



**CITY OF WINTER PARK
Planning & Zoning Board**

**Regular Meeting
City Hall, Commission Chambers**

**August 14, 2018
6:00 p.m.**

MINUTES

Chairman Ross Johnston called the meeting to order at 6:00 p.m. in the Commission Chambers of City Hall. Present: Ross Johnston, Sheila De Ciccio, Owen Beitsch, Laura Walda, Adam Bert and Raymond Waugh. Absent: Bob Hahn and Laura Turner. Also Present: City Attorney Dan Langley. Staff: Planning Manager, Jeff Briggs; Senior Planner, Allison McGillis, and Recording Secretary, Kim Breland.

APPROVAL OF MINUTES:

Motion made by Ray Waugh, seconded by Laura Walda, to approve the July 10, 2018 meeting minutes. Motion carried with a 6-0 vote.

PUBLIC HEARINGS:

REQUEST OF FIFTH DIMENSION ARCHITECTURE FOR: APPROVAL TO CONSTRUCT A NEW, TWO-STORY, 9,532 SQUARE FOOT, SINGLE-FAMILY HOME LOCATED AT 401 LAKEWOOD DRIVE ON LAKE OSCEOLA, ZONED R-1AAA.

Senior Planner, Allison McGillis, gave the staff report. She explained that the Dimension Architecture (representing the property owner) is requesting site plan approval to construct a new two-story, 9,532 square-foot, single-family home at 401 Lakewood Drive, which is located on Lake Osceola, and is zoned R-1AAA.

Senior Planner, Allison McGillis, presented the staff report. She explained that the non-submerged portion of the property measures 37,220 square feet, and is developed with a single-family home that is to be demolished. The proposed two-story home will be total of 9,532 square feet, which yields a floor area ratio (FAR) of 25.6%, which is within the maximum 33%. This new home will have impervious lot coverage of 9,490 square feet or 25.5%, which is within the maximum 50%.

Reviewed issues related to tree preservation, views from the lake, views of neighbors and stormwater retention.

Mrs. McGillis summarized by stating that the plans meet the intent of the lakefront review criteria. Staff did not see any significant concerns with the proposed home as presented.

STAFF RECOMMENDATION IS FOR APPROVAL

No one else wished to speak, the Public Hearing was closed.

The P&Z Board members discussed the request and agreed with Staff's recommendation.

Motion made by Laura Walda, seconded by Sheila De Ciccio for approval to construct a new two-story, 9,532 square foot, single-family home located at 401 Lakewood Drive on Lake Osceola, zoned (R-1AAA).

The motion carried with a 6-0 vote.

REQUEST OF JEFF BAUMANN FOR: APPROVAL TO CONSTRUCT A NEW TWO-STORY, 11,366 SQUARE FOOT SINGLE-FAMILY HOME LOCATED AT 1150 NORTH PARK AVENUE ON LAKE MAITLAND, ZONED R-1AAA.

Senior Planner, Allison McGillis, presented the staff report. She stated that the owners of 1150 North Park Avenue are requesting site plan approval to construct a new two-story, 11,366 square foot single-family home on their property which is located on Lake Maitland, and is zoned R-1AAA.

Mrs. McGillis stated that the property measures 34,549 square feet, and was previously occupied by a single-family home that was demolished. The proposed two-story home will be total of 11,366 square feet, which yields a floor area ratio (FAR) of 32.9%. This new home will have impervious lot coverage of 14,407 square feet or 41.7%. Both the FAR and impervious ratios are within the Code maximums.

Mrs. McGillis reviewed issues related to tree preservation, views from the lake, views of neighbors and stormwater retention.

Mrs. McGillis summarized by stating that the plans meet the intent of the lakefront review criteria. Staff does not see any significant concerns with the proposed home as presented.

STAFF RECOMMENDATION IS FOR APPROVAL

No one else wished to speak, the Public Hearing was closed.

The P&Z Board members discussed the request and agreed with Staff's recommendation.

Motion made by Owen Beitsch, seconded by Laura Walda for approval to construct a new two-story, 11,366 square foot, single-family home located at 1150 North Park Avenue on Lake Maitland, zoned (R-1AAA).

The motion carried with a 6-0 vote.

REQUEST OF NASRALLAH ARCHITECTURAL GROUP, INC. FOR: APPROVAL TO CONSTRUCT A NEW, TWO-STORY, 8,664 SQUARE FOOT, SINGLE-FAMILY HOME LOCATED AT 1400 NORTH NEW YORK AVENUE ON LAKE MAITLAND, ZONED R-1AAA.

Senior Planner, Allison McGillis, presented the staff report. She explained that the Nasrallah Architectural Group, Inc. (representing the property owner) is requesting site plan approval to construct a new two-story, 8,664 square-foot, single-family home at 1400 North New York Avenue, which is located on Lake Maitland, and is zoned R-1AAA.

Mrs. McGillis explained that the non-submerged portion of the property measures 44,913 square feet, and is developed with a single-family home that is to be demolished. The existing two-story garage/guest house at the front of the property is to remain. The proposed two-story home will be total of 8,664 square feet, which including the 1,178 square foot garage/guest house yields a

floor area ratio (FAR) of 19%, which is within the maximum 33%. This new home will have impervious lot coverage of 17,105 square feet or 38%, which is within the maximum 50%.

Mrs. McGillis reviewed issues related to tree preservation, views from the lake, views of neighbors and stormwater retention.

Mrs. McGillis summarized by stating that the plans meet the intent of the lakefront review criteria. Staff does not see any significant concerns with the proposed home as presented.

STAFF RECOMMENDATION IS FOR APPROVAL

No one else wished to speak, the Public Hearing was closed.

The P&Z Board members discussed the request and agreed with Staff's recommendation.

Motion made by Laura Walda, seconded by Sheila De Ciccio for approval to construct a new two-story, 8,664 square foot, single-family home located at 1400 North New York Avenue on Lake Maitland, zoned (R-1AAA).

The motion carried with a 6-0 vote.

REQUEST OF THE MAYFLOWER RETIREMENT COMMUNITY FOR: COMPLIANCE WITH CONDITIONS OF APPROVAL REGARDING STORM WATER DESIGN AND LANDSCAPE BUFFERING AT 1620 MAYFLOWER COURT.

Planning Manager, Jeff Briggs, presented the staff report. He reminded the Board that on January 22, 2018, the Mayflower Retirement Community received approval for:

1. A change of the Comprehensive Plan Future Land Use designation from Single Family to Low and Medium Density Residential on portions of 2141 Oakhurst Avenue (see attached map).
2. A changes of Zoning from Single Family (R-1A) to Low and Medium Density Multi-Family (R-2 and R-3) on portions of 2141 Oakhurst Avenue (see attached map).
3. Preliminary Conditional Use approval to expand the facilities of the Mayflower Retirement Community to include a three-story health care (skilled nursing) building, a one-story, memory care building, a one-story, clubhouse, 40 new villa units in four separate three-story buildings, and a one-story maintenance building on the combined property at 1620 Mayflower Court and 2141 Oakhurst Avenue.

Mr. Briggs explained that the recommendation from P&Z and approval of the Conditional Use by the City Commission was with four conditions of approval:

1. That the Mayflower Retirement Community explore options to create a northeast connector trail on the Mayflower Retirement Center property of 12 feet wide with a three foot buffer on each side, consistent with the proposed St. Andrews Trail, as recommended by the Transportation Advisory Board.
2. That the Project receive a subsequent approval from the P&Z Board on a fence and landscape plan for the project including the 50 foot perimeter buffer area which utilizes a combination of new trees in the buffer area, cypress trees around the new ponds and those ponds bordering other properties; other landscaping features and fencing to provide a visual and sound buffer for the privacy of the adjoining residences and Gallery condos.

3. In consideration of the multi-year length of the construction period, that the Mayflower limit the hours of construction to Monday through Friday 8 a.m. to 5 p.m.
4. That the Project receive a subsequent approval from the P&Z Board on the final storm water design for the project, once fully vetted by City staff.

Mr. Briggs reviewed the project will have two interconnected surface retention ponds that will meet the requirements of the St. John River Water Management District as well as City Code. The design capacity functions to provide retention for the new impervious surfaces; for compensating storage for the wetland destruction and to accommodate the runoff from the streets to the west that flow into this area. Public Works agrees that the capacity designed satisfies those requirements plus a safety factor.

Mr. Briggs reviewed issues related to the bike path consideration, landscape plan and next steps in the project.

STAFF RECOMMENDATION IS FOR APPROVAL of the Storm Water design and the Landscape/Screening plans for the Gallery Condominiums to include installation of a six foot beige vinyl privacy fence along the southern border of the construction access road, infill of podocarpus hedge in the gaps in the existing landscape buffer on the north shoreline area that exists today and planting of 10 new cypress trees along the 400 feet of the north water's edge of the retention pond, spaced every 40 feet concurrent with the start of the construction activity.

Steve Kramer, Mayflower, President and CEO answered questions from the board.

No one else wished to speak, the Public Hearing was closed.

The P&Z Board members discussed the request and agreed with Staff's recommendation.

Motion made by Ray Waugh, seconded by Laura Walda to approve the storm water design and landscape buffering at 1620 Mayflower Court.

The motion carried with a 6-0 vote.

REQUEST OF WINTER PARK CUSTOM HOMES FOR: FOR SUBDIVISION OR LOT SPLIT APPROVAL TO DIVDE THE PROPERTY AT 1415 MILLER AVENUE, ZONED (R-2), INTO TWO LOTS, EACH TO BE DEVELOPED WITH A DUPLEX.

Senior Planner, Allison McGillis, presented the staff report. She explained that Winter Park Custom Homes is requesting subdivision or lot split approval to divide the property at 1415 Miller Avenue into two lots, each to be developed with a two units (attached single family homes). The zoning of this property is R-2, which permits this on each lot. Each lot is proposed to be 50 feet wide and 7,555 square feet in size. This request meets the minimum lot width needed for a two-unit building in R-2 zoning, but requires a variance to the 9,000 square feet of land area needed for a two-unit building. However, all of the similar "grandfathered-in" 50 foot wide lots in this neighborhood can build exactly what is being requested.

Mrs. McGillis reviewed the zoning and comprehensive tests. She noted that the applicant provided a letter justifying their reasoning for the lot dimension variance stating that they are planning to build a total of four smaller attached single-family homes. This split restricts the FAR to 50% maximum versus the 55% FAR maximum if developed under the City's R-2 cluster housing Conditional Use. This smaller size is fine with the applicants as they plan to market these as 'single-family' cottages with each unit/cottage to be sold fee-simple individually. The applicant has

provided a generalized front elevation for the type of homes that they plan to build, and the site plan layouts comply with the normal R-2 development standards, setbacks, etc.

Mrs. McGillis summarized by stating that the custom of the planning staff is not to recommend "approval" of lot splits with variances. However, planning staff notes that while these lots have less than the 9,000 sq. ft. required, they conform to a majority of the neighborhood. Also the smaller size via the 50% FAR better fits into the existing scale and character of the neighborhood. The requests also complies with the Comprehensive Plan test. The alternative would be two large single-family homes more than twice the size of each of these units which would be out of character for the neighborhood.

STAFF RECOMMENDATION IS FOR APPROVAL

The staff and city attorney answered questions from the Board regarding the shared access driveway, need for easements and the creation of a homeowner's association. He Board agreed that regardless of the lot split, there should be only one Homeowners Association for all four homes.

Applicant, Robert Hancock, Winter Park Custom Homes, 151 Circle Drive, Winter Park, answered questions from the Board on their development intentions. He stated that there are many smaller homes in this neighborhood and this plan comes closer to matching the character of the area than to do two very large homes.

No one from the public wished to speak. The public hearing was closed.

Motion made by Owen Beitsch, seconded by Sheila De Ciccio for subdivision or lot split approval, with variances, to divide the property at 1415 Miller Avenue, zoned (R-2), into two lots, each to be developed with a duplex. With conditions:

- 1. One homeowner's association be created for the 4 attached single family homes.**
- 2. Shared access easement for joint use driveways**

The motion carried with a 6-0 vote.

REQUEST OF THE 420 WINTER PARK LLC FOR: CONDITIONAL USE APPROVAL TO CONVERT THE EXISTING COPYTRONICS OFFICE BUILDING AT 420 S. ORLANDO AVENUE, ZONED C-3, INTO A CHILDREN'S DAYCARE FACILITY.

Board member, Laura Walda, recused herself from this item as her employer represents the applicant.

Senior Planner, Allison McGillis, presented the staff report and explained that this request involves a Conditional Use request by 420 Winter Park, LLC to renovate and convert the former Copytronics office building located at 420 South Orlando Avenue, zoned C-3, into a children's daycare facility. The C-3 zoning district allows for a daycare with a Conditional Use.

Mrs. McGillis stated that the existing building on site will remain and the applicant is proposing to renovate the interior space to be operated as a Kiddie Academy daycare. The existing building is roughly 14,000 square feet in size and of that square footage, 12,000 square feet will be classroom space and 2,000 square feet of indoor play space. She noted that the applicant will also add a fenced in outdoor play area at the rear of the building.

Mrs. McGillis remarked that this will not be a "school" that has set start and end times. It is only a day-care for infants up to 4 years of age, and will have staggered arrival and departure times of children. They will strictly be a "non-drop-off" location meaning that all parents/guardians must park and walk their children into the facility, so no cars will be queued or waiting in drive aisles for pickups. The maximum occupancy of this facility will be 192 children and 23 staff members. The hours of operation for the daycare will be 6:30 a.m. to 6:30 p.m., Monday through Friday, closed on weekends. She stated that there are currently two curb cuts on the Orlando Avenue frontage; the applicant will be closing one of the curb cuts and adding landscaping throughout the property, which will be a welcomed upgrade.

With respect to parking, there will be 32 parking spaces on this site. The City's parking code is one parking spot for every employee plus sufficient off-street space for the safe and convenient loading and unloading of students. In this case, the loading and unloading will be done in parking spaces. As mentioned, the maximum occupancy of this facility will be 192 children and 23 staff members. Staff originally was concerned with the worst case scenario if all 23 staff members were occupying a parking space, there is only nine spaces are left for drop-offs and pick-ups. The applicant has provided survey data from their Clermont location showing that the parents drop-off and pick-ups happen over a long length of time so that there is always a parking spot for the parents.

Mrs. McGillis noted that the applicant is planning to make façade enhancements to the existing building to make it more visually appealing. The applicant is also retro-fitting the existing pylon sign with similar materials that are proposed for the building. The proposed retro-fit sign meets code requirements. The applicant has also included a wall sign detail, which also meets code.

Mrs. McGillis summarized by stating that the proposed site as a daycare, without traditional drop off and pick up is a compatible use for the property. She stated that the usual residential neighbor concerns that come with daycare uses (noise and traffic) are not present in this case. Mrs. McGillis noted that the upgrades for this site request will bring new storm water retention where it does not currently exist, closing a curb-cut on Orlando Avenue, and adding a significant amount of new landscaping to the corridor which will be a welcomed upgrade.

STAFF RECOMMENDATION IS FOR APPROVAL

Applicants, Jason Glaser and John Strazalka, 420 Winter Park LLC and Rebecca Wilson, Lowndes, Drosdick, addressed the Board. The applicant gave a presentation outlining the scope of the project and addressed questions from the Board regarding parking concerns. Discussion ensued about how the drop-off and pick-up will operate. It was noted that the dead end drive in the front of the building is an issue but this plan is a retrofit of the existing building and that feature cannot be changed. The Board asked the applicant to look at safety of parents crossing the parking lot and perhaps create more of a pedestrian 'plaza' feature at the building corner.

No one from the public wished to speak. The public hearing was closed.

Motion made by Ray Waugh, seconded by Sheila De Ciccio for conditional use approval to convert the existing Copytronics office building at 420 S. Orlando Avenue, zoned (C-3), into a children's daycare facility.

The motion carried with a 5-0 vote.

Discussion Item:

REQUEST OF THE CITY OF WINTER PARK FOR: AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA AMENDING CHAPTER 58 "LAND DEVELOPMENT CODE", ARTICLE III, "ZONING REGULATIONS" SUBSECTION 58-86 "OFF-STREET PARKING AND LOADING REGULATIONS".

Planning Manager, Jeff Briggs explained that this is a discussion item, with no action to be taken to go over some prospective parking code modernization recommendations. Mr. Briggs explained to the Board the six proposed changes to the parking code and the rationale for each. There was discussion with the Board members on each item. The Board made suggestions and asked for some additional data. Mr. Briggs explained that this will be discussed at the next City commission meetings, as a non-action item and he would report back the next day at the P&Z work session. Prospectively this could be advertised for public hearings in September.

NEW BUSINESS:

Next P&Z Work Session: Tuesday, August 28, 2018 @ Noon.

Next P&Z Regular Meeting: Tuesday, September 11, 2018 @ 6:00 pm.

Respectfully submitted,
Kim Breland, Recording Secretary