



Planning and Zoning Board Minutes

January 7, 2020 at 6:00 p.m.

City Hall Commission Chambers
401 S. Park Avenue | Winter Park, Florida

1. Call to Order:

Chairman Ross Johnston called the meeting to order at 6:00 p.m. in the Commission Chambers of City Hall. Present: Ross Johnston, Ray Waugh, Chuck Bell, Adam Bert, Christian Swann and Owen Beitsch. Absent: Laura Walda and Laura Turner. Also Present: City Attorney Dan Langley. Staff: Planning Director Bronce Stephenson, Principal Planner Jeff Briggs, Senior Planner Allison McGillis, Planning Intern Nicholas Lewis and Recording Secretary Kim Breland.

2. Approval of minutes

Motion made by Ray Waugh, seconded by Chuck Bell to approve the December 3, 2019 meeting minutes.

Motion carried unanimously with at 6-0 vote.

3. Public Hearings:

- SPR #19-16. Request of Marc Hagle For: Approval to construct a new, single-family home to be two-stories with a basement, totaling 40,093 square feet, located at 916 Palmer Avenue on Lake Osceola, zoned R-1AAA.

Principal Planner Jeff Briggs explained that the item was a lakefront site plan review to build a new home at 916 Palmer Avenue which is a 1.9-acre vacant lot on Lake Osceola. He explained that the item was being continued from the December Planning and Zoning meeting and was a two-story home, but with the grade drop on the lake side of the lot, the applicant would be able to build a walkout basement. He explained that the basement was below grade and did not count toward the Floor Area Ratio (FAR), but was usable in terms of coming out of existing grade on the lake side. The total size of the home, excluding the basement would be approximately 28,000 square feet which is used in the FAR calculations and conforms with code requirements.

Mr. Briggs presented aerial images of the property and site plan that was presented in December and explained that the continuance allowed time for Staff, the applicant to clarify setback calculations. During that time, the Staff and the applicant were able to meet with the neighbors to provide a more detailed view of what the application included.

Mr. Briggs went on to discuss the four criteria that Staff looks at when evaluating site plans on lakefront lots that are: preservation of existing trees, retaining walls, storm water retention, and the protection of traditional views of the lake. With respect to tree preservation, the applicant would not be removing any protected trees and would be preserving the cypress and oak trees near the lake front. With respect to the grade and retaining walls on the lake side, with the basement coming out at grade along with the outdoor swimming pool there are no issues with retaining walls. With respect to storm water retention, the applicant proposed several storm water swales throughout the lot that are sized to meet the City's code requirements.

Mr. Briggs moved on to discuss the front wall variance requested by the applicant and the protection of traditional views of the lake. In terms of the front wall variance, the applicant has planned to build a six-foot privacy wall along the Palmer Avenue frontage approximately 15 to 20 feet from the property line in lieu of the maximum 3-foot to 4-foot columns which would be heavily landscaped. Mr. Briggs stated that a number of homes along Palmer Avenue had similar landscaped screening for privacy and noise protection. He noted that Staff was in favor of the variance because of the landscape screening and provided images of similar screening used by other homes in the area. In addition, the images showed the sight lines for neighbors coming out of their drive ways on the right-hand side of the property. It was noted that the proposed screening would not obstruct any views of traffic coming from the east or west along Palmer Avenue and that Staff made a condition of approval that the screening be maintained to prevent issues with views of traffic from either direction.

Mr. Briggs moved on to discuss the lake view calculations which caused the item to be tabled from the December 3rd Planning and Zoning meeting and explained the formula used to determine the lakefront setback was to use an average of how far the adjacent homes were setback from the lake. He presented a graph outlining the shoreline and setbacks of the proposed home and adjacent properties. Since the December hearing the applicant had done field measurements of the site and provided Staff with more precise calculations and flagged the house corners. The applicant has met with the neighbor to the east and an agreement was made that the applicant would screen the east side of the property down to the end of their structure with bamboo. The neighbors to the east at 950 Palmer Avenue provide a letter stating they agreed with the application with the stipulation that the bamboo screening continue down to the closest corner of the house so their view would be landscaping not structure. Additionally, their letter requested protection related to visibility from the street and with the neighbor planning an addition to their home that the applicant support their future application. Staff recommendation was for approval with the following conditions:

1. No landscaping can block visibility between the street front wall and the sidewalk.
2. Continuation of the bamboo screen on the east side of the lot from where the existing bamboo screen ends down to the lakeside edge of the new structure.
3. No landscaping over five-feet in height along the eastern or western boundaries of the property between the end of the structure and the lake.
4. Acceptance of the added 20-foot addition to the home at 950 Palmer Avenue.

Mr. Briggs answered questions from the Board regarding the condition number four and how such a request related to the Board and proper application procedures. It was agreed that Condition #4 should be handled separately.

Hal Kantor of Lowndes, Drosdick, Doster, Kantor & Reed, P.A., 215 N. Eola Drive, Orlando, FL, represented the applicant and explained that as a result of the December meeting, the applicant met with the neighbors of the adjacent properties who asked the applicant to address some issues: the viewshed was prepared at the request of the neighbors as well the landscaping at the front of the home. Additionally, the lot was staked to specify property lines. He presented images of the neighboring homes on both sides that outlined the lakefront setbacks. He discussed the calculations in the code for measuring lakefront setbacks discussed how the shape of the lake affects the highwater mark calculations. He presented images showing that the proposed home would not impair views of the lake. Mr. Kantor explained that there was more emphasis paid to the house at 950 Palmer as the neighbor expressed concerns related to the setbacks and explained that it was unknown who planted the bamboo on the property and stated that the applicant agreed to add more bamboo to screen the home. He presented additional images of the home to indicate landscape screening and unobstructed views.

Mr. Kantor answered questions regarding the agreement with the neighbors at 950 Palmer Avenue

regarding the addition to their home. Additionally, Mr. Kantor answered questions related to the bamboo trees and discussions with the neighbors to the east. He stated that the neighbor requested that the applicant put the landscaping for the six-foot wall buffer on the neighbor's side and the wall on the applicant's side which the applicant agreed with and supplied the neighbor with an email to that affect.

Lastly, Mr. Kantor and the Board discussed grading on the west and south side of the lot. It was requested that the grading be done sensitively in an effort to preserve the trees in that area. Mr. Kantor agreed with the request. Mr. Kantor requested the right to respond to any questions arising from public comment.

The Board heard public comment from:

Deno Dikeou, 900 Palmer Avenue, Winter Park, FL addressed the Board. Mr. Dikeou stated that he lived in the home directly west, adjacent to the applicant's property. He confirmed that he and the applicant had an agreement regarding the six-foot wall and the landscape buffer. He expressed his opposition to the 24-foot encroachment and stated that when his home was built; he was not allowed any flexibility by the City with relation to setbacks and his home had to be built to code so as not to encroach. He stated that the variances should only be given where there is a hardship and in the applicant's request there was no such hardship and expressed concerns that the proposed home would depreciate other properties in the area.

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

Mr. Kantor addressed concerns expressed by Mr. Dikeou and explained that the applicant was not asking for a variance because the Mr. Dikeou's property was at a 113-foot setback which is what the applicant was asking for as well. He stated that the request part of the lakefront setback for the R-1AAA code and the goal was not to be in front of someone else's home.

An in-depth discussion ensued with the P&Z Board regarding the code requirements, lakefront setback calculations and how curvature of the lake affects those calculations. Applicant Marc Hagle addressed the Board and confirmed that the proposed home was designed with different setbacks on either side and explained that the design was an effort to protect the neighbors 'views of the lake. He stated that the proposed home was designed to match the angular view lines of both neighboring homes and did not obstruct any views of the lake. With respect to tree preservation, Mr. Hagle stated that he and his wife founded the Winter Park Live Oak Fund and that he would ensure that the trees on the property would be protected and maintained.

The Board continued an extensive discussion regarding lakefront setback averages, lake views, landscaping maintenance and lakefront home entitlements. The Board chose to remove condition number 4 from the request.

Motion made by Chuck Bell, seconded by Christian Swann for approval of a new single-family home at 916 Palmer Avenue on Lake Osceola, zoned R-1AAA with the following conditions:

- 1. No landscaping can block visibility between the street front wall and the sidewalk.**
- 2. Continuation of the bamboo screen on the east side of the lot from where the existing screen now ends down to the lakeside edge of the new structure.**
- 3. No landscaping over five-feet in height along the eastern or western boundaries of the property in order to maintain neighbors views of the lake.**

Motion carried with a 5-1 vote. Vice-Chair Ray Waugh voted in opposition of the request.

SPR #20-01. Woodruff Construction & Development, Inc. for: Approval to construct a new, single-family home totaling 19,657 square feet, located at 1119 Preserve Point Drive within Windsong on Lake Virginia, zoned PURD.

Mr. Briggs stated that the request was a lakefront site plan approval for a new home at 1119 Preserve Point Drive in Windsong on Lake Virginia. Aerial views of the property location were presented and it was noted that the property was two lots that were put together in a common ownership resulting in a 3-acre estate of property.

With respect to tree preservation, Mr. Briggs stated that there were many trees on the 3-acre site and stated that all but one of the trees was being preserved. The City's Urban Forestry Division had assessed and determined that the one tree to be removed was diseased and should be removed. It was also noted that there was an active bald eagle nest in one of the trees on the property and the applicant would have to comply with eagle protection criteria which would prevent any exterior construction between October 1st and May 15th, which is the bald eagle nesting season. For storm water retention, the applicant was proposing stormwater swales throughout the lot that are sized to meet the City's code requirements.

With respect to views of neighbors, Mr. Briggs explained that is no view impact from the home to the south for the view to the lake. However, their views might be impacted by the views of the sport court on the south side. However, there is an existing, dense, ten-foot tall hedge that will be maintained and be continued down which was part of the approvals from the Home Owner's Association.

Mr. Briggs added that the application was reviewed and approved. by the Windsong Home Owner's Association and any conditions passed by the association would be incorporated into Staff approvals.

Staff recommendation was for approval.

Mr. Briggs answered questions from the Board regarding lighting of the sport courts and any impact they lighting would have on neighbors. Additionally, he answered questions regarding the Bald Eagle Federal Guidelines.

Applicant, Richard Woodruff, Woodruff Construction addressed the Board and stated he would answer any questions from the Board. The Board had no questions for the applicant.

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

The Board agreed with Staff recommendation.

Motion made by Ray Waugh, seconded by Christian Swann for approval to construct a new, single-family home totaling 19,657 square feet, located at 1119 Preserve Point within Windsong on Lake Virginia with the following conditions:

- 1. Subject to conformance to the Windsong HOA approvals and conditions.**
- 2. Conformance to the eagle protections requirements.**

Motion carried unanimously with a 6-0 vote.

- **ZTA #20-01. Request of City of Winter Park For: Subdivision Code amendment to allow the preservation of historic homes or the preservation of historic specimen live oak trees as an incentive for lot split variances.**

Mr. Briggs explained that the item was a request of the City and the Historic Preservation Board for an Ordinance that would provide consideration for the preservation of live oak trees as well as historic properties with relation to lot split applications. He stated that the City approves a number of lot splits that has used the same a s justification for lot dimension variances and recalled a lot

split application from August of 2019, 2700 Wright Avenue where live oak trees exist on the property and a condition of the lot split approval was a granting to the City an easement to preserve the trees and the preservation of the trees was the justification for the variances in terms of lot width that was granted.

Mr. Briggs added that the City Commission stated that the factors should be a part of the Code. He noted that in the past variances have not only been justified in lot splits for tree preservation, and for historic home designation, where there has been an opportunity for a home to be added to the register of historic places, preserve the home and split off a portion of the yard that might be less than the dimensions that are needed. This would allow for the City to have historic homes designated and allow the home owner the justification for a lot split.

Mr. Briggs stated that the proposed ordinance would be another incentive to encourage historic designations and to preserve significant live oak trees. The text only says that such an offer to designate “may” be considered as a “special condition and circumstance”. It in no way compels the City Commission to approve the lot split. In addition, it was noted that the request was also discussed with the Historic Preservation Board who voted unanimously to recommend approval of the Ordinance at their December 11, 2019 meeting. Mr. Briggs went on to discuss the procedures an applicant would take for such a request. Staff recommendation was for approval. Mr. Briggs answered questions from the Board regarding unintended consequences that may result from this type of request.

The Board heard public comment from John Skolfield, 358 Vitoria Avenue, Winter Park. Mr. Skolfield stated that he was a member of the Historic Preservation Board and spoke in favor of the Ordinance and the importance of preserving trees the live oak trees in Winter Park as well has the historic homes. No one else from the public wished to speak. The public hearing was closed.

During the Board comments, Board Member Chuck Bell stated that he used to serve on the Historic Preservation Board and echoed with Mr. Skolfield’s comments regarding preservation trees and homes in Winter Park. The Board agreed with Staff’s recommendation.

Motion made by Adam Bert, seconded by Ray Waugh for Approval of the Ordinance to allow consideration of the preservation of historic homes and/or historic specimen live oak trees as special conditions and circumstances for lot size variances subject to the normal public notice and public hearing process.

Motion carried unanimously with a 6-0 vote.

- SUB #20-01. Request of Samuel and Christine Hines for: Subdivision approval to split the property at 1554 Harris Circle in order to allow the existing guesthouse at 1552 Harris Circle to become an independent lot with the ability to be sold separately.

Mr. Briggs explained that the item was a lot split request and presented aerial views of the property location and a survey which outlined the top northern portion of the property where the main house is located at 1554 Harris Circle which is approximately 3,000 square feet in size and a guest house at the bottom of the survey which is 958 square feet. Both of the structures are listed on the City’s Register of Historic Places and will be preserved. Any additions and alterations would have to go before the Historic Preservation Board for approval. The applicant would like to split the property in in order the main house to be sold independently, as it is the intent of the applicant to move into the guest cottage.

Mr. Briggs explained that the lot was only 4,300 square feet and the requirement for new lots is 8,500 square feet therefore a variance was requested for the lot size based on the commitment that both structures were to be preserved on the register of historic places for the city. He noted

that the guest cottage was located on the rear property line and the front of the home was in line with the front setback therefore additions to the home would not be feasible outside of the addition of a small porch which would match the front of the main home. Thus, there would be no impact on the neighbors.

Mr. Samuel Hines (applicant) spoke and outlined the long history of this home built in 1887, which is the second oldest home in the City. He detailed the history including the period when the home was owned by the son and daughter in-law of Thomas Edison. He indicated that they desired to sell the main residence and move into the smaller guest home, which already has a full kitchen, separate electric meter, etc. That property already has parking spaces and all they may do is add a new front porch. So the neighbors will not see any changes other than new owners of the main residence.

The Board heard public comment from Christopher Wideman, 1551 Harris Circle and John Skolfield, 358 Vitoria Avenue, who spoke in favor of the request and Jim Cook, 1444 Grove Terrace, Winter Park, FL spoke in opposition of the request.

The Planning Board members discussed that the proposed lot split would have no impact on the neighbors. Nothing can be done to either structure without approval from the Historic Preservation Board following notice and public hearing. The Board acknowledged that the Historic Preservation Board has also made a recommendation that the property was worthy of historic designation and split since they used it as an example for the previous Ordinance.

Motion made by Christian Swann, seconded by Ray Waugh for subdivision approval to split the property at 1554 Harris Circle in order to allow the existing guest house at 1552 Harris Circle to become an independent lot with the ability to be sold separately.

Motion carried unanimously with a 6-0 vote.

- SUB #20-02. Request of WP View LLC For: Subdivision approval to split the vacant property at 694 N. New York Avenue, Zoned R-3, into ten single-family lots for development as ten new single-family homes. Each proposed lot has 60-65 feet of lot width and 6,000-6,240 square feet of land area, which comply with the lot dimensions required for R-3 zoning.

Principal Planner Jeff Briggs explained that the item was a subdivision request for the property at 694 N. New York Avenue, zoned R-3, located north of where the new First Church of Christian Scientist. The applicant's request is to divide the property into 10 single-family lots.

Mr. Briggs reminded the Board that in 2017 the same property was approved to build 8 three-story duplex buildings with 16 units in total. With respect to the impact on neighbors, Mr. Briggs stated that the request represents less density than what was previously approved for the property with a reduction of one-story, a reduction of FAR from 110% to 75%, 22,000 less square feet of building mass and 10 units down from 16. Mr. Briggs noted that the applicant requested adjustments to the setbacks on their property lines in order to make the project fit on the 16,000 square foot property.

Mr. Briggs provided stated that the alternative proposal for the property was to build 10 single-family homes instead. He stated that in R-3 zoning the minimum lot width was 50-feet and noted that all of the proposed lots were 60-feet in width with the exception of the corner lots at 65 feet and the minimum lot area was 6,000 feet and the proposed interior lots ranged between 6,000 to 6,240 square feet and the corner lots ranged from 6,500-6,750 square feet.

Mr. Briggs stated that no lot dimension variances were being requested and the lots comply with all code criteria. Mr. Briggs provided renderings of the proposed homes in terms of image and noted

that no architectural designs were being proposed and the purchaser of the home would choose the architecture of the home.

The applicant has requested setback adjustments to the maximum building footprint coverage, impervious surface area, street side setback on New York Avenue, side setbacks on the interior lots and rear yard setbacks. Mr. Briggs stated that all of the variances were minor in the view of Staff and would not impact adjacent properties. Staff recommendation was for approval.

Mr. Briggs answered questions from the Board regarding the Plat recording for the subdivision preliminary and final plat process, Home Owner's Association for the subdivision, HOA architectural review, the existing City alley adjacent to the property and size of to be built on the lots. City Attorney Dan Langley clarified that the City requires a plat to be processed and recorded for the subdivision and clarified the requirement to make it clear that the City is not approving the request without it going through a final plat process.

Chris Gardner, Winter Park View LLC, 1353 Palmetto Avenue, Winter Park, FL., represented the applicant. Mr. Gardner explained that the request was in response to the market. He addressed questions from the Board regarding the size of homes to be built on the lots and stated that the homes would be custom built and range in size from 3,400 -3,800 square feet. Mr. Gardner stated that the homes would be fee simple lots, have a Home Owner's Association and have a developer driven internal architectural review process. Additionally, Mr. Gardner answered questions regarding fencing/ buffering between the homes and the church and visitor parking requirements.

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

During public comment City Attorney Dan Langley reiterated his recommendation that P&Z add the condition that the approval of the request would be subject to the submittal and obtaining approval of a preliminary and final plat meeting City code requirements in Chapter 177 Florida Statutes and submittal and approval of a set of covenants, conditions and restrictions concerning a Home Owner's Association and governing the project.

The Planning Board members agreed that single family homes were appropriate and compatible at this location, that there were no lot dimension variances and that the setbacks reliefs were not significant. As this request represented lesser density in terms of 10 units versus 16 units and less building mass, the Board was in support.

Motion made by Owen Beitsch, seconded by Adam Bert for Subdivision approval to split the vacant property at 694 N. New York Avenue into ten single-family lots, zoned R-3, with the provisions that as outlined by the city attorney for the final plat and necessary procedures for creating a Home Owner's Association. Motion carried unanimously with a 6-0 vote.

- CU #20-01. Request of the ORC 2611/2615 Lee Road LLC for: Conditional Use approval to redevelop the properties at 2611 and 2615 Lee Road for a new Starbucks restaurant with a drive-thru component on these two properties, zoned C-3.

Mr. Briggs explained that the request was a Conditional Use approval to redevelop the properties and 2611 and 2615 Lee Road for a new Starbucks. Aerial images were shown that outlined the location of the property, zoned commercial, which located next to a six-story office building with a large parking lot in the back.

Mr. Briggs explained that the project would include approximately 11,000 square feet from the existing office building parking lot to be encompassed within the Starbucks property. He presented images of the layout of the project and explained that it was identical to the Starbucks location at

2519 Aloma Avenue. He stated that the layout would work adequately with stacking and cueing of cars and no variances were requested.

Mr. Briggs explained that the project would have parking that exceeds code, open space or landscaping on 25% of the site, redevelopment of the property eliminating an auto repair business and a better use of the property. It was noted that an existing billboard on the property was being removed as it falls within the drive aisle of the project and the applicant would be implementing monument signage for the Starbucks. In addition to the monument signage, Mr. Briggs stated that the applicant would be adding a directional sign into the parking lot from Wymore Road.

Staff recommendation was for approval.

Brooks Stickler, Kimley-Horn and Associates represented the applicant. He stated that his team had worked with Staff on the project and modified the stacking aspect of the project based on discussion with Staff and explained that the driveway was shifted from eastern property line to the western to help alleviate any potential backups on Lee Road and would allow stacking up to 18 cars. He stated that the project is promoting access through the site to allow for easier ingress and egress to head eastbound on SR 423 by getting to the signal on the western office complex.

City Attorney asked the applicant if the necessary stops for cross access easements and signage easements were being created to make the project “run of the land” so if the Starbucks site. Mr. Stickler confirmed that the easements were being created and in addition, a drainage easement was being created. There was further discussion regarding processes for having the easement agreements recorded with the City.

Additionally, Mr. Stickler answered questions regarding the existing driveway on the property off of Lee Road.

The Board heard public comment from Kay Kistenbroker, 2429 Albert Lee Parkway, Winter Park, FL. Ms. Kistenbroker expressed concerns related to the increase in traffic the project would bring to the area and cited traffic safety concerns with cars making U-Turns at the intersections Lee Road and Gloriosa Avenue.

No one else wished to speak. The public hearing was closed.

The Planning Board addressed Ms. Kristenbroker’s concerns related to increased traffic generation but noted that any increase in traffic would be difficult to notice given that this is the City’s most heavily traveled intersection. The Board noted that the interconnection with the Office building parking providing access to and from Wymore Road would limit U-turns since traffic could turn left at Wymore and come into Starbucks through the office parking lot.

Motion made by Chuck Bell, seconded by Christian Swann for Conditional Use approval to redevelop the properties at 2611 and 2615 Lee Road for a new Starbucks restaurant with a drive-thru component on these two properties, zoned C-3 with the following staff conditions:

- 1. That per the applicant’s submission, a monument sign will be implemented on the Lee Road frontage.**
- 2. That directional signage for the Starbucks will be allowed on the adjacent office property on Wymore Road.**
- 3. That one electric vehicle charging station be implemented in the parking lot.**
- 4. Consolidation of the three parcels into one property with one address.**

5. That the property owner obtain cross access easements, signage easements and drainage easements as necessary over the adjacent property.

Motion carried unanimously with a 6-0 vote.

- **ZTA #19-02. Request of City of Winter Park For: An Ordinance amending the Zoning and Subdivision Regulations to clarify the procedures for applicants seeking to table, continue or postpone public hearings after such public hearings have been duly advertised.**

Principal Planner Jeff Briggs explained that the request from the City Commission, was an effort to better organize the rules on the number of times an applicant can request a continuance or postpone their item after it has already been advertised and notices mailed. He gave an example of a request in the past year, (the Glen Haven Cemetery project), where an applicant requested multiple continuances and explained challenges with properly noticing those subsequent continuances in a timely manner and not having residents come to meets when an item is to be tabled.

Mr. Briggs explained that Planning Intern Nicholas Lewis provided research on how other cities throughout the state regulate the number of continuances an applicant could request. Through his research, Mr. Lewis discovered that while some cities had no regulations, there were a number of cities that allowed an applicant to request one continuance with proper advertisement and any additional request to continue would result with the applicant being required to move forward with the public hearing or withdraw the item and start a new application process.

Mr. Briggs stated that with assistance from the City Attorney, a number of provisions were added to the Ordinance outlining circumstances where the rule would not apply and noted that the regulations would not limit the ability of the P&Z Board or the City Commission to table for valid reasons.

Staff recommendation was for approval.

Mr. Briggs, City Attorney Dan Langley and the Board further discussed how continuances would affect City Commission hearings, proper advertisement, applicant perspective and whether the intent of the regulation was to allow the applicant an opportunity to request a continuance from both the P&Z Board and the City Commission at those respective hearings.

There was no public comment. The public hearing was closed.

The Planning Board members agreed that the public is not served by allowing multiple continuances. The Board confirmed with the City attorney that this meant an applicant could get one table at P&Z and one at City Commission.

Motion made by Chuck Bell, seconded by Ray Waugh to amend the Zoning Code and Subdivision Regulations to grant the City the ability to limit continuance requests from applicants seeking to reschedule after public hearing notice has been duly advertised.

Motion carried unanimously with a 6-0 vote.

4. New Business: None

5. Planning Director's Report:

Planning Director Bronce Stephenson addressed the Board and reminded the members that the Orange Avenue Overlay Project would be going before the Board on Monday, January 13th. He explained that since the December 3rd P&Z Board meeting, Staff held a number of work sessions

with members of the City Commission to review the draft language for the Overlay Ordinance.

Mr. Stephenson stated that Staff had informed the Commission that Staff's recommendation would be for the document that was presented and approved by the Planning and Zoning Board and asked the Board members to consider giving their input at the Commission meeting on January 13th.

The Board and Staff discussed the next steps in the implementation process for the Ordinance, should it be approved and moved forward on January 13th.

6. Board Update & Comments: None

The meeting adjourned at 8:48 p.m.

Respectfully,

Kim Breland