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## MEMORANDUM

**TO:** Dairian Burke, Town Clerk  
**FROM:** Thomas Harowski, AICP, Planning Consultant  
**SUBJECT:** Subdivision Request – Parcel 1200164  
**DATE:** January 5, 2018

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The subject parcel fronts on Citrus Avenue at the intersection with Camellia Way. A portion of the subject property fronts on an open section of Citrus Avenue, but the balance of Citrus Avenue north of Camellia Way is not open, and this portion of Citrus Avenue must be improved to Town standards if it is to be used for access to the subject parcel.

The property is zoned Medium Density Residential One (MDR-1) which permits single-family residences as the principal use. The dimensional requirements for the MDR-1 zoning are as follows:

Minimum Lot Size	15,000 square feet
Minimum Lot Width	100 feet
Minimum Lot Depth	120 feet
Minimum Setbacks	
Front	35 feet
Side Corner	12.5 feet
Side	12.5 feet
Rear	25 feet
Maximum Building Height	35 feet
Maximum Lot Coverage	50 percent

The existing parcel is somewhat limited by the frontage on the unopened section of Citrus Avenue. To get three parcels from the master parcel will likely require improving Citrus Avenue along the length of the property. It may be possible to subdivide the parcel into two lots if all the dimensional requirements can be met. Our code requires a minimum of 30 feet of lot width at the right-of-way line, while the minimum lot width (100 feet in this case) must be provided at the building line (front setback). The code does not allow the use of a flag lot configuration to create building parcels (reference Section 4.05.01 C of the land development regulations).

If the applicant desires to proceed with a division of subject parcel into two or more lots, the subdivision rules of Section 4.05.01 will apply. (See copy below.) Assuming the

dimensional requirements can be satisfied, the master parcel can be divided into two parcels using a minor subdivision process. This process will require submittal of survey conforming to the requirements of 4.05.01 C showing the proposed lots. Staff will review the proposal and prepare an administrative order authorizing the subdivision. We can then ask the Town Council to approve the new lots. Once approved, the administrative order is recorded in the Lake County public records and the lots are formally created. If the applicant proposes to create more than two lots, the full subdivision process must be used.

#### **4.05.00 SUBDIVISION PLAN PROCESS**

##### **4.05.01 Subdivision Plan Review**

A Subdivision plans must first be submitted in Preliminary Subdivision Plan form to the Town Clerk for review and recommendation by the Development Review Committee (DRC). The DRC recommendation is forwarded to the Planning and Zoning Board for its recommendation to the Town Council. Then both the DRC and Planning and Zoning Board recommendations are forwarded to the Town Council. Once the Town Council grants Preliminary Subdivision Plan approval, the next step in the process is Final Subdivision Plan review.

B For subdivisions that have fewer than twenty (20) lots and 10 acres, the applicant has the option of combining the Preliminary and Final Subdivision Plans into one submittal.

C A lot split, which is the division of a single, legally created lot of record into two separate lots, is permitted within platted subdivisions provided the following conditions are met:

1. Only two lots are created from the original legally created lot of record. The original parcel shall be known as the parent parcel and those lots created out of it shall not be entitled to another lot split.
2. A lot split shall not be approved within a platted subdivision when it would change the character of the subdivision.
3. All other requirements of the LDC and the Comprehensive Plan shall still apply.
4. Lot splits shall not result in a flag lot being created.

D All development subject to subdivision plan approval shall be consistent with the policies of the Town of Howey in the Hills Comprehensive Plan and shall comply with all provisions of this Code and all applicable Town ordinances and regulations.