

Minneola Planning and Zoning Commission**Minutes****July 1, 2019 at 7:00 PM****Minneola City Hall**

The City of Minneola Planning and Zoning Commission was called to order by Chairwoman Debbie Flinn. Also present were Vice Chairman Paul Giacalone, Commissioner Oscar Trujillo, Commissioner Jeff Henderson, Commissioner Leonard Jackson, Commissioner William McCoy, Alternate Commissioner Daniel Smith, Grant Watson (City Attorney), April Sheppard (City Clerk Assistant) Commissioner David Yeager was absent.

CALL TO ORDER

Chairwoman Debbie Flinn called the meeting to order.

MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE

A moment of silence was observed, and the Pledge of Allegiance was led by **Vice Chairman Paul Giacalone**.

MOTION by Commissioner McCoy, SECONDED by Commissioner Henderson to excuse Commissioner Yeager.

AYE: Trujillo, Henderson, Jackson, Flinn, Giacalone, McCoy, Smith

NAY: None

MOTION PASSED: 7-0

AGENDA REVIEW

There were no requests to modify the agenda.

PUBLIC COMMENTS

Chairwoman Debbie Flinn asked for public comments. There were no comments.

MINUTES

No discussion on the minutes.

MOTION by Commissioner Henderson, SECONDED by Commissioner McCoy to approve the minutes from June 3, 2019.

AYE: Trujillo, Henderson, Jackson, Flinn, Giacalone, McCoy, Smith

48 **NAY:** None

49

50 **MOTION PASSED: 7-0**

51

DISCUSSION ITEMS

52

53 **Item 1: Tree Requirements**

54

55 **Joyce Heffington, City Planner**, opening remarks for discussion including code review,
56 Ardmore Developer Agreement requirements and the proposed requirements for The Hills
57 of Minneola. Asked board recommendation for reducing ratio between canopy trees to
58 understory trees for small lots, limiting the number or increase the size or caliper and/or
59 higher grade, or include a provision where the trees per lot may be modified in the
60 developer's agreement in exchange for the necessary canopy trees for green space.

61

62 **Commissioner Alternate Smith** spoke to Exhibit D for The Hills of Minneola crowding of
63 trees. Suggested a graduation of the number of trees per lot size.

64

65 **Commissioner Trujillo** spoke to root barrier of trees issues.

66

67 **Board and staff** discussed types of trees, their height and root barrier. The priority should
68 be where the trees go on the lot, in relationship to the utility lines easement, sidewalks,
69 roads, etc.

70

71 **Commissioner Giacalone** cited state recommendations regarding trees and future root
72 growth over time.

73

74 **Board** continued considerations of costs to homeowner maintenance of canopy tree at
75 maturity, placement location for back yard and front yard, and root rings installation option.

76

77 **Vice Mayor Pam Serviss** commented on maintenance of tree shared between two homes
78 at property line.

79

80 **Grant Watson, City Attorney**, spoke to recent legislation approved for dangerous tree
81 removal with certification by an arborist and not requiring local government approval or
82 notification.

83

84 **Board and staff** discussion on tree removal city regulations and what is right for citizens.

85

86 **Ramon Flores, Code Enforcement Director**, spoke to code requirements, permit fee
87 comparison with arborist and inspector recommendation.

88

89 **Board and staff** discussion on minimum lot size, zoning, overlay district variations.
90 Discussed tiered system based on lot size. Discussed front yard utility lines.

91

92 **Commissioner Trujillo** inquired about recommendation from a landscape professional or
93 arborist.

94 **Board and staff** discussed the mind set behind the tree standards as to environmental and
95 restorative.

96
97 **Commissioner Giacalone** asked **Vice-Mayor Serviss** about recent city regulation for
98 removal or exchange of trees from lot to green space. **Vice-Mayor Serviss** gave reply.
99

100 **Commissioner Smith** offered the following tier-system example:

101 55 by 100 lot or under 5500 square feet. = 0 canopy tree and 3 under story trees

102 Up to 50 by 150 lot or 5500-7500 square feet = 1 canopy tree and 3 under story trees

103 Up to 80 by 100 lot or 7500-10,000 square feet = 2 canopy trees and 2 under story trees

104 Current requirement is 2 canopy trees for lot size under 10,000 square feet
105

106 **Board and staff** discussed tree location with the possibility of a minimum number of feet
107 away from future negative impact on utility easements, pools, patios, driveways, sidewalks,
108 etc. Also, suggested a professional study done or presentation for best recommendations.
109 Suggestions included Lake County Parks Division, Lake County Ag Center in Tavares, Tim
110 Green, Landscape Architect currently in contract with the City and familiar with city code.
111

112 **Vice-Chair Giacalone** asked for public comments.
113

114 **Denise Pierre-Benoist, city resident**, agrees with board recommendations of hiring a
115 professional and bringing back to city council to resolve the issues.
116

117 **MOTION by Commissioner Smith, SECONDED by Commissioner Trujillo, to obtain**
118 **professional advice for a recommendation to the board for review and proper**
119 **recommendation to city council.**
120

121 **AYE:** Trujillo, Henderson, Jackson, Flinn, Giacalone, McCoy, Smith
122

123 **NAY:** None
124

125 **MOTION PASSED: 7-0**
126

127 **FINAL PUBLIC COMMENTS**

128

129 **Chairwoman Flinn** asked for final public comments. The board and staff thanked Denise
130 Pierre-Benoist for her comments and attendance.
131

132 **FINAL REPORTS**

133

134 **Vice Mayor Serviss:**

- 135 • Council Meeting July 2, 2019 invited board to attend. Topics:
 - 136 ○ Second reading The Hills of Minneola Development
 - 137 ○ Second reading The Hills of Minneola Amended and Restated Development
 - 138 Agreement
 - 139 ○ Second reading Economic Development ordinance

- 140 ○ Fire Assessment Program
- 141 • Project Kid Connect July 20, 2019 10 a.m. to 2 p.m. at Lake County Sheriff's office
- 142 location on Highway 50, Clermont, FL. Last year total was 750 back packs in 45
- 143 minutes. The year before was 600 in 1.5 hours. Extended invitation to volunteer.
- 144 • Requested feedback from board for the Minneola Back to School Forum
- 145 ○ **Board consensus** in agreement for the Minneola Back to School Forum
- 146 again this year

147

148 **Commissioner Smith** thanked Joyce for work done on the packet received tonight.

149

150 **Joyce Heffington** remarked as to the time and amount of material the full booklet takes

151 versus viewing it on the tablets.

152

153 **Grant Watson** remarked the new tree legislation is House Bill 1159.

154

155 **Commissioner McCoy** inquired of Joyce Heffington if council approval is needed for Tim

156 Green expenditure.

157

158 **Joyce Heffington** replied authorization would need to come from city council.

159

160 **Vice Mayor Serviss** will make recommendation to city council tomorrow for approval for

161 board to make an expenditure for a landscape study.

162

163 **Chairwoman Flinn** thanked April Sheppard for stepping in and taking minutes. Thanked

164 Ramon Flores for his assistance.

165

166 **MOTION by Commissioner Giacalone, SECONDED by Commissioner Trujillo, to**

167 **adjourn.**

168

169 **AYE:** Trujillo, Henderson, Jackson, Flinn, Giacalone, McCoy, Smith

170

171 **NAY:** None

172

173 **MOTION PASSED: 7-0**

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175 *(Meeting adjourned at 8:19 P.M.)*

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178 

179 Debbie Flinn, Chairwoman

180 **ATTEST:**

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185 Kristine Thompson, Administrative Assistant