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**Site Plan Application: 5120 Conway Road**

**Planning and Zoning Case Number 2025-12-001:** PURSUANT TO SECTION 54-79 (F) (4), THE CITY OF BELLE ISLE PLANNING AND ZONING BOARD SHALL REVIEW AND TAKE ACTION ON A REQUESTED SITE PLAN TO ALLOW A NEW WALK-UP ATM WITH ADA RAMP, PARKING SPACE, AND ACCESS AISLE, BOLLARDS, AND ELECTRICAL SERVICE AND LIGHTING, SUBMITTED BY APPLICANT INFINITY GROUP, LLC, FOR THE PROPERTY LOCATED AT 5120 CONWAY ROAD, BELLE ISLE, FLORIDA 32812, ALSO KNOWN AS PARCEL ID # 17-23-30-0000-00-062.

**Project Description and Background:**

This application is a site plan approval request to allow a walk-up ATM machine, with an ADA ramp, parking space, access aisle, bollards and electrical service and lighting to be installed. The Land Development Code requires in Sec. 54-79 (f) (4) that building permit application for new commercial uses received site plan approval prior to receiving a building permit.

**Staff Recommendation:** Approve the requested site plan as it is consistent with the Land Development Code (LDC), as identified below, subject to addressing the City engineering consultant's request on volumetric data for new impervious area, and subject to an impact fee payment of \$3,852 required pursuant to LDC Sec. 46-193.

An evaluation based on the variance criteria for the application is below.

**1. Setback Requirements:**

The proposed ATM kiosk meets the required building setbacks for the C-1 Zoning District in which it sits (front- 25 feet, rear- 20 feet, side- 5 feet). It is proposed to be located internally to the site and will not negatively impact existing site layout.

**2. Parking:**

The ATM kiosk is proposed to be located within an internal greenspace area. The parking lot is existing, but the applicant is seeking to minimize reductions in parking. The applicant will be restriping the parking spaces abutting the kiosk as they are converting one space into an ADA compliant space. Because of this, one space is being completely removed. Due to an ADA space being incorporated into the parking lot, staff finds the removal of one space being de minimis.

### 3. Open Space and Storm Water Mitigation:

Since the kiosk will be located in the existing drainage open space area, staff requested that the applicant prepare a drainage study to analyze potential impacts. The City's engineering consultant has reviewed this study with the applicant and asked that they reevaluate some volumetric data for the new impervious area. If the applicant addresses these concerns, demonstrating compliance, at or before the Planning and Zoning Board meeting, staff recommends approval.

### 4. Lighting and Landscaping:

The photometric plan provided as part of the construction plan set ensures that there is no light trespass on abutting residential properties compliant with City Code Sec. 10-65. Landscaping is not required for this specific type of use since it is internal in the parking lot. Landscaping such as a hedge could impede site visibility and impede potential safety if it provided a place for criminals to hide while someone is accessing the kiosk. For these reasons, staff is not recommending landscaping.

### Next Steps

The Board may approve the site plan application as it is, with specific conditions, continue the application if additional information is requested, or deny the application.

A decision by the Board may be appealed by an aggrieved person to the City Council pursuant to Sec. 42-71.

### Motion Examples:

1. Approve the requested variance to allow a walk-up ATM machine, with an ADA ramp, parking space, access aisle, bollards and electrical service and lighting to be installed, subject to the applicant satisfactorily addressing the City engineering consultant's request on revised volumetric data for new impervious area, and subject to an impact fee payment of \$3,852 required pursuant to LDC Sec. 46-193.
2. Deny the requested variance to allow a walk-up ATM machine, with an ADA ramp, parking space, access aisle, bollards and electrical service and lighting to be installed [specify which standards are not met] or,
3. Continue the requested variance to allow a walk-up ATM machine, with an ADA ramp, parking space, access aisle, bollards and electrical service and lighting to be installed, pending [specify information needed] from the applicant.