

Rezoning Application: RZ-PD 25-1244

Zoning Hearing Master Date: November 17, 2025

BOCC Land Use Meeting Date: January 13, 2026



**Hillsborough
County** Florida

Development Services Department

1.0 APPLICATION SUMMARY

Applicant: MSM Sunlake, LLC

FLU Category: R-6

Service Area: Urban

Site Acreage: 1.10 +/- Acres

Community
Plan Area: Lutz

Overlay: None



Introduction Summary:

The applicant is requesting to rezone the property from ASC-1 to Planned Development (PD) to allow for commercial uses.

Zoning:	Existing	Proposed
District(s)	ASC-1	PD
Typical General Use(s)	Single-Family Residential (Conventional Only)	Commercial
Acreage	1.10 +/- acres	1.10 +/- acres
Density/Intensity	1 unit per acre/ NA	NA / 0.25
Mathematical Maximum*	1 unit	11,979 sf

*number represents a pre-development approximation

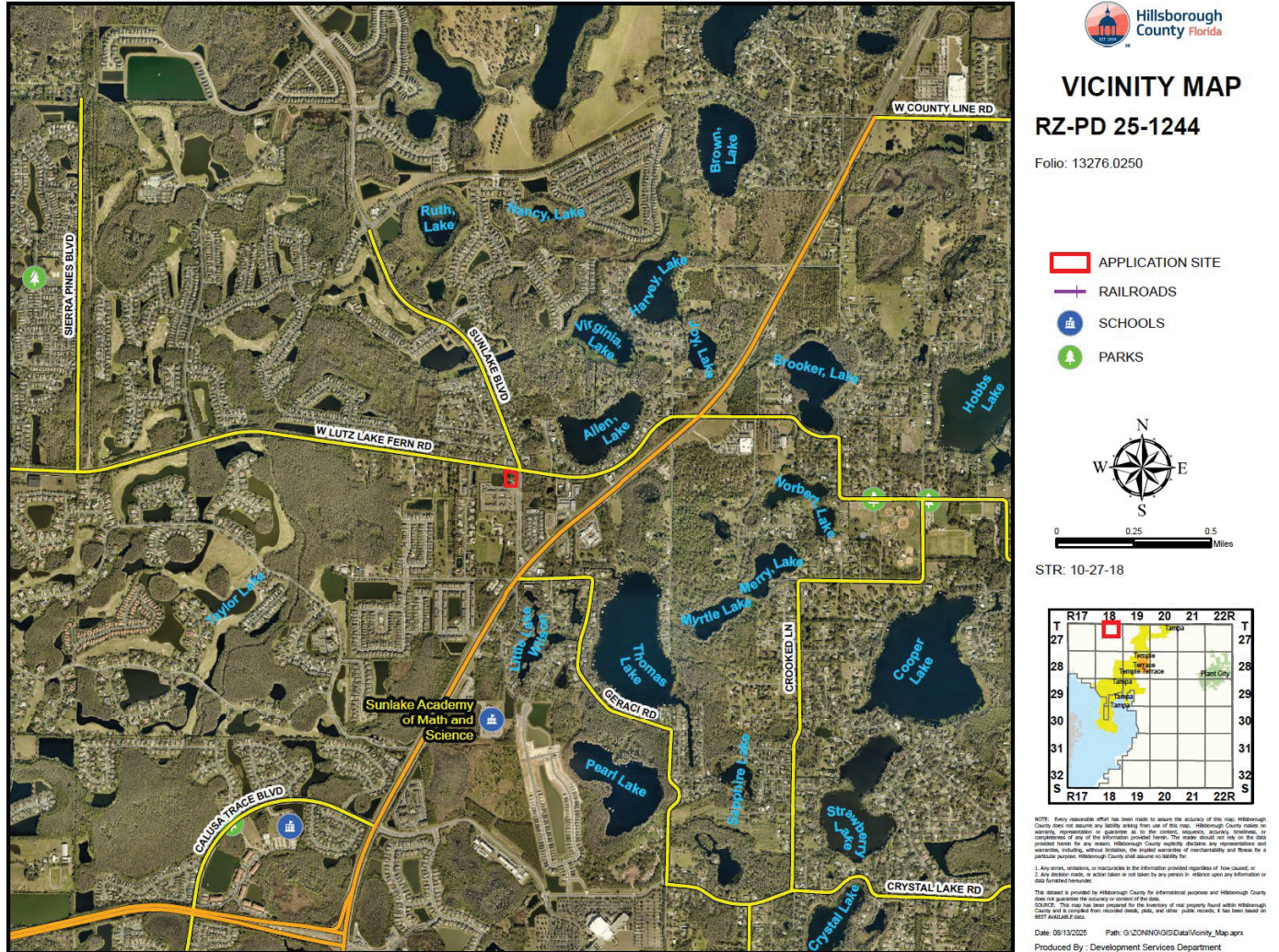
Development Standards:	Existing	Proposed
District(s)	ASC-1	PD
Lot Size / Lot Width	43,560 sf / 150'	N/A
Setbacks/Buffering and Screening	50' Front 50' Rear 15' Sides	30' Front (north and east) 10' Side (south) with screening 6' Side (west)
Height	50'	35'

Additional Information:

PD Variation(s)	LDC Part 6.06.00 (Landscaping/Buffering)	
Waiver(s) to the Land Development Code	None	
Planning Commission Recommendation: Consistent	Development Services Recommendation: Approvable, subject to proposed conditions	

2.0 LAND USE MAP SET AND SUMMARY DATA

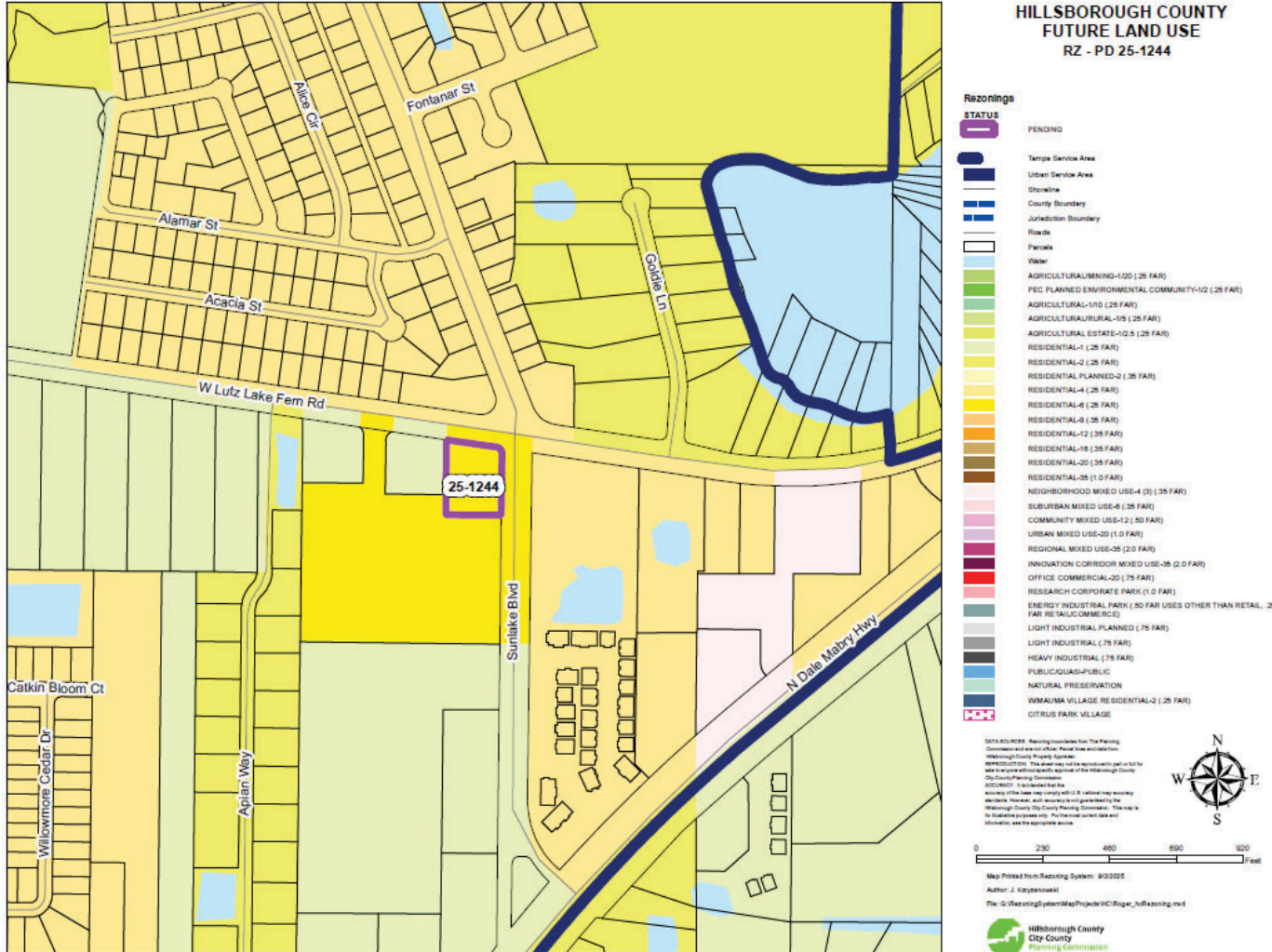
2.1 Vicinity Map



The proposed Planned Development is located on the southwestern corner of the W. Lutz Lake Fern Road and Sunlake Boulevard intersection just north of N Dale Mabry Highway. The property is surrounded by a mixture of uses that include residential lots at various lot sizes, a nursing home, an office parks, a membership organization, and a farm.

2.0 LAND USE MAP SET AND SUMMARY DATA

2.2 Future Land Use Map



Subject Site Future Land Use Category:

R-6

Maximum Density/F.A.R.:

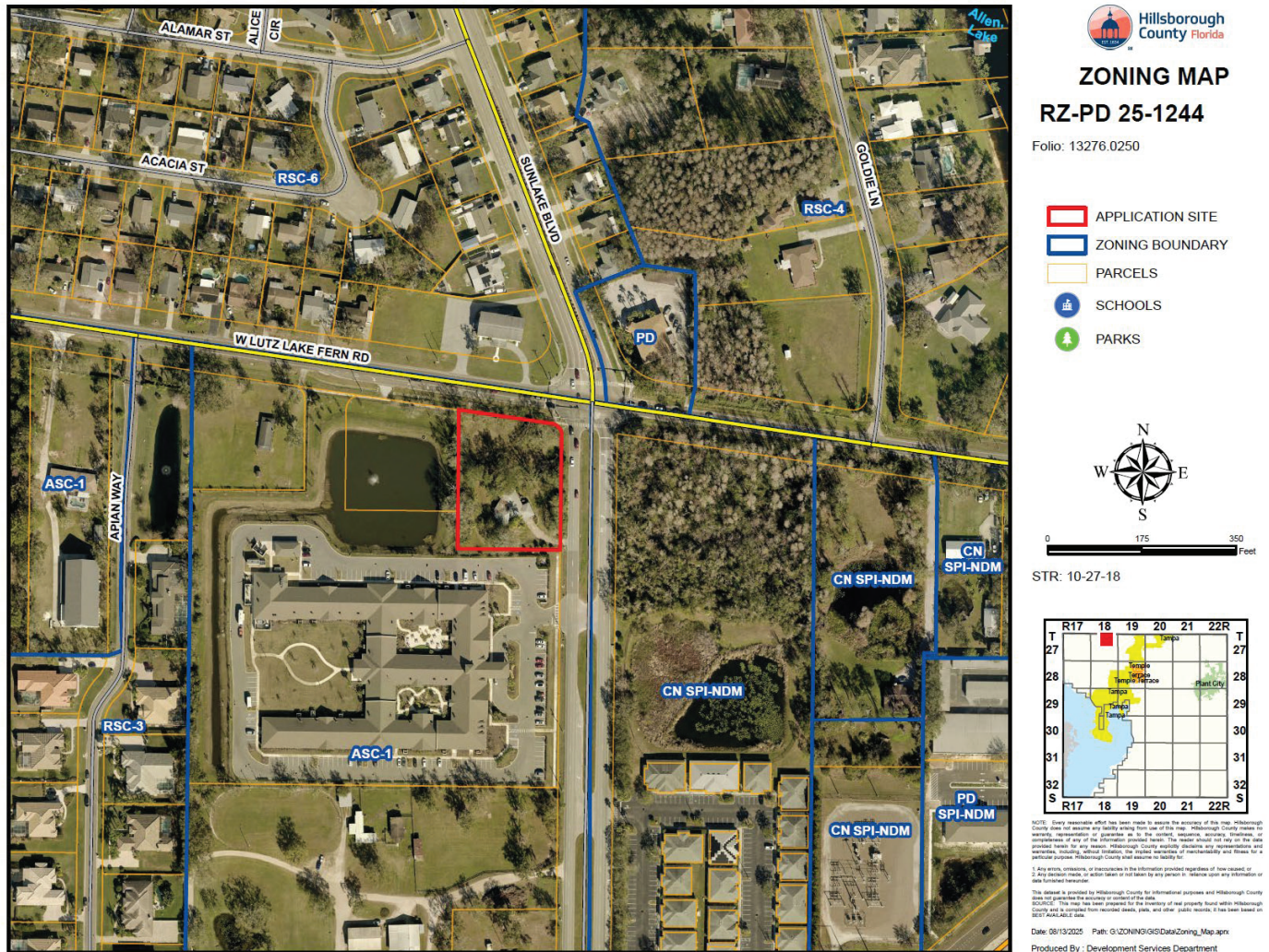
6 dwelling units per gross acre / 0.25 FAR

Typical Uses:

Agricultural, residential, neighborhood commercial, office uses, multi-purpose projects and mixed-use development.

2.0 LAND USE MAP SET AND SUMMARY DATA

2.3 Immediate Area Map

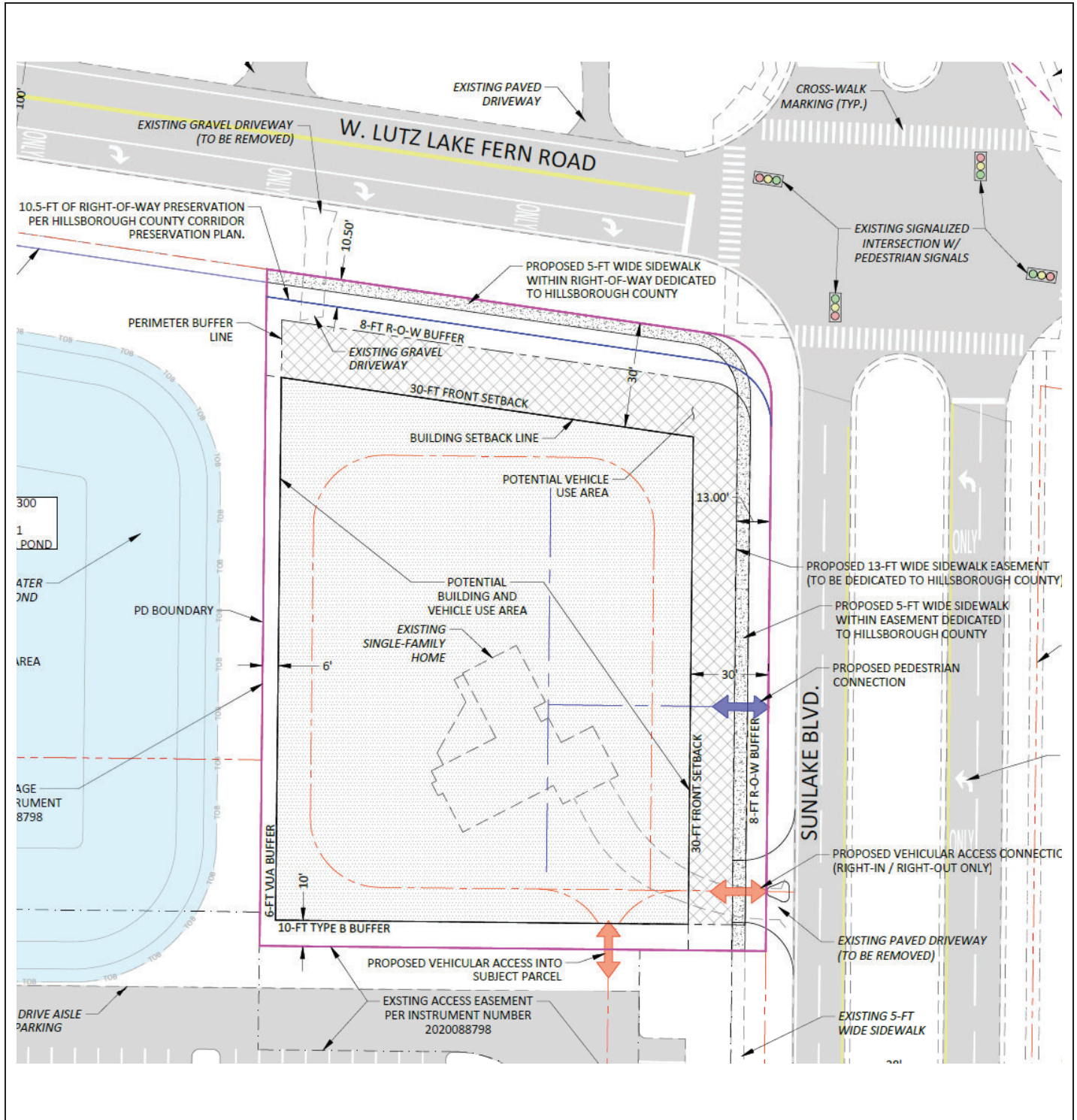


Adjacent Zonings and Uses

Location:	Zoning:	Maximum Density/F.A.R. Permitted by Zoning District:	Allowable Use:	Existing Use:
North	RSC-6	6 DU per GA / NA	Residential, Single-Family Conventional	Membership Organization
South	ASC-1	1 DU per GA / NA	Agricultural, Single-Family Conventional	Nursing Home
East	CN	NA / .20 FAR	Commercial, Neighborhood	Vacant, Offices
West	ASC-1	1 DU per GA / NA	Agricultural, Single-Family Conventional	Vacant, stormwater pond

2.0 LAND USE MAP SET AND SUMMARY DATA

2.4 Proposed Site Plan (partial provided below for size and orientation purposes. See Section 8.0 for full site plan)



3.0 TRANSPORTATION SUMMARY (FULL TRANSPORTATION REPORT IN SECTION 9 OF STAFF REPORT)

Adjoining Roadways (check if applicable)			
Road Name	Classification	Current Conditions	Select Future Improvements
Sunlake Blvd	County Collector - Urban	4 Lanes ☒ Substandard Road ☐ Sufficient ROW Width	☐ Corridor Preservation Plan ☐ Site Access Improvements ☐ Substandard Road Improvements ☒ Other (TBD)
W. Lutz Lake Fern Rd.	County Arterial - Rural	2 Lanes ☒ Substandard Road ☐ Sufficient ROW Width	☒ Corridor Preservation Plan ☐ Site Access Improvements ☐ Substandard Road Improvements ☐ Other

Project Trip Generation ☐ Not applicable for this request			
	Average Annual Daily Trips	A.M. Peak Hour Trips	P.M. Peak Hour Trips
Existing	10	1	1
Proposed	657	43	89
Difference (+/-)	+647	+42	+88

*Trips reported are based on gross external trips unless otherwise noted.

Connectivity and Cross Access ☐ Not applicable for this request				
Project Boundary	Primary Access	Additional Connectivity/Access	Cross Access	Finding
North		Choose an item.	Choose an item.	Choose an item.
South		Vehicular	None	Meets LDC
East	X	Pedestrian & Vehicular	None	Meets LDC
West		Choose an item.	Choose an item.	Choose an item.
Notes:				

Design Exception/Administrative Variance ☐ Not applicable for this request		
Road Name/Nature of Request	Type	Finding
Sunlake Blvd. – Substandard Road	Administrative Variance Requested	Approvable
Sunlake Blvd. – Access Spacing	Administrative Variance Requested	Approvable
	Choose an item.	Choose an item.
	Choose an item.	Choose an item.
Notes:		

4.0 ADDITIONAL SITE INFORMATION & AGENCY COMMENTS SUMMARY

INFORMATION/REVIEWING AGENCY										
Environmental:	Comments Received	Objections	Conditions Requested	Additional Information/Comments						
Environmental Protection Commission	☒ Yes ☐ No	☐ Yes ☒ No	☒ Yes ☐ No							
Natural Resources	☒ Yes ☐ No	☐ Yes ☒ No	☒ Yes ☐ No							
Conservation & Environ. Lands Mgmt.	☒ Yes ☐ No	☐ Yes ☒ No	☐ Yes ☒ No							
Check if Applicable: ☒ Wetlands/Other Surface Waters ☐ Use of Environmentally Sensitive Land Credit ☒ Wellhead Protection Area ☐ Surface Water Resource Protection Area ☐ Potable Water Wellfield Protection Area ☐ Significant Wildlife Habitat ☐ Coastal High Hazard Area ☒ Urban/Suburban/Rural Scenic Corridor ☐ Adjacent to ELAPP property ☐ Other _____										
Public Facilities:	Comments Received	Objections	Conditions Requested	Additional Information/Comments						
Transportation ☒ Design Exc./Adm. Variance Requested ☐ Off-site Improvements Provided	☒ Yes ☐ No	☐ Yes ☒ No	☒ Yes ☐ No							
Service Area/ Water & Wastewater ☒ Urban ☐ City of Tampa ☐ Rural ☐ City of Temple Terrace	☒ Yes ☐ No	☐ Yes ☒ No	☐ Yes ☒ No							
Hillsborough County School Board Adequate ☐ K-5 ☐ 6-8 ☐ 9-12 ☒ N/A Inadequate ☐ K-5 ☐ 6-8 ☐ 9-12 ☒ N/A	☐ Yes ☒ No	☐ Yes ☐ No	☐ Yes ☐ No							
Impact/Mobility Fees (Various use types allowed. Estimates are a sample of potential development)										
<table border="0"> <tr> <td>Office - Single Tenant (Per 1,000 s.f.) Mobility: \$10,500.00 Fire: \$158.00</td> <td>Office -Multi-tenant (Per 1,000 s.f.) Mobility: \$8,336.00 Fire: \$158.00</td> <td>Office-Medical (> 10k sq ft)/Dentist/Lab (Per 1,000 s.f.) Mobility: \$31,459.00 Fire: \$158.00</td> </tr> <tr> <td>Retail Center/various mixed in line (Per 1,000 s.f.) Mobility: \$13,562.00 Fire: \$313.00</td> <td colspan="2">Restaurant, hi-turnover (Per 1,000 s.f.) Mobility: \$48,893.00 Fire: \$313.00</td> </tr> </table>					Office - Single Tenant (Per 1,000 s.f.) Mobility: \$10,500.00 Fire: \$158.00	Office -Multi-tenant (Per 1,000 s.f.) Mobility: \$8,336.00 Fire: \$158.00	Office-Medical (> 10k sq ft)/Dentist/Lab (Per 1,000 s.f.) Mobility: \$31,459.00 Fire: \$158.00	Retail Center/various mixed in line (Per 1,000 s.f.) Mobility: \$13,562.00 Fire: \$313.00	Restaurant, hi-turnover (Per 1,000 s.f.) Mobility: \$48,893.00 Fire: \$313.00	
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Comprehensive Plan:	Comments Received	Findings	Conditions Requested	Additional Information/Comments						

ZHM HEARING DATE: November 17, 2025

BOCC LUM MEETING DATE: January 13, 2026

Case Reviewer: Carolanne Peddle

Planning Commission ☒ Meets Locational Criteria ☒ N/A ☐ Locational Criteria Waiver Requested ☐ Minimum Density Met ☐ N/A ☐ Density Bonus Requested ☐ Consistent ☐ Inconsistent
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5.0 IMPLEMENTATION RECOMMENDATIONS

5.1 Compatibility

The proposed Planned Development is located on the southwestern corner of the W. Lutz Lake Fern Road and Sunlake Boulevard intersection just north of N Dale Mabry Highway. The property is surrounded by a mixture of uses that include residential lots, a nursing home, an office parks, a membership organization, and a farm.

Staff find the addition of a commercial site of this size will be compatible with the surrounding area. The parcel is adjacent to a stormwater pond to the east that serves the nursing, convalescent and extended care facility bordering the southern property line. The applicant is requesting reductions in the buffering and screening to the south and east though due to the nature of the existing use and the stormwater pond staff does not feel the reduction will cause harm in the privacy and separation of the buildings. Furthermore, the building will be further separated from the southern and eastern property lines by the nursing facility's parking area and the parking area that will service the new development.

5.2 Recommendation

Approvable, subject to proposed conditions.

6.0 PROPOSED CONDITIONS

Approval - Approval of the request, subject to the conditions listed below, is based on the general site plan submitted October 28, 2025.

1. The project shall be limited to the following use and FAR calculations:

Use	Maximum Square Footage Per Use
Office (Business and Professional)	12,062 SF
Health Services (Health Practitioner's Office, Medical And Dental Laboratory)	12,062 SF
Retail, Shoppers Goods and Convenience Goods	12,062 SF
Personal Services	7,500 SF
Restaurant, Sit-Down (No Drive-Thru)	4,500 SF

* The uses may be constructed individually or as a mix of uses, so long as the development total does not exceed the maximum .25 FAR and the trip generation cap.

2. Development Standards shall be as follows:

Minimum Setbacks:

Front (North and East): 30 Feet

Side (South): 10 feet

Side (West): 6 feet

Minimum Lot Size: 7,000 Sq. Ft.

Minimum Lot Width: 70'

Maximum Building Coverage: 25%

Maximum Impervious Surfaces: 85%

Maximum Building Height: 35'

3. Buffering and screening shall be provided as shown on the PD site plan.
4. Should the site be located within the Wellhead Resource Protection Area, certain uses may be restricted, prohibited, or require additional permitting when applicable.
5. Natural Resources staff identified a number of significant trees on the site including potential Grand Oaks. The site plan may be modified from the Certified Site Plan to avoid tree removal.
6. Approval of this petition by Hillsborough County does not constitute a guarantee that Natural Resources approvals/permits necessary for the development as proposed will be issued, does not itself serve to justify any impacts to trees, natural plant communities or wildlife habitat, and does not grant any implied or vested right to environmental approvals.
7. The construction and location of any proposed environmental impacts are not approved by this correspondence, but shall be reviewed by Natural Resources staff through the site and subdivision development plan process pursuant to the Land Development Code.
8. If the notes and/or graphic on the site plan are in conflict with specific zoning conditions and/or the Land Development Code (LDC) regulations, the more restrictive regulation shall apply, unless specifically conditioned otherwise. References to development standards of the LDC in the above stated conditions shall be interpreted as the regulations in effect at the time of preliminary site plan/plat approval.

9. Approval of this zoning petition by Hillsborough County does not constitute a guarantee that the Environmental Protection Commission of Hillsborough County (EPC) approvals/permits necessary for the development as proposed will be issued, does not itself serve to justify any impact to wetlands, and does not grant any implied or vested right to environmental approvals.
10. The construction and location of any proposed wetland impacts are not approved by this correspondence but shall be reviewed by EPC staff under separate application pursuant to the EPC Wetlands rule detailed in Chapter 1-11, Rules of the EPC, (Chapter 1-11) to determine whether such impacts are necessary to accomplish reasonable use of the subject property.
11. Prior to the issuance of any building or land alteration permits or other development, the approved wetland /other surface water (OSW) line must be incorporated into the site plan. The wetland/OSW line must appear on all site plans, labeled accordingly.
12. Final design of buildings, stormwater retention areas, and ingress/egresses are subject to change pending formal agency jurisdictional determinations of wetland and other surface water boundaries and approval by the appropriate regulatory agencies.
13. The subject site shall be permitted a right-in/right-out access connection onto Sunlake Blvd. and an additional access connection through the adjacent parcel under Folio No. 13276.0260 along the project's southern boundary.
14. All construction ingress and egress shall be limited to the Sunlake Blvd. project access. The developer shall include a note in each site/construction plan submittal which indicates the same.
15. Notwithstanding anything herein or shown on the PD site plan to the contrary, bicycle and pedestrian access may be permitted anywhere along PD boundaries.
16. Notwithstanding anything shown in the PD site plan or therein the conditions of approval, the applicant shall provide internal sidewalks connections to the project site arrival point, the primary building entrances, parking, and any other onsite amenities consistent with 06.03.02 of the Land Development Code.
17. No development shall be permitted that causes cumulative development to exceed 657 gross average daily trips, 43 gross a.m. peak hour trips, or 89 gross p.m. peak hour trips.
 - a. Concurrent with each increment of development, the developer shall provide a list of existing and previously approved uses within the PD. The list shall contain data including gross floor area, number of seats (if applicable), type of use, date the use was approved by Hillsborough County, references to the site subdivision Project Identification number (or if no Project Identification number exists, a copy of the permit or other official reference number), calculations detailing the individual and cumulative gross and net trip generation impacts for that increment of the development, and source for the data used to develop such estimates. Calculations showing the remaining number of trips available remaining for each analysis period (i.e. average daily, a.m. peak and p.m. peak) shall also be provided.
18. Concurrent with each increment of development, the developer shall submit a trip generation and site access analysis which analyzes total project trips and shall be used to determine whether turn lanes are required pursuant to Sec. 06.04.04.D. This may require the developer to preserve, dedicate and convey or otherwise acquire additional right-of way where necessary to construct required turn lanes. Inability to construct or

otherwise accommodate required turn lanes may result in the developer being unable to construct to its maximum entitlement.

19. If PD 25-1244 is approved, the County Engineer will approve a Section 06.04.02.B. Administrative Variance (dated and submitted on September 29th, 2025) from the Hillsborough County Land Development Code (LDC) Section 06.04.07 access spacing requirements, which was found approvable on November 7th, 2025. Approval of this Administrative Variance will permit a reduction of the minimum access spacing for the projects Sunlake Blvd. connection as follows:

- a. A variance of +/- 130ft from the project's driveway to the closest access to the south (on the west side of the road), resulting in an access spacing of +/- 115ft.

20. If PD 25-1244 is approved, the County Engineer will approve a Section 06.04.02.B. Administrative Variance (dated and submitted on September 29th, 2025) to meet the requirements of the Hillsborough County Land Development Code (LDC) Section 06.04.03.L, which was found approvable on November 7th, 2025. Approval of this Administrative Variance will waive the substandard roadway improvements on Sunlake Blvd. in association with the proposed development.

21. In accordance with LDC Section 5.03.07.C, the certified PD general site plan shall expire for the internal transportation network and external access points, as well as for any conditions related to the internal transportation network and external access points, if site construction plans, or equivalent thereof, have not been approved for all or part of the subject Planned Development within 5 years of the effective date of the PD unless an extension is granted as provided in the LDC. Upon expiration, re-certification of the PD General Site Plan shall be required in accordance with provisions set forth in LDC Section 5.03.07.C

Zoning Administrator Sign Off:

J. Brian Grady

SITE, SUBDIVISION AND BUILDING CONSTRUCTION IN ACCORDANCE WITH HILLSBOROUGH COUNTY SITE DEVELOPMENT PLAN & BUILDING REVIEW AND APPROVAL.

Approval of this re-zoning petition by Hillsborough County does not constitute a guarantee that the project will receive approvals/permits necessary for site development as proposed will be issued, nor does it imply that other required permits needed for site development or building construction are being waived or otherwise approved. The project will be required to comply with the Site Development Plan Review approval process in addition to obtain all necessary building permits for on-site structures.

7.0 ADDITIONAL INFORMATION AND/OR GRAPHICS

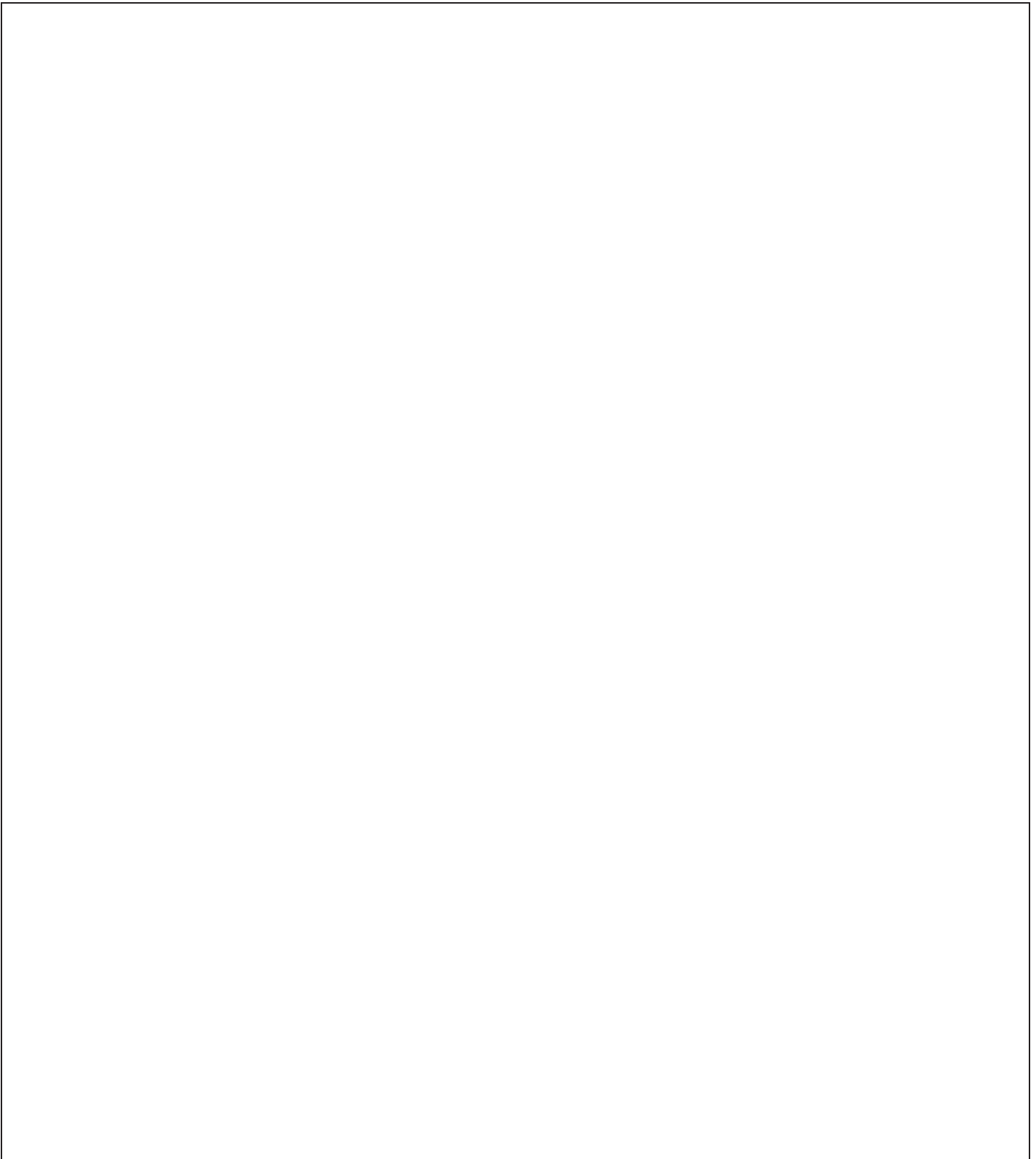
Variance Requests:

The proposed use is adjacent to a Nursing Home to the west and south. A 20-foot wide buffer with Type B screening is required per Code.

The applicant requests to reduce the buffer along the west to 6 feet with no screening. The adjacent property is zoned ASC-1 and developed with a stormwater pond serving the southern use.

The applicant requests to reduce the buffer along the south to 10 feet with Type B screening. The adjacent property is zoned ASC-1 and developed with a 91,000 square foot nursing, convalescent and extended care facility. The subject site is located adjacent to the facility's northeast parking area.

8.0 PROPOSED SITE PLAN (FULL)



[illegible]

VICINITY MAP

The map shows the project location (indicated by a red dot) at the intersection of Highway 101 and Highway 102, near the city of San Francisco. The map includes labels for various streets, highways, and landmarks.

The site plan illustrates the proposed 100-ft Hillside Community Center, a 300-ft Hillside Community Center, and a 100-ft Hillside Community Center. The plan shows the building envelopes, parking areas, and surrounding streets including Lutz Lake Fern Road, Hillside Avenue, and Hillside Avenue. The plan also shows the existing office building envelope, existing parking areas, and existing streetlights. The plan includes a north arrow and a scale bar.

[illegible][illegible][illegible][illegible][illegible]

9.0 FULL TRANSPORTATION REPORT (see following pages)

AGENCY REVIEW COMMENT SHEET

TO: Zoning Technician, Development Services Department

DATE: 11/07/2025

REVIEWER: Sarah Rose, Senior Planner

AGENCY/DEPT: Transportation

PLANNING AREA: Lutz

PETITION NO: RZ 25-1244

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- | | |
|-------------------------------------|---|
| ☐ | This agency has no comments. |
| ☐ | This agency has no objection. |
| ☒ | This agency has no objection, subject to the listed or attached conditions. |
| ☐ | This agency objects for the reasons set forth below. |
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CONDITIONS OF APPROVAL

1. The subject site shall be permitted a right-in/right-out access connection onto Sunlake Blvd. and an additional access connection through the adjacent parcel under Folio No. 13276.0260 along the project's southern boundary.
2. All construction ingress and egress shall be limited to the Sunlake Blvd. project access. The developer shall include a note in each site/construction plan submittal which indicates the same.
3. Notwithstanding anything herein or shown on the PD site plan to the contrary, bicycle and pedestrian access may be permitted anywhere along PD boundaries.
4. Notwithstanding anything shown in the PD site plan or therein the conditions of approval, the applicant shall provide internal sidewalks connections to the project site arrival point, the primary building entrances, parking, and any other onsite amenities consistent with 06.03.02 of the Land Development Code.
5. No development shall be permitted that causes cumulative development to exceed 657 gross average daily trips, 43 gross a.m. peak hour trips, or 89 gross p.m. peak hour trips.
 - a. Concurrent with each increment of development, the developer shall provide a list of existing and previously approved uses within the PD. The list shall contain data including gross floor area, number of seats (if applicable), type of use, date the use

was approved by Hillsborough County, references to the site subdivision Project Identification number (or if no Project Identification number exists, a copy of the permit or other official reference number), calculations detailing the individual and cumulative gross and net trip generation impacts for that increment of the development, and source for the data used to develop such estimates. Calculations showing the remaining number of trips available remaining for each analysis period (i.e. average daily, a.m. peak and p.m. peak) shall also be provided.

6. Concurrent with each increment of development, the developer shall submit a trip generation and site access analysis which analyzes total project trips and shall be used to determine whether turn lanes are required pursuant to Sec. 06.04.04.D. This may require the developer to preserve, dedicate and convey or otherwise acquire additional right-of-way where necessary to construct required turn lanes. Inability to construct or otherwise accommodate required turn lanes may result in the developer being unable to construct to its maximum entitlement.
7. If PD 25-1244 is approved, the County Engineer will approve a Section 06.04.02.B. Administrative Variance (dated and submitted on September 29th, 2025) from the Hillsborough County Land Development Code (LDC) Section 06.04.07 access spacing requirements, which was found approvable on November 7th, 2025. Approval of this Administrative Variance will permit a reduction of the minimum access spacing for the projects Sunlake Blvd. connection as follows:
 - a. A variance of +/- 130ft from the project's driveway to the closest access to the south (on the west side of the road), resulting in an access spacing of +/- 115ft.
8. If PD 25-1244 is approved, the County Engineer will approve a Section 06.04.02.B. Administrative Variance (dated and submitted on September 29th, 2025) to meet the requirements of the Hillsborough County Land Development Code (LDC) Section 06.04.03.L, which was found approvable on November 7th, 2025. Approval of this Administrative Variance will waive the substandard roadway improvements on Sunlake Blvd. in association with the proposed development.

PROJECT SUMMARY AND ANALYSIS

The applicant is requesting to rezone one parcel totaling +/- 1.11 acres from Agricultural Single Family Conventional – 1 (ASC-1) to Planned Development (PD). The proposed Planned Development is seeking approval for a mix of the following uses at a density that does not exceed the maximum permitted FAR: Business Professional Office, Health Practitioners Office, Retail Convenience Goods and Shoppers Goods, Personal Services, and Eating Establishment without Drive-through - Sit Down Only (i.e. no Fast Food Restaurants with or without drive-through are permitted). The site is located on the south-western corner of the intersection of Sunlake Blvd. and W. Lutz Lake Fern Rd. The Future Land Use designation of the site is R-6.

Trip Generation Analysis

Consistent with DRPM requirements, the applicant did submit a trip generation and site access analysis: however, staff notes that this analysis does not accurately reflect the infinite combination of possible uses and densities proposed with this application and therefore does not represent a worst-case scenario. Given this, and the sensitivity of the access and proximity to adjacent driveways, staff has included a condition restricting development to the number of trips studied in the applicant's transportation analysis. As such, certain allowable single uses or combinations of allowable uses could be limited if they exceeded the trip cap.

It should be noted that at the time of plat/site/construction plan review, when calculating the trip generation impacts of existing and proposed development, authority to determine the appropriateness of certain Institute of Transportation Engineers (ITE) land use codes shall rest with the Administrator, who shall consult ITE land use code definitions, trip generation datasets, and industry best practices to determine whether use of an individual land use code is appropriate. Trip generation impacts for all existing and proposed uses shall be calculated utilizing the latest available ITE trip generation manual data when possible. At the request of staff, applicants may be required to conduct additional studies or research where a lack of accurate or appropriate data exists to determine generation rates for purposes of calculating whether a proposed increment of development exceeds the trip cap.

It should also be noted that while the trip cap will control the total number of trips within each analysis period (daily, a.m. peak, and p.m. peak), it was developed based on certain land uses assumed by the developer, and those land uses have a specific percentage split of trips within each peak period that are inbound and outbound trips, and those splits may or may not be similar to the

inbound/outbound split of what uses are ultimately constructed by the developer. Staff notes that the trip cap does not provide for such granularity.

Lastly, as discussed with the applicant prior to the filing of this report and stated in the conditions of approval, the developer will be required to provide a trip generation and site access analysis studying the project in its entirety at the time of site construction to determine whether site access improvements will be required. The developer will be required to construct all such site access improvements found to be warranted unless otherwise approved through the Administrative Variance process outlined in Section 6.04.02.B.

Staff have prepared a comparison of the potential number of trips generated under the existing zoning designation and the traffic generation provided in the traffic analysis prepared by the developer. Data presented below is based on the Institute of Transportation Engineer's Trip Generation Manual, 12th Edition.

Approved Zoning:

Zoning, Land Use/Size	24 Hour Two-Way Volume	Total Peak Hour Trips	
		AM	PM
ASC-1, Single Family Detached (ITE 210) 1 Unit	10	1	1

Proposed Uses:

Zoning, Land Use/Size	24 Hour Two-Way Volume	Total Peak Hour Trips	
		AM	PM
PD, Uses Limited by Trip Cap.	657	43	89

Trip Generation Difference:

Zoning, Land Use/Size	24 Hour Two-Way Volume	Total Peak Hour Trips	
		AM	PM
Difference	+647	+42	+88

TRANSPORTATION INFRASTRUCTURE SERVING THE SITE

The site has frontage on W. Lutz Lake Fern Rd. and Sunlake Blvd.

W. Lutz Lake Fern Rd. is a 2-lane, undivided, substandard county maintained, rural arterial roadway. The roadway is characterized by +/- 12-foot travel lanes. There are +/- 3-foot-wide paved shoulders on both sides of the roadway and no sidewalks along the roadway in the vicinity of the

project. The roadway lies within a +/- 100-foot-wide right-of-way. Pursuant to the Hillsborough County Preservation Plan W. Lutz Lake Fern Rd. is designated for a future four lane enhancement. In accordance with the standards outlined in Typical Section – 6 (TS-6) of the Hillsborough County Transportation Technical Manual (TTM) and as displayed on the site plan, +/- 10.5ft along the subject site's northern frontage abutting W. Lutz Lake Fern Rd. is being preserved to accommodate this future expansion.

Sunlake Rd. is a 4-lane, divided, substandard county-maintained, urban collector roadway. The roadway is characterized by +/- 10-foot travel lanes. There are no bike lanes within the vicinity of the project and +/- 5-foot-wide sidewalks along the eastern side and portions of the western side of the roadway within the vicinity of the project. The roadway lies within a +/- 105-foot-wide right-of-way.

ADMINISTRATIVE VARIANCE – SUNLAKE BLVD ACCESS SPACING

The applicant's Engineer of Record (EOR) has submitted a Section 6.04.02.B. Administrative Variance Request (dated and submitted September 29th, 2025) from the Section 6.04.07 LDC requirement governing spacing for the proposed Sunlake Blvd. access. In accordance with this section of the LDC, Sunlake Blvd. has been identified as a Class 5 roadway with a posted speed limit of 45MPH. As such, the minimum connection spacing is 245ft. The applicant is proposing the driveway in a location which is +/- 115ft from the adjacent driveway to the south. As such, the applicant is seeking a variance of 130ft. Based on factors presented in the Administrative Variance Request, the County Engineer found the request approvable on November 7th, 2025.

If this rezoning is approved by the BOCC, the County Engineer will approve the above referenced Administrative Variance Request.

ADMINISTRATIVE VARIANCE – SUNLAKE BLVD SUBSTANDARD ROADWAY

As Sunlake Blvd. has been identified as a substandard roadway, the applicant's Engineer of Record (EOR) has submitted a Section 6.04.02.B Administrative Variance Request (dated and submitted September 29th, 2025) which was found approvable by the County Engineer (on November 7th, 2025) for the Sunlake Blvd. substandard road improvements. Approval of this

Administrative Variance will waive the substandard road improvements required by Section 06.04.03.L of the LDC.

If this rezoning is approved by the BOCC, the County Engineer will approve the above referenced Administrative Variance Request.

SITE ACCESS

The subject site currently takes access onto Sunlake Blvd. via a single right-in right-out access connection. In addition to the existing access, which is proposed to remain, an additional access connection connecting through the parking lot of the adjacent parcel to the south under Folio No. 13276.0260 is proposed.

ROADWAY LEVEL OF SERVICE (LOS) INFORMATION

Level of Service (LOS) information for W. Lutz Lake Fern Rd. and Sunlake Blvd. is reported below

FDOT Generalized Level of Service				
Roadway	From	To	LOS Standard	Peak Hr. Directional LOS
Lutz Lake Fern Rd.	TPC Blvd.	N Dale Mabry Hwy	D	F
Sunlake Blvd.	N Dale Mabry Hwy	Lutz Lake Fern Rd.	D	C

Source: [*2024 Hillsborough County Level of Service \(LOS\) Report*](#)

From: [Williams, Michael](#)
To: [Steven Henry](#)
Cc: [Anne Q. Pollack](#); [Peddle, Carolanne](#); [Rose, Sarah](#); [Drapach, Alan](#); [Tirado, Sheida](#); [PW-CEIntake](#); [De Leon, Eleonor](#)
Subject: FW: RZ-PD 25-1244 - Administrative Variance Review
Date: Friday, November 7, 2025 8:42:21 AM
Attachments: [25-1244 AVReq 09-29-25 1.pdf](#)
[25-1244 AVReq 09-29-25 2.pdf](#)
[image001.png](#)

Steve,

I have found the attached two Section 6.04.02.B. Administrative Variances (AV) or Design Exception (DE) for PD 25-1244 APPROVABLE.

Please note that it is you (or your client's) responsibility to follow-up with my administrative assistant, Eleonor De Leon (DeLeonE@hillsboroughcounty.org or 813-307-1707) after the BOCC approves the PD zoning or PD zoning modification related to below request. This is to obtain a signed copy of the DE/AV.

If the BOCC denies the PD zoning or PD zoning modification request, staff will request that you withdraw the AV/DE. In such instance, notwithstanding the above finding of approvability, if you fail to withdraw the request, I will deny the AV/DE (since the finding was predicated on a specific development program and site configuration which was not approved).

Once I have signed the document, it is your responsibility to submit the signed AV/DE(s) together with your initial plat/site/construction plan submittal. If the project is already in preliminary review, then you must submit the signed document before the review will be allowed to progress. Staff will require resubmittal of all plat/site/construction plan submittals that do not include the appropriate signed AV/DE documentation.

Lastly, please note that it is critical to ensure you copy all related correspondence to PW-CEIntake@hillsboroughcounty.org

Mike

Michael J. Williams, P.E.
Director, Development Review
County Engineer
Development Services Department

P: (813) 307-1851
M: (813) 614-2190
E: Williamsm@HillsboroughCounty.org
W: HCFLGov.net

Hillsborough County

601 E. Kennedy Blvd., Tampa, FL 33602

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.

Please note: All correspondence to or from this office is subject to Florida's Public Records law.

From: Tirado, Sheida <TiradoS@hcfl.gov>

Sent: Thursday, November 6, 2025 5:54 PM

To: Williams, Michael <WilliamsM@hcfl.gov>

Cc: Rose, Sarah <RoseSJ@hcfl.gov>; Drapach, Alan <DrapachA@hcfl.gov>

Subject: RZ-PD 25-1244 - Administrative Variance Review

Hello Mike,

The attached Administrative Variances are **Approvable** to me, please include the following people in your response email:

shenry@lincks.com

apollack@ffplegal.com

peddle@hcfl.gov

rosesj@hcfl.gov

drapacha@hcfl.gov

Best Regards,

Sheida L. Tirado, PE

Transportation Review & Site intake Manager

Development Services

E: TiradoS@HCFL.gov

P: (813) 276-8364 | M: (813) 564-4676

601 E. Kennedy Blvd., Tampa, FL 33602

[HCFL.gov](https://www.hcfl.gov)

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Hillsborough County Florida

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**Hillsborough
County Florida**
Development Services

Supplemental Information for Transportation Related Administrative Reviews

Instructions:

- This form must be provided separately for each request submitted (including different requests of the same type).
- This form must accompany all requests for applications types shown below. Staff will not log in or assign cases that are not accompanied by this form, or where the form is partially incomplete.
- A response is required in every field. Blank fields or non-responsive answers will result in your application being returned.
- All responses must be typed.
- Please contact Eleonor de Leon at deleone@HCFL.gov or via telephone at (813) 307-1707 if you have questions about how to complete this form.

Request Type (check one)	☒ Section 6.04.02.B. Administrative Variance ☐ Technical Manual Design Exception Request ☐ Alternative Parking Plan Request (Reference LDC Sec. 6.05.02.G3.) ☐ Request for Determination of Required Parking for Unlisted Uses (Reference LDC Sec. 6.05.02.G.1. and G.2.)		
Submittal Type (check one)	☒ New Request	☐ Revised Request	☐ Additional Information
Submittal Number and Description/Running History (check one and complete text box using instructions provided below)	☒ 1. Access Spacing-Sunlake Blvd ☐ 4. ☐ 2. ☐ 5. ☐ 3. ☐ 6.		
Important: To help staff differentiate multiple requests (whether of the same or different type), please use the above fields to assign a unique submittal number/name to each separate request. Previous submittals relating to the same project/phase shall be listed using the name and number previously identified. It is critical that the applicant reference this unique name in the request letter and subsequent filings/correspondence. If the applicant is revising or submitting additional information related to a previously submitted request, then the applicant would check the number of the previous submittal.			
Project Name/ Phase Sunlake Boulevard Important: The name selected must be used on all future communications and submittals of additional/revised information relating to this variance. If request is specific to a discrete phase, please also list that phase.			
Folio Number(s) 013276.0250 ☐ Check This Box If There Are More Than Five Folio Numbers Important: List all folios related to the project, up to a maximum of five. If there are additional folios, check the box to indicate such. Folio numbers must be provided in the format provided by the Hillsborough County Property Appraiser's website (i.e. 6 numbers, followed by a hyphen, followed by 4 additional numbers, e.g. "012345-6789"). Multiple records should be separated by a semicolon and a space e.g. "012345-6789; 054321-9876").			
Name of Person Submitting Request Steven J. Henry, P.E. Important: All Administrative Variances (AV) and Design Exceptions (DE) must be Signed and Sealed by a Professional Engineer (PE) licensed in the State of Florida.			
Current Property Zoning Designation ASC-1 Important: For Example, type "Residential Multi-Family Conventional – 9" or "RMC-9". This is not the same as the property's Future Land Use (FLU) Designation. Typing "N/A" or "Unknown" will result in your application being returned. This information may be obtained via the Official Hillsborough County Zoning Atlas, which is available at https://maps.hillsboroughcounty.org/maphillsborough/maphillsborough.html . For additional assistance, please contact the Zoning Counselors at the Center for Development Services at (813) 272-5600 Option 3.			
Pending Zoning Application Number RZ 25-1244 Important: If a rezoning application is pending, enter the application number proceeded by the case type prefix, otherwise type "N/A" or "Not Applicable". Use PD for PD rezoning applications, MM for major modifications, PRS for minor modifications/personal appearances.			
Related Project Identification Number (Site/Subdivision Application Number) N/A Important: This 4-digit code is assigned by the Center for Development Services Intake Team for all Certified Parcel, Site Construction, Subdivision Construction, and Preliminary/Final Plat applications. If no project number exists, please type "N/A" or "Not Applicable".			



September 29, 2025

Mr. Mike Williams
Hillsborough County Government
601 East Kennedy Blvd., 20th Floor
Tampa, FL 33602

Re: Sunlake Boulevard
RZ 25-1244
Folio Numbers: 013276.0250
Lincks Project No. 23033 (25754.02.04)

The purpose of this letter is to request a Section 6.04.02.B Administrative Variance to Section 6.04.07 of the Hillsborough County Land Development Code for the access to Sunlake Boulevard. The property is proposed to be rezoned to Planned Development to allow any one of the following land uses:

- Office – 12,062 Square Feet
- Medical Office – 12,062 Square Feet
- Retail – 12,062 Square Feet
- Personal Services – 7,500 Square Feet
- High-Turnover Restaurant – 4,500 Square Feet

Tables 1, 2, and 3 provide the trip generation for the proposed project.

The access to serve the project is proposed to be via one (1) right-in/right-out access to Sunlake Boulevard and a cross access with the Pruitt Health Facility to the south. A copy of the PD plan is included in the Appendix of this letter.

The subject property is within the Urban Service Area and according to the Hillsborough County Roadways Functional Classification Map, Sunlake Boulevard is a collector road.

The request is for an Administrative Variance to Section 6.04.07 of the Hillsborough County LDC for the access spacing on Sunlake Boulevard. Based on Section 6.04.07, the access spacing on Sunlake Boulevard is 245 feet. The distance to the driveway is 225 feet from Lutz Lake Fern Road and 115 feet from the access to the Pruitt Health Facility. This is graphically shown in Figure 1.

5023 West Laurel Street
Tampa, FL 33607
813 289 0039 Telephone
813 287 0674 Telefax
www.Lincks.com Website

TABLE 1
ESTIMATED DAILY TRIP ENDS

<u>Land Use</u>	<u>Code</u>	<u>Size</u>	<u>Daily Trip Ends (1)</u>	<u>Passerby Trip Ends (2)</u>	<u>Daily New Trip Ends</u>
Office	710	12,062 SF	131	0	131
Medical Office	720	12,062 SF	434	0	434
Retail	822	12,062 SF	657	263	394
Personal Services	492	7,500 SF	260	0	260
High-Turnover Restaurant	932	4,500 SF	482	207	275

(1) Source - ITE Trip Generation Manual, 11th Edition, 2021.

(2) Passerby Capture

• Retail - 40%

657 x 0.40 = 263

• High-Turnover Restaurant - 43%

482 x 0.43 = 207

• Passerby trip ends should not exceed 10% of the peak season traffic.

30,244 (a) x 0.10 = 3,024 > 263

(a) Based on PM peak hour peak season traffic at the intersection of Sunlake Blvd & Lutz
Lake Fern Rd and K = 0.09.

Mr. Mike Williams
September 29, 2025
Page 3TABLE 2
ESTIMATED AM PEAK HOUR PROJECT TRIP ENDS

Land Use	ITE Land Use Code	Size	AM Peak Hour Trip Ends (1)			Passerby Trip Ends (2)			New AM Peak Hour Trip Ends		
			In	Out	Total	In	Out	Total	In	Out	Total
Office	710	12,062 SF	24	3	27	0	0	0	24	3	27
Medical Office	720	12,062 SF	28	8	36	0	0	0	28	8	36
Retail	822	12,062 SF	17	11	28	7	4	11	10	7	17
Personal Services	492	7,500 SF	5	5	10	0	0	0	5	5	10
High-Turnover Restaurant	932	4,500 SF	24	19	43	10	8	18	14	11	25

(1) Source - ITE Trip Generation Manual, 11th Edition.

(2) Passerby Trip Ends

• Retail - 40%

In - $17 \times 0.40 = 7$ Out - $11 \times 0.40 = 4$

• High-Turnover Restaurant - 43%

In - $24 \times 0.43 = 10$ Out - $19 \times 0.43 = 8$

• Passerby trip should not exceed 10% of the peak season traffic.

 $2,332(a) \times 0.10 = 233 > 18$

(a) AM peak hour peak season traffic at the intersection of Sunlake Blvd and Lutz Lake Fern Rd.

TABLE 3
ESTIMATED PM PEAK HOUR PROJECT TRIP ENDS

Land Use	ITE Land Use Code	Size	PM Peak Hour Trip Ends (1)			Passerby Trip Ends (2)			New PM Peak Hour Trip Ends		
			In	Out	Total	In	Out	Total	In	Out	Total
Office	710	12,062 SF	5	24	29	0	0	0	5	24	29
Medical Office	720	12,062 SF	14	32	46	0	0	0	14	32	46
Retail	822	12,062 SF	45	44	89	18	18	36	27	26	53
Personal Services	492	7,500 SF	15	11	26	0	0	0	15	11	26
High-Turnover Restaurant	932	4,500 SF	25	16	41	11	7	18	14	9	23

(1) Source - ITE Trip Generation Manual, 11th Edition.

(2) Passerby Trip Ends

• Retail - 40%

In - $45 \times 0.40 = 18$ Out - $44 \times 0.40 = 18$

• High-Turnover Restaurant - 43%

In - $25 \times 0.43 = 11$ Out - $16 \times 0.43 = 7$

• Passerby trip should not exceed 10% of the season traffic traffic.

 $2,722 (a) \times 0.10 = 272 > 36$

(a) PM peak hour peak season traffic at the intersection of Sunlake Blvd and Lutz Lake Fern Rd.

Mr. Mike Williams
September 29, 2025
Page 5

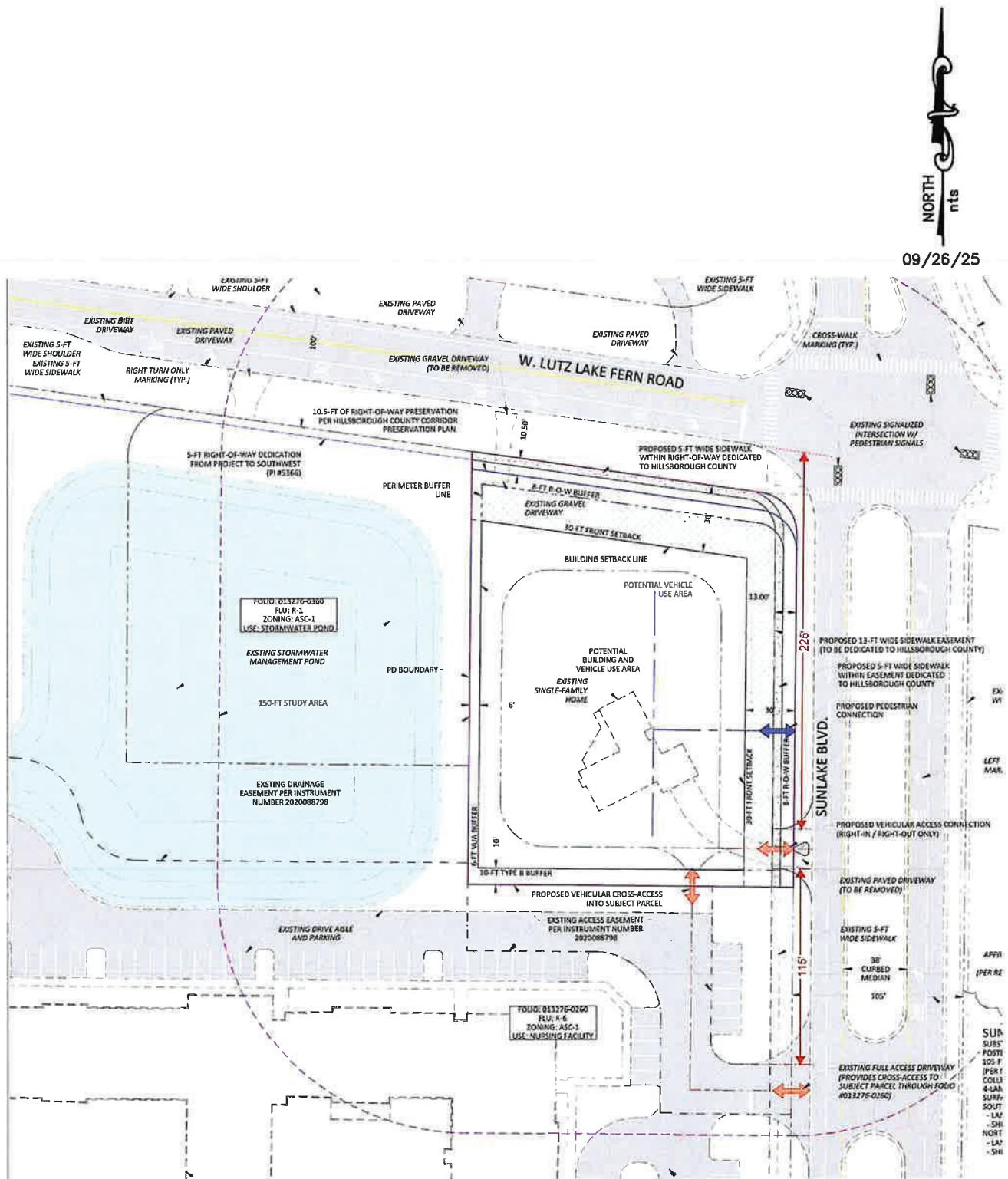


FIGURE 1
ACCESS SPACING

Mr. Mike Williams
September 29, 2025
Page 6

The justification for the variance is as follows:

(a) there is an unreasonable burden on the applicant,

The developer controls limited property frontage along Sunlake Boulevard. Given the property frontage, it is not physically possible to locate the driveway to meet the spacing criteria. Therefore, it is not reasonable or feasible for the project to modify the location of the access to meet the current LDC spacing criteria.

(b) the variance would not be detrimental to the public health, safety and welfare,

The access has been designed and located to maximize the spacing between the access and Lutz Lake Fern Road. The proposed access is limited to right-in/right-out. Therefore, the variance would not be detrimental to the public health, safety and welfare.

(c) without the variance, reasonable access cannot be provided. In the evaluation of the variance request, the issuing authority shall give valid consideration to the land use plans, policies, and local traffic circulation/operation of the site and adjacent areas.

The connection for the project is via Sunlake Boulevard. Due to property constraints, the only reasonable location for the access is shown on the attached exhibit.

Mr. Mike Williams
September 29, 2025
Page 7

Please do not hesitate to contact us if you have any questions or require any additional information.

Best Regards,

Steven J Henry
President
Lincks & Associates, LLC
A TMC Company
P.E. #51555



Based on the information provided by the applicant, this request is:

_____ Disapproved
_____ Approved
_____ Approved with Conditions

If there are any further questions or you need clarification, please contact Sheida L. Tirado, P.E.

Date _____

Sincerely,

Michael J. Williams
Hillsborough County Engineer

APPENEDIX



PD PLAN



HILLSBOROUGH COUNTY ROADWAYS
FUNCTIONAL CLASSIFICATION MAP



HILLSBOROUGH COUNTY ROADWAYS FUNCTIONAL CLASSIFICATION

Infrastructure & Development Services



Legend

Functional Classifications

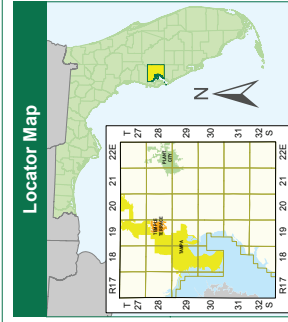
Authority Classification

- State, Principal Arterial
- State, Arterial
- Hillsborough, Arterial
- Hillsborough, Collector
- Urban Service Area Boundary
- City Limits

The Hillsborough County Roadway Functional Map will be used in all matters in the Hillsborough County Land Development Code (LDC) that relate to functional classification of roads. Some, but not all, examples of those matters are as follows:

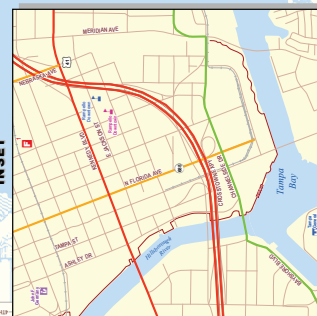
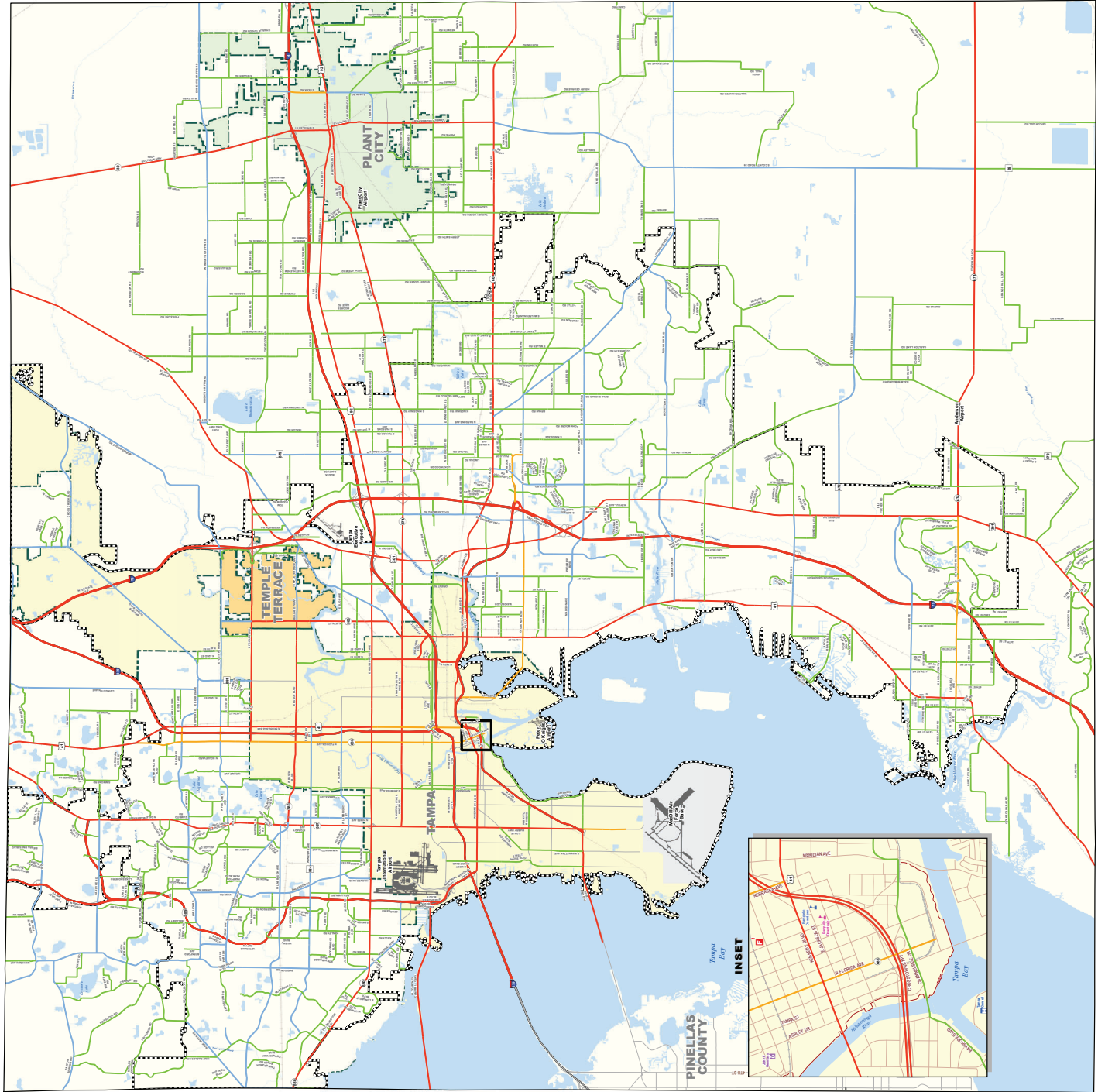
- PART 3.02.00 INTERSTATE-75 PLANNED DEVELOPMENT DISTRICTS
- PART 3.03.00 SUBDIVISION STANDARDS AND GUIDELINES
- PART 5.03.00 PLANNED DEVELOPMENT DISTRICTS
- PART 6.02.00 SUBDIVISION STANDARDS AND GUIDELINES
- PART 6.07.00 FENCES AND WALLS
- PART 12.01.00 DEFINITIONS
- OTHER PARTS OF THE LDC NOT LISTED ABOVE

In addition to subject matters in the LDC, Functional Classification of roads plays an important role in administering the Residential Traffic Control Program and the Neighborhood Traffic Calming Program.



NOTE: Every reasonable effort has been made to assure the accuracy of this map. Hillsborough County does not warrant the accuracy of the map. The map is provided for informational purposes only and is not to be used for any other purpose. The map is not to be used for any other purpose. The map is not to be used for any other purpose.

601 E. Kennedy Blvd
Tampa, FL 33602
(813) 272-5610
printroom@hillsboroughcounty.org



HILLSBOROUGH COUNTY LDC
SECTION 6.04.04



Sec. 6.04.04. - Design Standards

A. Driveway Width/Length

Driveways provide the physical transition between a site and the abutting roadway. Driveways should be located and designed to minimize impacts on traffic while providing safe entry and exit from the development served. The location and design of the connection must take into account characteristics of the roadway, the site, and the potential users.

The actual width and length of driveways shall be subject to internal and external traffic flow considerations. The driveway width considerations include, but are not limited to the number of lanes, the driveway geometrics, internal obstructions, traffic safety, etc. The length of driveways shall be designed to provide for an uninterrupted traffic flow on the public street. This will require that the entering vehicles not be confronted with maneuvering vehicles at the immediate point of entry, thus requiring other entering vehicle(s) to stop in the through traffic flow. The driveway length therefore, will be subject to the anticipated required stacking length of entering and exiting vehicle during the peak period.

1. For driveways that will be signalized, driveway length should be determined by a traffic study of expected traffic and queues. An important measurement in determining the driveway length is the outbound queue.
2. For unsignalized driveways, the following minimum lengths will be used:

Land Use	Driveway Length (In Feet)
Any major entrance with 4 or more total lanes in the in the driveway. Typically malls, and "Super" retail centers	300 or greater, based on traffic study
Regional Shopping Centers (over 150,000 sq. ft.)	250
Community Shopping Center (100-150,000 sq. ft.) (Supermarket, drug store, etc.)	150
Small Strip Shopping Center	50
Smaller Commercial Development (convenience store with gas pumps)	30

3. For residential developments, the maximum length shall be:

Land Use	Driveway Length (In Feet)
Residential Developments	250

B. Driveway Grades

1. Driveway grades shall conform to the requirements of FDOT Roadway and Traffic Design Standard Indices, latest edition.
2. For driveways with high volumes and where curve radii turnouts would be a prime benefit to traffic movements, the following factors should be considered:
 - a. It is desirable to have driveway slope upward from gutter line without any vertical curve. The upward slope with curbs will allow better control of drainage.

- b. It is desirable to have a relatively flat area adjacent to the roadway, where vehicles may turn off without an immediate climbing or descending need. Then exiting vehicles may wait to enter traffic flow at approximately roadway level.
- c. Within the limits of curve radii, no drop curb shall be allowed except as required for curb cut ramps.

C. Traffic Control Devices

1. The installation of signs and pavement markings at private roadways and residential or commercial driveways, and the installation of traffic signals at high-volume commercial Type III driveways may be required in order to provide for safe and efficient movement of traffic. All traffic control devices shall be installed in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and the current County standards and specifications and shall be approved by the County Public Works Department, Traffic Section.
2. The approval to install traffic signals shall be based on a traffic engineering study which addresses the warrants, the design, and the operation of the signals. The study and design shall be approved by the County Public Works Department, Traffic Section and FDOT, if on the State Highway System. The responsibility for the engineering study shall rest with the permittee. If a traffic signal is installed, all signal elements and appropriate portions of the access approach to assure efficient signal operation, shall be on public right-of-way or on easements granted to the public.
3. Any required traffic control devices, including signs, signals or pavement markings shall be installed by the permittee. The permittee shall be responsible for all purchase and installation costs involved.

D. Auxiliary Lanes

Auxiliary Lanes refer to left-turn, right-turn, acceleration, deceleration, and storage lanes. Developments which generate AM or PM Peak Hour Traffic which exceeds the following thresholds shall provide the following site related acceleration, deceleration, and storage lanes:

1. If more than 20 left turning vehicles per hour on a two-lane arterial or collector roadway, then left turn lanes are warranted,
2. If more than 50 right turning vehicles per hour on a two-lane arterial or collector roadway, then right turn lanes are warranted,
3. If more than 40 right turning vehicles per hour, on a four-lane rural roadway, then a right turn lane is warranted,
4. If more than 80 right turning vehicles per hour, on a four-lane urban roadway, then a right turn lane is warranted,
5. If more than 60 right turning vehicles per hour, on a six-lane rural roadway, then a right turn lane is warranted,
6. If more than 100 right turning vehicles per hour, on a six-lane urban roadway, then a right turn lane is warranted,
7. On multi-lane roadways, left turn lanes shall be constructed when there are more than 20 left turning vehicles.

(Ord. No. 00-38, § 2, 11-2-00; Ord. No. 05-22, § 2, 11-17-05; Ord. No. 07-18, § 2, 7-19-07, eff. 10-1-07)



**Hillsborough
County Florida**
Development Services

Supplemental Information for Transportation Related Administrative Reviews

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- This form must accompany all requests for applications types shown below. Staff will not log in or assign cases that are not accompanied by this form, or where the form is partially incomplete.
- A response is required in every field. Blank fields or non-responsive answers will result in your application being returned.
- All responses must be typed.
- Please contact Eleonor de Leon at deleone@HCFL.gov or via telephone at (813) 307-1707 if you have questions about how to complete this form.

Request Type (check one)	☒ Section 6.04.02.B. Administrative Variance ☐ Technical Manual Design Exception Request ☐ Alternative Parking Plan Request (Reference LDC Sec. 6.05.02.G3.) ☐ Request for Determination of Required Parking for Unlisted Uses (Reference LDC Sec. 6.05.02.G.1. and G.2.)
Submittal Type (check one)	☒ New Request ☐ Revised Request ☐ Additional Information
Submittal Number and Description/Running History (check one and complete text box using instructions provided below)	☒ 1. Substandard Road-Sunlake Blvd ☐ 4. ☐ 2. ☐ 5. ☐ 3. ☐ 6.
Important: To help staff differentiate multiple requests (whether of the same or different type), please use the above fields to assign a unique submittal number/name to each separate request. Previous submittals relating to the same project/phase shall be listed using the name and number previously identified. It is critical that the applicant reference this unique name in the request letter and subsequent filings/correspondence. If the applicant is revising or submitting additional information related to a previously submitted request, then the applicant would check the number of the previous submittal.	
Project Name/ Phase	Sunlake Boulevard
Important: The name selected must be used on all future communications and submittals of additional/revised information relating to this variance. If request is specific to a discrete phase, please also list that phase.	
Folio Number(s)	013276.0250
☐ Check This Box If There Are More Than Five Folio Numbers	
Important: List all folios related to the project, up to a maximum of five. If there are additional folios, check the box to indicate such. Folio numbers must be provided in the format provided by the Hillsborough County Property Appraiser's website (i.e. 6 numbers, followed by a hyphen, followed by 4 additional numbers, e.g. "012345-6789"). Multiple records should be separated by a semicolon and a space e.g. "012345-6789; 054321-9876").	
Name of Person Submitting Request	Steven J. Henry, P.E.
Important: All Administrative Variances (AV) and Design Exceptions (DE) must be Signed and Sealed by a Professional Engineer (PE) licensed in the State of Florida.	
Current Property Zoning Designation	ASC-1
Important: For Example, type "Residential Multi-Family Conventional – 9" or "RMC-9". This is not the same as the property's Future Land Use (FLU) Designation. Typing "N/A" or "Unknown" will result in your application being returned. This information may be obtained via the Official Hillsborough County Zoning Atlas, which is available at https://maps.hillsboroughcounty.org/maphillsborough/maphillsborough.html . For additional assistance, please contact the Zoning Counselors at the Center for Development Services at (813) 272-5600 Option 3.	
Pending Zoning Application Number	RZ 25-1244
Important: If a rezoning application is pending, enter the application number proceeded by the case type prefix, otherwise type "N/A" or "Not Applicable". Use PD for PD rezoning applications, MM for major modifications, PRS for minor modifications/personal appearances.	
Related Project Identification Number (Site/Subdivision Application Number)	N/A
Important: This 4-digit code is assigned by the Center for Development Services Intake Team for all Certified Parcel, Site Construction, Subdivision Construction, and Preliminary/Final Plat applications. If no project number exists, please type "N/A" or "Not Applicable".	



September 29, 2025

Mr. Michael Williams, PE
County Engineer Development Review Director
Hillsborough County
601 East Kennedy Blvd., 20th Floor
Tampa, FL 33602

Re: Sunlake Boulevard
RZ 25-1244
Folio 013276.0250
Lincks Project Number: 23033 (25754.02.04)

The purpose of this letter is to request a Section 6.04.02.B Administrative Variance to Section 6.04.03L of the Hillsborough County Land Development Code, which requires improvement of projects taking access to a substandard road to improve the roadway to current County standards between the project driveway and the nearest standard road.

The property is proposed to be rezoned to Planned Development (PD) to allow any one of the following land uses:

- Office – 12,062 Square Feet
- Medical Office – 12,062 Square Feet
- Retail – 12,062 Square Feet
- Personal Services – 7,500 Square Feet
- High-Turnover Restaurant – 4,500 Square Feet

The access for the project is proposed to be via one (1) right-in/right-out access to Sunlake Boulevard and cross access to the Pruitt Health Facility to the south.

The subject property is within the Urban Service Area and as shown on the Hillsborough County Roadways Functional Classification Map, Sunlake Boulevard is a collector roadway.

Tables 1, 2, and 3 provide the trip generation for the proposed land uses.

The following provides a description of the segment of Sunlake Boulevard from the project access to Lutz Lake Fern Road:

- Four (4) lane divided suburban roadway
- Ten (10) foot lanes
- Miami curb within median and east edge of pavement

5023 West Laurel Street
Tampa, FL 33607
813 289 0039 Telephone
8133 287 0674 Telefax
www.Lincks.com Website

Mr. Mike Williams
September 29, 2025
Page 2

TABLE 1
ESTIMATED DAILY TRIP ENDS

<u>Land Use</u>	<u>Code</u>	<u>Size</u>	<u>Daily Trip Ends (1)</u>	<u>Passerby Trip Ends (2)</u>	<u>Daily New Trip Ends</u>
Office	710	12,062 SF	131	0	131
Medical Office	720	12,062 SF	434	0	434
Retail	822	12,062 SF	657	263	394
Personal Services	492	7,500 SF	260	0	260
High-Turnover Restaurant	932	4,500 SF	482	207	275

(1) Source - ITE Trip Generation Manual, 11th Edition, 2021.

(2) Passerby Capture

- Retail - 40%

657 x 0.40 = 263

- High-Turnover Restaurant - 43%

482 x 0.43 = 207

- Passerby trip ends should not exceed 10% of the peak season traffic.

30,244 (a) x 0.10 = 3,024 > 263

(a) Based on PM peak hour peak season traffic at the intersection of Sunlake Blvd & Lutz Lake Fern Rd and K = 0.09.

Mr. Mike Williams
September 29, 2025
Page 3

TABLE 2
ESTIMATED AM PEAK HOUR PROJECT TRIP ENDS

Land Use	ITE Land Use Code	Size	AM Peak Hour Trip Ends (1)			Passerby Trip Ends (2)			New AM Peak Hour Trip Ends		
			In	Out	Total	In	Out	Total	In	Out	Total
Office	710	12,062 SF	24	3	27	0	0	0	24	3	27
Medical Office	720	12,062 SF	28	8	36	0	0	0	28	8	36
Retail	822	12,062 SF	17	11	28	7	4	11	10	7	17
Personal Services	492	7,500 SF	5	5	10	0	0	0	5	5	10
High-Turnover Restaurant	932	4,500 SF	24	19	43	10	8	18	14	11	25

(1) Source - ITE Trip Generation Manual, 11th Edition.

(2) Passerby Trip Ends

• Retail - 40%

In - $17 \times 0.40 = 7$

Out - $11 \times 0.40 = 4$

• High-Turnover Restaurant - 43%

In - $24 \times 0.43 = 10$

Out - $19 \times 0.43 = 8$

• Passerby trip should not exceed 10% of the peak season traffic.

$2,332(a) \times 0.10 = 233 > 18$

(a) AM peak hour peak season traffic at the intersection of Sunlake Blvd and Lutz Lake Fern Rd.

Mr. Mike Williams
September 29, 2025
Page 4TABLE 3
ESTIMATED PM PEAK HOUR PROJECT TRIP ENDS

Land Use	ITE Land Use Code	Size	PM Peak Hour Trip Ends (1)			Passerby Trip Ends (2)			New PM Peak Hour Trip Ends		
			In	Out	Total	In	Out	Total	In	Out	Total
Office	710	12,062 SF	5	24	29	0	0	0	5	24	29
Medical Office	720	12,062 SF	14	32	46	0	0	0	14	32	46
Retail	822	12,062 SF	45	44	89	18	18	36	27	26	53
Personal Services	492	7,500 SF	15	11	26	0	0	0	15	11	26
High-Turnover Restaurant	932	4,500 SF	25	16	41	11	7	18	14	9	23

(1) Source - ITE Trip Generation Manual, 11th Edition.

(2) Passerby Trip Ends

- Retail - 40%
 - In - $45 \times 0.40 = 18$
 - Out - $44 \times 0.40 = 18$
- High-Turnover Restaurant - 43%
 - In - $25 \times 0.43 = 11$
 - Out - $16 \times 0.43 = 7$
- Passerby trip should not exceed 10% of the season traffic factor.
 $2,722(a) \times 0.10 = 272 > 36$
 - (a) PM peak hour peak season traffic at the intersection of Sunlake Blvd and Lutz Lake Fern Rd.

Mr. Mike Williams
September 29, 2025
Page 5

- Sidewalk – Existing sidewalk on the east side of the roadway.

The request is to waive the requirement to improve Sunlake Boulevard (between the project access and Lutz Lake Fern Road) to current County TS-6 standards, the standards for which are found within the Hillsborough County Transportation Technical Manual. The specific waivers are as follows:

1. Type F curb along the median and edge of pavement
2. Buffered bike lanes

(a) there is an unreasonable burden on the applicant,

Adding the Type F and buffered bike lanes would be an unreasonable burden on the applicant for the following reasons:

1. The property has limited frontage along Sunlake Boulevard.
2. There is no Type F curb or bike lanes south of the property.

(b) the variance would not be detrimental to the public health, safety and welfare,

The posted speed limit on the subject segment of Sunlake Boulevard is 30 MPH. The developer proposed to add sidewalk along Sunlake Boulevard from Lutz Lake Fern Road to tie into the existing sidewalk to the south. With the sidewalk being added, the variance would not be detrimental to the public health, safety and welfare.

(c) without the variance, reasonable access cannot be provided. In the evaluation of the variance request, the issuing authority shall give valid consideration to the land use plans, policies, and local traffic circulation/operation of the site and adjacent areas.

Sunlake Boulevard is the only direct access for the project. Without the access to Sunlake Boulevard, reasonable access for the project could not be provided.

Mr. Mike Williams
September 29, 2025
Page 6

Please do not hesitate to contact us if you have any questions or require any additional information.

Best Regards,

Steven J Henry
President
Lincks & Associates, LLC
A TMC Company
P.E. #51555



Based on the information provided by the applicant, this request is:

_____ **Disapproved**
_____ **Approved**
_____ **Approved with Conditions**

If there are any further questions or you need clarification, please contact Sheida L. Tirado, P.E, (813) 276-8364, TiradoS@hillsboroughcounty.org.

Date _____

Sincerely,

**Michael J. Williams
Hillsborough County Engineer**

APPENEDIX



PROPOSED PD PLAN



HILLSBOROUGH COUNTY ROADWAYS
FUNCTIONAL CLASSIFICATION MAP



HILLSBOROUGH COUNTY ROADWAYS FUNCTIONAL CLASSIFICATION

Infrastructure & Development Services



Legend

Functional Classifications

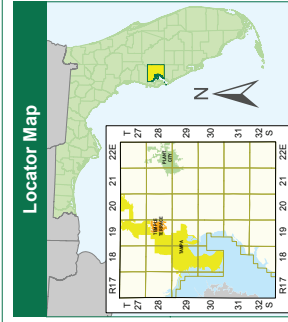
Authority Classification

- State, Principal Arterial
- State, Arterial
- Hillsborough, Arterial
- Hillsborough, Collector
- Urban Service Area Boundary
- City Limits

The Hillsborough County Roadway Functional Map will be used in all matters in the Hillsborough County Land Development Code (LDC) that relate to functional classification of roads. Some, but not all, examples of those matters are as follows:

- PART 3.02.00 INTERSTATE-75 PLANNED DEVELOPMENT DISTRICTS
- PART 3.03.00 SUBDIVISION STANDARDS AND GUIDELINES
- PART 5.03.00 PLANNED DEVELOPMENT DISTRICTS
- PART 6.02.00 SUBDIVISION STANDARDS AND GUIDELINES
- PART 6.07.00 FENCES AND WALLS
- PART 12.01.00 DEFINITIONS
- OTHER PARTS OF THE LDC NOT LISTED ABOVE

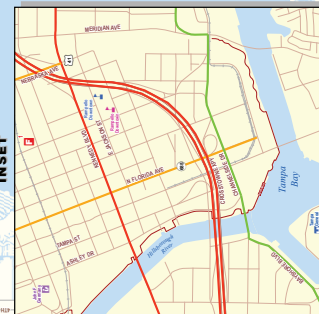
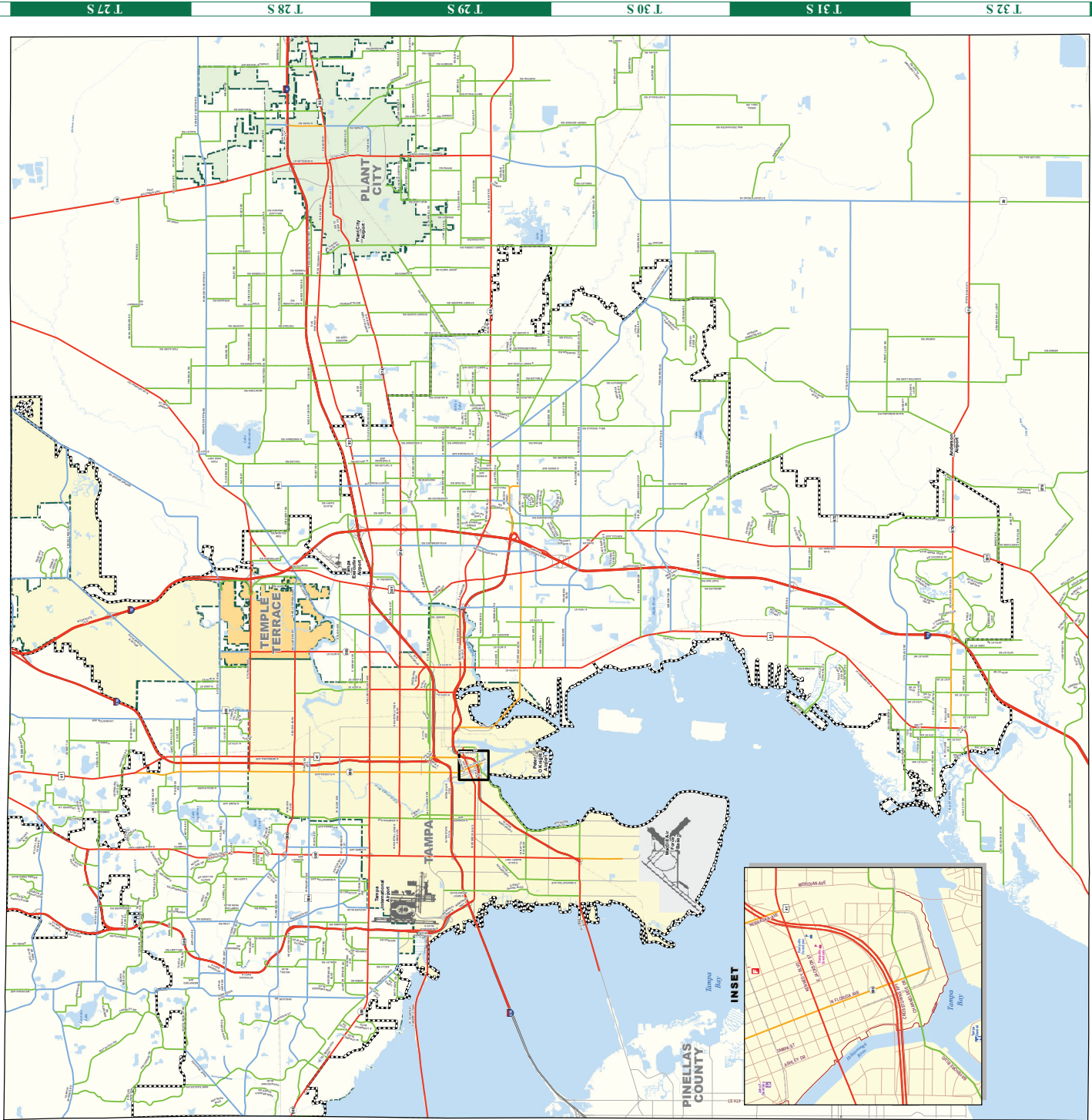
In addition to subject matters in the LDC, Functional Classification of roads plays an important role in administering the Residential Traffic Control Program and the Neighborhood Traffic Calming Program.



NOTE: Every reasonable effort has been made to assure the accuracy of this map. Hillsborough County does not warrant the accuracy of the map. The map is provided for informational purposes only and does not constitute an offer expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose.

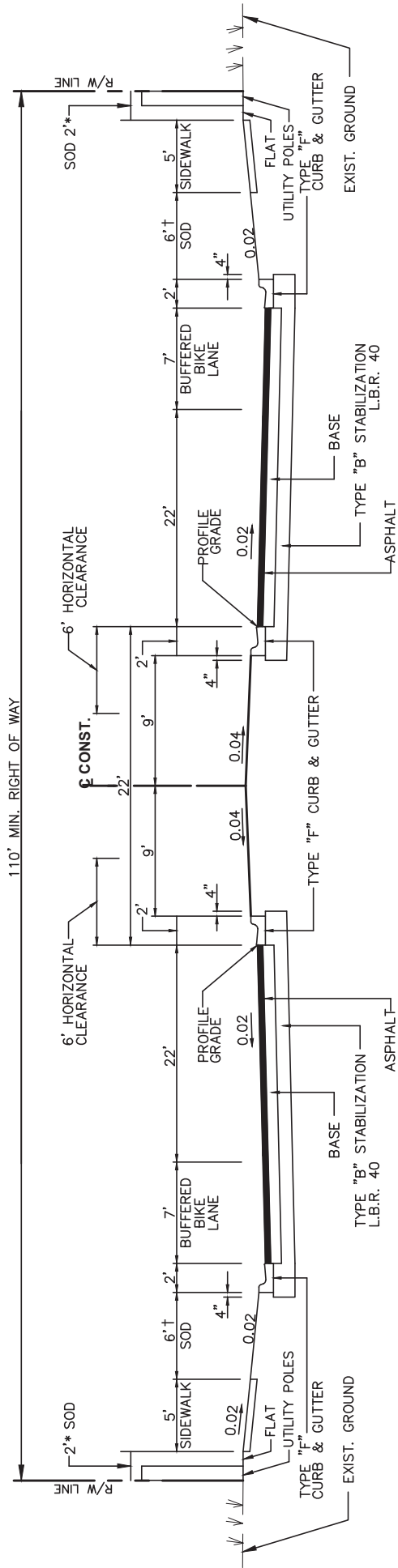
SOURCE: This map has been prepared for the inventory of real property owned within Hillsborough County and is not intended to be used for any other purpose. The map is based on the most current information available. Users of the map are hereby notified that the above-stated public information sources should be consulted for verification of the information contained on this map.

601 E. Kennedy Blvd
Tampa, FL 33602
(813) 272-5610
printroom@hillsboroughcounty.org



TS-6



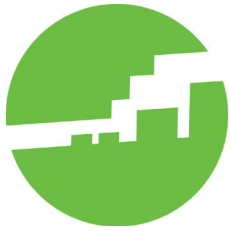


TYPICAL SECTION
N.T.S.

10,000 TO LESS THAN 20,000 AADT
MAX. ALLOWABLE DESIGN SPEED – 45 MPH

1. ALL DIMENSIONS SHOWN ARE MINIMUM.
2. SEE APPROPRIATE SECTIONS OF TECHNICAL MANUAL FOR DESIGN PARAMETERS.
- * 3. PROVIDE 2' MINIMUM CLEARANCE FROM FENCES, WALLS, HEDGES, ABOVEGROUND UTILITIES OR IMPROVEMENTS, DROP OFFS, OR FROM THE TOPS OF BANKS WITH SLOPES STEEPER THAN 1 TO 4, THAT INTERFERE WITH THE SAFE, FUNCTIONAL USE OF THE SIDEWALK. INTERMITTENT ABOVEGROUND UTILITIES, OR MATURE TREES, 2' OR LESS IN DIAMETER MAY BE PLACED IN THIS 2' STRIP AS FAR FROM THE SIDEWALK AS POSSIBLE, IF NOT IN THE CLEAR ZONE.
- † 4. SEE SIDEWALK PROTECTION OPTIONS, DRAWING NO. TD-16 SHEET 7 OF 7 FOR USE WHEN TREES ARE PLANTED IN THE PARKWAY AREA (BETWEEN THE BACK OF CURB AND SIDEWALK).
5. SOD SHALL BE PLACED IN TWO ROWS STAGGERED. (BOTH TEMPORARY AND PERMANENT)

REVISION DATE: 10/17	TRANSPORTATION TECHNICAL MANUAL	 Hillsborough County Florida	URBAN COLLECTORS (4 LANE DIVIDED) TYPICAL SECTION	DRAWING NO. TS-6
				SHEET NO. 1 OF 1



**Hillsborough County
City-County
Planning Commission**

Plan Hillsborough
planhillsborough.org
planner@plancom.org
813 – 272 – 5940
601 E Kennedy Blvd
18th floor
Tampa, FL, 33602

Unincorporated Hillsborough County Rezoning Consistency Review	
Hearing Date: November 17, 2025 Report Prepared: November 6, 2025	Case Number: PD 25-1244 Folio(s): 13276.0250 General Location: South of Lutz Lake Fern Road West and east of Sunlake Boulevard and Dale Mabry Highway
Comprehensive Plan Finding	CONSISTENT
Adopted Future Land Use	Residential – 6 (6 du/ga; 0.25 FAR)
Service Area	Urban
Community Plan(s)	Lutz
Rezoning Request	Agricultural, Single Family Conventional (ASC-1) to Planned Development (PD) to allow office and commercial development
Parcel Size	+/- 1.11 acres
Street Functional Classification	Dale Mabry Highway – State Principal Arterial Lutz Lake Fern Road West – County Arterial Sunlake Boulevard – County Collector
Commercial Locational Criteria	Meets
Evacuation Area	None

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Table 1: COMPARISON OF SURROUNDING PROPERTIES			
Vicinity	Future Land Use Designation	Zoning	Existing Land Use
Subject Property	Residential-6	ASC-1	Single Family
North	Residential-1, Residential-2 + Residential-4	RSC-4, RSC-6, + PD	Single Family + Public/Quasipublic/Institutions
South	Residential-1, Residential-2, Residential-6 + Residential-9	ASC-1, RSC-4, BPO + PD	Group Homes, Single Family, Agricultural + Public/Quasipublic/Institutions
East	Residential-1, Residential-2, Residential-4, Neighborhood Mixed Use-4	ASC-1, RSC-2, CN, + PD	Light Commercial, Single Family + Vacant
West	Residential-1, Residential-2, Residential-4, Residential-6	ASC-1, CN + PD	Single Family + Vacant

Staff Analysis of Goals, Objectives, and Policies:

The 1.11 ± acre subject site is south of Lutz Lake Fern Road West and east of Sunlake Boulevard and Dale Mabry Highway. The site is in the Urban Service Area (USA) and is located within the limits of the Lutz Community Plan. The applicant is requesting to rezone the site from Agricultural, Single Family Conventional (ASC-1) to Planned Development (PD) to allow office and commercial development. Specifically, the proposed uses are office (business and professional), office (medical), retail, personal services, restaurant (sit down only, no drive-thru).

The subject site is in the Urban Service Area where, according to Objective 1.1 of the Future Land Use Section (FLUS), 80 percent of the county's growth is to be directed. FLUS Policy 3.1.3 requires all new developments to be compatible with the surrounding area, noting that "Compatibility does not mean 'the same as.' Rather, it refers to the sensitivity of development proposals in maintaining the character of existing development." The intersection of Lutz Lake Fern Road and Sunlake Boulevard has multiple light commercial uses that continue along Sunlake Boulevard to Dale Mabry Highway. Towards the western and eastern areas of the Lutz Lake Fern Road and Sunlake Boulevard intersection, there are single-family and public/quasi-public/institutional uses, with single-family being the predominant land use. The location of the proposed commercial use orients the use into the existing pocket of light commercial uses along Sunlake Boulevard and Lutz Lake Fern Road. The proposed commercial use is adjacent to an assisted living facility to the south and a residential use to the west; however, there is a stormwater retention pond on the western boundary that provides additional buffering and screening from the proposed

commercial use and existing residential. Furthermore, the site plan shows cross access with the Assisted Living Facility (ALF) to the south of the site to promote access to the commercial development for the ALF residents and employees. The applicant has included a request to reduce use-to-use buffer from a 20-foot buffer with Type B screening to a 6-foot buffer with perimeter landscaping. Even with the reduction in buffering, the proposed site plan is compatible given the existing stormwater pond that abuts the western property line and provides adequate buffering and screening from the proposed use to the existing residential.

The proposed non-residential uses meet Commercial Locational Criteria, as outlined in FLUS Objective 4.7 and its associated policies, as it is located on the corner and within the required 1,000 feet of the qualifying intersection of Lutz Lake Fern Road and Sunlake Boulevard.

Additionally, the proposal meets the intent of the Neighborhood Protection policies in the Future Land Use Section (FLUS) under Objective 4.4 that requires new development to be compatible with the surrounding neighborhood (FLUS Policies 4.4.1 and 4.8.1). The proposed rezoning is compatible with the surrounding area and the non-residential development is located external to the established residential neighborhood and accessed via a collector roadway per FLUS Policy 4.8.1.

FLUS Goal 2 and FLUS Objective 2.1, and each of their respective policies, establish the Future Land Use Map (FLUM) as well as the allowable range of uses for each Future Land Use category. The character of each land use category is defined by building type, residential density, functional use, and the physical composition of the land. The integration of these factors sets the general atmosphere and character of each land use category. Each category has a range of potentially permissible uses, which are not exhaustive, but are intended to be illustrative of the character of uses permitted within the land use designation. The Residential-6 Future Land Use category allows for the consideration of up to 0.25 Floor Area Ratio (FAR). With 1.1 acres, the subject site can be considered for up to 11,979 square feet (1.1 acres x 43,560 square feet = 47,916 x 0.25 = 11,979 square feet). The applicant has proposed any combination of uses that will not exceed the allowable maximum intensity, which is consistent with FLUS Objective 2.1 as well as FLUS Table 2.2. The applicant is proposing to further restrict the intensity by proposing a condition of approval that states "No development shall be permitted that causes the cumulative development to exceed 657 gross average daily trips, 43 gross AM peak hour trips, or 89 gross PM peak hour trips." The proposal meets the requirements of Objective 2.1 and its accompanying policies as well as the criteria for the RES-6 Future Land Use category.

The Comprehensive Plan requires that all development meet or exceed the land development regulations in Hillsborough County (FLUS Policy 4.1.1, 4.1.2, and 4.1.6). However, at the time of uploading this report, Hillsborough County Development Services Department and Transportation Division comments were not yet available in Optix and thus were not taken into consideration for analysis of this request.

FLUS Objective 3.2 and Policy 3.2.4 require community plans throughout the county to be consistent with the Comprehensive Plan. The site is within the limits of the Lutz Community Plan. The Commercial Character strategy of this seeks to retain existing and encourage new commercial uses geared to serving the daily needs of area residents in a scale and design that complements the character of the community. While the strategy encourages new commercial development to locate at the three existing activity nodes along U.S. Highway 41, it does not prohibit commercial uses that meet Commercial Locational Criteria and are compatible with the surrounding neighborhood located outside of these nodes. The proposed Planned Development meets the intent of the strategies in the Lutz Community Plan.

Overall, staff finds that the proposed commercial development is compatible with the existing development pattern found within the surrounding area and supports the vision of the Lutz Community Plan. The proposed Planned Development would allow for development that is consistent with the Goals, Objectives and Policies of the *Unincorporated Hillsborough County Comprehensive Plan*.

Recommendation

Based upon the above considerations and the following Goals, Objectives and Policies, Planning Commission staff finds the proposed Planned Development **CONSISTENT** with the *Unincorporated Hillsborough County Comprehensive Plan*, subject to the conditions proposed by the Development Services Department.

Staff Identified Goals, Objectives and Policies of the *Unincorporated Hillsborough County Comprehensive Plan* Related to the Request:

FUTURE LAND USE SECTION

Urban Service Area

Objective 1.1: Direct at least 80% of new population growth into the USA and adopted Urban expansion areas through 2045. Building permit activity and other similar measures will be used to evaluate this objective.

Land Use Categories

Goal 2: Ensure that the character, compatibility and location of land uses optimize the combined potential for economic benefit, fiscal sustainability, protection of natural resources and maintaining viable agriculture. Ensure density and intensities are maintained through the Future Land Use Map.

Objective 2.1: The Future Land Use Map is a regulatory tool governing the pattern of development in unincorporated Hillsborough County through the year 2045.

Policy 2.1.1: The Future Land Use Map shall identify Future Land Use categories, summarized in Table 2.2 and further described in Appendix A, that establish permitted land uses and maximum densities and intensities.

Objective 2.2: The Future Land Use Map (FLUM) Shall identify Land Use Categories, summarized in table 2.2 of the Future Land Use Element.

Policy 2.2.1: The character of each land use category is defined by building type, residential density, functional use, and the physical composition of the land. The integration of these factors sets the general atmosphere and character of each land use category. Each category has a range of potentially permissible uses which are not exhaustive, but are intended to be illustrative of the character of uses permitted within the land use designation. Not all of those potential uses are routinely acceptable anywhere within that land use category.

Community Context and Compatibility

Policy 3.1.3: Compatibility is defined as the characteristics of different uses or activities or design which allow them to be located near or adjacent to each other in harmony. Some elements affecting compatibility include the following: height, scale, mass and bulk of structures, pedestrian or vehicular traffic, circulation, access and parking impacts, landscaping, lighting, noise, odor and architecture. Compatibility does not mean “the same as.” Rather, it refers to the sensitivity of development proposals in maintaining the character of existing development.

Objective 3.2: Hillsborough County is comprised of many diverse communities and neighborhoods. The comprehensive plan is effective in providing an overall growth management strategy for development within the entire County. Strategies shall be developed that ensure the long-range viability of its communities through a community and special area studies planning effort.

Relationship to Land Development Regulations

Policy 3.2.4: The County shall assist the Hillsborough County City-County Planning Commission in developing community plans for each planning area that are consistent with and further the Goals, Objectives and Policies of the Comprehensive Plan. The community plans will be adopted as part of the Comprehensive Plan in the Livable Communities Element. These community specific policies will apply in guiding the development of the community. Additional policies regarding community planning and the adopted community plans can be found in the Livable Communities Element

Development

Objective 4.1: All existing and future land development regulations shall be made consistent with the Comprehensive Plan, and all development approvals shall be consistent with those development regulations as per the timeframe provided for within Chapter 163, Florida Statutes. Whenever feasible and consistent with Comprehensive Plan policies, land development regulations shall be designed to provide flexible, alternative solutions to problems.

Policy 4.1.1: Each land use plan category shall have a set of zoning districts that may be permitted within that land use plan category, and development shall not be approved for zoning that is inconsistent with the plan.

Policy 4.1.2: Developments must meet or exceed the requirements of all land development regulations as established and adopted by Hillsborough County, the state of Florida and the federal government unless such requirements have been previously waived by those governmental bodies.

Policy 4.1.6: Existing and future land development regulations shall be made consistent with the Comprehensive Plan, and all development approvals shall be consistent with those development regulations per the timeframe provided for within Chapter 163, Florida Statutes. Whenever feasible and consistent with Comprehensive Plan policies, land development regulations shall be designed to provide flexible, alternative solutions to problems.

Neighborhood and Community Development

Objective 4.4: Neighborhood Protection – Enhance and preserve existing neighborhoods and communities. Design neighborhoods which are related to the predominant character of their surroundings.

Policy 4.4.1: Any density or intensity increases shall be compatible with existing, proposed or planned surrounding development. Development and redevelopment shall be integrated with the adjacent land uses through:

- a) the creation of like uses; and
- b) creation of complementary uses; and
- c) mitigation of adverse impacts; and
- d) transportation/pedestrian connections; and
- e) Gradual transitions of intensity

Policy 4.8.1: High-intensity non-residential development shall be located external to emerging and established residential neighborhoods and accessed on arterial or collector roadways.

LIVABLE COMMUNITIES ELEMENT: LUTZ COMMUNITY PLAN

Commercial Character Strategy: The Lutz community desires to retain existing and encourage new commercial uses geared to serving the daily needs of area residents in a scale and design that complements the character of the community. Currently there is approximately 301,559 square feet of commercial approved but not built within the community planning area.

New commercial zoning is encouraged to locate at the three existing activity nodes along U.S. Highway 41 (Figure 4 (of the Lutz background documentation):

1. Lutz's historic downtown area to Newberger Road;
2. Crystal Lake Road to Sunset Lane; and
3. Crenshaw Lake Road area

Rezonings
STATUS

1

Rezonings
STATUS

1

Map Printed from Rezoning System: 9/2/2025

author: J. Krzyzanowski

le: G:\RezoningSystem\MapProjects\HC\Roger_hcRezoning.mxd



Hillsborough County
City-County
Planning Commission