



APPROVED 2/19/2026

# MINUTES

## Local Planning Agency Meeting

5:30 PM – Thursday, January 22, 2026 – City Hall

Call to Order: 5:32 p.m.

### Acknowledgement of Quorum and Proper Notice

PRESENT: George Asbate, Willie L. Hawkins, Vice Chair Gary Ashcraft, Chair Emily A. Lee

ABSENT: Michael Holland

### 1. Approval of Minutes

#### 1.1 December 9, 2025 Local Planning Agency Meeting

Motion made by Commissioner Hawkins, seconded by Vice Chair Ashcraft, to approve the minutes. Motion passed on the following vote:

Voting Yea: Vice Chair Ashcraft, Mr. Hawkins, Mr. Asbate, Chair Lee

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

#### 2.1 Ordinance Number 26-01: First Reading / LPA Recommendation – Development Agreement – Grand Island Crossings

Mike Lane, Development Services Director, explained that this project is for a single-family subdivision that would feature 40, 50, and 60-foot lots on 19.96 acres to be used for agriculture/silviculture with the developer Grand Island Crossing, LLC. He explained that the development agreement establishes development rights and developer obligations and sets the subdivision design, open space requirements, and lot standards. He noted that it incorporates voluntary design standards and guidelines from Ordinance Number 25-09 and is consistent with the comprehensive plan. Mr. Lane further emphasized that the agreement does not approve the subdivision plat or guarantee a specific lot count, nor does it waive land development regulations unless explicitly stated. He highlighted that the agreement does not vest lot yield or grant future land use changes, nor does it allocate city funds or create a precedent for future projects.

Mr. Lane commented that the conceptual development plan presented was described as illustrative rather than final and did not include much narrative tied to the actual plan. He noted the final design would likely change significantly during the planning stage and explained that the plan currently showed approximately 95 lots, but he anticipated the final count to be lower. He advised that development standards require the maximum height of 35 feet, minimum lot area of 4,000 square feet, minimum lot width of 40 feet, and building setbacks defined for front-loaded, rear-loaded and zero lot line designs with minimum building separation of 10 feet. Mr. Lane reviewed that the impervious surface area target per the land development regulations will be equal to or less than 40% of the subdivision and noted 25% of the 40 and 50-foot lots would include two-story homes with 25% of all lots to include an 8-foot porch or patio. He noted a 15-foot perimeter buffer which will be 20 feet adjacent to the industrial district. Mr. Lane

commented that there will be a minimum of 25% open space, and stormwaters will be permitted through the St John's Water Authority. He advised that City code requires a minimum of one acre for park/recreation area, and it must be functional, accessible and not fragmented.

Mr. Lane explained that internal roads would be constructed to city standards and dedicated as public rights of way with cul-de-sacs discouraged and pedestrian and bicycle connectivity required. He noted that final access is subject to fire, engineering and Development Review Committee (DRC) review. Mr. Lane advised that utilities and infrastructure will have connections to city water and wastewater with reclaimed water irrigation, where available, and stormwater subject to SJRWMD and state requirements. He concluded noting that school concurrency and impact fees apply.

Vice Chair Ashcraft expressed concern about the stormwater pond being counted as part of the required one-acre recreational space.

Mr. Lane indicated the DRC would ensure proper amenities.

Mr. Asbate, Vice Chair Ashcraft and Chair Lee expressed additional concerns about only seeing a preliminary plan, roads and emergency access. They questioned if the development would include adequate amenities beyond stormwater ponds.

Mr. Lane assured the Commissioners that all the issues would be addressed during the DRC process.

Tom Carrino, City Manager, added that Sparrow Lane along with the north and south roads are all County roads and access to the site and roads are reviewed by Lake County.

Sasha Garcia, City Attorney, clarified that discussions with the developer had addressed the concerns with the agreement stipulating that park areas "shall be configured to provide recreational utility, pedestrian access, and safety" and "shall not consist of residual, fragmented, or inaccessible areas that do not function as recreational amenities" which is referring to trails and tot lots which may not be one whole acre but will be comprised of usability of recreation for the residents. She highlighted that those features will be determined through the DRC process which is more focused on usability rather than just open space.

Mr. Lane explained that staff recommends transmittal to the City Commission for the second public hearing and action.

The public hearing opened at 5:49 p.m. There being no public comment, the public hearing was closed at 5:50 p.m.

Due to the absence of Mr. Holland, Chair Lee asked for a straw poll which showed all Commissioners present supportive of the ordinance.

Motion made by Vice Chair Ashcraft, seconded by Mr. Hawkins for Ordinance Number 26-01 to be transmitted to the Commission for consideration.

Voting Yea: Vice Chair Ashcraft, Mr. Hawkins, Mr. Asbate, Chair Lee.

## 2.2 Ordinance Number 26-03: Comprehensive Plan Amendment for Annexing Properties Alternate Key 1197309

Kyle Wilkes, Development Services Senior Planner, stated this ordinance was for a proposed future land use assignment annexing property at 77 West Seminole Avenue

for 0.31 acres and assign a small-scale comprehensive land use plan amendment to change the designation from Urban Low to Residential Office Transition with an Urban Neighborhood Design District. He noted property owners Robert and Jamati Weaver initially approached the City for an annexation agreement for water and sewer, because they needed to replace the septic system. He highlighted that since the property is contiguous with City limits, the owners are required to annex into the city to receive utility services. Mr. Wilkes noted that the property is part of an enclave surrounded by City with utilities available nearby, and the facilities are adequate, no wetlands or floodplains present on the property, and the soil is suitable for development. Mr. Wilkes commented that this is consistent with the future land use and comprehensive plan.

Mr. Asbate asked if this property was linked to the neighboring general commercial property that had code enforcement issues.

Mr. Wilkes clarified there was no connection and this was simply a case of property owners needing to replace their septic system. The property owners came in for a water and sewer agreement and were notified that due to being adjacent to the City and according to City policy, they would have to annex to receive water and sewer utilities.

Mr. Hawkins inquired about the neighboring properties on West Charlotte and asked if those properties were on septic systems.

Mr. Carrino noted that he could not confirm; however, the properties on the utility map marked with a "Y" were connected to City services.

The public hearing opened at 6:00 p.m. There being no public comment, the public hearing closed at 6:00 p.m.

Motion made by Mr. Asbate, Seconded by Mr. Hawkins, for Ordinance Number 26-03 to be transmitted to the Commission for consideration.

Voting Yea: Vice Chair Ashcraft, Mr. Hawkins, Mr. Asbate, Chair Lee.

### **3. Adjournment: 6:00 p.m.**

*\*These minutes reflect the actions taken and portions of the discussion during the meeting. To review the entire discussion concerning any agenda item, go to [www.eustis.org](http://www.eustis.org) and click on the video for the meeting. If available, the video recording may be accessible at <https://www.youtube.com/@EustisComRel/streams> or an audio recording may be requested from the office of the City Clerk.*

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CHRISTINE HALLORAN  
City Clerk

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EMILY A. LEE  
Mayor/Commissioner