceptual landscape schedule for size and height requirements.

FIRE:

1. No comments.

Response: Information acknowledged.

LAKE COUNTY:

1. No comments.

Response: Information acknowledged.

PUBLIC WORKS:

1. No comments.

Response: information acknowledged.

ENGINEERING:

Tetra Tech has no engineering comments, defers to Planning, and requires no further reviews.

1. Concept Plan- Tetra Tech has no comment on the conceptual plan. Defer to Final Design Reviews.

Response: Information acknowledged.

2. Conditional Use Application-Informational Comment, No Response Required. The submittal consists of a conditional use permit application to allow auto service in B-1 district. Tetra Tech has no comment and defers to Planning.

Response: Information acknowledged.

If you have any further questions, please do not hesitate to call me at 407-898-1511 or email me at derek.ramsburg@kimley-horn.com.

Sincerely,
KIMLEY-HORN AND ASSOCIATES, INC.



Derek E. Ramsburg, P.E.
Project Manager

K:\ORL_Civil\249188007-Minneola Commercial\AGENCY PERMITS\CITY OF MINNEOLA\COMMENTS\2026-03-10 - Conditional Use Comments #1\Comment Response Letter 2025-03-10.docx

RESOLUTION 2026-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MINNEOLA, FLORIDA, GRANTING A CONDITIONAL USE PERMIT PURSUANT TO CHAPTER 106, SECTION 106-1 OF THE LAND DEVELOPMENT CODE OF THE CITY OF MINNEOLA, FLORIDA FOR PROPERTY GENERALLY LOCATED WEST OF US HIGHWAY 27 AND SOUTH OF VINO ROAD, MINNEOLA, FLORIDA TO ALLOW THE PROPERTY TO BE USED FOR A TIRE SALES AND TIRE SERVICE FACILITY; PROVIDING FOR CONDITIONS; PROVIDING FOR RECORDATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, an application has been received from Derek E. Ramsburg, P.E. (“Applicant”) for William Kendall Bosserman Non-Exempt Trust (“Owner”), for a Conditional Use Permit (“CUP”) pursuant to Chapter 106, Section 106-1 of the Land Development Code of the City of Minneola to allow a tire sales and tire service facility on property generally located west of US Highway 27 and south of Vino Road, more particularly described as Exhibit “A” (the “Property”); and

WHEREAS, public notice has been provided as required by the Florida Statutes and Land Development Code of the City of Minneola; and

WHEREAS, the Planning and Zoning Commission of the City of Minneola has considered the conditional use permit request and has made a recommendation to the City Council.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNEOLA, FLORIDA:

Section 1. A Conditional Use Permit is hereby granted pursuant to Chapter 106, Section 106-1 of the Land Development Regulations of the City of Minneola allowing the Property within the B-1 "Business" district to be used solely for the retail sale, installation, balancing, rotation, repair, and replacement of tires, together with incidental wheel alignment, brake service, and oil change services as expressly authorized herein. The use authorized herein shall constitute a tire sales and tire service facility and shall not be deemed approval for a general automobile repair and maintenance facility.

Section 2. The Conditional Use Permit provided herein shall be subject the following conditions:

- a. The Owner shall commence operation under this CUP within one (1) year from the effective date of this Resolution, or the CUP granted herein shall lapse as provided by Section 106-1(g) of the Land Development Regulations.
- b. The Conditional Use Permit shall be subject to annual review by the Planning and Zoning Commission pursuant to Section 106-1(e) of the Land Development Code. The City Council may modify, suspend, or revoke this Conditional Use Permit upon a finding that the approved use is no longer being operated in accordance with the conditions of approval.
- c. The Conditional Use Permit is granted for operation of a tire sales and tire service facility substantially consistent with the application materials reviewed by the City Council. Any substantial change in the nature, intensity, or scope of the approved use, including the addition of services not expressly authorized herein, shall require amendment of this Conditional Use Permit.
- d. The Owner shall comply with all applicable provisions of the Code of Ordinances of the City of Minneola. Minimum requirements of the B-1 zoning district must be met.
- e. Permitted activities shall be limited to:
 1. Retail sales of tires and related automotive accessories;
 2. Tire mounting, balancing, rotation, repair, and replacement;
 3. Wheel alignment services;
 4. Brake inspection and brake repair
 5. Oil and lubricant changes and related fluid services.

The following uses are expressly prohibited:

1. Engine repair or replacement;
 2. Transmission repair or replacement;
 3. Body work, painting, sanding, or collision repair;
 4. Vehicle dismantling or salvage operations;
 5. Muffler fabrication or exhaust system modification;
 6. Vehicle towing, storage, or impound operations; and
 7. Any use not specifically authorized herein.
- f. All service, repair, installation, and maintenance activities shall be conducted entirely within enclosed service bays.
 - g. Hours of operation shall be limited to 8 a.m. to 6 p.m., seven days per week, unless otherwise approved by City Council.

- h. Traffic generation and access for the proposed use shall not adversely impact adjoining properties and the public safety. Major site plan approval and all applicable development permits shall be obtained prior to issuance of a certificate of occupancy. Written permission for access from Vino Drive must be received from the owner of the road. A cross access easement along the front of the Property to adjacent properties shall be provided.
- i. Off-street parking, loading, and service areas shall be provided and located in a manner that created no adverse impact on adjoining properties.
- j. Exterior lighting shall comply with all applicable City lighting regulations and shall be designed to minimize light trespass onto adjacent properties.
- k. Architectural and signage treatments shall comply with the general provisions applicable to permitted uses in the district, to the greatest extent possible, and be sensitive to surrounding development. No illuminated signage shall face residential housing or direct light, glare, or spillover onto residential properties.
- l. No outdoor storage of tires, automotive parts, equipment, vehicles, or merchandise shall be permitted.
- m. The approved use shall be operated substantially in accordance with the conceptual site plan attached as Exhibit "B." Any material deviation from the approved site layout, circulation pattern, building placement, or operational characteristics may require amendment of this Conditional Use Permit as determined by the City Manager or designee.

Section 3. If any section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of this Resolution.

Section 4. This Resolution shall be recorded in the Public Records of Lake County, Florida.

Section 5. This Resolution shall be effective upon passage.

PASSED and RESOLVED this _____ day of _____, 2026 by the City Council of the City of Minneola.

Pam Serviss, Mayor

Prepared for the City Council
City of Minneola
Planning Dept.

ATTEST:

Kristine Thompson, City Clerk

Approved as to form:

Scott A. Gerken, City Attorney

PROPERTY OWNER'S CERTIFICATION

I have read Resolution 2026- and agree to comply with the terms and conditions contained herein.

Witness Signature

Witness Printed Name

Witness Address

Witness Signature

Witness Printed Name

Witness Address

William Kendall Bosserman, as Co-Trustee
of the William Kendall Bosserman non-
exempt Trust

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this ____ day of _____, _____, by William Kendal
Bosserman, as Co-Trustee of the William Kendal Bosserman non-exempt Trust, who is _____ Personally
Known _____ or Produced Identification Type of Identification Produced

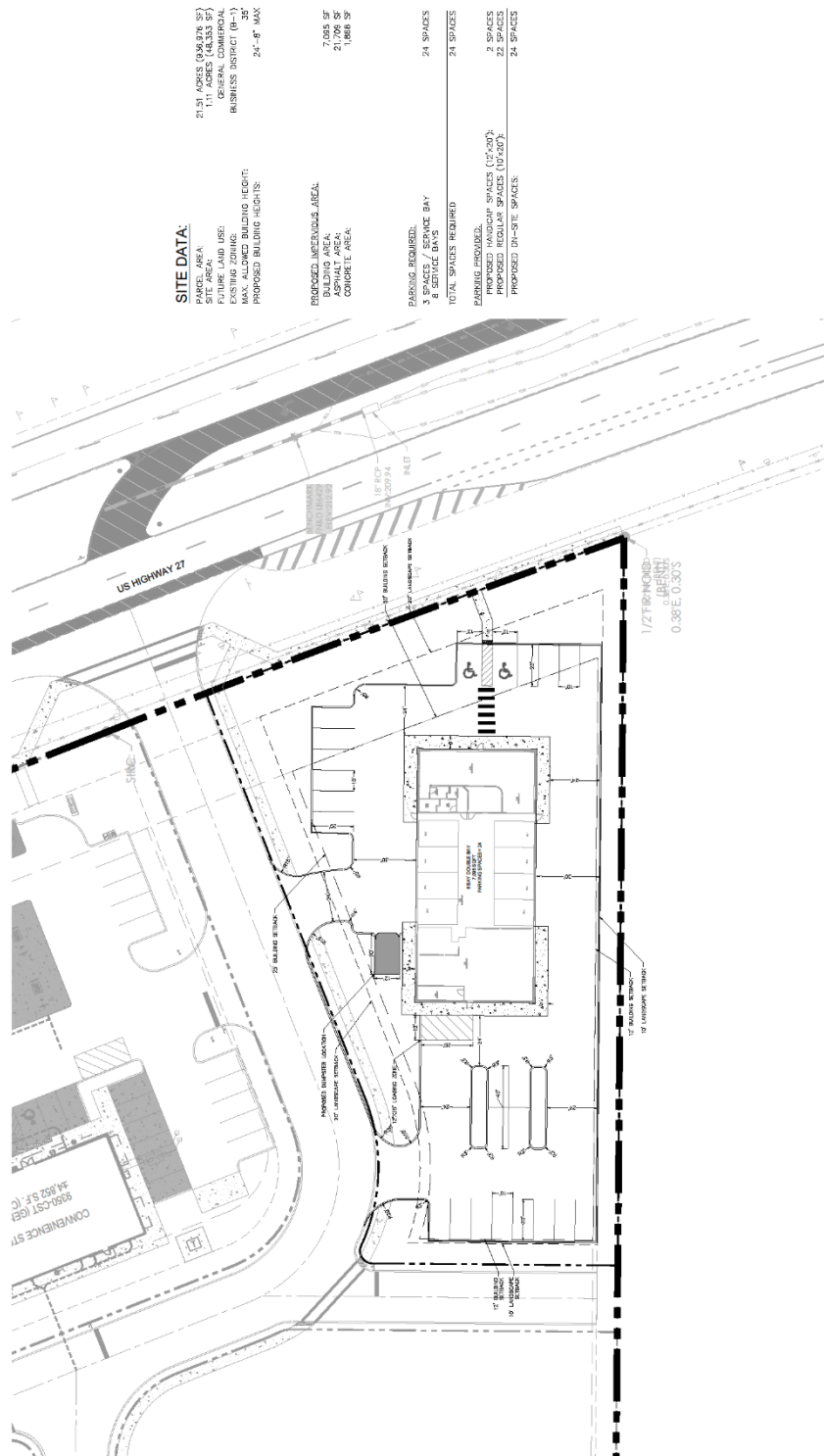
Public Notary

My Commission Expires

EXHIBIT “A”

The following described land in SECTION 1, TOWNSHIP 22 SOUTH, RANGE 25 EAST,
From the Northwest corner of Government Lot 1, run thence East 444.35 feet for a Point of
Beginning, continue thence East 291.26 feet to the West right of way line of U.S. No. 27, thence
Southeasterly along right of way to a point 1320 feet North of the South line of Government Lot
1, thence West 615.85 feet, thence North 538.43 feet, thence West 92.77 feet, thence North
509.61 feet to the Point of Beginning. All the above lying and being in Lake County, Florida.

EXHIBIT “B”



CONCEPTUAL SKETCH

3/18/2028 - CONTACT DEREK E RAMSBURG, P.E. (407) 427-1842

SWC HWY 27 & SULLIVAN RD

SP-01

AFFIDAVIT OF PUBLICATION

Clermont Sun

Published Weekly

Clermont, Lake County, Florida

Case No. Minneola 2026-06

STATE OF FLORIDA
COUNTY OF LAKE

Before the undersigned authority, Gina Sapp, personally appeared who on oath says that she is the Classified Advertising Legal Clerk of Clermont Sun, a newspaper published at Clermont in Lake County, Florida; that the attached copy or reprint of the advertisement, to the right, being a Public Notice, was published in said newspaper by print in the issues of or by publication on the newspaper's website, if authorized, on:

July 15, 2026

Affiant further says that the Clermont Sun newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

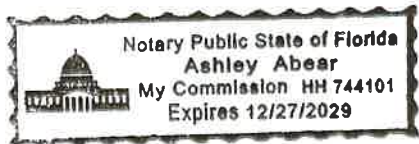
Gina Sapp
Gina Sapp

Sworn to and subscribed before me this 15th day of July 2026 by Gina Sapp, who is personally known to me.

Ashley N. Abear
Ashley N. Abear, Clerk, Notary Number: #HH744101
Notary expires: December 27, 2029

00043688 00213068

City of Minneola
P O BOX 678
Minneola, FL 34755



CITY OF MINNEOLA
P.O. BOX 678
MINNEOLA, FL 34755
(352)394-3598

NOTICE OF PUBLIC HEARING
RESOLUTION 2026-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MINNEOLA, FLORIDA, GRANTING A CONDITIONAL USE PERMIT PURSUANT TO CHAPTER 106, SECTION 106-1 OF THE LAND DEVELOPMENT CODE OF THE CITY OF MINNEOLA, FLORIDA FOR PROPERTY GENERALLY LOCATED WEST OF US HIGHWAY 27 AND SOUTH OF VINO ROAD, MINNEOLA, FLORIDA TO ALLOW THE PROPERTY TO BE USED FOR A TIRE SALES AND TIRE SERVICE FACILITY; PROVIDING FOR CONDITIONS; PROVIDING FOR RECORDATION; PROVIDING FOR AN EFFECTIVE DATE.

The City of Minneola Planning and Zoning Commission will hold a public hearing on Monday August 3, 2026 at 6:30 pm at the Minneola City Hall located at 800 North U.S. Highway 27, Minneola, FL, to consider a request for a conditional use for a tire sales and service facility for property generally located on the west of US Highway 27 and south of Vino Road.

The City of Minneola City Council will hold a public hearing on Tuesday, August 18, 2026 at 6:30 pm at the Minneola City Hall located at 800 North U.S. Highway 27, Minneola, FL, to consider the request.

The staff report on the case shall be sent to the City Council and will be available to the general public at least five (5) days prior to the hearing on the case.

A person who decides to appeal any decision made by any board, agency, or council with respect to any matter considered at such meeting or hearing, will need a record of the proceedings. For such purposes, any such person may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based (Florida Statutes, 286.0105).

The City of Minneola Land Development Code is available for inspection at the City Hall, located at 800 North U.S. Highway 27, Minneola, FL, Monday through Friday during the normal working hours of 8:00am to 5:00 pm.

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT KRISTINE THOMPSON, CITY CLERK, AT (352) 394-3598 EXT. 111 AT LEAST 48 HOURS BEFORE THE DATE OF THE SCHEDULED HEARING

**CITY OF MINNEOLA
P.O. BOX 678
MINNEOLA, FL 34755
(352)394-3598**

NOTICE OF PUBLIC HEARING

RESOLUTION 2026-06

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OwnerNam	OwnerAddr	OwnerCity	OwnerState	OwnerZip
BEHARRY 749	RIOJA	MINNEOLA	FL	34715
CAMACHO753	RIOJA	MINNEOLA	FL	34715
CHEN XUN765	RIOJA	MINNEOLA	FL	34715
COLON ES745	RIOJA	MINNEOLA	FL	34715
FERREIRA1948	BUR	MINNEOLA	FL	34715
FOX JAME1925	BUR	MINNEOLA	FL	34715
GAMARRA757	RIOJA	MINNEOLA	FL	34715
GARANITC777	RIOJA	MINNEOLA	FL	34715
JONES NA773	RIOJA	MINNEOLA	FL	34715
JUNIOR M756	RIOJA	MINNEOLA	FL	34715
KARNATI F764	RIOJA	MINNEOLA	FL	34715
KB HOME 9102	SOU	ORLANDO	FL	32819
KHAN RISI769	RIOJA	MINNEOLA	FL	34715
KINLAW M855	VINTA	MINNEOLA	FL	34715
LOPEZ MA850	VINTA	MINNEOLA	FL	34715
MORMILE 1933	BUR	MINNEOLA	FL	34715
NETRAM C760	RIOJA	MINNEOLA	FL	34715
PEREZ WA19	TALLEN HAZLET	NJ		07730
RESERVE 801 N MAI	KISSIMME	FL		34744
SARPI MUI1929	BUR	MINNEOLA	FL	34715
SEYBERT 854	VINTA	MINNEOLA	FL	34715
SOLARES 761	RIOJA	MINNEOLA	FL	34715
TARDIU JC1921	BUR	MINNEOLA	FL	34715
TORRES I851	VINTA	MINNEOLA	FL	34715
WILLIAM K634 E HAR	ORLANDO	FL		32803
ZINN JUDY768	RIOJA	MINNEOLA	FL	34715
BALKISSO 1945	BUR	MINNEOLA	FL	34715
DEL TORC1941	BUR	MINNEOLA	FL	34715
HIGHLANC2180 W ST	LONGWOC	FL		32779
IVERSEN L1952	BUR	MINNEOLA	FL	34715
PEREZ WA19	TALLEN HAZLET	NJ		7730
SCHOOLC 1949	BUR	MINNEOLA	FL	34715
TIMMAPUF1953	BUR	MINNEOLA	FL	34715
KHOVITCH946	WILLOMINNEOLA	FL		34715
MOOTOO I1002	WILL	MINNEOLA	FL	34715-1008
NEW HORI13940	ASH	MINNEOLA	FL	34715
SMITH JEF950	WILLOMINNEOLA	FL		34715
BACCHUS 1704	SOU	MINNEOLA	FL	34715
HARDEEN 1542	LIND	WINTER G	FL	34787
KERR LLO1712	SOU	MINNEOLA	FL	34715
MAGNOLI/PO BOX 13	WINDERM	FL		34786-1385
MARTIN RI15288	CENBROOKSV	FL		34614
O'ROURKE1022	WILL	MINNEOLA	FL	34715
PALMER V1200	SUM	ISTAMFOR	CT	6905
RADER GA1018	WILL	MINNEOLA	FL	34715
PROGRESPO BOX 31	SALT LAKE	UT		84131-1236
PROGRESPO BOX 31	SALT LAKE	UT		84131-1236
PROGRESPO BOX 31	SALT LAKE	UT		84131-1236
MAIN STRI12403 W C	WINTER G	FL		34787
QUIROGA 637	MAID I	ANNAPOLI	MD	21405
HP-232091631 W MOI	WINTER P	FL		32789

HILLS LL 26000 METF ORLANDO FL	32835
BUDHRAM748 RIOJA MINNEOLA FL	34715
DIAZ MILD744 RIOJA MINNEOLA FL	34715
RODRIGUEZ740 RIOJA MINNEOLA FL	34715
SANCHEZ 737 RIOJA MINNEOLA FL	34715
SARLENG/2360 JUNIF MINNEOLA FL	34715







TO: Joyce Heffington, AICP, Minneola CRA Administrator
FROM: Eric Raasch, AICP, Inspire Project Manager
CC: Gabriela Castro, AICP
DATE: July 27, 2026
SUBJECT: Mavis Tires & Brakes (Inspire Case 228b)

We have conducted a review of the **conditional use application** for the above-referenced project. The site is located at the southwest corner of U.S. Highway 27 and Sullivan Road. The site is zoned B-1 (Business District) and has a Future Land Use designation of General Commercial. No site visit was conducted as part of this review.

GENERAL COMMENTS

1. This use is categorized as a motor vehicle service center as defined in Sec. 82-12, and not a motor vehicle service station which requires a different number of parking spaces. The parking provided is sufficient. *This is an informational comment and no response is required.*

CHAPTER 94 -DEVELOPMENT STANDARDS

1. **Section 94-3(E)(1)** states that rooftop equipment should be fully screened and out of view from adjacent properties at ground view level and in view of roadway corridors. The proposed architectural elevation is showing rooftop equipment. *Please provide a side profile showing that the rooftop equipment will not be visible from the rear adjacent property.*

CHAPTER 106 – SECTION 106.1 CONDITIONAL USES

2. **Section 106.1(f)(2)f.** states that the architectural and signage treatments shall comply with the general provisions applicable to permitted uses in the district. The proposed monument sign is located at the entrance to the development at U.S. Highway 27 exceeds the maximum allowed size for such sign types. Section 118-9, Exhibit A – Sign Regulation Table allows “4 square feet per sign at each driveway entrance” with a maximum height of 3 feet in a B-1 with a single occupant. The monument signs would be better located at the driveway entrances to the subject parcel. *Please revise sign plan in compliance with the sign regulations in Section 118.*
3. **Section 106.1(f)(2)g.** states that the availability of utilities services (such as water, sewer, and solid waste) and recreational facilities shall meet the minimum adopted LOS. *Inspire will defer to Public Works to determine concurrency compliance.*

CHAPTER 110, LANDSCAPING AND TREE PROTECTION

2. **Section 110-4** lists the water zones for each species of plant. The landscape plan is required to include the water zones listed in Section 110-4 of the Land Development Code (LDC). When submitting the landscape plans, *please include water zones consistent with LDC Section 110-4.*
3. **Section 110-4** includes the plant materials permitted within the City.
 - a. Shumard Oak is not listed as an approved species. *Please replace this species with a listed tree species.*
 - b. Under the grasses section, there is a note that states that St Augustine grass will only be allowed for residential sites. *Please revise the landscape plan to use an alternative type of sod.*

CHAPTER 122, SITE DEVELOPMENT

4. **Section 122-35(b)(4)** provides a matrix of the required parking needed for specified uses. A Motor Vehicle Service Center requires two spaces per service bay. The proposal contains 8 services bays necessitating 16 parking spaces. This amount does not include the 1 required loading space per Section 122-38. *Please update the parking summary chart to reflect the correct parking requirements.*

PUBLIC WORKS

1. No Comments.

FIRE

1. No Comments.

LAKE COUNTY

1. No Comments.

ENGINEERING

1. No Comments.

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FROM: Eric Raasch, AICP, Inspire Project Manager
CC: Gabriela Castro, AICP
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PUBLIC WORKS

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FIRE

1. No Comments.

LAKE COUNTY

1. No Comments.

ENGINEERING

1. No Comments.



AGENDA SUMMARY
Planning & Zoning Commission Meeting
August 3, 2026

Agenda Item: 3.

Subject Title: Resolution 2026-10 Ace Hardware Variance

Objective:

A Resolution of the City Council of the City of Minneola, Florida, Granting Variances to the Land Development Code Sections 94-3(g)(5), Regarding Facade Standards; and 94-3(g)((10)(c)4 Regarding Roof Materials, for Property Generally Located at the Southeast Corner of Grassy Lake Road and Citrus Grove Road; Providing for Conditions; Providing for Recordation; Providing for Severability; and Providing for an Effective Date.

Summary:

Collin Jones of Powell Studio Architecture, the applicant for Toole's Ace Hardware, the owner, has applied for a variance to Section 94-3(g)(5) to allow relief from the full facade treatment requirements along the east elevation of the proposed Ace Hardware building; and for a variance from Section 94-3(g)(10)(c)4. to allow the use of TPO roofing material in lieu of the required tile or metal as the dominant roof material for the proposed Ace Hardware building.

Exhibits:

1. Application
2. Illustrations
3. Resolution_2026-10_rev 7.8.26 reviewed by Jennifer Cotch
4. Notice of Public Hearing on Resolution 2026-10 Ace
5. Adresses
6. Res 2026-10 Affidavit
7. Variance Sign Posting 1
8. Variance Sign Posting 2
9. Ace Hardware Variance review #1 by Tetra Tech
10. Ace Hardware Facade Varaince review by Inspire July 27, 2026
11. Ace Hardware TPO Variance review by Inspire July 22, 2026

Options:

- 1) Approve the resolution as presented.
- 2) Approve the resolution with conditions.
- 3) Postpone the decision.

4) Deny approval of the resolution.

Fiscal Impact:

Undetermined

Staff Recommendation:

Staff recommends approval of the use of TPO roofing material in lieu of the required tile or metal as the dominant roof material for the proposed Ace Hardware building, and that the facade treatment variance granted applies only to the east elevation and is based upon the east elevation being substantially screened by the garden center enclosure. If the garden center enclosure is removed or materially modified in a manner that increases visibility of the east elevation, the City should require additional review and compliance with applicable facade standards.



**City of Minneola
Planning Department**

800 N Highway 27, Minneola, FL 34715
(352) 394 – 3598 x172

Variance Application

This checklist is based on the relevant provisions of Section 98-13 Variances of the Minneola Florida Code of Ordinances. The Code is available online at www.municode.com. The requirements below are minimums that may be adjusted in the pre-application conference.

Variance Review Criteria

The general requirements and review criteria are describe in Section 98-13(e) of the City Code. The City Council shall consider the following requirements and criteria:

- 1) No diminution of value of the surrounding properties would be suffered.
- 2) Granting the variance would be of benefit to the public interest.
- 3) Denial of the variance would result in unnecessary hardship to the owner seeking it.
- 4) The use must not be contrary to the spirit of the Land Development Code.
- 5) Financial disadvantage, or inconvenience to the applicant, shall not of themselves constitute conclusive evidence of unnecessary and undue hardship and be grounds to justify granting of a variance.
- 6) Physical hardships, such as disabilities of any applicant, may be considered grounds to justify granting of a variance at the discretion of the City Council.

Application Review Process

Development Review Process (DRP)

- The DRP reviewers shall review every application and make recommendations to the Planning & Zoning Commission (P&Z) and City Council (CC)
- The DRP will provide written comments/recommendations to the applicant, the P&Z and the CC

POST OFFICE BOX 678, MINNEOLA, FLORIDA 34755 ♦ (352) 394-3598 ♦ FAX (352) 394-7201

Planning and Zoning Commission (P&Z)

- The Planning Dept (Dept) is responsible to ensure the proper legal advertising is done in a timely manner
- The applicant is responsible to correctly post the required signs on the site in a timely manner – the signs and posting requirements are supplied by the Dept.
- Applications need to be submitted by the 1st of the month to be considered at the next month's Planning & Zoning Commission meeting. Any and all supporting documents that need to be reviewed by the Commission need to be submitted by the 15th of the same month to be included in the packet for review.

City Council (CC)/Board of Adjustment

- Upon CC's completion of the workshop process an additional legal advertisement is made and the site gets posted again as described above
- The CC must conduct one public hearing regarding the proposed variance permit
- The CC may defer consideration of the subject application at any time
- In granting a variance the CC shall:
 - Specify the manner in which such variance or modification shall be made
 - The conditions upon which it is made
 - The reasons for the decision

Conditions of Approval

- Establish time limits for the variance to be initiated and/or operated
- Establish specific minimum or maximum limits to regular code requirements
- Any other conditions reasonably related to the requirements and criteria of this section
- A variance that has not been utilized within one year of its approval shall expire

Office Use:

Applicant Name: _____

Application For: _____

Amount: _____ Check: _____

Amount: _____ Check: _____

Rec'd by: _____ Date: _____ Receipt #: _____

POST OFFICE BOX 678, MINNEOLA, FLORIDA 34755 ♦ (352) 394-3598 ♦ FAX (352) 394-7201

City of Minneola
Variance Application Cont.

Certification

I, the undersigned, do hereby certify that I have read the application and the relevant guidance material and understand the requirements described therein and that I will fully comply with all City, State and Federal regulations applicable to this project.

I understand that the application fee is non-refundable.

I further understand that I am responsible to reimburse the City for the actual advertising costs, mailing costs, AND the actual consultants' review fees, if any. Said fees shall be paid within 30 days of receipt of the City's invoice or further processing of the application will cease until the invoice is paid in full.

I understand that only application packages that are determined complete by the Department will be scheduled for review.



Applicant Signature



Date

City of Minneola
Variance Application Cont.

The material described herein is based on the provisions of Section 98-13 of the City Code.

Applicant Name: [REDACTED]

Applicant Address: [REDACTED]

General Location and/or Street Address:

CITRUS GROVE ROAD AND GRASSY LAKE ROAD, MINNEOLA FL, 34715

Alternate Key Number: 3957886

Applicant Phone #: [REDACTED] Fax # or E-mail: [REDACTED]

Applicant Is: ☐ Owner ☒ Agent ☐ Purchaser

Owner Name: [REDACTED]

Owner Address: [REDACTED]

Owner Phone #: [REDACTED] Fax # and/or E-mail: [REDACTED]

Site Area (acres or sq. ft.): 2.26822423 Existing FLUM: Existing Zoning: B-1

Present Use & List of Structures by Use: VACANT COMMERCIAL

Proposed Use: COMMERCIAL

Potable Water Source: CITY Sewage Disposal Method: CITY

Has this site been subject to other development permit action in the last two years?

No ☒ If Yes, provide the type of action and date of final action:

Cite the Specific Section of the Code that Applies to this Variance: SECTION 94 3(G)(5)

Describe your reasons for seeking this specific variance: THE APPLICANT REQUESTES RELIEF FROM THE EAST ELEVATION FACADE

TREATMENT REQUIREMENTS, SINCE THE ELEVATION IS OBSCURED BY THE GARDEN CENTER (INTEGRAL TO THE COMMERCIAL PROGRAM OF ACE HARDWARE.

Provide any relevant data that you feel supports the requested variance: PLEASE SEE ATTACHED LETTER ADDRESSING THE REQUESTED FACADE VARIANCE.

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City of Minneola
Variance Application

Owner's Authorization
(required if the property owner is not the applicant)

STATE OF FLORIDA
COUNTY OF LAKE

Before me, the undersigned authority, personally appeared _____

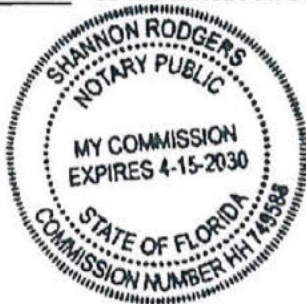
who is being by me first duly sworn on oath, deposes and says:

1. That he/she is the property owner of the subject parcels in this application.
2. That he/she desires to apply for a variance generally located at:
CITRUS GROVE ROAD AND GRASSY LAKE ROAD, MINNEOLA FL, 34715
3. That he/she has appointed _____
to act as agent in his/her behalf to accomplish the above.

Owner's Signature

This is to certify that on June 24th, 2020 before me,
an officer duly authorized to take acknowledgements in the State and County aforesaid, personally
appeared _____ he/she is personally know to me or has
produced _____ ation and did (did not) take an oath.

SEAL



HH 749588
Serial Number

4-15-30
My Commission Expires

POST OFFICE BOX 678, MINNEOLA, FLORIDA 34755 ♦ (352) 394-3598 ♦ FAX (352) 394-7201

City of Minneola

Variance Application

Adjacent Property Owners

Type a list of owner's names and mailing addresses for all property owners lying within 300 ft of all sides of the property described in the attached application, as recorded in the current County tax rolls, or attach copies of the appropriate property record card.

Alternate Key #	Property Owner	Address, include Zip Code
2915668	GRASSY LAKE MEDICAL LLC	17215 Grassy Lake Rd Minneola, FL 34715
3954217	CONSTANTINO MICHAEL B & SOFIA T	1232 Ivy Manor St Minneola, FL 34715
3954218	BISS SAMUEL D & ANDREA C	1228 Ivy Manor St Minneola, FL 34715
3954219	CALIXTO JUAN R & STEFANIE K	1224 Ivy Manor St Minneola, FL 34715
3954216	BEATRIZ BURGOS NICOLE & ORLANDO O POWELL	1221 IVY MANOR ST, MINNEOLA, FL 34715
3954214	BONDEZAN RIBEIRO ERICK & VALQUIRIA S BONDEZAN	1213 IVY MANOR ST, MINNEOLA, FL 34715
3954220	ALLEN JOHN H O & HEATHER D L	1220 Ivy Manor St, Minneola, FL 34715
3954221	LINK JASON E & WENDY C	1216 IVY MANOR ST, MINNEOLA, FL 34715
3954222	MASSEY JOSLYN	1212 IVY MANOR ST, MINNEOLA, FL 34715
3954223	RIVERA FRANKIE	1208 IVY MANOR ST, MINNEOLA, FL 34715
3946854	GLINTON LAVERNE A	1177 WHISPERING LN, MINNEOLA, FL 34715
3946855	MACQUARRIE MATTHEW & STACI	1181 WHISPERING LN, MINNEOLA, FL 34715
3946856	ZERO JOSEPH T III & GENA E	1189 WHISPERING LN, MINNEOLA, FL 34715

Use additional pages as necessary.

POST OFFICE BOX 678, MINNEOLA, FLORIDA 34755 ♦ (352) 394-3598 ♦ FAX (352) 394-7201

June 24, 2026

City of Minneola Planning Department
800 N Highway 27
Minneola, FL 34715

Re: Grassy Lake Ace Hardware – Variance Application Section 94 3 (G)(10) C

To Whom It May Concern,

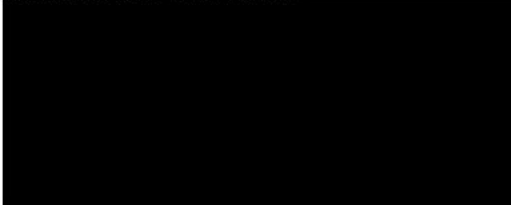
We are requesting a variance from Development Code Section 94-3(G)(10)(c), which requires metal or tile roofing materials as the primary roofing material, to allow the use of a TPO roofing system as the primary roofing material for the proposed ACE Hardware development.

The building design includes a gable-end roof and arcade along the north entry and west elevation, with standing seam metal roofing provided at the primary and arterial-facing facades. The main roof area will be screened by the parapet and the TPO roofing system will not be prominently visible from surrounding rights-of-way.

The use of TPO roofing is also consistent with nearby commercial and institutional developments, including Hills Crossing (Publix Super Market, Starbucks Coffee, McDonald's), Lake Minneola High School, and the new AdventHealth facility. These examples demonstrate that alternative roofing materials, including TPO, are appropriate and commonly used in similar developments.

The requested variance will not negatively impact on the appearance of the development or the intent of the Development Code. The proposed TPO roofing system is appropriate for this type of building, while allowing the architectural emphasis to remain on the most visible portions of the structure.

Respectfully submitted,



President – AIA – NCARB
Florida Licensed Architect #AR94675



City of Minneola
Planning Department
800 N Highway 27, Minneola, FL 34715
(352) 394 – 3598 x172

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- The DRP reviewers shall review every application and make recommendations to the Planning & Zoning Commission (P&Z) and City Council (CC)
- The DRP will provide written comments/recommendations to the applicant, the P&Z and the CC

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Planning and Zoning Commission (P&Z)

- The Planning Dept (Dept) is responsible to ensure the proper legal advertising is done in a timely manner
- The applicant is responsible to correctly post the required signs on the site in a timely manner – the signs and posting requirements are supplied by the Dept.
- Applications need to be submitted by the 1st of the month to be considered at the next month's Planning & Zoning Commission meeting. Any and all supporting documents that need to be reviewed by the Commission need to be submitted by the 15th of the same month to be included in the packet for review.

City Council (CC)/Board of Adjustment

- Upon CC's completion of the workshop process an additional legal advertisement is made and the site gets posted again as described above
- The CC must conduct one public hearing regarding the proposed variance permit
- The CC may defer consideration of the subject application at any time
- In granting a variance the CC shall:
 - Specify the manner in which such variance or modification shall be made
 - The conditions upon which it is made
 - The reasons for the decision

Conditions of Approval

- Establish time limits for the variance to be initiated and/or operated
- Establish specific minimum or maximum limits to regular code requirements
- Any other conditions reasonably related to the requirements and criteria of this section
- A variance that has not been utilized within one year of its approval shall expire

Office Use:

Applicant Name: _____

Application For: _____

Amount: _____ Check: _____

Amount: _____ Check: _____

Rec'd by: _____ Date: _____ Receipt #: _____

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City of Minneola
Variance Application Cont.

Certification

I, the undersigned, do hereby certify that I have read the application and the relevant guidance material and understand the requirements described therein and that I will fully comply with all City, State and Federal regulations applicable to this project.

I understand that the application fee is non-refundable.

I further understand that I am responsible to reimburse the City for the actual advertising costs, mailing costs, AND the actual consultants' review fees, if any. Said fees shall be paid within 30 days of receipt of the City's invoice or further processing of the application will cease until the invoice is paid in full.

I understand that only application packages that are determined to be complete and scheduled for review.



6/25/2025
Date

City of Minneola
Variance Application Cont.

The material described herein is based on the provisions of Section 98-13 of the City Code.

Applicant Name: _____

Applicant Address: _____

General Location and/or Street Address:

CITRUS GROVE ROAD AND GRASSY LAKE ROAD, MINNEOLA FL, 34715

Alternate Key Number: 3957886

Applicant Phone #: _____

Fax # or E-mail: _____

Applicant Is:

☐

Owner

☒

Agent

☐

Purchaser

Owner Name: _____

Owner Address: _____

Owner Phone #: _____

Fax # and/or E-mail: _____

Site Area (acres or sq. ft.): 2.26822423

Existing FLUM: _____

Existing Zoning: B-1

Present Use & List of Structures by Use: VACANT COMMERCIAL

Proposed Use: COMMERCIAL

Potable Water Source: CITY

Sewage Disposal Method: CITY

Has this site been subject to other development permit action in the last two years?

No ☒

If Yes, provide the type of action and date of final action: _____

THE APPLICANT REQUESTS RELIEF FROM THE EAST ELEVATION FACADE

TREATMENT REQUIREMENTS, SINCE THE ELEVATION IS OBSCURED BY THE GARDEN CENTER (INTEGRAL TO THE COMMERCIAL PROGRAM FOR ACE HARDWARE)

Cite the Specific Section of the Code that Applies to this Variance: SECTION 94 3 (G)(10)C

Describe your reasons for seeking this specific variance: _____

TPO ROOFING IS COMMON AND EVIDENT IN OTHER NEARBY STRUCTURES

AND AS SUCH A VARIANCE IS REQUESTED TO UTILIZE A TPO ROOFING MEMBRANE WITH PARAPET AS THE PRIMARY ROOFING SYSTEM.

Provide any relevant data that you feel supports the requested variance: PLEASE SEE ATTACHED LETTER ADDRESSING THE REQUESTED FACADE VARIANCE

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City of Minneola
Variance Application

Owner's Authorization
(required if the property owner is not the applicant)

STATE OF FLORIDA
COUNTY OF LAKE

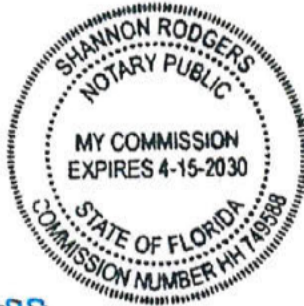
Before me, the undersigned authority, personally appeared _____

who is being by me first duly sworn on oath, deposes and says:

1. That he/she is the property owner of the subject parcels in this application.
2. That he/she desires to apply for a variance generally located at:
CITRUS GROVE ROAD AND GRASSY LAKE ROAD, MINNEOLA FL, 34715
3. That he/she has appointed _____
to act as agent in his/her behalf to accomplish the above.

This is to certify that on June 24, 2020 before me,
an officer duly authorized to take acknowledgements in the State and County aforesaid, personally
appeared _____ he/she is personally know to me or has
produced _____ as identification and did (did not) take an oath.

SEAL



HH 749588
Serial Number

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Variance Application

Page 5 of 6

City of Minneola Variance Application

Adjacent Property Owners

Type a list of owner's names and mailing addresses for all property owners lying within 300 ft of all sides of the property described in the attached application, as recorded in the current County tax rolls, or attach copies of the appropriate property record card.

Alternate Key #	Property Owner	Address, include Zip Code
2915668	GRASSY LAKE MEDICAL LLC	17215 Grassy Lake Rd Minneola, FL 34715
3954217	CONSTANTINO MICHAEL B & SOFIA T	1232 Ivy Manor St Minneola, FL 34715
3954218	BISS SAMUEL D & ANDREA C	1228 Ivy Manor St Minneola, FL 34715
3954219	CALIXTO JUAN R & STEFANIE K	1224 Ivy Manor St Minneola, FL 34715
3954216	BEATRIZ BURGOS NICOLE & ORLANDO O POWELL	1221 IVY MANOR ST, MINNEOLA, FL 34715
3954214	BONDEZAN RIBEIRO ERICK & VALQUIRIA S BONDEZAN	1213 IVY MANOR ST, MINNEOLA, FL 34715
3954220	ALLEN JOHN H O & HEATHER D L	1220 Ivy Manor St, Minneola, FL 34715
3954221	LINK JASON E & WENDY C	1216 IVY MANOR ST, MINNEOLA, FL 34715
3954222	MASSEY JOSLYN	1212 IVY MANOR ST, MINNEOLA, FL 34715
3954223	RIVERA FRANKIE	1208 IVY MANOR ST, MINNEOLA, FL 34715
3946854	GLINTON LAVERNE A	1177 WHISPERING LN, MINNEOLA, FL 34715
3946855	MACQUARRIE MATTHEW & STACI	1181 WHISPERING LN, MINNEOLA, FL 34715
3946856	ZERO JOSEPH T III & GENA E	1189 WHISPERING LN, MINNEOLA, FL 34715

Use additional pages as necessary.

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June 24, 2026

City of Minneola Planning Department
800 N Highway 27
Minneola, FL 34715

Re: Grassy Lake Ace Hardware – Variance Application Section 94 3(G)(5)

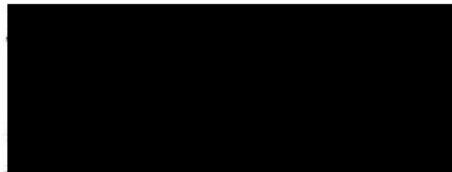
To Whom It May Concern,

The applicant respectfully requests a variance from full facade treatment requirements along the east elevation of the proposed ACE Hardware building, where an integrated garden center is to be located as part of the overall development. This site is located at the corner of Citrus Grove Rd and Grassy Lake Rd. The primary entrance faces Citrus Grove Rd (North elevation) which provides a tall gable end entry feature centered on the elevation and flanked by an arcade extending the entire length of the facade. The secondary elevation (West Elevation) along the arterial road Grassy Lake Rd extends the arcade around the corner to our tower element. We have included enhanced architectural treatment along these primary public-facing sides of the building. The east elevation abuts a utility easement for primary power lines and is therefore the most appropriate location for the garden center use while still allowing customers visibility to this service provided to the public.

The east elevation will be located behind the screen enclosure associated with the garden center, which significantly limits visibility and reduces the effectiveness of certain architectural treatments required by the Development Code, including additional windows and overhangs along the affected facade. The screened garden center is an essential functional component of the ACE Hardware operation, providing necessary light, airflow, and rainfall for live plant materials. Given this operational requirement and the resulting screening, architectural design treatments along this elevation would provide limited visual benefit and could introduce unnecessary enclosure elements that may contribute to heat gain and reduced ventilation within the garden center area. While relief is requested from these specific requirements, the proposed design maintains architectural consistency through the continuation of cornice lines and horizontal banding around the east elevation, ensuring a cohesive and consistent architectural appearance across the visible portions of the building.

Accordingly, the proposal maintains the intent of the facade standards by focusing enhanced architectural treatment along the primary and arterial frontage, while providing simplified treatment on the east elevation where visibility is limited due to operational requirements of the future retail space.

Respectfully submitted,



President – AIA – NCARB
Florida Licensed Architect #AR94675

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CONSULTANT:

OWNER / PROJECT:

TOOLES ACE HARDWARE

MINNEOLA, FLORIDA, 34715

PROFESSIONAL SEAL:

PROJECT NO: FSA2025-10-00

MARK	DATE	DESCRIPTION

ISSUE DATE: DECEMBER 18, 2025

RENDERED ELEVATIONS

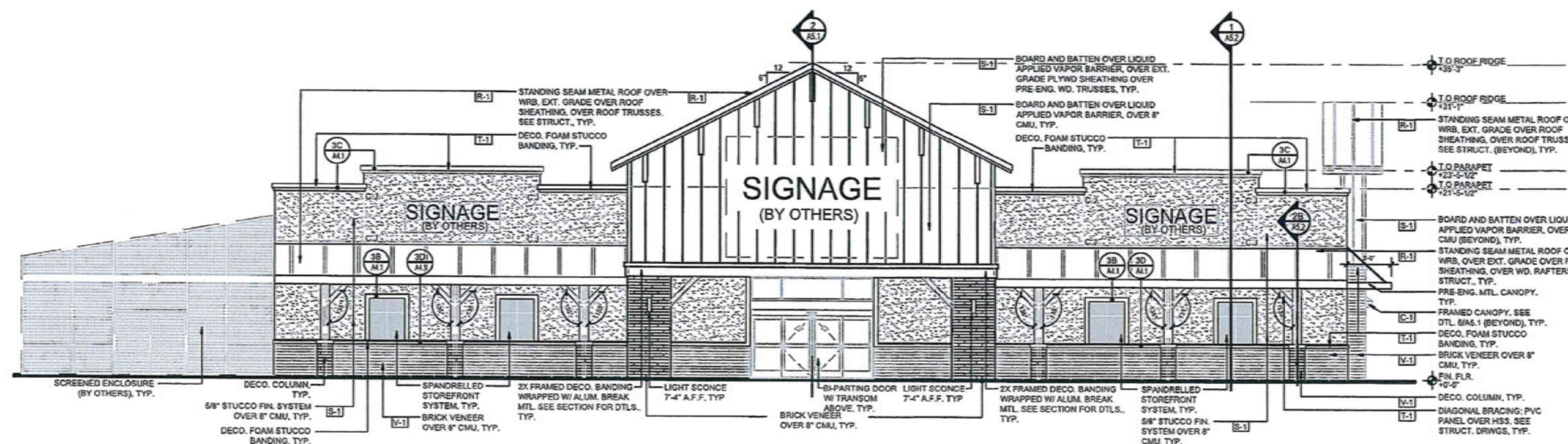
A4.0



1 RENDERED ELEVATION
A4.0 SCALE: NTS

TOOLES ACE HARDWARE

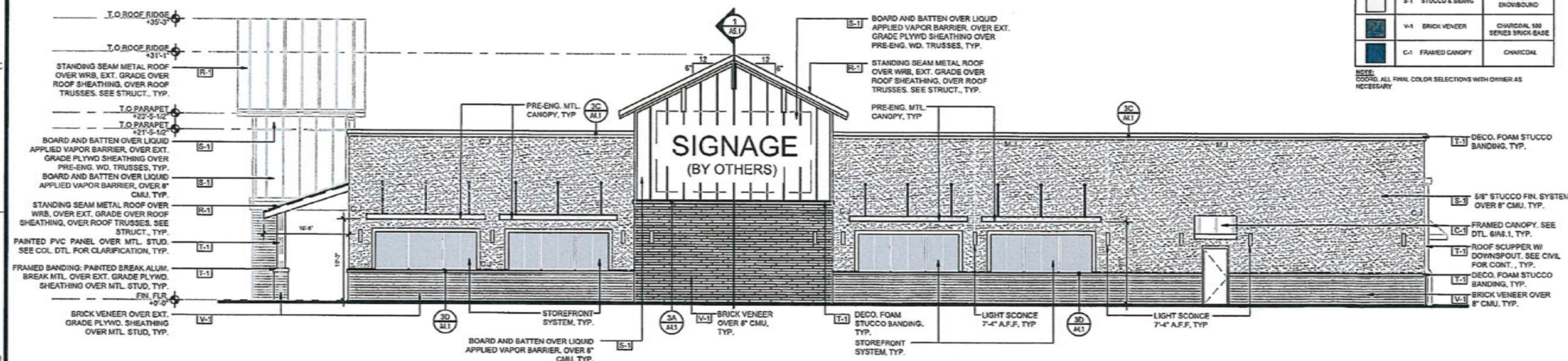
MINNEOLA, FLORIDA, 34715



2 NORTH ELEVATION - 31.3% WINDOW COVERAGE
A4.1 SCALE: NTS

EXTERIOR FINISH SCHEDULE		
COLOR	DESCRIPTION	COLOR (BASIS OF DESIGN)
	R-1 ROOF	CHARCOAL
	T-1 TRIM	CHARCOAL
	S-1 STUCCO & SIDING	SW 7004 KNOWNSIDE
	V-1 BRICK VENEER	CHARCOAL 100 SERIES BRICK-EASE
	C-1 FRAMED CANOPY	CHARCOAL

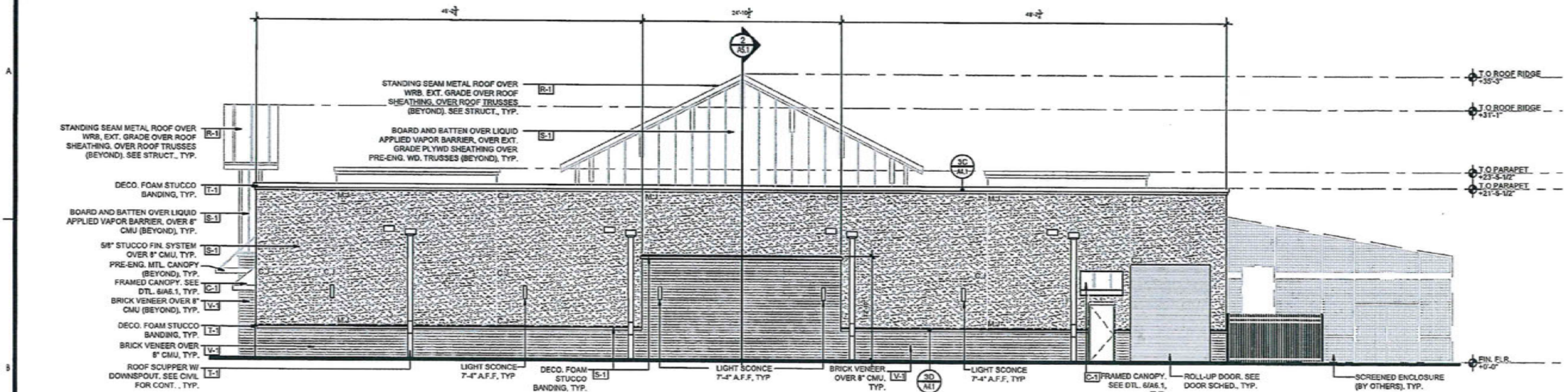
NOTE:
COORD. ALL FINAL COLOR SELECTIONS WITH OWNER AS NECESSARY



1 WEST ELEVATION - 37.7% WINDOW COVERAGE
A4.1 SCALE: NTS

TOOLES ACE HARDWARE

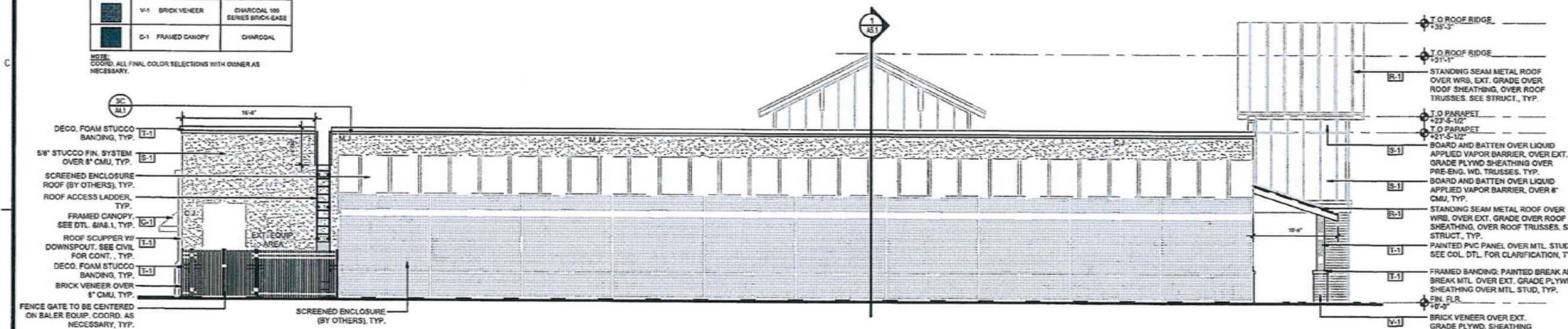
MINNEOLA, FLORIDA, 34715



2 SOUTH ELEVATION
SCALE: NTS

EXTERIOR FINISH SCHEDULE		
COLOR	DESCRIPTION	COLOR (BASIS OF DESIGN)
R-1	ROOF	CHARCOAL
T-1	TRIM	CHARCOAL
S-1	STUCCO & SIDING	SW 7004 SNOVBOND
V-1	BRICK VENEER	CHARCOAL 100 SERIES BRICK-EASE
C-1	FRAMED CANOPY	CHARCOAL

NOTE: COORD. ALL FINAL COLOR SELECTIONS WITH OWNER AS NECESSARY.



1 EAST ELEVATION
SCALE: NTS



1 RENDERED ELEVATION
A4.0 SCALE: NTS



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CONSULTANT:

OWNER / PROJECT:

TOOLE'S ACE
HARDWARE

MINNEOLA, FLORIDA, 34715

PROFESSIONAL SEAL:

PROJECT NO: PSA2023-10.00

REVISIONS:

MARK	DATE	DESCRIPTION

ISSUE DATE: DECEMBER 18, 2023

RENDERED ELEVATIONS

A4.0



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ARCHITECTURE | INTERIOR DESIGN

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CONSULTANT:

OWNER / PROJECT:

TOOLESPACE HARDWARE

MINNEOLA, FLORIDA, 34715

PROFESSIONAL SEAL:

PROJECT NO: FSA2025-10.00

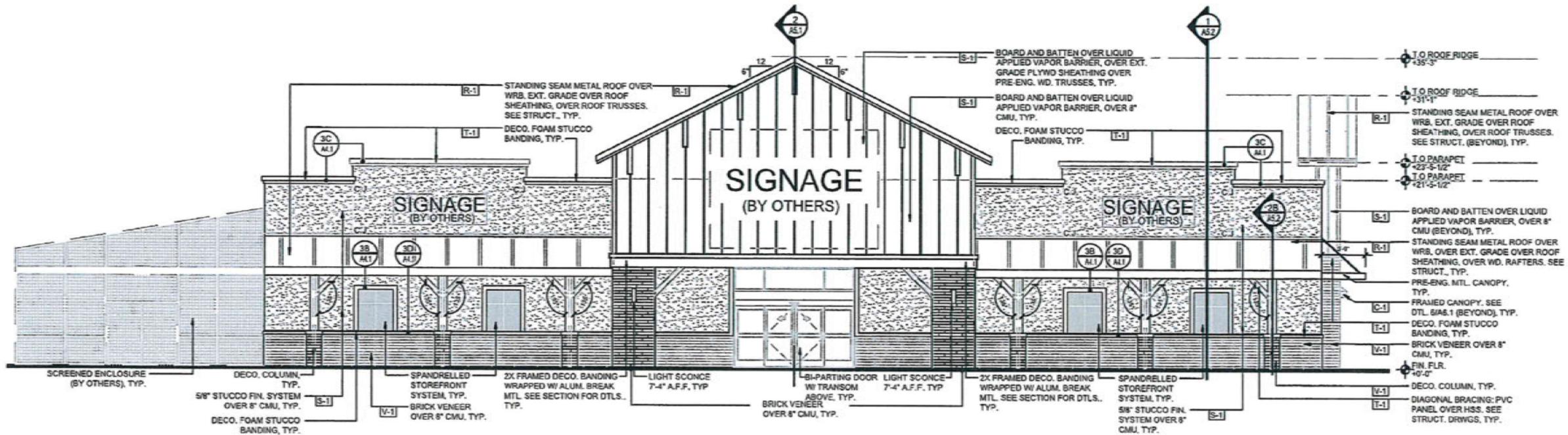
REVISIONS:

MARK DATE DESCRIPTION

ISSUE DATE: DECEMBER 18, 2025

ELEVATIONS

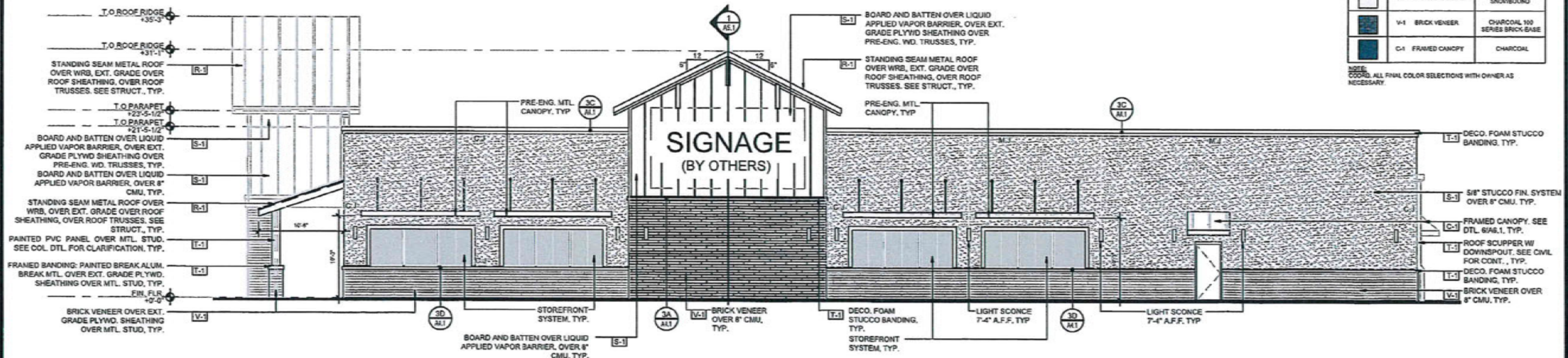
A4.1



2 NORTH ELEVATION - 31.3% WINDOW COVERAGE
SCALE: NTS

EXTERIOR FINISH SCHEDULE		
COLOR	DESCRIPTION	COLOR (BASIS OF DESIGN)
R-1	ROOF	CHARCOAL
T-1	TRIM	CHARCOAL
S-1	STUCCO & SIDING	SW 7004 SNOWBOUND
V-1	BRICK VENEER	CHARCOAL 100 SERIES BRICK-BASE
C-1	FRAMED CANOPY	CHARCOAL

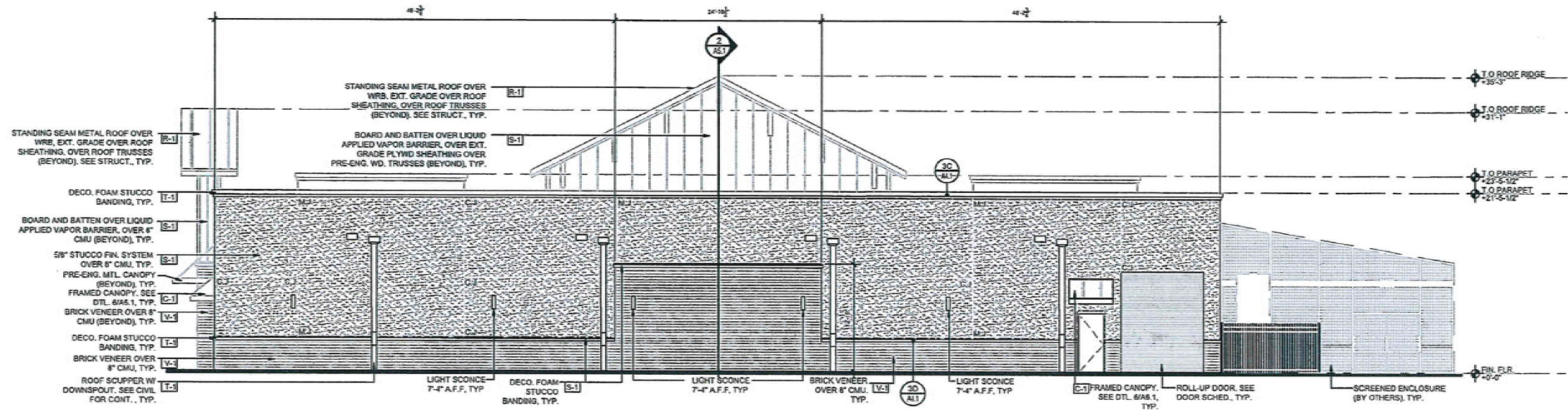
NOTE: COORD. ALL FINAL COLOR SELECTIONS WITH OWNER AS NECESSARY.



1 WEST ELEVATION - 37.7% WINDOW COVERAGE
SCALE: NTS

TOOLES ACE HARDWARE

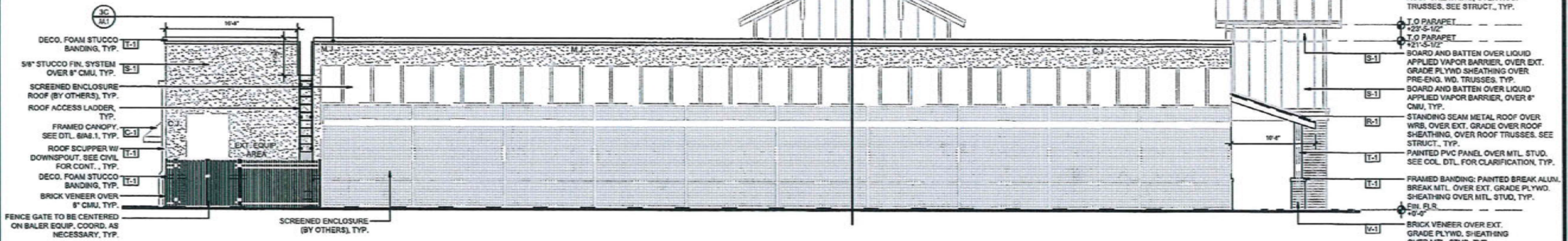
MINNEOLA, FLORIDA, 34715



2 SOUTH ELEVATION
SCALE: NTS

COLOR	DESCRIPTION	COLOR (BASIS OF DESIGN)
	R-1 ROOF	CHARCOAL
	T-1 TRIM	CHARCOAL
	S-1 STUCCO & SIDING	SW 7054 SHOWSOUND
	V-1 BRICK VENEER	CHARCOAL 100 SERIES BRICK-EASE
	C-1 FRAMED CANOPY	CHARCOAL

NOTE:
COORD. ALL FINAL COLOR SELECTIONS WITH OWNER AS NECESSARY.



1 EAST ELEVATION
SCALE: NTS



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1/1/2023

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CONSULTANT:

OWNER / PROJECT:

TOOLES ACE HARDWARE

MINNEOLA, FLORIDA, 34715

PROFESSIONAL SEAL:

PROJECT NO: PSA-2023-10-00

REVISIONS:

MARK DATE DESCRIPTION

ISSUE DATE: DECEMBER 18, 2023

RENDERED ELEVATIONS

A4.0



1 RENDERED ELEVATION
A4.0 SCALE: NTS



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STUDIO ARCHITECTURE, LLC.

CONSULTANT:

OWNER / PROJECT:

TOOLESACE HARDWARE

MINNEOLA, FLORIDA, 34715

PROFESSIONAL SEAL:

PROJECT NO: FSA2025-10-00

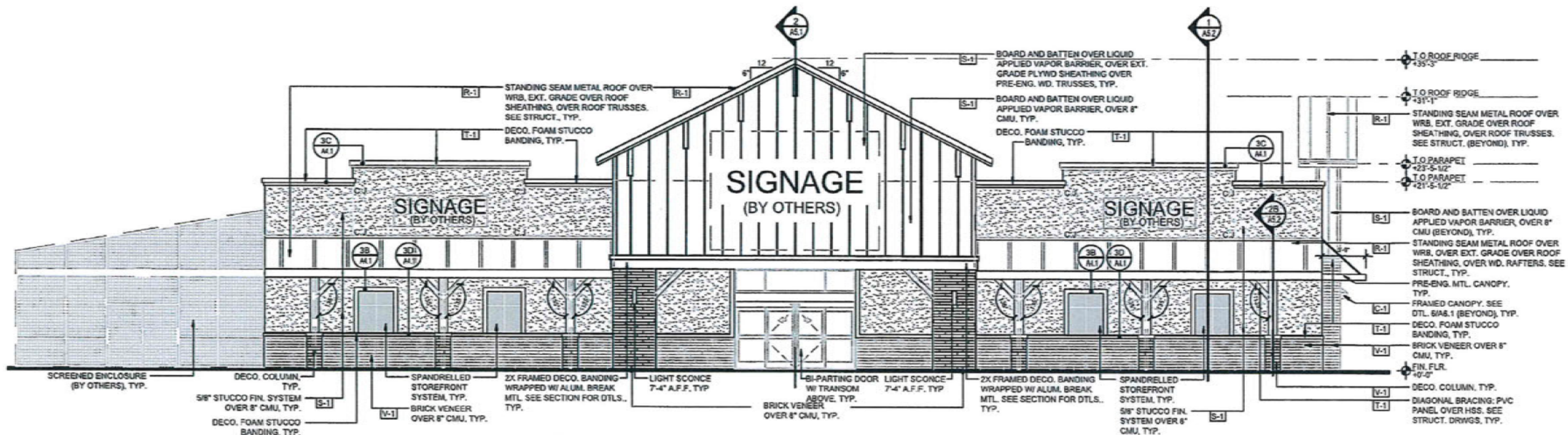
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DATE DESCRIPTION

ISSUE DATE: DECEMBER 18, 2025

ELEVATIONS

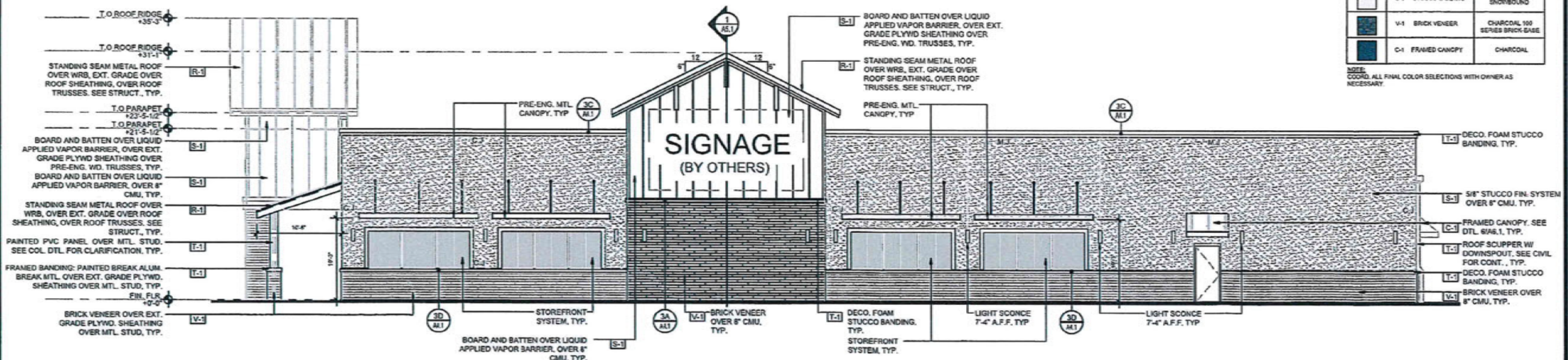
A4.1



2
A4.1 NORTH ELEVATION - 31.3% WINDOW COVERAGE
SCALE: NTS

EXTERIOR FINISH SCHEDULE		
COLOR	DESCRIPTION	COLOR (BASIS OF DESIGN)
R-1	ROOF	CHARCOAL
T-1	TRIM	CHARCOAL
S-1	STUCCO & SIDING	SW 7094 SNOWBOUND
V-1	BRICK VENEER	CHARCOAL 100 SERIES BRICK-BASE
C-1	FRAMED CANOPY	CHARCOAL

NOTE:
COORD. ALL FINAL COLOR SELECTIONS WITH OWNER AS
NECESSARY.



1
A4.1 WEST ELEVATION - 37.7% WINDOW COVERAGE
SCALE: NTS



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CONSULTANT:

OWNER / PROJECT:

TOOLES ACE HARDWARE

MINNEOLA, FLORIDA, 34715

PROFESSIONAL SEAL:

PROJECT NO: PJA2025-10-00

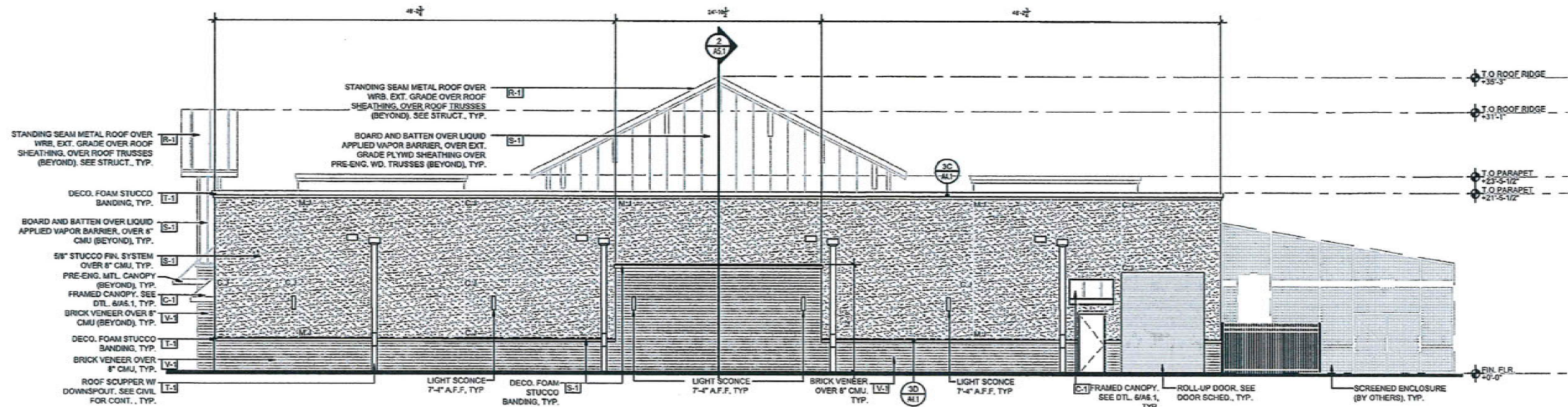
REVISIONS:

MARK DATE DESCRIPTION

ISSUE DATE: DECEMBER 18, 2025

ELEVATIONS

A4.2

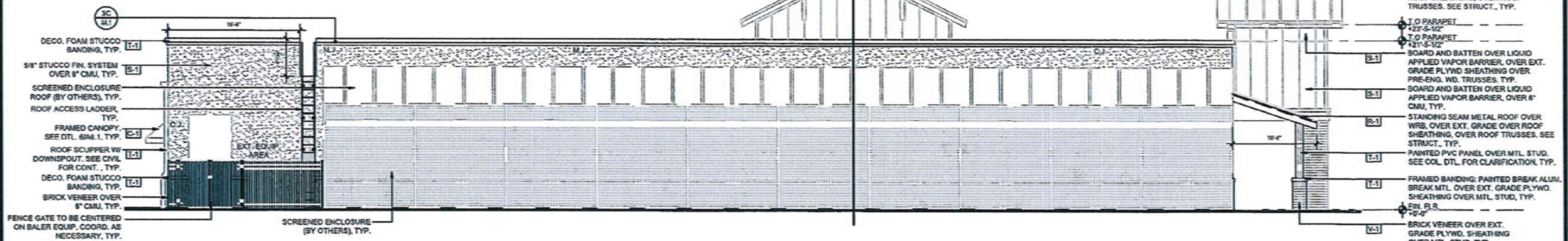


2 SOUTH ELEVATION

SCALE: NTS

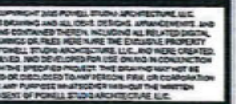
EXTERIOR FINISH SCHEDULE		
COLOR	DESCRIPTION	COLOR (BASIS OF DESIGN)
R-1	ROOF	CHARCOAL
T-1	TRIM	CHARCOAL
S-1	STUCCO & SIDING	SW 7054 SNOWBOUND
V-1	BRICK VENEER	CHARCOAL 100 SERIES BRICK-EASE
C-1	FRAMED CANOPY	CHARCOAL

NOTE:
COORD. ALL FINAL COLOR SELECTIONS WITH OWNER AS NECESSARY.



1 EAST ELEVATION

SCALE: NTS



CONSULTANT:

OWNER / PROJECT:

**TOOLACE
HARDWARE**

MINNEOLA, FLORIDA, 34715

PROFESSIONAL SEAL:

OBJECT NO: PSA2025-10.00

VISIONS:

RK.	DATE	DESCRIPTION
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EXPIRATION DATE: DECEMBER 18, 2025

RENDERED ELEVATIONS

A4.0



1
A4.0

RENDERED ELEVATION

SCALE: NTS

SCALE: NTS

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CONSULTANT:

OWNER / PROJECT:

TOOLES ACE HARDWARE

MINNEOLA, FLORIDA, 34715

PROFESSIONAL SEAL:

PROJECT NO: PSA2025-10-00

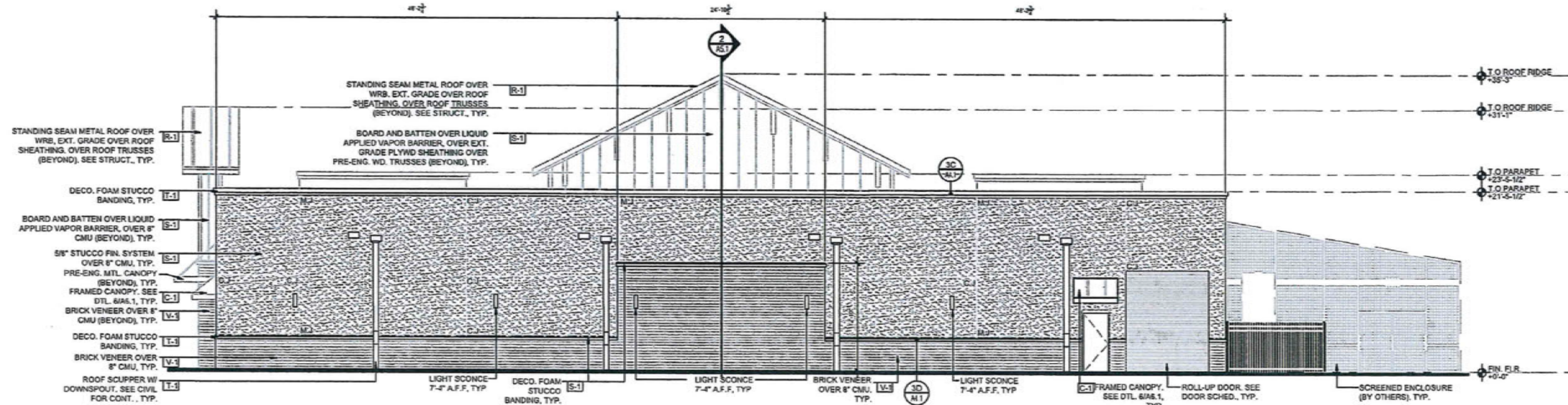
REVISIONS:

MARK DATE DESCRIPTION

ISSUE DATE: DECEMBER 18, 2025

ELEVATIONS

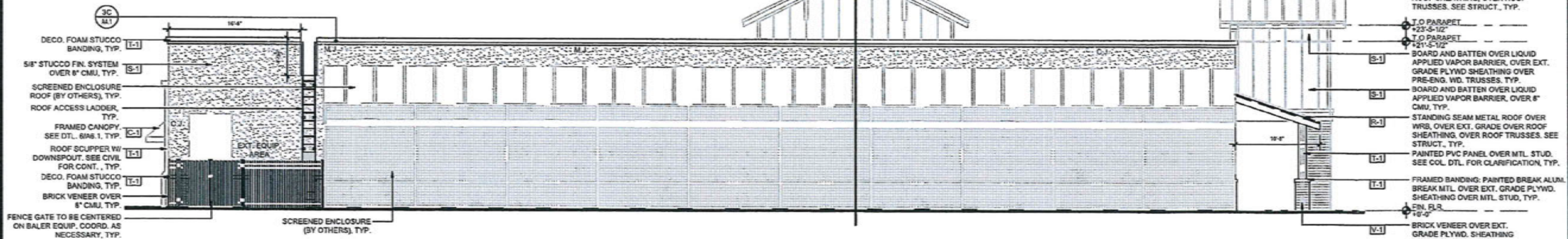
A4.2



2 SOUTH ELEVATION
SCALE: NTS

EXTERIOR FINISH SCHEDULE		
COLOR	DESCRIPTION	COLOR (BASIS OF DESIGN)
	R-1 ROOF	CHARCOAL
	T-1 TRIM	CHARCOAL
	S-1 STUCCO & SIDING	SW 7504 SHOWSOUND
	V-1 BRICK VENEER	CHARCOAL 100 SERIES BRICK-EASE
	C-1 FRAMED CANOPY	CHARCOAL

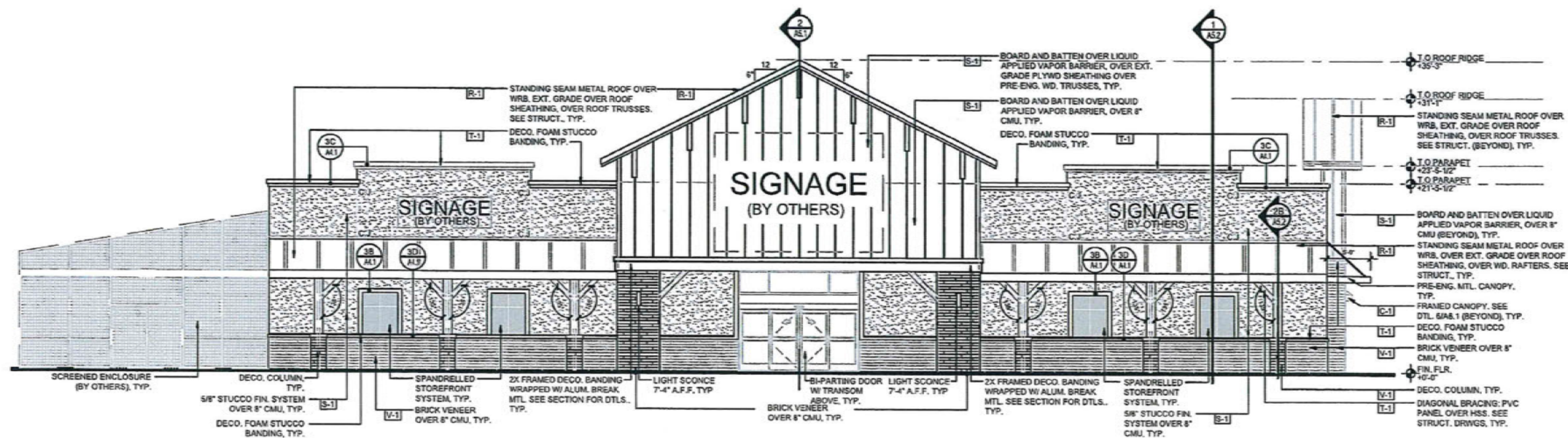
NOTE: ALL FINAL COLOR SELECTIONS WITH OWNER AS NECESSARY.



1 EAST ELEVATION
SCALE: NTS

TOOLESPACE HARDWARE

MINNEOLA, FLORIDA, 34715

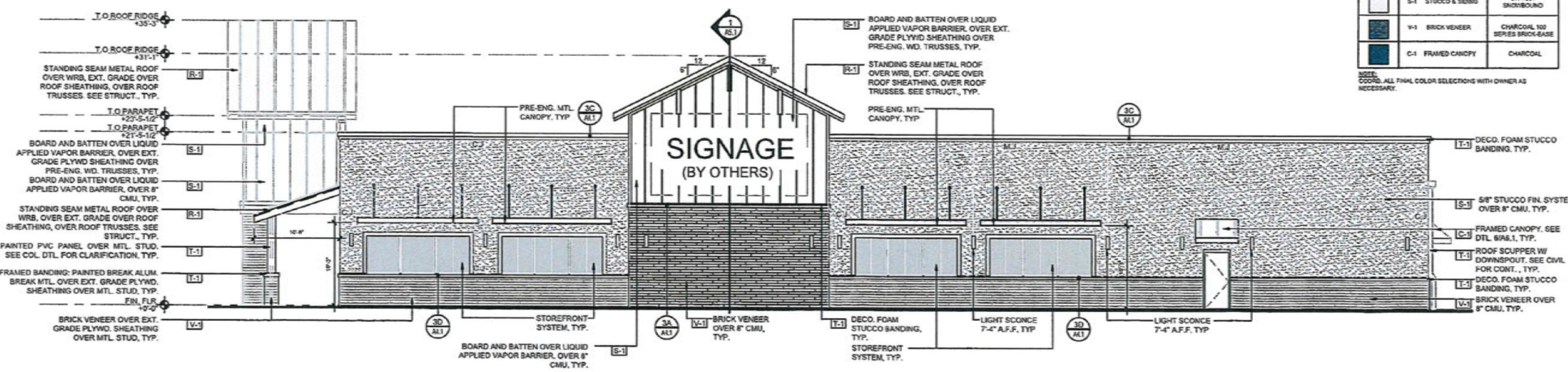


2 NORTH ELEVATION - 31.3% WINDOW COVERAGE

SCALE: NTS

EXTERIOR FINISH SCHEDULE		
COLOR	DESCRIPTION	COLOR (BASIS OF DESIGN)
	R-1 ROOF	CHARCOAL
	T-1 TRIM	CHARCOAL
	S-1 STUCCO & SIDING	SW 7094 SNOWBOUND
	V-1 BRICK VENEER	CHARCOAL 100 SERIES BRICK-EASE
	C-1 FRAMED CANOPY	CHARCOAL

NOTE: COORD. ALL FINAL COLOR SELECTIONS WITH OWNER AS NECESSARY.



1 WEST ELEVATION - 37.7% WINDOW COVERAGE

SCALE: NTS

Prepared by and return to:
City of Minneola
Attn: City Clerk
800 N. U.S. Highway 27
Minneola, Florida 34715

RESOLUTION 2026-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MINNEOLA, FLORIDA, GRANTING VARIANCES TO LAND DEVELOPMENT CODE SECTIONS 94-3(g)(5), REGARDING FAÇADE STANDARDS, AND 94-3(g)(10)(c)4, REGARDING ROOF MATERIALS, FOR PROPERTY LOCATED AT THE SOUTHEAST CORNER OF GRASSY LAKE ROAD AND CITRUS GROVE ROAD; PROVIDING FOR CONDITIONS; PROVIDING FOR RECORDATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, an application has been received from Collin Jones, Powell Studio Architecture, ("Applicant"), on behalf of TOOLE ASMA, LLC, a Florida limited liability company ("Owner"), requesting two variances to the City's Land Development Code; and

WHEREAS, the first variance request is from Section 94-3(g)(5), to allow relief from the full façade treatment requirements along the east elevation of the proposed Ace Hardware building, because the east elevation will be located behind the screened enclosure associated with the garden center, which significantly limits visibility and reduces the effectiveness of certain architectural treatments otherwise required by the City Code; and

WHEREAS, the second variance request is from Section 94-3(g)(10)(c)4., to allow the use of Thermoplastic Polyolefin (TPO) roofing material in lieu of the required tile or metal as the dominant roof material; and

WHEREAS, the Property that is the subject of the variance requests is generally located at the southeast corner of Grassy Lake Road and Citrus Grove Road, and is more particularly described in **Exhibit "A"**, attached hereto and incorporated herein by reference ("Property"); and

WHEREAS, public notice has been provided as required by the Land Development Code of the City of Minneola and Florida Statutes; and

WHEREAS, the Planning and Zoning Commission of the City of Minneola has considered the two (2) variance requests and has made a recommendation to the City Council; and

WHEREAS, the City Council has considered the application, staff materials, the recommendation of the Planning and Zoning Commission, and the evidence and testimony presented at the public hearing.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNEOLA, FLORIDA:

Section 1. Recitals. The foregoing recitals are true and correct and are hereby incorporated into this Resolution as if fully set forth herein.

Section 2. Variances Granted. The following variances to the Land Development Code of the City of Minneola are hereby granted to the Owner for the Property, subject to the conditions set forth in this Resolution:

- **Façade Treatment.** A variance from Section 94-3(g)(5) to allow relief from the full façade treatment requirements along the east elevation of the proposed Ace Hardware building, as generally shown in **Exhibit “B.”** The façade treatment variance granted herein applies only to the east elevation and is based upon the east elevation being substantially screened by the garden center enclosure. If the garden center enclosure is removed or materially modified in a manner that increases visibility of the east elevation, the City may require additional review and compliance with applicable façade standards.
- **Roof Material.** A variance from Section 94-3(g)(10)(c)4. to allow the use of TPO roofing material in lieu of the required tile or metal as the dominant roof material for the proposed Ace Hardware building. The roof material variance does not waive any other applicable architectural, parapet, screening, or roof design requirements.

Section 3. Conditions. The variances granted herein are limited to the improvements and relief described in this Resolution and shown in the plans and materials submitted with the variance application. Any material modification to the approved plans or the requested relief shall require further review and approval by the City, as applicable.

Section 4. Expiration of Variance Approval. Any variance granted herein that has not been utilized within one (1) year from the date of this Resolution shall automatically expire.

Section 5. Recordation. This Resolution shall be recorded in the Public Records of Lake County, Florida.

Section 6. Severability. If any word, phrase, clause, subsection, section, or portion of this Resolution is held invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Resolution shall continue in full force and effect and shall be interpreted so as to carry out the intent of the City Council to the greatest extent possible.

Section 7. Effective Date. This Resolution shall be effective upon passage.

PASSED and RESOLVED this ____ day of _____, 2026, by the City Council of the City of Minneola.

CITY OF MINNEOLA, FLORIDA

Pam Serviss, Mayor

ATTEST:

Kristine Thompson, City Clerk

Approved as to form:

Scott A. Gerken, City Attorney

PROPERTY OWNER’S CERTIFICATION

I have read Resolution 2026-10 and agree to comply with the terms and conditions contained herein.

Walter S. Toole, II, Manager
TOOLE ASMA, LLC, a Florida limited liability company

Witness Signature

Street Address

Witness Printed Name

City, State, Zip Code

Witness Signature

Street Address

Witness Printed Name

City, State, Zip Code

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2026, by **Walter S. Toole, II**, as Manager of **TOOLE ASMA, LLC, a Florida limited liability company**, on behalf of the company. He is ☐ personally known to me or ☐ produced _____ as identification.

Notary Public, State of Florida

Print Name: _____

My Commission Expires: _____

Exhibit "A"

Legal Description

That part of the Southeast 1/4 of Section 5, Township 22 South, Range 26 East, Lake County, Florida, being described as follows:

Commence at the southwest corner of said Southeast 1/4 of Section 5; thence run S89°24'27"E along the south line of said Southeast 1/4 a distance of 747.61 feet to the southwest corner of Tract A, Overlook at Grassy Lake East Phase 3, as recorded in Plat Book 81, Pages 33-35, of the Public Records of Lake County, Florida; thence departing said south line run N16°51'42"W along the westerly line of Tract A and Tract F of said Overlook at Grassy Lake East Phase 3, a distance of 1057.57 feet to the point of beginning; thence continue N16°51'42"W along said westerly line of Tract F and Tract D, Overlook at Grassy Lake East Phase 3, a distance of 301.36 feet to the northwest corner of said Tract D, also being on the southerly right-of-way line of Citrus Grove Road; thence departing said westerly line of Tract D, run N89°23'24"W along said southerly right-of-way line for a distance of 298.41 feet to a point on the easterly right-of-way line of Grassy Lake Road; thence departing southerly right-of-way line run S00°39'47"W along said easterly right-of-way line for a distance of 287.46 feet to the north line of Overlook at Grassy Lake East Phase 4, according to the plat thereof as recorded in Plat Book 84, Pages 21-22, Public Records of Lake County, Florida; thence departing easterly right-of-way line run S89°23'24"E along the said north line of Overlook at Grassy Lake East Phase 4, a distance of 389.15 feet to the point of beginning.

The above described parcel of land contains 2.269 acres, more or less.

**CITY OF MINNEOLA
P.O. BOX 678
MINNEOLA, FL 34755
(352)394-3598**

NOTICE OF PUBLIC HEARING

RESOLUTION 2026-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MINNEOLA, FLORIDA, GRANTING VARIANCES TO LAND DEVELOPMENT CODE SECTIONS 94-3(g)(5) REGARDING FAÇADE STANDARDS; AND 94-3(g)((10)c REGARDING ROOF MATERIALS FOR PROPERTY GENERALLY LOCATED AT THE SOUTHEAST CORNER OF CITRUS GROVE ROAD AND GRASSY LAKE ROAD; PROVIDING FOR CONDITIONS; PROVIDING FOR RECORDATION; PROVIDING FOR SEVERALABILITY; PROVIDING FOR AN EFFECTIVE DATE.

The City of Minneola Planning and Zoning Commission will hold a public hearing on Monday, August 3, 2026, at 6:30 p.m. at Minneola City Hall, located at 800 North U.S. Highway 27, Minneola, Florida, to consider Resolution 2026-10, a request from Collin Jones, Powell Studio Architecture, on behalf of Toole's Ace Hardware, for two variances for property located at the southeast corner of Grassy Lake Road and Citrus Grove Road.

The variance requests include: (1) a variance from Section 94-3(g)(5) to allow relief from the full facade treatment requirements along the east elevation of the proposed Ace Hardware building; and (2) a variance from Section 94-3(g)(10)(c)4. to allow Thermoplastic Polyolefin (TPO) roof material in lieu of the required tile or metal as the dominant roof material.

The City of Minneola City Council will hold a public hearing on Tuesday, August 18, 2026, at 6:30 pm at the Minneola City Hall located at 800 North U.S. Highway 27, Minneola, FL, to consider the request.

The staff report on the case will be sent to the City Council and will be available to the general public at least five (5) days prior to the hearing on the case.

A person who decides to appeal any decision made by any board, agency, or council with respect to any matter considered at such meeting or hearing, will need a record of the proceedings. For such purposes, any such person may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based (Florida Statutes, 286.0105).

The City of Minneola Land Development Code is available for inspection at the City Hall, located at 800 North U.S. Highway 27, Minneola, FL, Monday through Friday during the normal working hours of 8:00am to 5:00 pm.

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT KRISTINE THOMPSON, CITY CLERK, AT (352) 394-3598 EXT. 111 AT LEAST 48 HOURS BEFORE THE DATE OF THE SCHEDULED HEARING.

OwnerNam	OwnerAddr	OwnerCity	OwnerState	OwnerZip
CONSTAN	1232 IVY M	MINNEOLA	FL	34715
FOUNDER	877 EXEC	SAINT PETE	FL	33702
GRASSY LPO	BOX 40	WINTER P	FL	32793-4028
OVERLOO	1631 E VINK	ISSIMMEE	FL	34744
TOOLE ASPO	BOX 70	WINTER G	FL	34777-0099
CALIXTO J	1224 IVY M	MINNEOLA	FL	34715
GLINTON L	1177 WHIS	MINNEOLA	FL	34715
MACQUAR	1181 WHIS	MINNEOLA	FL	34715
ALLEN JOH	13400 SAI	BOWIE	MD	20720
BEATRIZ E	1221 IVY M	MINNEOLA	FL	34715
BISS SAM	1228 IVY M	MINNEOLA	FL	34715
CIRUJALE	1209 IVY M	MINNEOLA	FL	34715
CISCO DAI	1193 WHIS	MINNEOLA	FL	34715
LINK JASO	1216 IVY M	MINNEOLA	FL	34715
MASSEY J	1212 IVY M	MINNEOLA	FL	34715
RIVERA FF	1208 IVY M	MINNEOLA	FL	34715
ZERO JOS	1189 WHIS	MINNEOLA	FL	34715
BONILLA A	3214 HILL	MINNEOLA	FL	34715
FRIEDMAN	1217 IVY M	MINNEOLA	FL	34715
GROCHOV	3210 HILL	MINNEOLA	FL	34715
OVERLOO	1637 E VINK	ISSIMMEE	FL	34744
PRICE DE	3218 HILL	MINNEOLA	FL	34715

AFFIDAVIT OF PUBLICATION

Clermont Sun

Published Weekly

Clermont, Lake County, Florida

Case No. Minneola 2026-10

STATE OF FLORIDA
COUNTY OF LAKE

Before the undersigned authority, Gina Sapp, personally appeared who on oath says that she is the Classified Advertising Legal Clerk of Clermont Sun, a newspaper published at Clermont in Lake County, Florida; that the attached copy or reprint of the advertisement, to the right, being a Public Notice, was published in said newspaper by print in the issues of or by publication on the newspaper's website, if authorized, on:

July 15, 2026

Affiant further says that the Clermont Sun newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

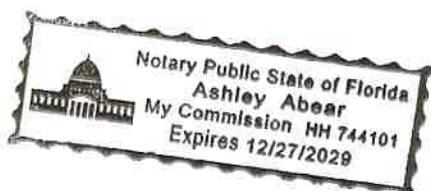
Gina Sapp
Gina Sapp

Sworn to and subscribed before me this 15th day of July 2026 by Gina Sapp, who is personally known to me.

Ashley N. Abear
Ashley N. Abear, Clerk, Notary Number: #HH744101
Notary expires: December 27, 2029

00043688 00213118

City of Minneola
P O BOX 678
Minneola, FL 34755



CITY OF MINNEOLA
P.O. BOX 678
MINNEOLA, FL 34755
(352) 394-3598

NOTICE OF PUBLIC HEARING

RESOLUTION 2026-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MINNEOLA, FLORIDA, GRANTING VARIANCES TO LAND DEVELOPMENT CODE SECTIONS 94-3(g)(5) REGARDING FAÇADE STANDARDS; AND 94-3(g)((10)c REGARDING ROOF MATERIALS FOR PROPERTY GENERALLY LOCATED AT THE SOUTHEAST CORNER OF CITRUS GROVE ROAD AND GRASSY LAKE ROAD; PROVIDING FOR CONDITIONS; PROVIDING FOR RECORDATION; PROVIDING FOR SEVERALABILITY; PROVIDING FOR AN EFFECTIVE DATE.

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The variance requests include: (1) a variance from Section 94-3(g)(5) to allow relief from the full facade treatment requirements along the east elevation of the proposed Ace Hardware building; and (2) a variance from Section 94-3(g)(10)(c)4. to allow Thermoplastic Polyolefin (TPO) roof material in lieu of the required tile or metal as the dominant roof material.

The City of Minneola City Council will hold a public hearing on Tuesday, August 18, 2026, at 6:30 pm at the Minneola City Hall located at 800 North U.S. Highway 27, Minneola, FL, to consider the request.

The staff report on the case will be sent to the City Council and will be available to the general public at least five (5) days prior to the hearing on the case.

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CITY OF MINNEOLA
THIS PROPERTY WILL BE CONSIDERED FOR
VARIANCE TO SEC 94-3(a)(5) REGARDING
FACADE STANDARDS AND A VARIANCE TO SEC.
94-3(a)(4)(c) REGARDING ROOF MATERIALS
APPLICANT: James L. Smith, Jr. THIS APPLICATION WILL BE CONSIDERED AT THE FOLLOWING
PUBLIC MEETING OF THE BOARD AND THEIR OFFICERS:
CURRENT FLU MURD: Compliance § 42 COMMISSIONER: James L. Smith, Jr. AT 6:30 PM
PROPOSED FLU: N/A CITY COUNCIL: September 1, 2024, AT 6:30 PM
CURRENT ZONING: PUD AT
ACTION REQUESTED: Grant THE
APPLICANT'S ATTORNEY: James L. Smith, Jr. FOR FURTHER INFORMATION CALL: 800-368-5611
FOR INFORMATION ON FACADE STANDARDS: TPD and F. MATERIALS

MEMO

To: Joyce Heffington, AICP
Thomas Grimms, AICP
City Planners
City of Minneola

From: Burl (Bo) Reardon, PE
Parks Easter, EIT
Plan Reviewers
Tetra Tech

C: Fred Miller
Project Manager

Date: July 24, 2026

Subject: **Ace Hardware**
Variance - Review #1

Tt#: 200-08520-09002

Tetra Tech has reviewed the submittal package dated June, 2026. Our comments are as follows:

1. Informational Comment, No Response Required. The submittal consists of a variance request to the City's Land Development Code to allow a TPO roofing membrane with parapet as the primary roofing system. Tetra Tech has no comment and defers to Planning.

Conclusion: Tetra Tech has no engineering comments and defers to Planning.

Should you have any questions, please do not hesitate to call me at 407-480-3935. End of Memorandum

To: Jeff Powell, AIA, NCARB, Powell Studio Architecture
From: Eric Raasch, AICP, Inspire Project Manager
CC: Joyce Heffington, AICP; Gabriela Castro, AICP; Thomas Grimms, AICP
Date: July 27, 2026
Reference: Ace Hardware Facade Variance (Inspire Case 263)

We have conducted a review of the **variance** for the above-referenced project. The site is currently vacant, and the applicant has submitted a site plan for the Ace Hardware commercial development, which is currently under review.

The applicant is requesting a variance from Section 94-3(g)(5), which requires façades attached to a primary façade to incorporate features of the primary façade for a minimum of 33 percent of the overall wall length measured from the attached primary facade. The applicant is requesting a variance from full façade treatment requirements along the east elevation of the proposed ACE Hardware commercial development, where a screen enclosure will be attached. No site visit was conducted.

Planning

1. **Section 98-13(e)** states that variance applications must be reviewed based on the following six criteria:
 - a. **Section 98-13(e)(1)** states that no diminution in value of surrounding properties should be suffered. The east elevation abuts a utility easement and has reduced visibility from the primary and arterial roads. Due to the reduced visibility the east elevation was selected as the most appropriate location for the garden center, which will limit visibility of any façade treatments while maintaining accessibility for customers to access the site. The proposed design maintains architectural consistency with the continuation of cornice lines and horizontal banding around the east elevation. *No further information is needed to evaluate this criterion.*
 - b. **Section 98-13(e)(2)** states that granting the permit should be of benefit to the public interest. If adequately screened by the garden center, the approval of the façade treatment variance will not have a negative effect on the public interest, as it will not be visible from neighboring properties. *No further information is needed to evaluate this criterion.*
 - c. **Section 98-13(e)(3)** states that denial of the permit should not result in unnecessary hardship to the owner seeking it. Denying the request to not include façade treatment on the east elevation would result in an unnecessary hardship to the owner, as the east elevation will be screened by the proposed garden center and the elevation does not

face a public street. The submitted documentation indicates that any façade treatment would not be visible from the street and may impact the function of the proposed garden center area. *No further information is needed to evaluate this criterion.*

- d. **Section 98-13(e)(4)** states that the use must not be contrary to the spirit of the land development code. Section 94-3(g)(5) states that facades attached to a primary façade shall incorporate features of the primary façade. The applicant is requesting a variance from façade standards that require façades attached to a primary facade to incorporate features of the primary facade for a minimum of 33 percent of the overall wall length measured from the attached primary façade. However, some features are being maintained with the continuation of cornice lines and horizontal banding around the east elevation. The continuation of some architectural elements across the elevation is consistent with the spirit of the land development code. *No further information is needed to evaluate this criterion.*
- e. **Section 98-13(e)(5)** states that financial disadvantage or inconvenience to the applicant shall not of themselves constitute conclusive evidence of unnecessary and undue hardship and be ground to justify granting of a variance. The applicant claims architectural design treatments could introduce unnecessary enclosure elements that may contribute to heat gain and reduced ventilation within the garden center area. The garden center is an essential functional component of the Ace Hardware operation and impacts to the operation of the garden center may create undue hardship to the business. *No further information is needed to evaluate this criterion.*
- f. **Section 98-13(e)(6)** states that physical hardships, such as disabilities of any applicant, may be considered grounds to justify granting of a variance. The applicant has not claimed a physical hardship for this request. *No further information is needed to evaluate this criterion.*

Based on the analysis of the review criteria, Inspire has determined that this request meets the purpose and intent of the LDC, won't create a diminution in surrounding property values, and is in the best interest of the public. Inspire has no objections to the proposed variance.

Fire

- 1. No Comments.

Public Works

- 1. No Comments.

Lake County

- 1. No Comments.

Engineering

- 1. No Comments.

To: Jeff Powell, AIA, NCARB, Powell Studio Architecture
From: Eric Raasch, AICP, Inspire Project Manager
CC: Joyce Heffington, AICP; Gabriela Castro, AICP; Thomas Grimms, AICP
Date: July 22, 2026
Reference: Ace Hardware TPO Variance (Inspire Case 264)

We have conducted a review of the **variance** for the above-referenced project. The site is currently vacant, and the applicant has submitted a site plan for the Ace Hardware commercial development, which is currently under review.

The applicant is requesting a variance from Section 94-3(g)(10)c.4, which requires tile or metal to be the dominant roof material. The applicant is proposing a flat roof with a thermoplastic polyolefin (TPO) material. No site visit was conducted.

Planning

1. **Section 98-13(e)** states that variance applications must be reviewed based on the following six criteria:
 - a. **Section 98-13(e)(1)** states that no diminution in value of surrounding properties should be suffered. The applicant is proposing a flat roof with a thermoplastic polyolefin (TPO) as the primary roofing material. The proposed building design includes a gable-end roof, arcade, and parapet to screen the TPO roofing system. The applicant states the TPO material will not be prominently visible from surrounding rights-of-way. The submitted architectural drawings indicate parapets and banding will line the perimeter of the TPO roof. *No further information is needed to evaluate this criterion.*
 - b. **Section 98-13(e)(2)** states that granting the permit should be of benefit to the public interest. If adequately screened, the approval of the roof membrane material will not have a negative effect on the public interest, as it will not be visible from neighboring properties. The submitted documentation indicates that the TPO roof will not be prominently visible from surrounding rights-of-way. *No further information is needed to evaluate this criterion.*
 - c. **Section 98-13(e)(3)** states that denial of the permit should not result in unnecessary hardship to the owner seeking it. Denying the request to use an alternative roof material would result in an unnecessary hardship to the owner, as flat roofs and the roof material (once fully screened) are permitted in the code. The submitted documentation indicates that the TPO roof will not be prominently visible from surrounding rights-of-way. *No further information is needed to evaluate this criterion.*

- d. **Section 98-13(e)(4)** states that the use must not be contrary to the spirit of the land development code. Allowing a roof membrane as the primary roof material is within the spirit of the LDC. Sec. 94-3(g)(10)a states that roofing materials shall be constructed of durable high-quality material in order to enhance the appearance and attractiveness of the community. The proposed roof membrane is a durable high-quality material for a flat roof. Additionally, flat roofs and roof membranes are not specifically prohibited in the LDC. *No further information is needed to evaluate this criterion.*
- e. **Section 98-13(e)(5)** states that financial disadvantage or inconvenience to the applicant shall not of themselves constitute conclusive evidence of unnecessary and undue hardship and be ground to justify granting of a variance. The applicant did not claim a financial disadvantage or inconvenience associated with this request. However, the applicant has stated that the city has allowed nearby commercial developments to use alternative roofing materials, including TPO, as it is a common material. *No further information is needed to evaluate this criterion.*
- f. **Section 98-13(e)(6)** states that physical hardships, such as disabilities of any applicant, may be considered grounds to justify granting of a variance. The applicant has not claimed a physical hardship for this request. *No further information is needed to evaluate this criterion.*

Based on the analysis of the review criteria, Inspire has determined that this request meets the purpose and intent of the LDC, won't create a diminution in surrounding property values, and is in the best interest of the public. Inspire has no objections to the proposed variance.

Fire

1. No Comments.

Public Works

1. No Comments.

Lake County

1. No Comments.

Engineering

1. No Comments.



AGENDA SUMMARY
Planning & Zoning Commission Meeting
August 3, 2026

Agenda Item: 4.

Subject Title: Resolution 2026-11 Gentle Breeze Drive Variance

Objective:

A Resolution of the City Council of the City of Minneola, Florida, Granting a Variance to the Land Development Code Section 102-105(11)(c) Rear Yard Setback Standard for Property Generally Located at 250 Gentle Breeze Drive; Providing for Conditions; Providing for Recordation; Providing for Severalability; Providing for an Effective Date.

Summary:

Robert Lawson, owner requests a variance to the rear setback requirements for RSF-2 for property generally located at 250 Gentle Breeze Drive. The house was built with a much deeper front setback than normal in order to preserve a very large old tree. The owner wants to build a gunroom with a roof, rather than a screen enclosure because the leaves and debris from the many trees falling would require regular maintenance on a soft roof. A solid roof enclosure requires a 20 foot rear setback. The variance would allow him to have only a 9.6 rear setback.

Exhibits:

1. 250 Gentle Breeze Dr - Variance
2. 250 Gentle Breeze Dr - Survey
3. Res. 2026-11 - Gentle Breeze Drive revised 7.13.26
4. Notice of Public Hearing on Resolution 2026-11- Gentle Breeze
5. Res 2026-11 Affidavit
6. ADDRESSES
7. Signage of Variance Public Hearing

Options:

1. Approve the resolution as presented.
2. Approve the resolution with conditions.
3. Postpone the decision.
4. Deny approval of the resolution.

Fiscal Impact:

Undetermined

Staff Recommendation:

Staff recommends approval.



City of Minneola Planning Department

800 N Highway 27, Minneola, FL 34715
(352) 394 – 3598 / PlanningDept@Minneola.us

Variance Application

Fee: \$560 Residential; Others: \$800

This checklist is based on the relevant provisions of Section 98-13 Variances of the Minneola Florida Code of Ordinances. The Code is available online at www.municode.com. The requirements below are minimums that may be adjusted in the pre-application conference.

Variance Review Criteria

The general requirements and review criteria are described in Section 98-13(e) of the City Code. The City Council shall consider the following requirements and criteria:

- No diminution of value of the surrounding properties would be suffered.
- Granting the variance would be of benefit to the public's interest.
- Denial of the variance would result in unnecessary hardship to the owner seeking it.
- The use must not be contrary to the spirit of the Land Development Code.
- Financial disadvantage, or inconvenience to the applicant, shall not of themselves constitute conclusive evidence of unnecessary and undue hardship and be grounds to justify of a variance.
- Physical hardships, such as disabilities of any applicant, *may* be considered grounds to justify granting of a variance at the discretion of the City Council.

Application Review Process

Development Review Process (DRP)

- The DRP reviewers shall review every application and make recommendations to the Planning & Zoning Commission (P&Z) and City Council (CC)
- The DRP will provide written comments/recommendations to the applicant, the P&Z and the CC

Planning and Zoning Commission (P&Z)

- The Planning Dept is responsible for ensuring proper legal advertising is done in a timely manner
- The applicant is responsible to correctly post the required signs on the site in a timely manner – the signs and posting requirements are supplied by the Dept.
- Applications need to be submitted by the 1st of the month to be considered at next month's Planning & Zoning Commission meeting. All supporting documents that need to be reviewed by the Commission need to be submitted by the 15th of the same month to be included in the packet for review.

City Council (CC)/Board of Adjustment

- Upon CC's completion of the workshop process an additional legal advertisement is made and the site gets posted again as described above
- The CC must conduct one public hearing regarding the proposed variance permit
- The CC may defer consideration of the subject application at any time
 - In granting a variance the CC shall: Specify the way such variance or modification shall be made, The conditions upon which it is made, The reasons for the decision

Conditions of Approval

- Establish time limits for the variance to be initiated and/or operated
- Establish specific minimum or maximum limits to regular code requirements
- Any other conditions reasonably related to the requirements and criteria of this section
- A variance that has not been utilized within one year of its approval shall expire

POST OFFICE BOX 678, MINNEOLA, FLORIDA 34755 ♦ (352) 394-3598 ♦ FAX (352) 394-7201

City of Minneola
Variance Application Cont.

The material described herein is based on the provisions of Section 98-13 of the City Code.

Applicant Name

Applicant Address

General Location and/or Street Address:

Alternate Key Number:

Applicant Phone #:

Fax # or E-mail:

Applicant Is:

Purchaser

Owner Name:

Owner Address:

Owner Phone #:

Fax # and/or E-mail:

Site Area (acres or sq. ft.):

Existing FLUM:

Existing Zoning:

Present Use & List of Structures by Use:

Proposed Use: Screen Sunroom with hard roof

Potable Water Source:

Sewage Disposal Method:

Has this site been subject to other development permit action in the last two years? NO

No If Yes, provide the type of action and date of final action:

Cite the Specific Section of the Code that Applies to this Variance:

Describe your reasons for seeking this specific variance:

BECAUSE OF THE VERY OLD
TREE IN THE FRONT YARD CAUSING THE HOUSES BE BUILT BACK
FROM THE MGL. AND THAT THERE ARE MANY OTHER TREE DARK LINE THAT ALSO INTERFERE

Provide any relevant data that you feel supports the requested variance:

OTHER THAN WHAT IS WRITTEN HERE NOTHING

POST OFFICE BOX 678, MINNEOLA, FLORIDA 34755 ♦ (352) 394-3598 ♦ FAX (352) 394-7201

Variance Application

Page 3 of 5

XX LEAVES IN MY YARD SO A SCREEN ROOM WOULD NOT BE
EDIC.

City of Minneola
Variance Application Cont.

Certification

I, the undersigned, do hereby certify that I have read the application and the relevant guidance material and understand the requirements described therein and that I will fully comply with all City, State and Federal regulations applicable to this project.

I understand that the application fee is non-refundable.

I further understand that I am responsible for reimbursing the City for the actual advertising costs, mailing costs, AND the actual consultants' review fees, if any. Said fees shall be paid within 30 days of receipt of the City's invoice or further processing of the application will cease until the invoice is paid in full.

I understand that only application packages that are determined complete by the Department will be scheduled for review.



28 MAY 2026

Date

Office Use:

Applicant Name: _____

Approval Status: _____

Amount: _____ Check: _____

Amount: _____ Check: _____

Rec'd by: _____ Date: _____ Receipt #: _____

POST OFFICE BOX 678, MINNEOLA, FLORIDA 34755 ♦ (352) 394-3598 ♦ FAX (352) 394-7201

Hi,

My name is [REDACTED] this information is provided relating to my application for a variance due to not having the required 20 feet set back for a hard roof screen room. The reason I don't have the required set back is because of a very old large tree. This tree is approximately 14 feet from my front door. Pictures of the tree provided. The reason for wanting a hard roof instead of a soft roof is number of trees that have leaves fall into my yard and therefore onto a soft roof. Requiring regular maintenance. A hard roof would it make so I could have it cleaned when I have my house roof cleaned. Also, the hard roof would protect the room from falling debris during storms. Other pictures provided.



PROPERTY RECORD CARD

General Information

Name:	[REDACTED]	Alternate Key:	3797307
Mailing Address:	[REDACTED]	Parcel Number:	07-22-26-1700-000-02300
		Millage Group and City:	00MI Minneola
		2025 Total Certified Millage Rate:	17.5866
	Update Mailing Address	Trash/Recycling/Water/Info:	My Public Services Map
Property Location:	250 GENTLE BREEZE DR MINNEOLA FL, 34715	Property Name:	-- Submit Property Name
		School Information:	School Locator & Bus Stop Map School Boundary Maps
Property Description:	MINNEOLA, QUAIL VALLEY PHASE 1 SUB LOT 23 PB 44 PG 36-38 ORB 4971 PG 1436		

NOTE: This property description is a condensed/abbreviated version of the original description as recorded on deeds or other legal instruments in the public records of the Lake County Clerk of Court. It may not include the Public Land Survey System's Section, Township, Range information or the county in which the property is located. It is intended to represent the land boundary only and does not include easements or other interests of record. This description should not be used for purposes of conveying property title. The Property Appraiser assumes no responsibility for the consequences of inappropriate uses or interpretations of the property description.

Land Data

Line	Land Use	Frontage	Depth	Notes	No. Units	Type	Class	Value	Land Value
1	SINGLE FAMILY (0100)	0	0		1.000	Lot		\$80,000.00	\$80,000.00

[Click here for Zoning Info](#)
[Map](#)

[FEMA Flood](#)

Residential Building(s)

Building 1

Residential

Building Value: \$198,844.00

Summary

Year Built: 2001	Total Living Area: 1423	Central A/C: Yes	Fireplaces: 0
Bedrooms: 3	Full Bathrooms: 2	Half Bathrooms: 0	

[Incorrect Bedroom, Bath, or other information?](#)

Section(s)

Section Type	Ext. Wall Type	No. Stories	Floor Area
FINISHED LIVING AREA (FLA)	BRICK/BLOCK STUCCO OR SIDING (03)	1.00	1423
GARAGE FINISH (GAR)		1.00	432
OPEN PORCH FINISHED (OPF)		1.00	53
PATIO UNCOVERED (PAT)		1.00	160

CITY OF MINNEOLA
P.O. BOX 678
MINNEOLA, FL 34755

09745

DATE 06/01/20

RECEIVED FROM _____

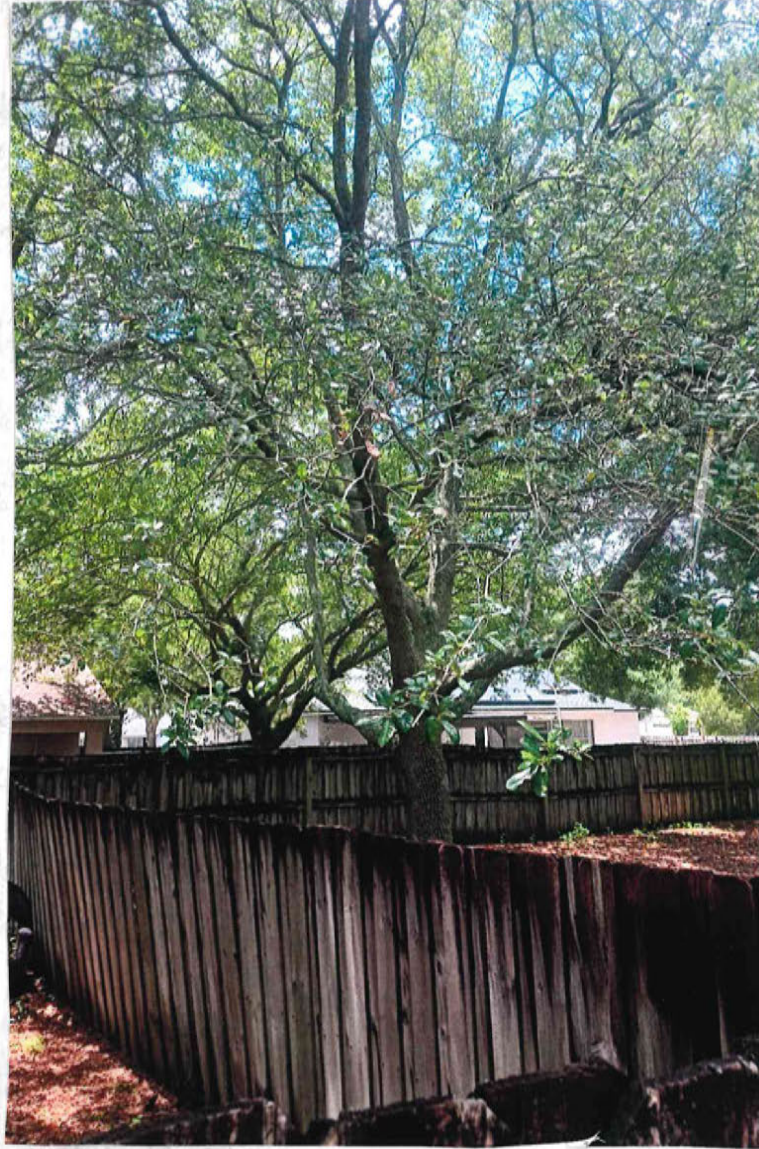
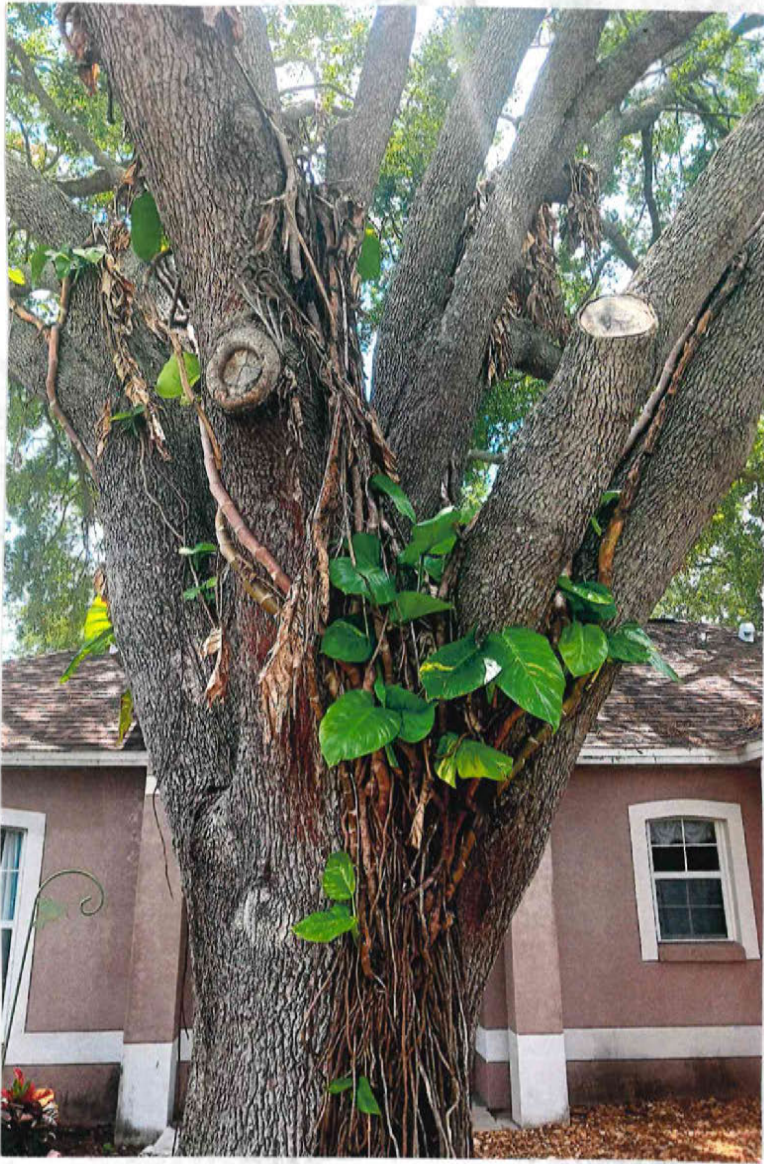
THE SUM OF _____ DOLLARS \$ 500.00

FOR Variance App

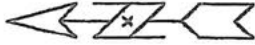
AMOUNT OF ACCOUNT \$ _____
AMOUNT PAID \$ 500.00 *Thank you!*
BALANCE DUE \$ _____

☐ CASH ☒ CHECK 217 ☐ MO ☐ CC BY BU





Map of Boundary Survey



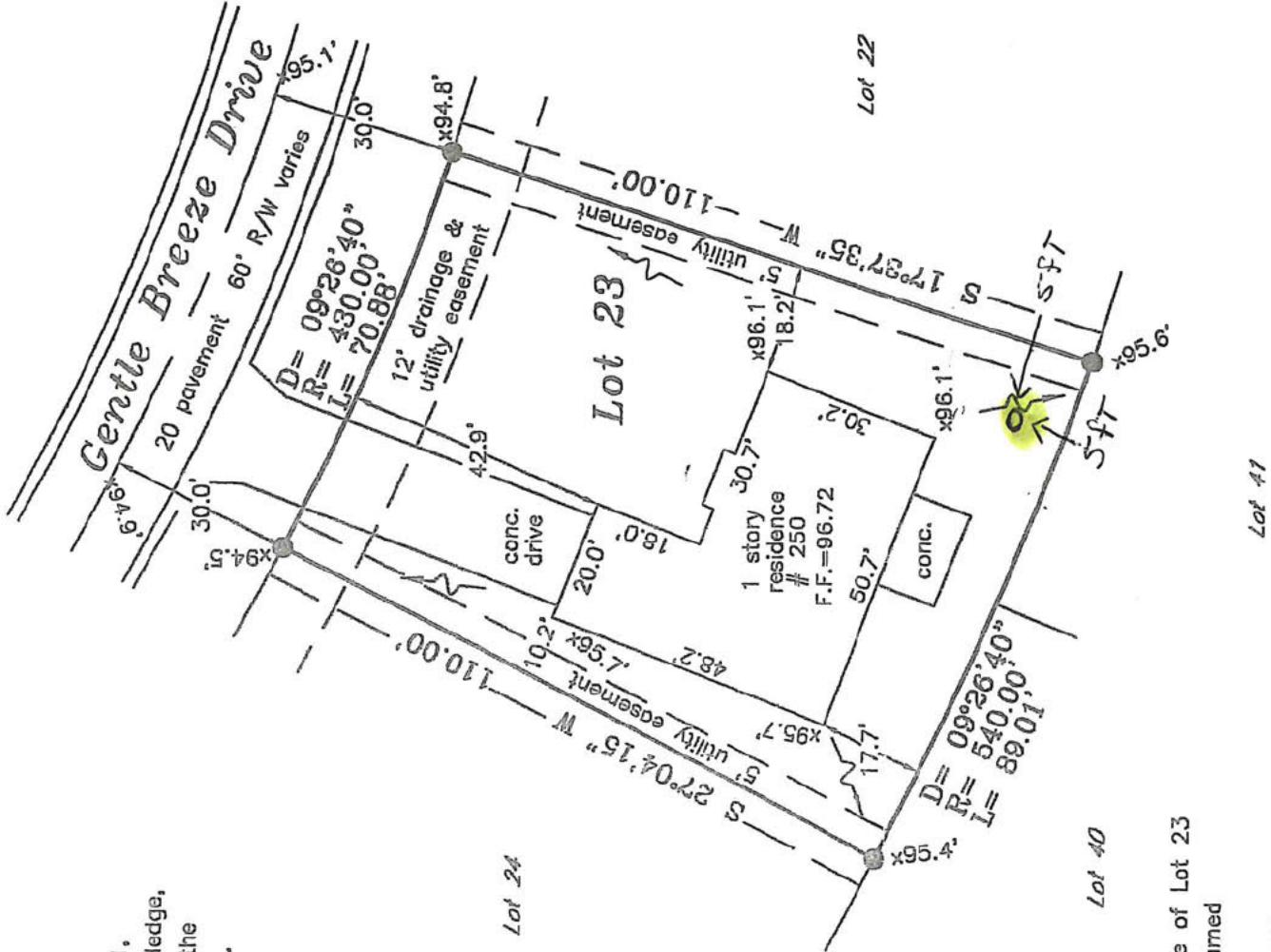
Scale = 1"=30'

Description:

Lot 23, QUAIL VALLEY PHASE I, according to the plat thereof, as recorded in Plat Book 44, PGS 36 through 38, Public Records of Lake County, Florida.

Lake County

I hereby declare that based on my examination of the Flood Insurance Rate Map panel 120421 0375 B dated April 1, 1982, and that to the best of my knowledge, belief and my professional opinion that the subject property lies within flood zone C.



Notes:

- Bearings based on the West line of Lot 23 as being S 27°04'15" W, an assumed meridian.
- Legal description supplied by client.
- No title commitment or abstract has been provided for the subject property. There may be recorded or unrecorded documents which could affect this parcel.
- No adjacent or underground improvements, other than those shown, located this date.
- Subject property contains 0.202 acres, more or less, and is subject to any rights of way or easements of record.
- Subject property is on sanitary sewer system.
- Elevations based on elevations shown on construction plans of existing storm structures on U.S. Hwy No. 27

LEGEND:

- Denotes found 1/2" iron rod & cap marked "LB 6642" unless otherwise noted.
- ⊙ Denotes centerline
- R/W Denotes right of way

Surveyor's Certification

I hereby certify to Harold S. & Colleen M. German, Banyan Financial of Central Florida, LP, B & L Title Services, LLC, and Commonwealth Land Title that this Map of Boundary Survey meets the minimum technical standards for surveys as set forth in Chapter 61G17 Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.

Jeffrey P. Rhoden
JEFFREY P. RHODEN PSM #5322

STATE OF FLORIDA

UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER, THIS MAP/REPORT IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID.

#	Date	Revisions	Field Date	99030.240
			1/08/02	Prepared for: Banyan Homes
			Drawn by: JAC	Rhoden Land Surveying, Inc.
			Scale: 1"=30'	LB #6980

Prepared by and return to:
City of Minneola
Attn: City Clerk
800 N. U.S. Highway 27
Minneola, Florida 34715

RESOLUTION 2026-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MINNEOLA, FLORIDA, GRANTING A VARIANCE FROM THE REAR YARD SETBACK REQUIREMENT IN SECTION 102-105(11)(c) OF THE CITY OF MINNEOLA LAND DEVELOPMENT REGULATIONS FOR PROPERTY LOCATED AT 250 GENTLE BREEZE DRIVE; PROVIDING FOR CONDITIONS; PROVIDING FOR RECORDATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Robert Lawson, as the owner of the Property (the “Applicant”), submitted an application for a variance from the 25-foot rear-yard setback required by Section 102-105(11)(c) of the City of Minneola Land Development Regulations for property located at 250 Gentle Breeze Drive, Minneola, Florida, and more particularly described in **Exhibit “A”** attached hereto (the “Property”); and

WHEREAS, public notice has been provided in accordance with the City’s Land Development Regulations; and

WHEREAS, after a duly noticed hearing, the Planning and Zoning Commission considered the variance request and has made a recommendation to the City Council; and

WHEREAS, after considering the application, staff report, testimony, and other evidence presented at the public hearing, the City Council finds that the variance request satisfies the applicable variance criteria in the City of Minneola Land Development Regulations.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINNEOLA, FLORIDA:

Section 1. Recitals. The foregoing recitals are hereby incorporated into this Resolution as if fully set forth herein and are found to be true and correct.

Section 2. Variance Approval. Based upon the competent substantial evidence presented, the City Council finds that the variance request satisfies the applicable criteria of the City of Minneola Land Development Regulations. The Applicant is granted a variance from the 25-foot rear yard setback required by Section 102-105(11)(c) of the City of Minneola Land Development Regulations, subject to the conditions set forth below.

- (a) The variance permits only the proposed solid-roof addition depicted on **Exhibit “B,”** which shall be located no closer than 9.6 feet from the rear property line.

- (b) The Applicant shall maintain the existing drainage swale and direct all runoff from the proposed solid-roof addition in a manner that does not adversely affect adjacent property or obstruct the existing drainage system, subject to review and approval by the City Engineer or other appropriate City staff.
- (c) Except as expressly authorized by this Resolution, development of the Property shall comply with all applicable provisions of the City of Minneola Land Development Regulations and all other applicable laws and regulations.

Section 3. Recordation; Binding Effect. This Resolution shall be recorded in the Public Records of Lake County, Florida, at the Applicant's expense. The variance and conditions imposed by this Resolution shall run with the Property and bind the Applicant and the Applicant's successors and assigns.

Section 4. Effective Date. This Resolution shall be effective upon passage and adoption.

PASSED and **RESOLVED** this _____ day of _____, 2026 by the City Council of the City of Minneola.

Pam Serviss, Mayor

ATTEST:

Kristine Thompson, City Clerk

Approved as to form and legality:

Scott A. Gerken, City Attorney

PROPERTY OWNER'S CERTIFICATION

I have read Resolution 2026-11 and agree to comply with the terms and conditions contained Herein.

Witness Signature

By _____
Robert Eugene Lawson, II
Property Owner

Witness Printed Name

Witness Signature

Witness Printed Name

**STATE OF FLORIDA
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me by means of ____ physical presence or ____ online notarization this ____ day of _____, 2026, by Robert Eugene Lawson, II, who is ____ personally known to me or ____ has produced _____ as identification.

Signature of Notary Public

Printed Name of Notary Public

My Commission Expires: _____

Commission No.: _____

Date

Exhibit “A”

LOT 23, QUAIL VALLEY PHASE 1, ACCORDING TO THE PLAT THEREOF RECORDED AT PLAT BOOK 44,
PAGES 36, 37, AND 38, IN THE PUBLIC RECORDS OF LAKE COUNTY, FLORIDA.

Exhibit "B"

Map of Boundary Survey

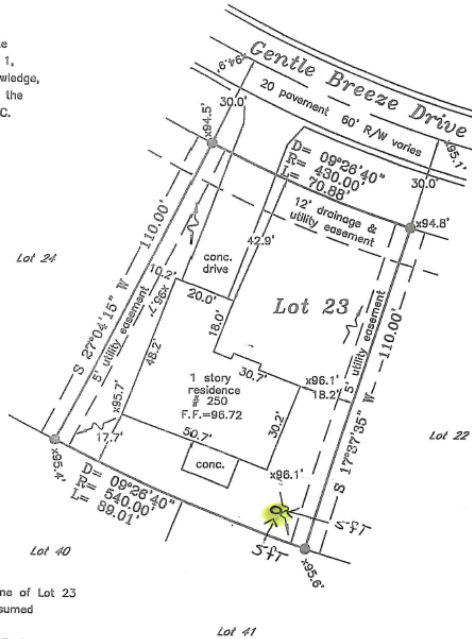
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Jeffrey P. Rhoden
JEFFREY P. RHODEN PSM #5322
STATE OF FLORIDA

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RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND
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⊙ Denotes found 1/2" iron rod &
cap marked "LB 6642"
unless otherwise noted.

Ⓢ Denotes centerline

R/W Denotes right of way

#	Date	Revisions	Field Date 1/08/02	Prepared for: <i>Banyan Homes</i>
			Drawn by: JAC	<i>Rhoden Land Surveying, Inc.</i> LB #6980 1009 East Ave. Clermont, FL 34711 352-394-6255
			Scale: 1"=30'	

**CITY OF MINNEOLA
P.O. BOX 678
MINNEOLA, FL 34755
(352)394-3598**

NOTICE OF PUBLIC HEARING

RESOLUTION 2026-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MINNEOLA, FLORIDA, GRANTING A VARIANCE TO THE LAND DEVELOPMENT CODE SECTION 102-105(11)(c) REAR YARD SETBACK STANDARD FOR PROPERTY GENERALLY LOCATED AT 250 GENTLE BREEZE DRIVE; PROVIDING FOR CONDITIONS; PROVIDING FOR RECORDATION; PROVIDING FOR SEVERALABILITY; PROVIDING FOR AN EFFECTIVE DATE.

The City of Minneola Planning and Zoning Commission will hold a public hearing on Monday, August 3, 2026, at 6:30 p.m. at Minneola City Hall, located at 800 North U.S. Highway 27, Minneola, Florida, to consider Resolution 2026-11, a request from Robert Lawson for a variance for property located at 250 Gentle Breeze Drive.

The variance request includes: (1) a variance from Section 102-105(11)(c) to allow relief from the design standard of the rear yard setback requirement.

The City of Minneola City Council will hold a public hearing on Tuesday, September 01, 2026, at 6:30 pm at the Minneola City Hall located at 800 North U.S. Highway 27, Minneola, FL, to consider the request.

The staff report on the case will be sent to the City Council and will be available to the general public at least five (5) days prior to the hearing on the case.

A person who decides to appeal any decision made by any board, agency, or council with respect to any matter considered at such meeting or hearing, will need a record of the proceedings. For such purposes, any such person may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based (Florida Statutes, 286.0105).

The City of Minneola Land Development Code is available for inspection at the City Hall, located at 800 North U.S. Highway 27, Minneola, FL, Monday through Friday during the normal working hours of 8:00am to 5:00 pm.

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT KRISTINE THOMPSON, CITY CLERK, AT (352) 394-3598 EXT. 111 AT LEAST 48 HOURS BEFORE THE DATE OF THE SCHEDULED HEARING.

AFFIDAVIT OF PUBLICATION

Clermont Sun

Published Weekly
Clermont, Lake County, Florida

Case No. 2026-11

STATE OF FLORIDA
COUNTY OF LAKE

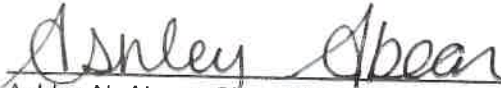
Before the undersigned authority, Gina Sapp, personally appeared who on oath says that she is the Classified Advertising Legal Clerk of Clermont Sun, a newspaper published at Clermont in Lake County, Florida; that the attached copy or reprint of the advertisement, to the right, being a Public Notice, was published in said newspaper by print in the issues of or by publication on the newspaper's website, if authorized, on:

July 15, 2026

Affiant further says that the Clermont Sun newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

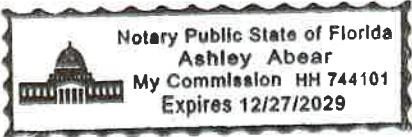

Gina Sapp

Sworn to and subscribed before me this 15th day of July 2026 by Gina Sapp, who is personally known to me.


Ashley N. Abear, Clerk, Notary Number: #HH744101
Notary expires: December 27, 2029

00012418 00213162

Joyce Heffington
CITY OF MINNEOLA
P.O BOX 678
MINNEOLA, FL 34755



CITY OF MINNEOLA
P.O. BOX 678
MINNEOLA, FL 34755
(352) 394-3598

NOTICE OF PUBLIC HEARING

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OwnerNam	OwnerAddr	OwnerCity	OwnerState	OwnerZip
AMERICAN	23975 PARCALABAS	CA		91302-4012
BABIASZ J	216 VALLEMINNEOL	FL		34715
BUDHU EII	220 VALLECLERMON	FL		34715
BURGOS F	229 VALLEMINNEOL	FL		34715
CONTE FR	228 VALLECLERMON	FL		34715
CROUP S	243 GENTIMINNEOL	FL		34715
DE FREITA	1071 S HIA	ORLANDO FL		32835
DEVONSH	251 GENTIMINNEOL	FL		34715
DOOBAY F	255 GENTIMINNEOL	FL		34715
EBERLE L	236 VALLEMINNEOL	FL		34715
HALUSEK	225 VALLEMINNEOL	FL		34715
INEICHEN	240 VALLEMINNEOL	FL		34715
LAWSON F	250 GENTIMINNEOL	FL		34715
MADRAY F	300 GENTIMINNEOL	FL		34715
MARSH JA	247 GENTIMINNEOL	FL		34715-5647
MOBLEY I	224 VALLEMINNEOL	FL		34715
OGUNSAN	239 VALLEMINNEOL	FL		34715
PIERCE D	219 VALLEMINNEOL	FL		34715
PROGRESPO	BOX 31	SALT LAKE UT		84131-1236
QUAIL VAL	4407 VINE	ORLANDO FL		32811
R&L FAMIL	254 GENTIMINNEOL	FL		34715
RAMPERS	1813 VALL	CLERMON FL		34711
RESTREP	215 VALLEMINNEOL	FL		34715
SILVESTRI	245 VALLEMINNEOL	FL		34715-5756
THOMAS M	256 GENTIMINNEOL	FL		34715
TINDELL RPO	BOX 21	MINNEOL FL		34755-2156
WATTS JO	10628 LAK	CLERMON FL		34711
AMERICAN	23975 PARCALABAS	CA		91302-4012
ABERCRO	750 LA COMINNEOL	FL		34715
DOUGLAS	575 BLAC	MINNEOL FL		34715
HARTING I	708 LA COMINNEOL	FL		34715
PEREZ MA	742 LA COMINNEOL	FL		34715
PERSAUD	239 GENTIMINNEOL	FL		34715
BISSOON	31 SOUTH ONTARIO	I		
MC CUE R	235 GENTIMINNEOL	FL		34715
FERNANDI	13876 SW	MIAMI FL		33175
PERSAUD	758 CITRU	WINTER G FL		34787

CITY OF MINNEOLA
 THIS PROPERTY WILL BE CONSIDERED FOR
Resolution 2026-11: A Resolution of City Council of the City of
Minneola, Florida, Granting a Variance to Land Development
Code Section 102-105(11)(c) Rear Yard Setbacks

APPLICANT <u>Robert Lawson</u> CURRENT FLU <u>Single Family Medium Density</u> PROPOSED FLU <u>Single Family Medium Density</u> CURRENT ZONING <u>RSE-2: Medium Density</u> ACTION REQUESTED <u>To Allow a Reduction</u> <u>in Rear Yard Setback from 25ft to 9.6ft</u>	THIS APPLICATION WILL BE CONSIDERED AT THE FOLLOWING PUBLIC MEETINGS AT THE DATES AND TIMES SPECIFIED: P & Z COMMISSION <u>August 07, 2026</u> AT <u>6:30 PM</u> CITY COUNCIL <u>September 07, 2026</u> AT <u>6:30 PM</u> AT _____ THESE MEETINGS WILL BE HELD AT THE CITY HALL LOCATED AT: 800 N US HWY. 27, MINNEOLA FOR FURTHER INFORMATION CALL 352-384-3580 Ext:173 PLANNING DEPARTMENT
--	---



AGENDA SUMMARY
Planning & Zoning Commission Meeting
August 3, 2026

Agenda Item: 5.

Subject Title: Discussion - Voluntary Conservation Design Checklist

Objective:

Discussion Regarding a Voluntary Conservation Design Checklist for Development Applications.

Summary:

Exhibits:

1. IMG_8684
2. IMG_8688
3. IMG_8687
4. IMG_8686
5. IMG_8685
6. IMG_8689
7. IMG_8683

Options:

Fiscal Impact:

Staff Recommendation:

Here are opportunities that contribute to resilient, context-sensitive development in Minneola. Which of these fit your project?

For applicants

Work through the checklist line by line, ideally before your site plan is finalized. Check the items your project already includes, and consider whether any unchecked items could reasonably be incorporated. Not every site can do everything — a project that meaningfully accomplishes a handful of these is a success. Where an item does not apply, leave it blank.

For staff and the Commission

The completed checklist is a conversation starter, not a score to approve or deny. It gives everyone at the table a shared vocabulary for discussing site design, and it lets an applicant show the work they have already done. A completed sheet allows a simple factual statement such as: “This project incorporated 21 of the 65 conservation opportunities identified.”

The framework

The 65 items are grouped into ten interconnected focus areas. They are deliberately written as questions rather than requirements, because the goal is for applicants to evaluate their own project rather than respond to a mandate.

Construction Stewardship

OBJECTIVE Protect retained natural features during the construction phase.

WHY IT MATTERS Much of the ecological damage on a project happens after approval. Trees preserved on a plan are frequently lost to root compaction, grade changes, or staging activity during construction.

- ☐ Will protective fencing be installed at the drip line of retained trees?
- ☐ Have staging, storage, and equipment routes been located away from retained features?
- ☐ Will erosion and sediment control measures be maintained throughout construction?
- ☐ Has unnecessary clearing been limited to the actual construction envelope?
- ☐ Will soil compaction in preservation areas be prevented?
- ☐ Will a responsible party be identified to monitor protection measures on site?

Long-Term Stewardship & Resilience

OBJECTIVE Ensure that what is installed still functions ten years from now.

WHY IT MATTERS The question is not only whether a feature was installed, but whether it will survive. Long-term maintenance responsibility is what determines whether canopy, native areas, and stormwater systems continue to perform.

- ☐ Has long-term maintenance responsibility been identified (HOA, CDD, owner, or other)?
- ☐ Are preserved and native areas protected by easement, plat note, or covenant?
- ☐ Is stormwater system maintenance addressed in writing?
- ☐ Is canopy replacement planned for trees that are lost over time?
- ☐ Is invasive species control part of ongoing maintenance?
- ☐ Have drought-tolerant, flood-tolerant, and wind-resistant species been favored?
- ☐ Is post-construction monitoring or replacement of failed plantings addressed?

Community Experience & Human Connection

OBJECTIVE Create opportunities for residents and visitors to experience the natural landscape.

WHY IT MATTERS Preserved nature that no one can experience rarely builds public support for conservation. Access, comfort, and interpretation turn a preserve into a community amenity.

- ☐ Are there opportunities for residents to access and experience natural areas?
- ☐ Have trails, boardwalks, or overlooks been considered?
- ☐ Has seating or shaded gathering space been provided?
- ☐ Have interpretive or educational signs been considered?
- ☐ Have meaningful landscape features been preserved as focal points?
- ☐ Is there an opportunity to interpret the site's natural history?

Innovation & Voluntary Enhancements

OBJECTIVE Leave room for ideas this checklist did not anticipate.

WHY IT MATTERS No checklist can capture every good idea. Some of the strongest conservation outcomes come from approaches specific to a single site or a single applicant's expertise.

- ☐ Does the project include ecological restoration beyond what is required?
- ☐ Does the project incorporate ecosystem services such as shade, cooling, filtration, or air quality benefits?
- ☐ Does the project include a partnership, dedication, or stewardship commitment?
- ☐ Does the project include a feature not otherwise listed in this checklist?

Wildlife & Habitat

OBJECTIVE Retain and create habitat value within the developed landscape.

WHY IT MATTERS Development does not have to displace wildlife entirely. Small design choices — where open space goes, what is planted, how edges are treated — determine whether a site remains usable habitat.

- ☐ Has usable habitat been retained rather than only unbuildable remnants?
- ☐ Have habitat buffers been provided adjacent to natural or conserved areas?
- ☐ Have pollinator habitat areas or meadow plantings been incorporated?
- ☐ Have nesting, denning, or forage areas been protected where present?
- ☐ Has habitat value been considered in the design of retained open space?
- ☐ Has invasive species removal and long-term control been addressed?

Water, Soil & Stormwater

OBJECTIVE Work with the site's natural hydrology and soils rather than replacing them.

WHY IT MATTERS Most development strips and compacts soil, then relies on pipes to move water quickly off-site. Designing for infiltration protects downstream water quality, reduces flooding, and can turn required infrastructure into habitat.

- ☐ Has unnecessary grading been minimized?
- ☐ Have existing healthy soils been preserved where feasible?
- ☐ Does the design favor infiltration over rapid conveyance?
- ☐ Have stormwater features been designed to also function as habitat?
- ☐ Have littoral plantings or naturalized pond edges been incorporated?
- ☐ Have permeable surfaces been considered where appropriate?
- ☐ Has natural hydrology been restored or maintained where practical?

Lighting & Community Compatibility

OBJECTIVE Provide safe lighting while limiting light pollution and preserving neighborhood character.

WHY IT MATTERS Well-designed lighting improves safety while protecting night skies, wildlife behavior, and the comfort of adjacent residents. Compatibility with surrounding development is often what makes a project welcome.

- ☐ Is exterior lighting fully shielded and directed downward?
- ☐ Have warmer color temperatures been selected for exterior fixtures?
- ☐ Has light trespass onto adjacent properties and natural areas been limited?
- ☐ Have unnecessary hours of illumination been reduced through controls?
- ☐ Have building scale, setbacks, and transitions been designed for compatibility with adjacent uses?
- ☐ Have heat island effects been reduced through shade, materials, or roof treatment?

Open Space & Ecological Connectivity

OBJECTIVE Ensure preserved land functions as part of a larger connected landscape rather than as isolated fragments.

WHY IT MATTERS Connectivity is what separates open space that works ecologically from open space that only looks green. Continuous corridors allow wildlife movement, seed dispersal, and long-term resilience.

- ☐ Does preserved habitat connect to adjacent natural areas, parks, or conservation lands?
- ☐ Can wildlife move across the property without significant barriers?
- ☐ Has habitat fragmentation been minimized?
- ☐ Does open space form meaningful, contiguous areas rather than scattered remnants?
- ☐ Have greenway or trail corridors been considered that serve both wildlife and passive recreation?
- ☐ Has open space been located to benefit the surrounding neighborhood as well as the project?

Existing Site Conditions

OBJECTIVE Understand and protect what already exists on the property before deciding what to add.

WHY IT MATTERS The most valuable ecological features on a site are usually the ones already there. Mature trees, intact soils, wetlands, and native remnants take decades or centuries to form and minutes to remove.

- ☐ Has the property been walked and inventoried for existing natural features?
- ☐ Have mature or specimen trees been identified and mapped?
- ☐ Have wetlands, ponds, or seasonal water features been identified?
- ☐ Has existing native vegetation been identified and evaluated for retention?
- ☐ Have existing wildlife movement patterns or nesting areas been noted?
- ☐ Have historic or culturally meaningful landscape features been identified?
- ☐ Has the property's native ecological community been identified (sandhill, scrub, hammock, flatwoods, wetland)?

Trees & Native Landscaping

OBJECTIVE Preserve and expand tree canopy, and use plant communities adapted to the site's natural ecosystem and climate.

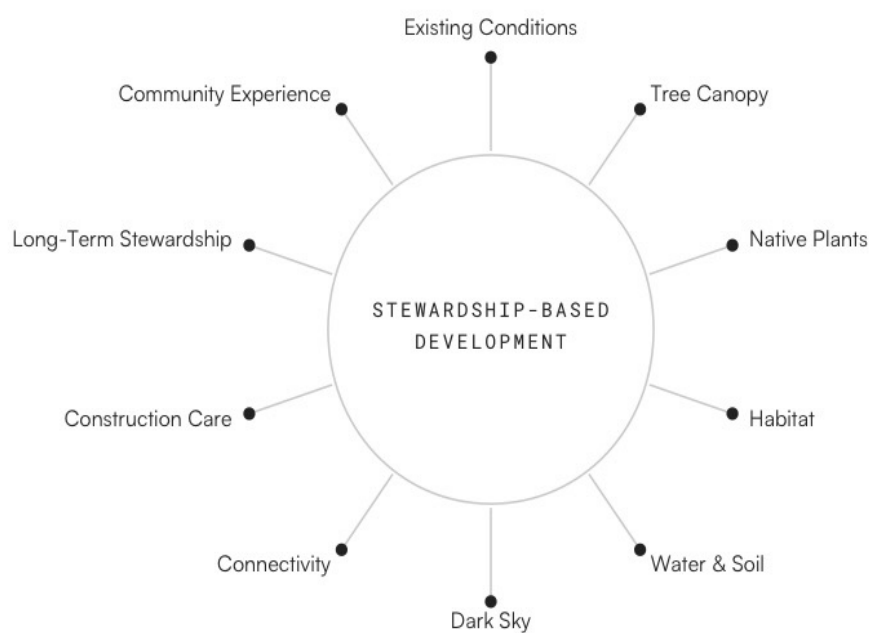
WHY IT MATTERS Healthy tree canopy reduces urban heat, improves stormwater infiltration, increases property value, and enhances neighborhood character. Native plant communities require less water and support far more wildlife than ornamental palettes.

- ☐ Have mature or specimen trees been incorporated into the site design where feasible?
- ☐ Has development been clustered to preserve larger, contiguous tree stands?
- ☐ Have shade trees been increased in parking areas and along drive aisles?
- ☐ Has a canopy target beyond minimum code been considered?
- ☐ Does the planting palette use Florida native species where practical?
- ☐ Does the landscape design reduce long-term irrigation demand?
- ☐ Are pollinator-friendly species included?
- ☐ Have invasive ornamental species been avoided?
- ☐ Does the landscape provide year-round ecological function?
- ☐ Does the plant palette reflect the site's natural ecological community?

REFERENCE EXAMPLES – MATCHING PALETTE TO COMMUNITY

- **Sandhill** → longleaf pine, wiregrass, turkey oak, blazing star
- **Scrub** → scrub oak, Florida rosemary, Chapman oak
- **Hardwood hammock** → live oak, cabbage palm, wild coffee, beautyberry
- **Wetland edge** → bald cypress, pickerelweed, duck potato

These are illustrations, not a required species list. The intent is simply to invite applicants to consider whether the landscape reflects the ecosystem the project is being built within.



These focus areas are interconnected. A decision about stormwater is also a decision about habitat, canopy, and long-term maintenance.

Referenced guidance

Established Best Practices

This checklist does not attempt to create new standards. Applicants who wish to learn more may find useful guidance in established, widely used resources such as:

- International Dark-Sky Association recommendations for exterior lighting
- Florida-Friendly Landscaping™ principles
- Florida Department of Environmental Protection guidance and best management practices
- Florida Fish and Wildlife Conservation Commission habitat guidance
- UF/IFAS Extension resources for native plants, soils, and stormwater
- Local watershed or basin management recommendations, where applicable

These references are offered as places to learn more. None is adopted, endorsed as a standard, or required.

Project Summary

This summary is for recognition and discussion only. It is not a score, a threshold, or a condition of approval.

FOCUS AREA	ITEMS AVAILABLE	ITEMS INCORPORATED
1. Existing Site Conditions		7
2. Trees & Native Landscaping		10
3. Wildlife & Habitat		6
4. Water, Soil & Stormwater		7
5. Lighting & Community Compatibility		6
6. Open Space & Ecological Connectivity		6
7. Construction Stewardship		6
8. Long-Term Stewardship & Resilience		7
9. Community Experience & Human Connection		6
10. Innovation & Voluntary Enhancements		4
Total		65

15+

OPPORTUNITIES
INCORPORATED

30+

OPPORTUNITIES
INCORPORATED

45+

OPPORTUNITIES
INCORPORATED

55+

OPPORTUNITIES
INCORPORATED

Tell us about your project

Innovation & Site-Specific Opportunities

What sustainability, conservation, or ecological design features are incorporated into your project that may not be reflected elsewhere in this checklist?

Examples applicants have described elsewhere: restoring a degraded wetland, preserving a historic oak grove, establishing a pollinator meadow, using permeable pavement, dedicating a trail connection, funding long-term invasive species control.

Future considerations

Which opportunities could not be accomplished on this site, and why? Are any of them possible in a future phase?

Completed by

Voluntary Conservation Design Checklist

A collaborative tool to help applicants identify opportunities for resilient, context-sensitive site design.

PURPOSE

The City of Minneola encourages development that works with the natural landscape while creating resilient, attractive, and economically successful communities.

This voluntary checklist is intended to help applicants identify opportunities to incorporate conservation-minded design principles early in the planning process. It serves as a collaborative tool to encourage thoughtful site design, highlight opportunities for environmental stewardship, and facilitate productive conversations between applicants, staff, and the Planning & Zoning Commission.

NOT REGULATORY

This checklist is not a code requirement, an adopted amendment, or a condition of project approval. Nothing in this document is required, and no item affects the review, approval, or timing of an application. It is offered as a set of opportunities — the applicant decides which, if any, fit the project.