



CITY OF BARTOW  
**ZONING BOARD OF ADJUSTMENT REGULAR MEETING**  
THURSDAY, NOVEMBER 20, 2025 AT 5:30 PM  
OR AS SOON THEREAFTER AS POSSIBLE  
450 NORTH WILSON AVE., BARTOW, FL 33830

**AGENDA**

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MINUTES
3. CONSIDERATION OF QUESTIONS FROM THE FLOOR, PETITIONS, COMMUNICATIONS
  - a. Public Comment:
    1. Matters not appearing on this agenda.
    2. Matters appearing on this agenda but not scheduled for a separate public hearing.
4. OLD BUSINESS
5. NEW BUSINESS
  - a. Application #V-25-06 Miguel Cardoso, applicant, Juan Cardoso, owner of the property located at 1460 East Davidon Street, requests a variance of 15' to allow a 10' front yard setback in-lieu-of 25' to construct an enclosed/screened front porch addition on an existing single-family residence.
  - b. Application #V-25-07 R. Carson and Dr. Christine A. Bassett, owners of the property located at 595 South Jackson Avenue, requests 1) Variance of 14' to allow 16' of separation distance for a point of access from the intersection of the right-of-way lines of any public road in lieu of 30' as required by Section 3.02.05(B)(2) of the ULDC; and 2) Variance of 12½' to allow a 2½' side street setback in-lieu-of 15' as required by Table 2.04.01(b) of the ULDC to construct an accessory building.
  - c. Application #SE-25-06 R. Carson and Dr. Christine A. Bassett, owners of the property located at 595 South Jackson Avenue, requests a Special Exception Use approval for a guest house in an R-3, Multiple Family Residential zoning district.
6. NEXT MEETING DATE

a. December 18, 2025, January 22, 2026, and February 26, 2026

## 7. ADJOURNMENT

Please be advised that if you desire to appeal from any decisions made because of the above hearing or meeting, you will need a record of the proceedings and in some cases a verbatim record is required. You must make your own arrangements to produce this record. (Florida Statute 286.0105). The City Commission may continue the public hearing(s) to other dates and times as it deems necessary. Any interested party shall be advised that the date, time, and place of any continuation of these or continued public hearings may be announced during the hearing and that no further notices regarding this matter will be published. If you are a person with a disability who needs any accommodation to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the City Clerk's Office at 450 N. Wilson Avenue, P.O. Box 1069, Bartow, Florida 33831-1069 or phone (863) 534-0100 within 2 working days of your receipt of this meeting notification; if you are hearing or voice impaired, call 1-800-955-8771.

**CITY OF BARTOW**  
**ZONING BOARD OF ADJUSTMENT**  
**Thursday, September 25, 2025 – 5:30 p.m. (EST)**  
**City Hall Commission Chamber**  
**450 N. Wilson Ave., Bartow, FL 33830**

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**MINUTES**

The Zoning Board of Adjustment held a Regular Meeting on Thursday, September 25, 2025, at 5:30 p.m. in the Commission Chamber located at City Hall, 450 N. Wilson Avenue, Bartow, FL 33830. Notice of this meeting was posted at City Hall, on the City's website, [www.cityofbartow.net](http://www.cityofbartow.net), and published in the local newspaper.

**CALL MEETING TO ORDER:**

Chairperson Wright called the meeting to order at 5:30 p.m.

**CLERK TO CALL ROLL:**

Deputy City Clerk Donna Donaldson called the roll, and attendance was as follows:

**BOARD MEMBERS PRESENT:** Board Member James Burt, Board Member Velmon Collins, Board Member Colin Ethridge, Alternate 1 Board Member Carrie Brewton, Alternate 2 Board Member Damian Wilson, and Board Member Orlando Wright, Chairperson.

**BOARD MEMBERS ABSENT:** Board Member Scott Lowery, Vice Chairperson, and Board Member Thomas Kelley

**STAFF PRESENT:** Planning Director Bob Wieggers and Deputy City Clerk Donna Donaldson.

Planning Director Wieggers noted that Vice Chairperson Lowery and Board Member Kelley had informed the staff of their absence from tonight's meeting. He also mentioned that Board Member Burt would need to recuse himself from the discussion on a particular agenda item, as he is the applicant for that item.

**READING OF MINUTES: August 14, 2025, Regular Meeting**

**MOTION** was made by Alternate Board Member Wilson, seconded by Board Member Collins, to approve the August 14, 2025, Regular Meeting minutes as presented.

**VOTE TO THE MOTION WAS AS FOLLOWS:**

**AYE:** Burt, Collins, Ethridge, Brewton, Wilson, Wright

**NAY:** None

Motion carried.

**CONSIDERATION OF QUESTIONS FROM THE FLOOR, PETITIONS, AND COMMUNICATIONS:**

**1. Public Comment:**

**A) Matters not appearing on this agenda.**

Chairperson Wright opened and closed the floor for public comments on matters not appearing on this agenda. There were no comments.

**B) Matters appearing on this agenda but are not scheduled for a separate public hearing.**

Chairperson Wright opened and closed the floor for public comment on matters appearing on this agenda but not scheduled for a separate public hearing. There were no comments.

**NEW BUSINESS:**

**1. Application #SE-25-04 James E. Burt, applicant, Isaac Hernandez, owner of the property located at 655 6<sup>th</sup> Avenue, requests a Special Exception Use approval to construct a single-family residential dwelling in a C-2, Community Commercial zoning district.**

Planning Director Wieggers read the application into the record by title only:

*"Application #SE-25-04 James E. Burt, applicant, Isaac Hernandez, owner of the property located at 655 6th Avenue, requests a Special Exception Use approval to construct a single-family residential dwelling in a C-2, Community Commercial zoning district."*

Planning Director Wieggers reminded the board to review the application, conduct a public hearing, and make a decision.

Board Member Burt had to excuse himself from this item, since he is the applicant.

Planning Director Wieggers explained that the property at 655 6th Avenue is currently vacant. The applicant wishes to construct a single-family home on this commercially zoned property, which meets the C-2, Community Commercial, zoning criteria and has sufficient access to 6th Avenue. Since this property is located within the city's historic district, the home's design will be reviewed by staff to ensure compliance with the established historic architectural guidelines.

Public notice regarding this request was published in the local newspaper and posted on the city's website and bulletin board. Twelve property owners within the notification radius were notified. He received no correspondence on this application.

Planning Director Wieggers reviewed the impact analysis, including land use compatibility and consistency with the Comprehensive Plan. The applicant has one year from the date of approval to complete the project. If the project does not commence within that year, the applicant can approach him for an administrative extension to finish the project.

It is staff's opinion that the following conditions are necessary in the event this application is approved:

1. Development shall conform to the application, dated "August 28, 2025", and to the following conditions of approval. Development based upon this approval shall comply with all other applicable federal, state, and local laws, ordinances, and regulations, which are incorporated herein by reference, except to the extent the applicable laws, ordinances, and regulations are expressly waived or modified by these conditions, or by action approved by the City of Bartow.
2. The development shall obtain water, wastewater, electrical, and solid waste services as applicable from the City of Bartow subject to applicable city rate resolutions and ordinances. Master water, wastewater, electrical distribution, and stormwater plans, including preliminary calculations for the entire project shall be required to be submitted for review and approval concurrent with the construction plan.

Staff's recommendation is approval of the Special Exception Use for a single-family residential dwelling as allowed in Table 2.04.01(A) of the Unified Land Development Code for the City of Bartow, subject to the above mentioned conditions of approval and for the following reasons:

1. The request allows land uses that are compatible with existing/planned development in the area and allows for a reasonable use of the property;
2. The request is consistent with the City of Bartow's Comprehensive Policy Plan; and
3. The proposed amendment and subsequent site development will not degrade the Level of Service of the city's public facilities or services.

Chairperson Wright opened the public hearing.

**Mr. James Burt, Jacob Construction Services**, stated that he and the applicant are requesting approval of the application.

Alternate Board Member Williams asked what the purpose of the home is to be.

Mr. Burt stated that it is intended to be constructed and sold to a new family. He believes this home would enhance the community.

With no other comments, Chairperson Wright closed the public hearing.

*(A copy of the staff report is attached therein and described as Exhibit A.)*

**MOTION** was made by Alternate Board Member Brewton, seconded by Board Member Ethridge, to approve Application #SE-25-04 James E. Burt, applicant, Isaac Hernandez, owner of the property located at 655 6th Avenue, requests a Special Exception Use approval to construct a single-family residential dwelling in a C-2, Community Commercial zoning district.

**VOTE TO THE MOTION WAS AS FOLLOWS:**

**AYE:** Brewton, Collins, Ethridge, Wilson, Wright

**NAY:** None

Motion carried.

2. **Application #SE-25-05 Ryan Wiggins, Sr., owner of the property located at 1290 E. Stuart Street, requests a Special Exception Use approval for a guest house in an R-1A, Single-Family Residential zoning district.**

Planning Director Wieggers read the application into the record by title only:

*"Application #SE-25-05 Ryan Wiggins, Sr., owner of the property located at 1290 E. Stuart Street, requests a Special Exception Use approval for a guest house in an R-1A, Single-Family Residential zoning district."*

Planning Director Wieggers announced that the applicant is seeking approval to build a guest home for his parents in an R-1A Single Family Residential zoning district. The proposed structure will be located in the northwest corner of the property and will be approximately 1,200 square feet, with 400 square feet being the living space. The applicant acknowledges that this building is intended solely for use as a guest house and cannot be rented out as a rental property. He noted that if the owner sells this property, this exception will continue to the new property owners.

Public notice of this request was published in the local newspaper and posted on the city's website and bulletin board. Fourteen property owners within the notification radius were notified. He received no correspondence on this application.

The applicant has acknowledged the restrictions and must complete the construction of the building within one year from the date of approval. If construction is not completed within that timeframe, the applicant may request an extension, which may be granted by staff.

It is staff's opinion that the following conditions are necessary in the event this application is approved:

1. Development shall conform to the application, dated "August 28, 2025", and to the following conditions of approval. Development based upon this approval shall comply with all other applicable federal, state, and local laws, ordinances, and regulations, which are incorporated herein by reference, except to the extent the applicable laws, ordinances, and regulations are expressly waived or modified by these conditions, or by action approved by the City of Bartow.
2. The requirements and limitations of Section 3.10.01.01 of the city's Unified Land Development Code related to Guest Houses shall be binding on the current property owner and all future owners.

Staff recommends approval of the Special Exception Use for a guest house as allowed in Table 2.04.01(A) of the Unified Land Development Code for the City of Bartow, subject to the above mentioned conditions of approval and for the following reasons:

1. The request allows land uses that are compatible with existing/planned development in the area and allows for a reasonable use of the property;
2. The request is consistent with the City of Bartow's Comprehensive Policy Plan; and
3. The proposed amendment and subsequent site development will not degrade the Level of Service of the city's public facilities or services.

There was a discussion about the possibility of the building being used as a rental unit by a new property owner who may not be aware of its current use. Planning Director Wieggers stated that if the city is aware that the building is being used as a rental unit, it constitutes a code violation and is subject to enforcement.

Chairperson Wright opened the public hearing.

**Mr. Steve Williams, of Williams Construction**, stated that Planning Director Wieggers addressed everything, but he would be available to answer any questions the board may have.

With no comments, Chairperson Wright closed the public hearing.

**MOTION** was made by Alternate Board Member Brewton, seconded by Board Member Collins, to approve Application #SE-25-05 Ryan Wiggins, Sr., owner of the property located at 1290 E. Stuart Street, requests a Special Exception Use approval for a guest house in an R-1A, Single-Family Residential zoning district.

**VOTE TO THE MOTION WAS AS FOLLOWS:**

**AYE:** Brewton, Burt, Collins, Ethridge, Wilson, Wright

**NAY:** None

Motion carried.

**NEXT MEETINGS: October 23, 2025, November 20, 2025, and December 18, 2025.**

Planning Director Wiegers announced the next meetings are scheduled for October 23, 2025, November 20, 2025, and December 18, 2025. He stated that he has no application for the October 23, 2025, meeting. He reminded the board that the November and December meetings have been rescheduled due to the Thanksgiving and Christmas holidays.

**ADJOURNMENT:**

With no further business to discuss, Chairperson Wright adjourned the meeting at 6:04 p.m.

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Chairperson Orlando Wright

ATTEST:

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Deputy City Clerk Donna Donaldson

(SEAL)

**Case #V-25-06 / Juan Cardoso**  
**Planning Department Staff Report**  
**Board of Adjustments Hearing Date: November 20, 2025**



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**GENERAL INFORMATION**

Request: Variance of 15' to allow a 10' front yard setback in-lieu-of 25' to construct an enclosed/screened front porch addition on an existing single family residence.

Owner: Juan Cardoso

Applicant: Miguel Cardoso

Location: 1460 East Davidon Street

Tract Size: 16,207 Sq. Ft.

**LAND USE SUMMARY**

Zoning District: R-3, Multiple Family Residential

Minimum Lot Size:	6,000 Square Feet
Minimum Lot Width:	60'
Minimum Floor Area:	600 Square Feet
Maximum Lot Coverage:	45 Percent
Maximum Building Height:	30'
Minimum Building Setbacks:	
Front Yard	25'
Rear Yard	20'
Side Yard	7 1/2'
Side Street	15'

Adjacent Zoning: N: R-3, Multiple Family Residential  
S: C-2, Community Commercial  
E: R-3, Multiple Family Residential  
W: R-3, Multiple Family Residential

Adjacent Land Uses: N: Single Family Residence  
S: Motel  
E: Quadraplex  
W: Single Family Residence

**SPECIAL INFORMATION**

Transportation/Access: The site will continue to access East Davidson Avenue.

Utility Services: The site will continue to utilize City utility services.

Development History: The existing residence was constructed in 1947.

Public Notice: Public notice of the request was published in the local newspaper and posted in City Hall and on the City's website. Thirteen nearby property owners were notified within the required notification radius.

### **STAFF RECOMMENDATION**

The granting of a variance shall be based on a determination by the Board of Adjustment that the request will not be contrary to the public interest and the intent of this Code, and that strict enforcement of the regulation in question would create an undue and unnecessary hardship for the applicant. Considerations of health, convenience or economics shall not be considered as justification for a variance. Approval of a variance shall be based solely on the following criteria, all of which must be fully satisfied:

- (A) Special conditions and circumstances exist that are peculiar to the land or structure involved and that are not applicable to other lands or structures in the same land use classification.
- (B) The special conditions and circumstances do not result from the actions of the applicant.
- (C) The requested variance, if approved, will not confer on the applicant any special privilege that is denied by the provisions of this Code to other lands or structures in the same land use classification.
- (D) Literal interpretation of the provisions of this Code would deprive the applicant of rights commonly enjoyed by other properties in the identical land use classification and will constitute an unnecessary and undue hardship on the applicant.
- (E) That the variance granted is the minimum variance that will make possible a reasonable use of the land or structure.
- (F) That the granting of the variance will be in harmony with the general intent of this Code, and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

Variances granted by the Board shall be the minimum necessary to provide a reasonable use of the property and may be approved subject to time limits or any other conditions that the Board deems appropriate. It is planning staff's opinion that the explanation given by the applicant in requesting this variance is sufficient for the Board to take action on the request.

# Location Map



Application No. V-25-06 – Subject Property

**APPLICATION FOR VARIANCE**

City of Bartow, Post Office Box 1069, Bartow, Florida 33831

This application is for use in preparing a variance request for consideration by the Board of Adjustment. **The request must be submitted as an original form which may be reproduced as necessary.**

Please **PRINT** unless otherwise specified: Project Name\* Cardoso's porch Addition

Applicant's Name: Miguel Cardoso Owner's Name: Juan Cardoso

Street Address: 1460 E Davidson St Street Address: 1460 E Davidson St

City, State, & Zip: Bartow FL 33830 City, State, & Zip: Bartow FL 33830

Telephone #: 813-376-3697 Telephone #: 813-205-8344

Email Address: MiguelCardoso863@gmail.com Email Address: JuanCardoso71@gmail.com  
miguelcardoso863 JUAN CARDOSO 71

(\* Indicate name of company, group, or organization represented.)

Any person, firm or corporation owning property in the City of Bartow may apply for a variance from specific provisions of the Unified Land Development Code, excepting those relating to permitted land uses, concurrency and consistency with the Comprehensive Plan. Consideration by the City shall be based solely on the criteria identified in Article 7.11.00 of the Land Development Code. Any variance granted shall be the minimum necessary to provide a reasonable use of the property and may be approved subject to time limits or any other conditions that are deemed appropriate.

The following information is required on this form or in an acceptable form:

- (1) Complete application form with all necessary attachments.
- (2) An application review fee of \$150.00
- (3) The following request is made: *(attach additional sheets as necessary)*

A variance of 15' is requested to allow a front yard setback of 10' in-lieu-of 25' to construct an open/screwed porch addition.

- (4) A site plan or sketch plan drawn to scale showing the dimensions of the property, the existing and proposed location of structures on the property and the measurements of existing and proposed setbacks, distances between buildings, and other relevant information.

Applicant states that she/he has read and understands the instructions on this application. **Any false information or misrepresentation made on this application may be grounds for revocation of any approval granted by the City.** Approval granted by the City in no way constitutes a waiver from any other applicable Local, State, or Federal regulations.

Owner's Signature: Juan & Maria Felia Cardoso Date: 10/24/25

## **INSTRUCTIONS TO APPLICANT**

1. Other property owners within 150 feet will be notified by first class mail of all variance requests.
2. Applicants must be present at all meetings. The Board, at its discretion, may defer action, or take decisive action on any application. If you are not present, the Commission may deny the request.
3. Variance applications must be consistent with the City of Bartow's Unified Land Development Code and Comprehensive Plan (C.P.) Future Land Use (F.L.U.) designation.
4. Approval of a variance may subject the property to restrictions greater than the minimums set forth in the City's Unified Land Development Code.
5. The granting of a variance shall be based on a determination by the Board that the request will not be contrary to the public interest and the intent of this Code, and that strict enforcement of the regulation in question would create an undue and unnecessary hardship for the applicant. Considerations of health, convenience or economics shall not be considered as justification for a variance.
6. **The completed application shall be accompanied by a written statement which explains how your request addresses the following criteria at the Board meeting. Approval of a variance shall be based solely on these criteria, all of which must be fully satisfied. This information will be included in the agenda packet that is distributed to members prior to the meeting. Failure to provide this statement will cause the application to be returned to the applicant and may result in a delay in processing.**
  - (A) **Special conditions and circumstances exist that are peculiar to the land or structure involved and that are not applicable to other lands or structures in the same land use classification.**
  - (B) **The special conditions and circumstances do not result from the actions of the applicant.**
  - (C) **The requested variance, if approved, will not confer on the applicant any special privilege that is denied by the provisions of this Code to other lands or structures in the same land use classification.**
  - (D) **Literal interpretation of the provisions of this Code would deprive the applicant of rights commonly enjoyed by other properties in the identical land use classification and will constitute an unnecessary and undue hardship on the applicant.**
  - (E) **That the variance granted is the minimum variance that will make possible a reasonable use of the land or structure.**
  - (F) **That the granting of the variance will be in harmony with the general intent of this Code, and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.**

OFFICE USE ONLY

Findings required by Section 7.11.01 of the Land Development Code.

- |  |    |     |
|--|----|-----|
| 1) Unique and special circumstances apply to this situation.                       | No | Yes |
| 2) Special circumstances don't result from action of applicant.                    | No | Yes |
| 3) Granting variance won't grant special privilege.                                | No | Yes |
| 4) Does this prevent reasonable use of applicant's property?                       | No | Yes |
| 5) A lesser variance is not possible.  | No | Yes |
| 6) Granting a variance will be in harmony with general intent of zoning ordinance. | No | Yes |

Receipt # 02374109 Location 1460 E. Davidson

Current Comprehensive Plan FLUM Designation MDR Zoning Classification R-3

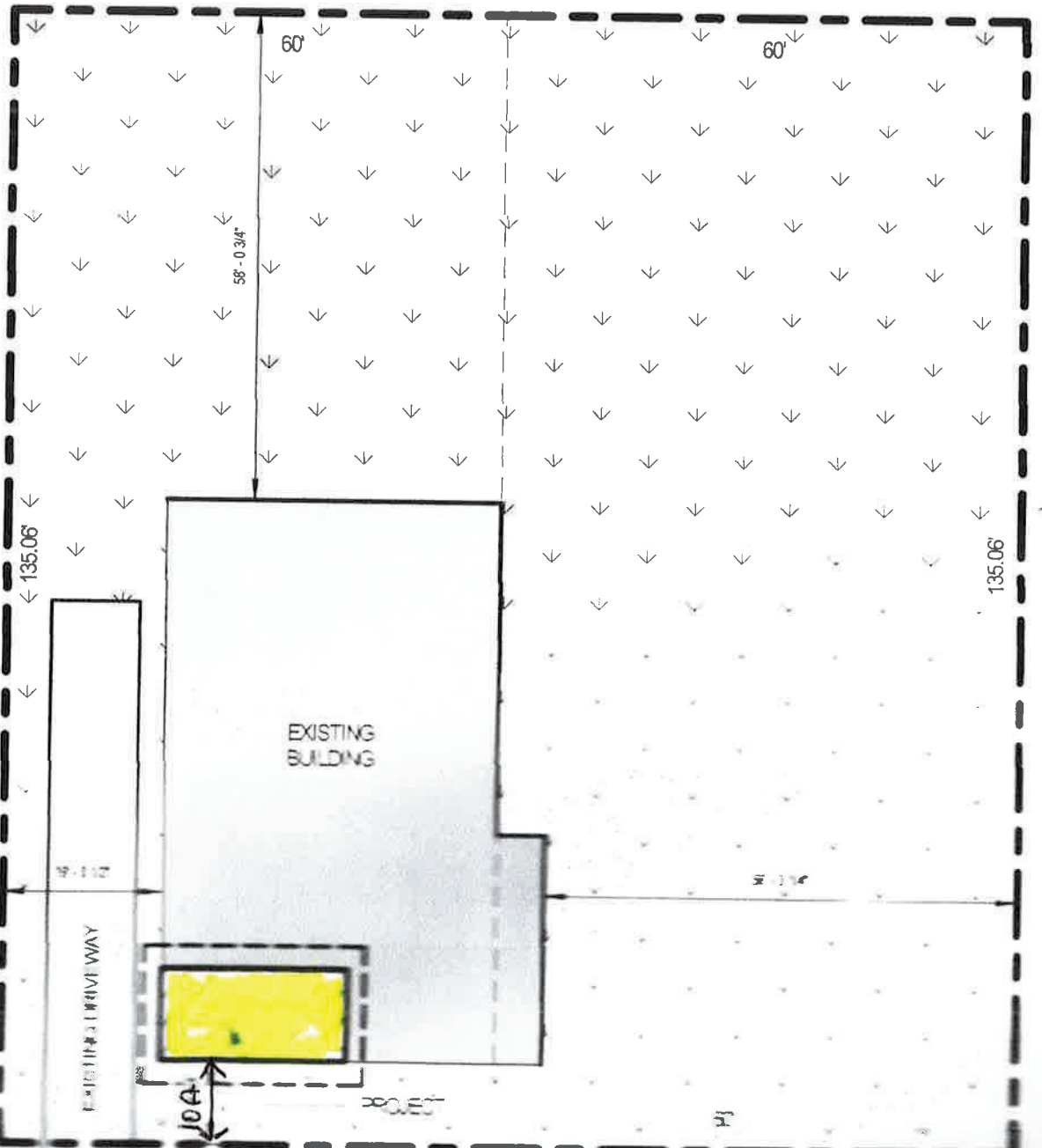
Property Appraiser Identification Number 23305 - 36500 - 000160

City Commission District Number f

Coordinates \_\_\_\_\_

Board of Adjustments Agenda Item # V-25-06 Date 11/20/25

# FOR THE JUAN & MARSELA CA



DAVIDSON ST.

MR. Juan & Marfelia Cardoso

1460 E Davidson St Bartow Fl 33830

863-205-8344

[Juancardoso71@gmail.com](mailto:Juancardoso71@gmail.com)

10/27/25

I Juan Cardoso, Owner of 1460 E Davidson St Bartow Florida, I am writing to request a setback variance for my property to permit the construction of a front porch addition.

Under the current zoning code, the setback requirement for this project is 25 feet from the front property line. With the house built in 1947 it was built before the current zoning code. I purchased the property in 2005 and I am unable to move the house so I'm requesting a minimum variance of 15 Feet. This addition will follow the existing building line and will not get any closer to the property line than it already is. The proposed new addition is consistent with the surrounding neighborhood. There is a neighbor a few houses down that has a full screened in front porch as well. This variance will not affect public welfare or be injurious to the area.

NOTICE OF PUBLIC HEARING  
CITY OF BARTOW

On Thursday, November 20, 2025, at 5:30 PM (EST), or as soon thereafter as possible, in the Commission Chambers, at 450 North Wilson Avenue, Bartow, Florida, the Board of Adjustment will hold a Public Hearing on the following application(s):

Application #V-25-06 Miguel Cardoso, applicant, Juan Cardoso, owner of the property located at 1460 East Davidon Street, requests a variance of 15' to allow a 10' front yard setback in-lieu-of 25' to construct an enclosed/screened front porch addition on an existing single family residence. The property is legally described as Lots 16 and 17, Cecil Park Subdivision, PB 20, PG 46, Polk County, Florida. (Tax Parcel No. 253005-365000-000160)

Application #V-25-07 R. Carson and Dr. Christine A. Bassett, owners of the property located at 595 South Jackson Avenue, requests 1) Variance of 14' to allow 16' of separation distance for a point of access from the intersection of the right-of-way lines of any public road in lieu of 30' as required by Section 3.02.05(B)(2) of the ULDC; and 2) Variance of 12½' to allow a 2½' side street setback in-lieu-of 15' as required by Table 2.04.01(b) of the ULDC to construct an accessory building. The property is legally described as: Begin 330' South of the Northeast corner of the Northwest ¼ of the Northwest ¼ of Section 8, Township 30 South, Range 25 East, Polk County, Florida, thence run South 92 feet, thence run West 382 feet, thence run North 92 feet, thence run East 382 feet to the Point of Beginning, Less and Except road right of way, Polk County, Florida. (Tax Parcel Nos. 253008-000000-033040 and 253008-411500-000010)

Application #SE-25-06 R. Carson and Dr. Christine A. Bassett, owners of the property located at 595 South Jackson Avenue, requests a Special Exception Use approval for a guest house in an R-3, Multiple Family Residential zoning district. The property is legally described as: Begin 330' South of the Northeast corner of the Northwest ¼ of the Northwest ¼ of Section 8, Township 30 South, Range 25 East, Polk County, Florida, thence run South 92 feet, thence run West 382 feet, thence run North 92 feet, thence run East 382 feet to the Point of Beginning, Less and Except road right of way, Polk County, Florida. (Tax Parcel Nos. 253008-000000-033040 and 253008-411500-000010)

Complete copies of the applications are available from the Office of the City Clerk located at 450 N. Wilson Avenue, Bartow, Fl. Interested parties may examine it there or appear at the meeting and be heard with respect to the application. Please be advised that if you desire to appeal any decisions made as a result of the above hearing or meeting, you will need a record of the proceedings and in some cases, a verbatim record is required. You must make your own arrangements to produce this record. (F.S. 286.0105) The Board may continue the public hearing(s) to other dates and times as it deems necessary. Any interested party shall be advised that the date, time, and place of any continuation of these or continued public hearings may be announced during the hearing and that no further notices regarding this matter will be published. In accordance with the Americans with Disabilities Act and F.S. 286.26, persons with disabilities needing special accommodations to participate in this proceeding should contact the City Clerk's Office no later than five (5) days prior to this proceeding at telephone number 863-534-0100 for assistance; if hearing impaired call 1-800-955-8771 or voice impaired call 1-800-955-8770 (VOICE) for assistance.

EVERGREEN PROPERTY LLC  
1470 E CHURCH ST  
BARTOW FL 33830-4123

PONCE CARLOS  
731 ELLERBE WAY  
LAKELAND FL 33801-6123

GONZALEZ GUADALUPE  
1445 E CHURCH ST  
BARTOW FL 33830-4124

REESE ODIS S  
495 HEATHER CT  
BARTOW FL 33830-8855

JOMBANIS FAMILY TRUST  
395 PEACE RIVER PARK RD  
BARTOW FL 33830-9282

RAJDEEP INVESTMENTS LLC  
210 US HIGHWAY 17 N  
BARTOW FL 33830-4141

SMITH SHANE  
9201 SHRECK RD  
BARTOW FL 33830-8546

MARTINEZ GLORIA FAYE  
1450 E DAVIDSON ST  
BARTOW FL 33830-4129

CARDOSO JUAN  
1460 E DAVIDSON ST  
BARTOW FL 33830-4129

PATADIA HIMANSHU  
1460 E MAIN ST  
BARTOW FL 33830-5201

MARS ARIZONA  
1480 E DAVIDSON ST  
BARTOW FL 33830-4129

PATADIA HIMANSHU J  
1480 E MAIN ST  
BARTOW FL 33830-5201

SURAJ PROPERTIES INC  
1460 E MAIN ST  
BARTOW FL 33830-5201

190 US 17 LLC  
4009 STATE RD 60 EAST  
BARTOW FL 33830

As a property owner within 150' of the property described below located in Bartow, FL, please note the City of Bartow's Board of Adjustment will review the following application on **Thursday, November 20, at 5:30 PM (EST)**, in the City Commission Chambers, at 450 N. Wilson Ave, Bartow, FL.

Application #V-25-06 Miguel Cardoso, applicant, Juan Cardoso, owner of the property located at 1460 East Davidson Street, requests a variance of 15' to allow a 10' front yard setback in-lieu-of 25' to construct an enclosed/screened front porch addition on an existing single family residence.



All parties are invited to comment on this application. If no objections are raised, it is presumed none exist. To appeal decisions made by the Board you will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record includes the testimony and evidence upon which the appeal is based. The complete application is available for inspection at City Hall, 450 N. Wilson Ave., Bartow, Florida during normal business hours. The telephone number of City Hall is 863-534-0100. If you are disabled and need any accommodations to participate in this proceeding, you are entitled, at no cost to you, to certain assistance. Please contact the Bartow City Clerk's office at 450 N. Wilson Ave., Bartow, FL 33930 or phone (863) 534-0100 within 2 working days of you receipt of this meeting notification. If you are hearing or vision impaired call 1-800-955-8771.

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**Case #V-25-07 / R. Carson and Dr. Christine A. Bassett  
Planning Department Staff Report  
Board of Adjustments Hearing Date: November 20, 2025**



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**GENERAL INFORMATION**

Request: 1) Variance of 14' to allow 16' of separation distance for a point of access from the intersection of the right-of-way lines of any public road in lieu of 30' as required by Section 3.02.05(B)(2) of the ULDC; and  
2) Variance of 12½' to allow a 2½' side street setback in-lieu-of 15' as required by Table 2.04.01(b) of the ULDC to construct an accessory building.

Owner / Applicant: R. Carson and Dr. Christine A. Bassett

Location: 595 South Jackson Avenue

Tract Size: 29,992 Sq. Ft.

**LAND USE SUMMARY**

Zoning District: R-3, Multiple Family Residential

Minimum Lot Size:	6,000 Square Feet
Minimum Lot Width:	60'
Minimum Floor Area:	600 Square Feet
Maximum Lot Coverage:	45 Percent
Maximum Building Height:	30'
Minimum Building Setbacks:	
Front Yard	25'
Rear Yard	20'
Side Yard	7 ½'
Side Street	15'

Adjacent Zoning: N: R-3, Multiple Family Residential  
S: R-3, Multiple Family Residential  
E: R-3, Multiple Family Residential  
W: R-3, Multiple Family Residential

Adjacent Land Uses: N: Single Family Residence  
S: Duplex  
E: Single Family Residence  
W: Bartow Elementary Academy Parking Lot

## **SPECIAL INFORMATION**

- Transportation/Access: The site will continue to access East Lemon Street and South Jackson Avenue.
- Utility Services: The site will continue to utilize City utility services.
- Development History: The existing residence was constructed in 1880.
- Public Notice: Public notice of the request was published in the local newspaper and posted in City Hall and on the City's website. Sixteen nearby property owners were notified within the required notification radius.

## **STAFF RECOMMENDATION**

The granting of a variance shall be based on a determination by the Board of Adjustment that the request will not be contrary to the public interest and the intent of this Code, and that strict enforcement of the regulation in question would create an undue and unnecessary hardship for the applicant. Considerations of health, convenience or economics shall not be considered as justification for a variance. Approval of a variance shall be based solely on the following criteria, all of which must be fully satisfied:

- (A) Special conditions and circumstances exist that are peculiar to the land or structure involved and that are not applicable to other lands or structures in the same land use classification.
- (B) The special conditions and circumstances do not result from the actions of the applicant.
- (C) The requested variance, if approved, will not confer on the applicant any special privilege that is denied by the provisions of this Code to other lands or structures in the same land use classification.
- (D) Literal interpretation of the provisions of this Code would deprive the applicant of rights commonly enjoyed by other properties in the identical land use classification and will constitute an unnecessary and undue hardship on the applicant.
- (E) That the variance granted is the minimum variance that will make possible a reasonable use of the land or structure.
- (F) That the granting of the variance will be in harmony with the general intent of this Code, and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

Variances granted by the Board shall be the minimum necessary to provide a reasonable use of the property and may be approved subject to time limits or any other conditions that the Board deems appropriate. It is planning staff's opinion that the explanation given by the applicant in requesting this variance is sufficient for the Board to take action on the request.

Location Map



Application No. V-25-07 – Subject Property

**APPLICATION FOR VARIANCE**

City of Bartow, Post Office Box 1069, Bartow, Florida 33831

This application is for use in preparing a variance request for consideration by the Board of Adjustment. **The request must be submitted as an original form which may be reproduced as necessary.**

Please <b>PRINT</b> unless otherwise specified:	Project Name*	<u>Bassett Accessory Structure/Pool and Front Driveway</u>
Applicant's Name: <u>R. Carson and Dr. Christine A. Bassett</u>	Owner's Name:	<u>same as applicant</u>
Street Address: <u>595 S Jackson Ave</u>	Street Address:	<u>595 S. Jackson Ave</u>
City, State, & Zip: <u>Bartow, FL 33830</u>	City, State, & Zip:	<u>Bartow, FL 33830</u>
Telephone #: <u>863-287-6263</u>	Telephone #:	<u>863-287-6263</u>
Email Address: <u>rcarsonbassett@gmail.com</u>	Email Address:	<u>rcarsonbassett@gmail.com</u>

(\*Indicate name of company, group, or organization represented.)

Any person, firm or corporation owning property in the City of Bartow may apply for a variance from specific provisions of the Unified Land Development Code, excepting those relating to permitted land uses, concurrency and consistency with the Comprehensive Plan. Consideration by the City shall be based solely on the criteria identified in Article 7.11.00 of the Land Development Code. Any variance granted shall be the minimum necessary to provide a reasonable use of the property and may be approved subject to time limits or any other conditions that are deemed appropriate.

The following information is required on this form or in an acceptable form:

- (1) Complete application form with all necessary attachments.
- (2) An application review fee of \$150.00
- (3) The following request is made: *(attach additional sheets as necessary)*
- (4) A variance of United Land Development Code Section 3.02.05(B)(2) of 14 ft is requested to allow 16 feet of separation in-lieu-of 30 ft from the intersection of the right of way lines of any public road. Additionally, a second variance is requested to reduce the setback on Lemon from 7.5 feet to 2.6 feet.
- (4) A site plan or sketch plan drawn to scale showing the dimensions of the property, the existing and proposed location of structures on the property and the measurements of existing and proposed setbacks, distances between buildings, and other relevant information.

Applicant states that she/he has read and understands the instructions on this application. **Any false information or misrepresentation made on this application may be grounds for revocation of any approval granted by the City.** Approval granted by the City in no way constitutes a waiver from any other applicable Local, State, or Federal regulations.

Owner's Signature:  Date: 3 October 2025

OFFICE USE ONLY

Findings required by Section 7.11.01 of the Land Development Code.

- |  |    |     |
|--|----|-----|
| 1) Unique and special circumstances apply to this situation.                       | No | Yes |
| 2) Special circumstances don't result from action of applicant.                    | No | Yes |
| 3) Granting variance won't grant special privilege.                                | No | Yes |
| 4) Does this prevent reasonable use of applicant's property?                       | No | Yes |
| 5) A lesser variance is not possible.  | No | Yes |
| 6) Granting a variance will be in harmony with general intent of zoning ordinance. | No | Yes |

Receipt # 02374619 Location 595 S. Jackson Ave

Current Comprehensive Plan FLUM Designation MOR Zoning Classification R-3

Property Appraiser Identification Number 253008 - 000000 - 033040  
253008 - 411500 - 000010

City Commission District Number C

Coordinates \_\_\_\_\_

Board of Adjustments Agenda Item # V-25-07 Date 11/20/25





598 S Jackson Ave

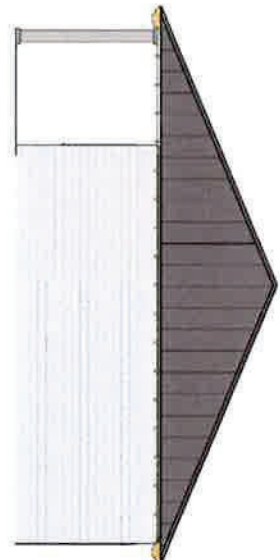


East Street View





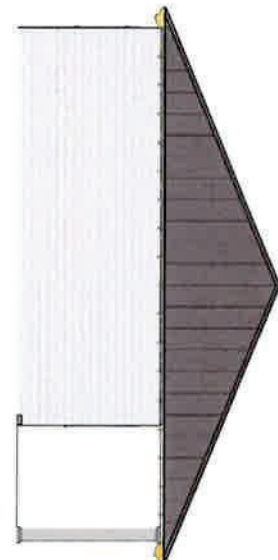
E1 ELEVATION 1  
1/4" = 1'-0"



S1 CROSS SECTION 1  
1/4" = 1'-0"



E2 ELEVATION 2  
1/4" = 1'-0"



S2 CROSS SECTION 2  
1/4" = 1'-0"

Scale  
1/4" = 1'-0"

THIS DRAWING IS THE PROPERTY OF J&K CONSULTING, INC. AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF J&K CONSULTING, INC.

3	DATE: 10/10/2025 SHEET:	<b>J&amp;K CONSULTING</b> Engineers, Land Planners Construction Managers <small>10000 South Orange Blvd          Lakeland, FL 33807          Phone: 888-333-3333          Fax: 888-333-3333          www.j&amp;kconsulting.com</small>	<b>Carson &amp; Christie Bassett</b> 595 Jackson Ave Bartow, FL 33830	Elevation S	<small>         JOB NO. 2025-001          PROJECT NO. 2025-001          DRAWING NO. 2025-001-01          DATE: 10/10/2025          DRAWN BY: JKB          CHECKED BY: JKB          APPROVED BY: JKB       </small>
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## **Written Statement for Variance Requests**

**Property Address:** 595 S. Jackson Ave, Bartow, FL 33830

**Owners:** R. Carson and Dr. Christine A. Bassett

**Variance Requested:** Driveway placement in the front yard and accessory structure setback

### **(A) Special Conditions and Circumstances**

Driveway:

- Our property's existing driveway and carport are located on the east side of the house which is entirely at the rear of the house. There is no front driveway access, and what should be the home's primary entry located at the front of the house is unable to be safely or practically utilized. This creates a unique condition not shared by neighboring homes, most of which have direct front driveway access. Guests have no safe or convenient place to park near the front entrance.

Accessory structure setback:

- The primary residence on our property was constructed in 1880 and is located only 2.6 feet from the south side street, Lemon Street. This unique placement reflects the historic development pattern of the period and differs significantly from modern setback requirements. Because the existing structure was built long before the current zoning standards were adopted, maintaining architectural and visual consistency requires that the proposed accessory structure align with the home's existing footprint.

### **(B) Conditions Not Resulting from Applicant's Actions**

Driveway:

- The lot and existing home configuration were established prior to our ownership. This home was originally built in 1880 when the city of Bartow and the land surrounding our home was vastly different. The rear carport and lack of a front driveway were preexisting conditions when we purchased the home, and we have not altered the access layout in any way.

Accessory Structure setback:

- The reduced setback of the main home is an original condition from the 19th-century construction, not the result of any action or modification by the current property owners. Over the past 145 years zoning rules have changed the property lines of the home to where it is located now 2.6 feet from the property line. The property's shape and existing placement of the primary residence create the need for this variance to achieve a cohesive layout.

### **(C) No Special Privilege Conferred**

Driveway:

- Granting this variance would not confer any special privilege, as many surrounding properties in our neighborhood already have driveways in their front yards providing safe and convenient access to their homes. This request would simply bring our property in line with the typical use pattern of the area.

Accessory Structure Setback:

- Approval of this variance would not grant any special privilege unavailable to others in the same zoning district. Many older homes in Bartow's historic neighborhoods were built with setbacks smaller than those currently required. The requested variance simply allows us to maintain the architectural alignment and character consistent with the home's original design and neighboring historic properties.

**(D) Hardship from Literal Interpretation**

Driveway:

- If the code is strictly enforced, guests visiting our home must either:

1. Park on Jackson Ave in the front or on Lemon on the side of the property—creating a safety issue for our guests and other drivers on the road. This parking arrangement also an access issue for our southern neighbor, who has asked that we refrain from having guests park on Lemon because it interferes with entry into their driveway, **or**
2. Park in our driveway and walk down the side of our home to reach the front door, which is not a reasonable or practical access route, or walk through our carport to access the backdoor. This situation deprives us of the normal residential convenience of providing a safe, accessible parking area for guests in proximity to our home's front entrance.

Accessory Structure Setback:

- Literal enforcement of the current 7.5-foot setback requirement would prevent the construction of an accessory structure that visually aligns with the main residence. There is already a 18 foot right-of-way from Lemon Street and the additional 7.5 feet limits the ability to place any structure 25.5 feet into the property. This would result in an awkward and historically inconsistent appearance, diminishing the property's historic value and aesthetic cohesion. Because of the home's existing placement, strict adherence to the modern setback effectively prevents reasonable use of the side yard for a compatible structure.

**(E) Minimum Variance Necessary**

Driveway:

- The requested variance is the minimum necessary to allow construction of a small, single-vehicle front driveway. This addition would provide safe on-site guest parking without expanding beyond reasonable use or altering neighborhood character.

Accessory Structure Setback:

- The requested variance reduces the setback only to the same 2.6-foot distance already established by the main home. This is the minimum relief necessary to align the new accessory structure with the existing building and maintain a consistent architectural line. The variance does not extend beyond the existing encroachment.

**(F) Harmony with General Intent and Public Welfare**

Driveway:

- The proposed driveway will be designed to meet all applicable safety and aesthetic standards. It will improve traffic safety by reducing on-street parking congestion, maintain the residential appearance of the neighborhood, and enhance accessibility to our home. The request is consistent with the general intent of the City's Land Development Code to promote safety, order, and reasonable use of property.

Accessory Structure Setback:

- The proposed accessory structure will be designed to complement the historic character of the main home, using similar materials and proportions. The variance will not be injurious to the neighborhood or detrimental to the public welfare; instead, it will preserve the historic integrity and aesthetic continuity of the property and surrounding area, consistent with the general intent of the City's Land Development Code.

NOTICE OF PUBLIC HEARING  
CITY OF BARTOW

On Thursday, November 20, 2025, at 5:30 PM (EST), or as soon thereafter as possible, in the Commission Chambers, at 450 North Wilson Avenue, Bartow, Florida, the Board of Adjustment will hold a Public Hearing on the following application(s):

Application #V-25-06 Miguel Cardoso, applicant, Juan Cardoso, owner of the property located at 1460 East Davidon Street, requests a variance of 15' to allow a 10' front yard setback in-lieu-of 25' to construct an enclosed/screened front porch addition on an existing single family residence. The property is legally described as Lots 16 and 17, Cecil Park Subdivision, PB 20, PG 46, Polk County, Florida. (Tax Parcel No. 253005-365000-000160)

Application #V-25-07 R. Carson and Dr. Christine A. Bassett, owners of the property located at 595 South Jackson Avenue, requests 1) Variance of 14' to allow 16' of separation distance for a point of access from the intersection of the right-of-way lines of any public road in lieu of 30' as required by Section 3.02.05(B)(2) of the ULDC; and 2) Variance of 12½' to allow a 2½' side street setback in-lieu-of 15' as required by Table 2.04.01(b) of the ULDC to construct an accessory building. The property is legally described as: Begin 330' South of the Northeast corner of the Northwest ¼ of the Northwest ¼ of Section 8, Township 30 South, Range 25 East, Polk County, Florida, thence run South 92 feet, thence run West 382 feet, thence run North 92 feet, thence run East 382 feet to the Point of Beginning, Less and Except road right of way, Polk County, Florida. (Tax Parcel Nos. 253008-000000-033040 and 253008-411500-000010)

Application #SE-25-06 R. Carson and Dr. Christine A. Bassett, owners of the property located at 595 South Jackson Avenue, requests a Special Exception Use approval for a guest house in an R-3, Multiple Family Residential zoning district. The property is legally described as: Begin 330' South of the Northeast corner of the Northwest ¼ of the Northwest ¼ of Section 8, Township 30 South, Range 25 East, Polk County, Florida, thence run South 92 feet, thence run West 382 feet, thence run North 92 feet, thence run East 382 feet to the Point of Beginning, Less and Except road right of way, Polk County, Florida. (Tax Parcel Nos. 253008-000000-033040 and 253008-411500-000010)

Complete copies of the applications are available from the Office of the City Clerk located at 450 N. Wilson Avenue, Bartow, Fl. Interested parties may examine it there or appear at the meeting and be heard with respect to the application. Please be advised that if you desire to appeal any decisions made as a result of the above hearing or meeting, you will need a record of the proceedings and in some cases, a verbatim record is required. You must make your own arrangements to produce this record. (F.S. 286.0105) The Board may continue the public hearing(s) to other dates and times as it deems necessary. Any interested party shall be advised that the date, time, and place of any continuation of these or continued public hearings may be announced during the hearing and that no further notices regarding this matter will be published. In accordance with the Americans with Disabilities Act and F.S. 286.26, persons with disabilities needing special accommodations to participate in this proceeding should contact the City Clerk's Office no later than five (5) days prior to this proceeding at telephone number 863-534-0100 for assistance; if hearing impaired call 1-800-955-8771 or voice impaired call 1-800-955-8770 (VOICE) for assistance.

PCSB BEA  
PO BOX 391  
BARTOW FL 33831-0391

BEPAS LLC  
341 W DAVIDSON ST STE 301  
BARTOW FL 33830-370

SCOTT PETER D  
545 S JACKSON AVE  
BARTOW FL 33830-4821

BASSETT RAYMOND CARSON  
595 S JACKSON AVE  
BARTOW FL 33830-4821

BORIS HOLLY  
605 S JACKSON AVE APT 1  
BARTOW FL 33830-480

PETERSON RANDAL L  
425 E LEMON ST  
BARTOW FL 33830-4714

RESIDENT  
625 JACKSON AVE S  
BARTOW FL 33830

WYANT WAYNE J JR  
570 S FLORIDA AVE  
BARTOW FL 33830-475

SCRIPTER TIMOTHY L  
345 E LEMON ST  
BARTOW FL 33830-4712

BURKE CRAIG E  
405 E LEMON ST  
BARTOW FL 33830-4714

HOME REHAB PARTNERS LLC  
5340 LOCH PL  
LAKELAND FL 33813-305

MJMB Properties LLC  
6214 Summertimes Plantation Dr  
Bartow Florida 33830-2931

LAUEN MARSHALL KILLMAN  
515 E WABASH ST  
BARTOW FL 33830-4738

PRESCOTT THERESA M  
540 S JACKSON AVE  
BARTOW FL 33830-482

PORTELL GARY D  
590 S JACKSON AVE  
BARTOW FL 33830-4820

PROFERES NICHOLAS  
515 E LEMON ST  
BARTOW FL 33830-4825

WI 530 S JACKSON LLC  
760 S OAK AVE  
BARTOW FL 33830-5747

As a property owner within 150' of the property described below located in Bartow, FL, please note the City of Bartow's Board of Adjustment will review the following application on **Thursday, November 20, at 5:30 PM (EST)**, in the City Commission Chambers, at 450 N. Wilson Ave, Bartow, FL.

Application #V-25-07 R. Carson and Dr. Christine A. Bassett, owners of the property located at 595 South Jackson Avenue, requests 1) Variance of 14' to allow 16' of separation distance for a point of access from the intersection of the right-of-way lines of any public road in lieu of 30' as required by Section 3.02.05(B)(2) of the ULDC; and 2) Variance of 12½' to allow a 2½' side street setback in-lieu-of 15' as required by Table 2.04.01(b) of the ULDC to construct an accessory building.

Application #SE-25-06 R. Carson and Dr. Christine A. Bassett, owners of the property located at 595 South Jackson Avenue, requests a Special Exception Use approval for a guest house in an R-3, Multiple Family Residential zoning district.



All parties are invited to comment on this application. If no objections are raised, it is presumed none exist. To appeal decisions made by the Board you will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record includes the testimony and evidence upon which the appeal is based. The complete application is available for inspection at City Hall, 450 N. Wilson Ave., Bartow, Florida during normal business hours. The telephone number of City Hall is 863-534-0100. If you are disabled and need any accommodations to participate in this proceeding, you are entitled, at no cost to you, to certain assistance. Please contact the Bartow City Clerk's office at 450 N. Wilson Ave., Bartow, FL 33930 or phone (863) 534-0100 within 2 working days of you receipt of this meeting notification. If you are hearing or vision impaired call 1-800-955-8771.

As a property owner within 150' of the property described below located in Bartow, FL, please note the City of Bartow's Board of Adjustment will review the following application on **Thursday, November 20, at 5:30 PM (EST)**, in the City Commission Chambers, at 450 N. Wilson Ave, Bartow, FL.

Application #V-25-07 R. Carson and Dr. Christine A. Bassett, owners of the property located at 595 South Jackson Avenue, requests 1) Variance of 14' to allow 16' of separation distance for a point of access from the intersection of the right-of-way lines of any public road in lieu of 30' as required by Section 3.02.05(B)(2) of the ULDC; and 2) Variance of 12½' to allow a 2½' side street setback in-lieu-of 15' as required by Table 2.04.01(b) of the ULDC to construct an accessory building.

Application #SE-25-06 R. Carson and Dr. Christine A. Bassett, owners of the property located at 595 South Jackson Avenue, requests a Special Exception Use approval for a guest house in an R-3, Multiple Family Residential zoning district.



All parties are invited to comment on this application. If no objections are raised, it is presumed none exist. To appeal decisions made by the Board you will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record includes the testimony and evidence upon which the appeal is based. The complete application is available for inspection at City Hall, 450 N. Wilson Ave., Bartow, Florida during normal business hours. The telephone number of City Hall is 863-534-0100. If you are disabled and need any accommodations to participate in this proceeding, you are entitled, at no cost to you, to certain assistance. Please contact the Bartow City Clerk's office at 450 N. Wilson Ave., Bartow, FL 33930 or phone (863) 534-0100 within 2 working days of you receipt of this meeting notification. If you are hearing or vision impaired call 1-800-955-8771.

**Application No. SE-25-06 / R. Carson and Dr. Christine A. Bassett  
Planning and Community Development Staff Report  
Board of Adjustments Hearing Date: November 20, 2025**



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**GENERAL INFORMATION**

Request: Special Exception Use approval for a guest house in an R-1A, Single Family Residential zoning district

Owner / Applicant: R. Carson and Dr. Christine A. Bassett

Location: 595 South Jackson Avenue

Tract Size: 29,992 Sq. Ft.

**LAND USE SUMMARY**

Zoning District: The property is zoned R-3, Multiple Family Residential. The purpose of this district is to provide areas for single-family, duplex, and multiple-family and multiple family dwelling uses with a higher density standard and lower restrictive regulations than single-family districts, along with the necessary and incidental accessory uses, and uses characteristic with, but not detrimental to, the principal use.

Performance Standards:

Minimum Lot Size:	6,000 Square Feet
Minimum Lot Width:	60'
Minimum Floor Area:	600 Square Feet
Maximum Lot Coverage:	45 Percent
Maximum Building Height:	30'
Minimum Building Setbacks:	
Front Yard	25'
Rear Yard	20'
Side Yard	7 1/2'
Side Street	15'

Adjacent Zoning:

N:	R-3, Multiple Family Residential
S:	R-3, Multiple Family Residential
E:	R-3, Multiple Family Residential
W:	R-3, Multiple Family Residential

Adjacent Land Uses:

N:	Single Family Residence
S:	Duplex
E:	Single Family Residence
W:	Bartow Elementary Academy Parking Lot

## **SPECIAL INFORMATION**

Transportation/Access:	The site will continue to access East Lemon Street and South Jackson Avenue.
Utility Services:	The site will continue to utilize City utility services.
Development History:	The existing residence was constructed in 1880.
Public Notice:	Public notice of the request was published in the local newspaper and posted in City Hall and on the City's website. Sixteen nearby property owners were notified within the required notification radius.

## **IMPACT ANALYSIS**

Land Use Compatibility: Guest houses are a special exception use in the R-3, Multiple Family Residential district. Subject to the findings of the Board, the request is consistent with the underlying zoning classification.

Consistency w/ Comp Plan: The property is designated Medium Density Residential by the City's Comprehensive Plan Future Land Use Map. The primary function of this designation is to accommodate low density residential development consisting primarily of single family detached dwellings. The Low Density Residential classification is intended to meet the City of Bartow's housing needs for the lower density housing, promote efficient use of infrastructure, protect existing single family neighborhoods and promote compatible land uses.

Subject to the findings of the Board, the request is consistent with the Goals, Objectives and Policies of the City's Comprehensive Plan; specifically the following:

Future Land Use Policy 1.1.3: Approval of development proposals will be conditioned on the availability of public facilities and services necessary to serve the proposed development and that the facilities meet the City's established level of service standards.

Concurrency Management: Sufficient capacity exists in the City's infrastructure facilities to serve this project.

## **STAFF ANALYSIS**

The property is currently developed for use as a single-family residence. If the Special Exception Use request is approved the applicant intends to construct the guesthouse on the west side of the existing residence, in the rear yard. The request for a

guest house on this site represents a reasonable use of the property and the application satisfies the requirements of Section 3.10.01.01 of the City of Bartow's Land Development Code. This section specifically states that:

- A. The house shall not be rented;
- B. All utilities shall be serviced from the principal residence;
- C. All yard setback requirements shall be met;
- D. The minimum floor space shall not be less than 400 square feet; and
- E. The combined floor space of the guest house and principal structure shall not exceed the maximum building area of the zoning district.

The applicant has acknowledged the above mentioned restrictions and will have one year from the date of special exception use approval in which to complete the construction of the building and obtain a Certificate of Occupancy (CO) for the project. If a CO is not obtained within this timeframe, the special exception use approval shall expire and become null and void unless an extension request is applied for by the applicant and granted by City staff.

## **CONDITIONS AND SAFEGUARDS**

It is staff's opinion that the following conditions are necessary in the event this application is approved:

1. Development shall conform to the application, dated "October 29, 2025", and to the following conditions of approval. Development based upon this approval shall comply with all other applicable federal, state, and local laws, ordinances, and regulations, which are incorporated herein by reference, except to the extent the applicable laws, ordinances, and regulations are expressly waived or modified by these conditions, or by action approved by the City of Bartow.
2. The requirements and limitations of Section 3.10.01.01 of the City's ULDC related to Guest Houses shall be binding on the current property owner and all future owners.

The Board of Adjustment may recommend and impose any conditions or safeguards found to be necessary to ensure the compatibility of the special exception with surrounding properties or the community in general. These may include, but are not limited to, requiring restrictions on hours of operation and size of buildings, additional landscape and buffer areas, limiting vehicular access points and location of off-street parking, and similar conditions. Violation of any such condition or safeguard shall be deemed a violation of this Code and may result in a revocation of any special exception, in addition to any other remedy for such violation provided in this Code.

## **STAFF RECOMMENDATION**

Recommend approval of the Special Exception Use for a guest house as allowed in Table 2.04.01(A) of the Unified Land Development Code for the City of Bartow subject to the above mentioned conditions of approval and for the following reasons:

1. The request allows land uses that are compatible with existing/planned development in the area and allows for a reasonable use of the property;
2. The request is consistent with the City of Bartow's Comprehensive Policy Plan; and
3. The proposed amendment and subsequent site development will not degrade the Level of Service of the City's public facilities or services.



**APPLICATION FOR SPECIAL EXCEPTION**

City of Bartow  
Post Office Box 1069  
Bartow, Florida 33831

This application provides a list of required information for use in preparing a Special Exception request in the City of Bartow. **The request must be submitted as an original form.** Additional applications may be obtained by mail or picked up at City Hall. Reproductions of this application will be accepted provided that it is clear and legible.

Please **PRINT** unless otherwise specified:      Project Name\*      Bassett Accessory Structure and Pool

Applicant's Name: R. Carson Bassett and Dr. Christine A. Bassett      Owner's Name:      same as applicants

Street Address:      595 S Jackson Ave

Street Address: 595 S Jackson Ave      City, State, & Zip:      Bartow, FL 33830

City, State, & Zip: Bartow, FL 33830      Telephone #:      863-287-6263

Telephone #: 863-287-6263      Email Address:      rcarsonbassett@gmail.com

(\*Indicate name of project, company, group, or organization)

Special exceptions shall be granted only for those activities specified as Special Exception uses and identified by an "S" in the Table of Land Uses Article 2.04.01(A). The following information is required to accompany this application:

- (1) Completed application forms with all necessary attachments.
- (2) An application review fee. (\*See Fee Schedule for Appropriate Fee)
- (3) Five (5) copies of the proposed site plan containing the information required by Article 7.09.01.

Applicant states that she/he has read and understands the instructions on this application. **Any false information or misrepresentation made on this application may be grounds for revocation of any approval granted by the City.** Approval granted by the City in no way constitutes a waiver from any applicable Local, State, or Federal regulations.

Applicant's Signature: Chanti Bassett       Date:      29 October 2025

**INSTRUCTIONS TO APPLICANT**

1. Abutting property owners may be notified by first class mail of any variance or administrative determination request. (*"abutting property" is any property located within 150 feet of the boundary of the property*)
2. An applicant or representative must be present at all required meetings. The reviewing body, at its discretion, may defer action, or take decisive action on any application. If you are not present, the Commission MAY deny the request.
3. Special Exception applications must be consistent with the City of Bartow's Unified Land Development Code and Comprehensive Plan (C.P.) Future Land Use (F.L.U.) designation.
4. Approval of a Special Exception may subject the property to restrictions greater than the minimums set forth in the City's Unified Land Development Code.
5. If the applicant is not the owner-of-record of the property, the owner must agree to this application either by signing the application form, or by submitting a notarized letter authorizing the applicant to act as an agent.

**OFFICE USE ONLY**

Receipt # \_\_\_\_\_ Location 595 S. Jackson Ave

Comprehensive Plan FLUM Designation MDR Zoning Classification R-3

Property Appraiser Identification Number 253008 - 000000 - 033040  
253045 - 411500 - 000010

City Commission District Number C

Coordinates \_\_\_\_\_

## **Justification for Special Exception**

**Property Address:** 595 S. Jackson Ave, Bartow, FL 33830

**Owners:** R. Carson Bassett and Dr. Christine A. Bassett

**Relief Requested:** Accessory structure with in-ground pool

The 1880 home at this address sits just 2.6 feet from the south property line—a unique, grandfathered condition that predates current zoning by nearly 145 years. Requiring a 7.5-foot setback for the proposed accessory structure would not only offset the structure awkwardly into the yard, wasting usable space, but also disrupt the historic symmetry and design continuity of the property. Maintaining the 2.6-foot line aligns the accessory structure directly with the main residence, preserves the home’s authentic historic footprint, and ensures no adverse impact on neighbors, who are situated more than 50 feet away. This accessory structure will not be rented but used by family and friends for private enjoyment which will not increase the density of the historic neighborhood. Lastly, all utilities shall be serviced from the current home.

S. Florida Avenue

Existing 6' rail fence

Existing 4' rail fence

Proposed Pool by others

Proposed structure

25'-8"

Proposed driveway

Existing 4' rail fence

Existing driveway

Existing structure

E Lemon Street

Existing walkway

Existing structure

Existing walkway

Existing walkway

S. Jackson Avenue

PLOT PLAN VIEW  
1/2" = 1' FT

NOT TO SCALE  
THIS PLAN IS FOR INFORMATION ONLY  
AND DOES NOT REPRESENT A CONTRACT  
OR A COMMITMENT TO CONSTRUCTION  
UNLESS OTHERWISE SPECIFIED  
DATE: 10/07/2025

**FOR GOLDSMITH**  
*CONSTRUCTIONS*  
3240 N. Galloway Rd. Lakeland, Florida 33810  
(882) 459-1402

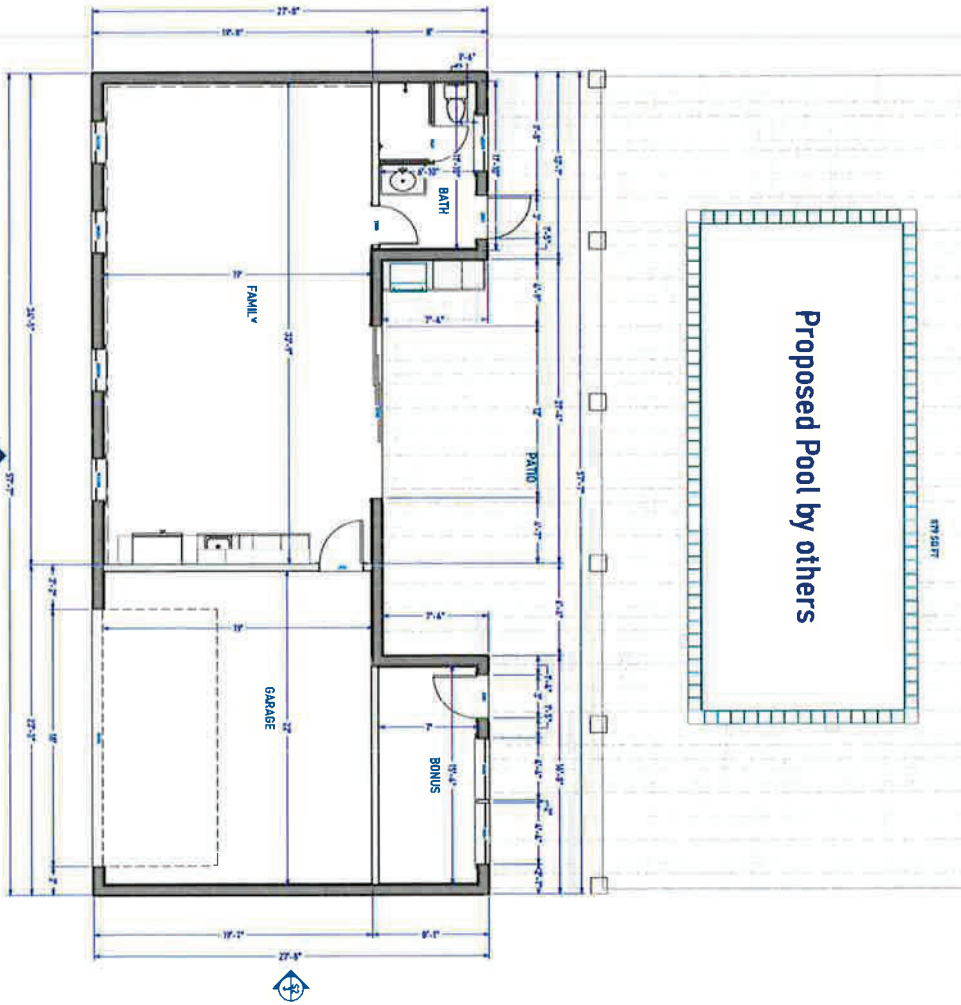
**Carson & Christie Bassett**  
595 Jackson Ave  
Bartow, FL 33830

Plot Plan

**USK**  
CONSULTING  
Engineers, Land Planners  
Construction Managers  
19400 N. Dale Mabry  
Coral Gables, FL 33149  
Phone: 305-442-1100  
Fax: 305-442-1101  
www.uskconsulting.com

DATE: 10/07/2025  
SHEET: 1

LIVING	914
GARAGE	446
TOTAL	1360
PATIO	689
PAVERS	2172



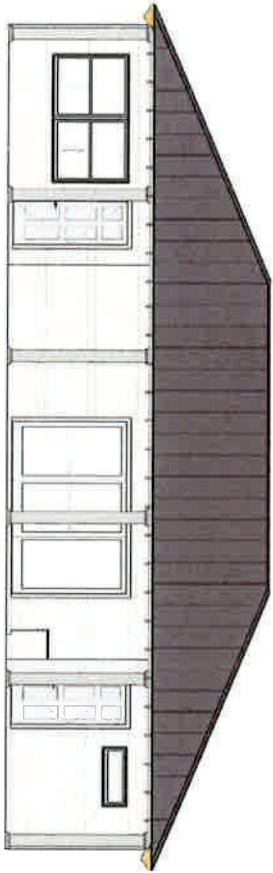
Scale  
1/4" = 1'-0"

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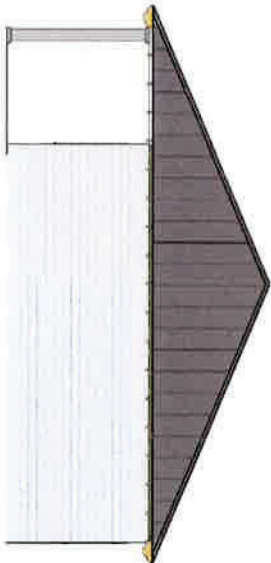
2	SHEET	DATE: 10/10/2025	<p>3240 N. Galloway Rd Lakeland, Florida 33810 (863) 659-1602</p>	<p><b>Carson &amp; Christie Bassett</b> 595 Jackson Ave Bartow, FL 33830</p>	<p>Floor Plan</p>	<p>Engineers, Land Planners Construction Managers</p> <p>1800 Lake Nona Blvd Lakeland, FL 33809 www.uskconsulting.com</p>	<p>CONTRACT NO. 2025-07 DATE: 10/10/2025</p>
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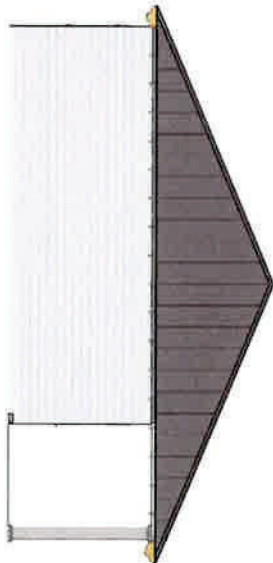
E1 ELEVATION 1  
1/4" = 1'-0"



E2 ELEVATION 2  
1/4" = 1'-0"



S1 CROSS SECTION 1  
1/4" = 1'-0"



S2 CROSS SECTION 2  
1/4" = 1'-0"

Scale  
1/4" = 1'-0"

NOTES:  
1. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.  
2. SEE SHEET 2 FOR FINISHES AND MATERIALS.  
3. SEE SHEET 3 FOR ELECTRICAL AND MECHANICAL.

3

SHEET:  
10/10/2025

DATE:  
**JOHN GOLDSMITH**  
*Construction*  
33240 N. Dalloway Rd., Lakeland, Florida 33819  
(889) 859-1602

**Carson & Christie Bassett**  
595 Jackson Ave  
Bartow, FL 33830

Elevation  
S

**USK CONSULTING**  
Engineers, Land Planners  
Construction Managers  
10000 Highway 19  
Suite 200, Palm Bay, FL 32909  
Tel: (888) 888-8888  
www.uskconsulting.com

PROJECT LOCATION:  
10000 Highway 19  
Suite 200, Palm Bay, FL 32909

DATE:  
10/10/2025