



Board of Adjustments Regular Meeting

Agenda

June 21, 2022 @ 5:00 pm

City Hall Commission Chambers
401 S. Park Avenue

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/bpm and include virtual meeting instructions.

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105).

please note

Times are projected and subject to change.

-
1. **Call to Order**
 2. **Consent Agenda**
 - a. [Election of Chair and Vice Chair.](#) 5 minutes
 - b. [Approval of the May 17, 2022 Meeting Minutes.](#) 1 minute
 3. **Citizen Comments (for items not on the agenda): Three minutes allowed for each speaker**
 4. **Public Hearings**
(Public participation and comment on these matters must be in-person.)
 - a. [BOA-2022-0007: Request of Green Apple Architecture.](#) 10 minutes
Request of Green Apple Architecture for variance approval from Section 58-71 subsection (j)(1) to allow a rear swimming pool setback of 5-feet in lieu of the required rear setback of 10-feet located behind the home at 1913 Sycamore Drive, zoned R-1A.
 - b. [BOA-2022-0008: Request of Kelly and Bruce Brandes.](#) 10 minutes
Request of Kelly and Bruce Brandes for variance approval from Section 58-71 subsection (h)(2) to allow a street-side setback of 14-feet in lieu of the required street-side setback of 20-feet in conjunction with their proposed 220 square-foot addition to the existing home located at 1254 Via Estrella, zoned R-1AA.
 5. **Non-Action Items**
 6. **Staff Updates**
 7. **Board Comments**
 8. **Upcoming Agenda Items**
 9. **Adjournment**



Board of Adjustments

agenda item

item type	Consent Agenda	meeting date	June 21, 2022
prepared by	Mary Bush	approved by	
board approval	Completed		
strategic objective			

subject

Election of Chair and Vice Chair.

motion / recommendation

background

alternatives / other considerations

fiscal impact



Board of Adjustments

agenda item

item type	Consent Agenda	meeting date	June 21, 2022
prepared by	Mary Bush	approved by	
board approval	Completed		
strategic objective			

subject

Approval of the May 17, 2022 Meeting Minutes.

motion / recommendation

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alternatives / other considerations

fiscal impact

ATTACHMENTS:

[BOA May 17, 2022 Draft Meeting Minutes.pdf](#)



Board of Adjustments Regular Meeting Minutes

May 17, 2022 at 5:00 p.m.

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

Present

Present In-Person: Robert Trompke, Michael Clary, Cathy Sawruk, Ann Higbie, Charles Steinberg, Tom Sims, and Jason Johnson. Also Present: City Attorney J. Giffin Chumley. Staff: Director of Planning and Transportation Jeff Briggs, Assistant Director of Planning and Transportation Allison McGillis, Planner I Nicholas Lewis, Planning Technician Aaron Hull, Building and Permitting Manager Renata Minoga, and Recording Secretary Mary Bush.

(1) Call to Order

Chairman Robert Trompke called the meeting to order at 4:59 p.m.

(2) Consent Agenda

Motion made by Cathy Sawruk, seconded by Michael Clary to approve the April 19, 2022 meeting minutes.

Motion carried unanimously with a 6-0 vote. (Charles Steinberg was not present for approval of the minutes.)

Chairman Trompke explained the rules of procedure for variance cases and opened the floor for any disclosures, public comments, or questions.

Chairman Trompke disclosed that he had spoken to Kristopher Kest, the applicant for request #BOA-2022-0006, about three weeks prior to the meeting.

(3) Staff Updates

Mr. Lewis noted to the Board that the City's former Senior Planner, Allison McGillis has recently come back as the Assistant Director of the Planning and Transportation Department and will be a great asset to both the department and Board.

Mr. Lewis also noted to the Board that on June 23, 2022 the City will have a Board Appreciation Night and the Board should have already received an invitation.

(4) Public Comments (for items not on Agenda)

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

(5) Non-Action Items

No non-action items.

(6) Action Items

No action items.

(6) Public Hearings

- BOA-2022-0005. Request of Davila Custom Homes for variance approval from Section 58-71(i)(2)(a) to allow the existing nonconforming accessory building already converted to living quarters to be extended to encompass the existing front porch into habitable living space with a side and rear setback of 5-feet in lieu of the required rear setback of 25-feet and side setback of 14-feet.

Mr. Lewis provided the Board a brief summary of the request. He presented to the Board an area map and proposed site plan of the property. He noted that the lot is oddly large and deep and is the only one that faces the front on Sharon Road. He also noted that there is a home currently being built on the lot, which the applicant had previously received an approved construction permit for, with an existing accessory structure remaining in the back of the lot. Mr. Lewis then reviewed a survey of the lot, noting the accessory structure's current setbacks, existing living space, and covered enclosed patio. He explained that the applicant wanted to cover the screened enclosure of the patio with brick walls to turn it into gross square footage of living space. He added that the structure was built in the 1960's under Orange County codes well before it was annexed into the City of Winter Park. Mr. Lewis then elaborated on the proposed interior modifications and elevations of the accessory structure and the site plan of the home currently being constructed. He also spoke about the breakdown of the FAR and lot area for the project, pointing out that the plans are well within the setback standards for the project's increased FAR. He went on to briefly review the applicant's application with the Board since it had not been included in the Board packet for the meeting.

Mr. Lewis then reviewed the variance approval criteria as it related to the request, noting that the request was not exacerbating either of the nonconforming use or setbacks, and granting the request would not confer on to the applicant any rights they did not already hold as well as any rights to utilize the structure as a short-term or long-term rental. Mr. Lewis advised the Board that eight neighbor letters in opposition of the request had been received and then he briefly discussed and addressed the main concerns presented in the letters.

Staff recommendation was for approval.

The Board inquired about the following:

- why the City's standard for not allowing kitchens in adjacent structures was not applied at some point during the annexation of the property or its resale,
- being provided a map showing the neighboring properties for perspective,
- whether or not the City allows concrete to be installed up to the property line as shown on the project's site plan,
- the rationale behind staff's literal interpretation of the provisions of the zoning code for the request,
- and clarification on the City's analysis of the Land Development Code Section 58-64(c)(1) regarding altering a nonconforming structure.

The applicant, Thiago Davila of 2211 West Washington Street, Orlando, FL 32805 addressed the Board. Mr. Davila spoke about the project, noting that there was no intention of his client, for whom the project was being built for, to rent out the accessory structure and that the sole purpose to renovate it was to create a gym facing the pool.

Mr. Johnson asked the applicant to explain the hardship of the request to which the applicant was not able to respond with a specific hardship.

The Board heard public comment from the following citizen:

Chris Peterson of 2150 Via Tuscany, Winter Park, FL 32789 addressed the Board. Mr. Peterson spoke in opposition to the request. He noted that he owned the lot at 2148 Via Tuscany, which backs up to the applicant's lot. He also expressed that he felt the structure on the applicant's lot does not conform to what is currently allowed in the City and that there is no hardship to the applicant. He asked the Board to deny the request.

Vice-Chair Clary inquired with Mr. Peterson as to why he felt in opposition if there is no impact to the neighboring properties due to the request. Mr. Peterson expressed that he does not see a hardship for the applicant and there are rules, regulations, and zoning guidelines regarding hardships that currently exist which should be followed.

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

The Board briefly shared their thoughts on the request. Several Board members were opposed to the request. They expressed that they did not see any hardship and that the rules and regulations should apply regardless of whether or not the modifications can be seen by the neighbors.

One Board member was in favor of the request and expressed that there seemed to be other reasons for the opposition from the neighbors than what had been expressed in the letters, since the request was not changing any setbacks, use, or footprint and any improvement would be facing toward the house and not visible to any neighbor.

Motion made by Ann Higbie, seconded by Cathy Sawruk, for variance approval from Section 58-71(i)(2)(a) to allow the existing nonconforming accessory building already converted to living quarters to be extended to encompass the existing front porch into habitable living space with a side and rear setback of 5-feet in lieu of the required rear setback of 25-feet and side setback of 14-feet.

Motion denied with a 1-6 vote. (In Favor: Michael Clary. Opposed: Robert Trompke, Cathy Sawruk, Ann Higbie, Tom Sims, Charles Steinberg, and Jason Johnson.)

- BOA-2022-0006. Request of the homeowners Kristopher and Brooke Kest for variance approval from Section 58-71(j)(1) to allow an interior side setback of 8.6 feet to the swimming pool in lieu of the required interior side setback of 10 feet for the construction of the pool for their home at 2101 Banchory Road, zoned R-1A.

Mr. Lewis provided the Board a brief summary of the request. He presented to the Board an area map and proposed site plan of the property. He also presented ten neighbor letters that were received in approval of the request. Mr. Lewis provided some background on the request noting that the Land Development code requires a minimum pool side setback of ten feet to the water and five feet to the deck, but the applicant's contractor measured incorrectly using the structure itself rather than the property line. This resulted in the actual side setback of the pool encroaching the ten foot setback requirement by a foot and a half. Mr. Lewis then reviewed the variance approval criteria as it related to the request, noting that there are no administrative variances for error greater than six inches so the request could not be resolved by City staff and there is no right making the City responsible for contractor error. He also noted that granting the request could open the door for all contractor errors greater than six inches to be followed by a request for variance approval.

Staff recommendation was for denial.

The Board inquired about and briefly discussed if there had been any past similar circumstances where variances have been granted for contractor errors. The Board also inquired about what the cure would be if the request was denied and recommended adding a formwork inspection to the building process to avoid these types of errors.

The applicants, Kristopher and Brooke Kest at 2101 Banchory Road, Winter Park, FL 32789 addressed the Board. Mr. Kest expressed that the request was for a de minimis setback variance due to a mistake made by the pool contractor. He also spoke about the 11 neighbor letters he received in support of an approval of his request. Mr. and Mrs. Kest then elaborated on their concerns for what a denial would cause for them, which included landscaping delays, no yard availability for their dog, and delays to the summer plans that had already been made for their children along with several neighbors for the use of the pool.

The Board inquired with the applicant regarding clarification of the hardship, if the pool contractor had indicated how long it would take to correct the issue, and if there would be any financial hardship created for the applicant. Mr. Steinberg commented on the requirement of the applicant to show a hardship and which does not create precedence. Vice-Chair Clary noted that he felt the hardship would be that the applicant was annexed in with a new rule greater than all of their neighbors who have significantly lesser pool setbacks.

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

The Board briefly expressed their thoughts on the request. Several Board members were in favor of the request. They expressed that the variance was minimal and the hardship included the length of time that would be necessary to correct the contractor's mistake and the uniqueness of the matter. Mr. Sims suggested that staff educate the City's building department on the issue with the request and then implement some sort of check and balance, such as a formwork inspection, before any excavation is started on future projects.

Two Board members were opposed to the request and expressed that they did not see any hardship and did not want to set precedence for mistakes contractors may make.

Motion made by Jason Johnson, seconded by Tom Sims, for variance approval from Section 58-71(j)(1) to allow an interior side setback of 8.6 feet to the swimming pool in lieu of the required interior side setback of 10 feet for the construction of the pool for their home at 2101 Banchory Road, zoned R-1A.

Motion carried with a 5-2 vote. (In Favor: Robert Trompke, Michael Clary, Cathy Sawruk, Tom Sims, and Jason Johnson. Opposed: Ann Higbie and Charles Steinberg.)

(7) Board Comments

No Board Comments.

(8) Upcoming Agenda Items

Mr. Lewis noted that the election of Chair and Vice-Chair for the new term year will occur at the next Board meeting.

(9) Adjournment

Meeting adjourned at 6:11 p.m.

/s/ Recording Secretary Mary Bush



Board of Adjustments

agenda item

item type Public Hearings (Public participation and comment on these matters must be in-person.)	meeting date June 21, 2022
prepared by Nicholas Lewis	approved by John Harbilas, Allison McGillis
board approval Completed	
strategic objective	

subject

BOA-2022-0007: Request of Green Apple Architecture.

item list

Request of Green Apple Architecture for variance approval from Section 58-71 subsection (j)(1) to allow a rear swimming pool setback of 5-feet in lieu of the required rear setback of 10-feet located behind the home at 1913 Sycamore Drive, zoned R-1A.

motion / recommendation

Staff recommendation is for approval of the variance requested.

background

Green Apple Architecture is requesting variance approval to allow a rear swimming pool setback of 5-feet in lieu of the minimum 10-feet as required by Section 58-71(j)(1) located at 1913 Sycamore Drive, zoned R-1A.

Before purchase of the property, the applicant reached out to former City staff requesting setback information for the property. Staff provided the applicant a setback worksheet (attached) which provided the front setback at 25-feet. Relying on this worksheet, the applicant purchased the property and began designing around a 25-foot front setback which included enough room to allow for a swimming pool which would conform to the required 10-foot rear setback.

During the permitting process, the City discovered that the front setback should actually be 31.5-feet based on the average of the adjacent properties and verified via survey. Shifting the home back 6.5-feet significantly reduced the buildable area of the pool that the applicant's clients had intended to construct when they purchased the property.

Variance Review Criteria:

Special Conditions and Circumstances

In order for a variance to be granted, special conditions and circumstances must exist which are peculiar to the land, structure or building involved and are not applicable to other land, structures or buildings in the same zoning district.

The lot itself is quite shallow at only 100-feet deep, which requires a minimum rear setback for the principal dwelling of 15-feet. Because most of the adjacent existing homes are nonconforming and encroach into this requirement, the average of the front setbacks is quite large for a lot this shallow. The result of the average 31.5-foot setback on the lot is that the home and any accessory structures such as pools become pressed in the rear of the property.

However, the applicants could not take the 31.5-foot setback into consideration when they purchased the property because of the erroneous setback worksheet provided by former staff. The front setback section is clear that setback determinations are made by taking the average setback of the two adjacent homes on either side of the property and that this average be verified via a licensed surveyor. The applicant fully understands this requirement and has provided a site plan of the principal dwelling that adheres to all setback requirements. Due to the pinching of the rear yard however, the applicant could not adequately fit a swimming pool as part of the design. Because of this and their reliance on previous staff, the applicants are requesting 5-feet of relief for the rear pool setback.

Deprivation of Rights

The second requirement for granting a variance request is that the literal interpretation of the provisions of the zoning code would deprive the applicant of the rights commonly enjoyed by other properties in the same zoning district.

A literal interpretation of Section 58-71(j)(1) would require a rear setback of 10-feet. Here, there is no way to functionally fit a swimming pool in the rear of the property that adheres to that requirement. Therefore, a literal interpretation would deny them the right to adequately construct a swimming pool. The applicant relied on the improper information provided by staff which allowed enough relief to fit a pool under the required 10-foot setback. Therefore, when the applicants purchased the property, they could have had no idea that a swimming pool under the real setbacks would be nearly impossible.

Actions of the Applicant

The special conditions and circumstances must not result from the actions of the applicant. The resulting conditions did not result from any erroneous actions taken by the

applicant. It was their reliance on incorrect information provided by the City that resulted in the special conditions and circumstances.

Special Privilege

The last requirement necessary to grant a variance request is that the variance will not confer on the applicant any special privilege denied by the zoning ordinance to other lands, structures or buildings on the same zoning district. No nonconforming use of the neighboring lands, structures or buildings in other zoning districts shall be considered grounds for the issuance of a variance.

Due to the unique nature of this request including the shallow lot depth, the large front setback, and most importantly, the reliance on improper information provided by previous City staff, we do not believe that granting this variance would grant any special privilege on any other lands, structures, or buildings in the same zoning district. Further, staff is in the process of taking adequate steps to alleviate these mistakes per the direction of City Management and the City Commission including the requirement that front setbacks be verified by licensed surveyor for all permit applications, no longer providing rudimentary front setbacks, and looking at equitable alternatives to update the front setback determination standards.

Summary

Staff believes that the applicant meets the four criteria necessary to grant this variance.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[1913 Sycamore Drive - Area Map.pdf](#)

ATTACHMENTS:

[1913 Sycamore Drive - Aerial Map.pdf](#)

ATTACHMENTS:

[1913 Sycamore Drive - Neighbor Letters Map.pdf](#)

ATTACHMENTS:

[1913 Sycamore Drive - Site Plan.pdf](#)

ATTACHMENTS:

[1913 Sycamore Drive - SURVEY_ADJ_HOUSES.pdf](#)

ATTACHMENTS:

[1913 Sycamore Drive - Applicant Energov Submittal.pdf](#)

ATTACHMENTS:

[1913 Sycamore Drive - Setback Sheet.pdf](#)

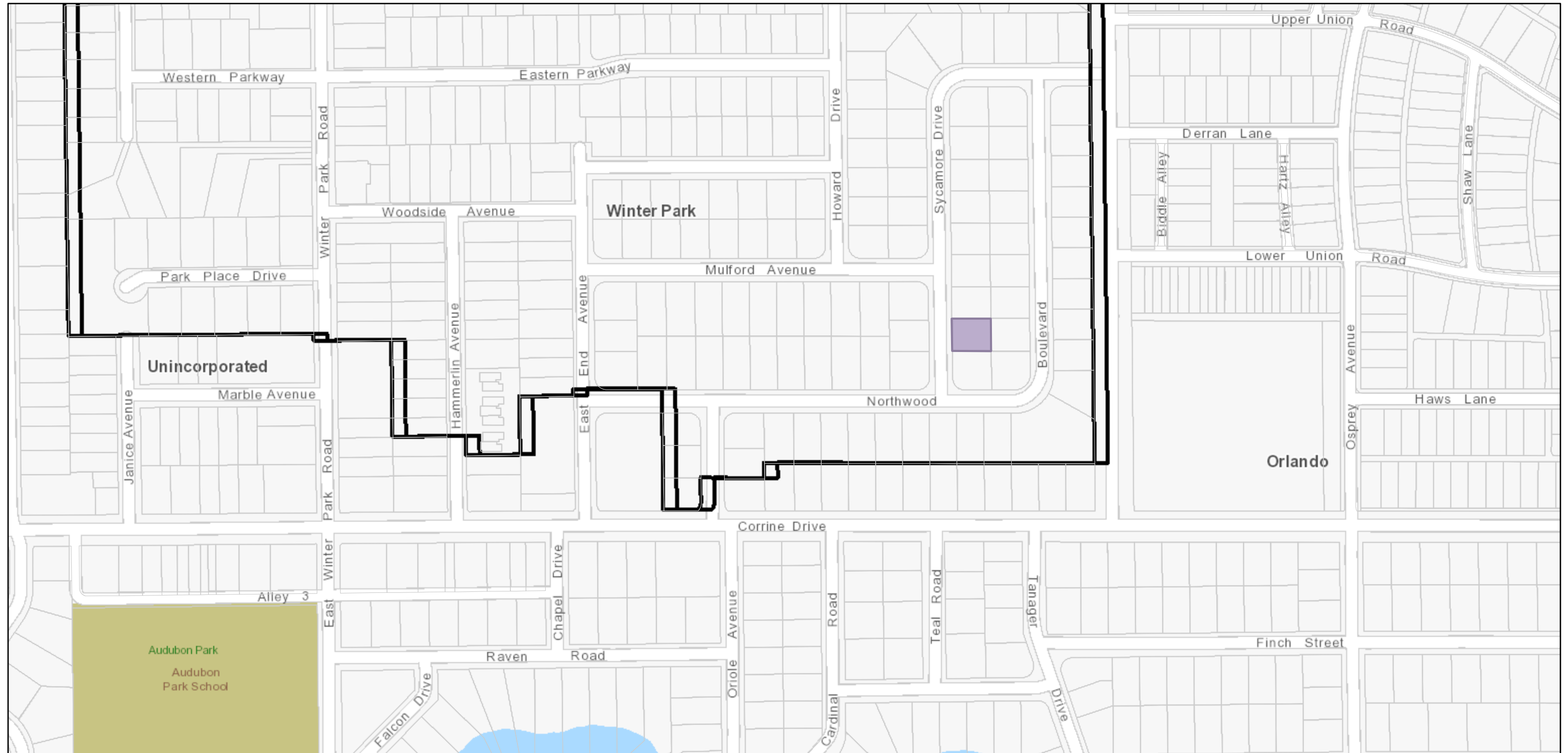
ATTACHMENTS:

[1913 Sycamore Drive - Email Chain.pdf](#)

ATTACHMENTS:

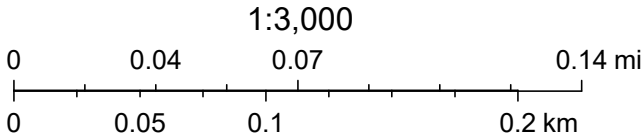
[1913 Sycamore Drive - Neighbor Letters Combined.pdf](#)

1913 Sycamore Drive - Area Map



6/14/2022, 10:03:45 AM

Parcels Orange

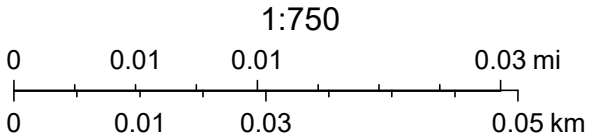


1913 Sycamore Drive - Aerial Map

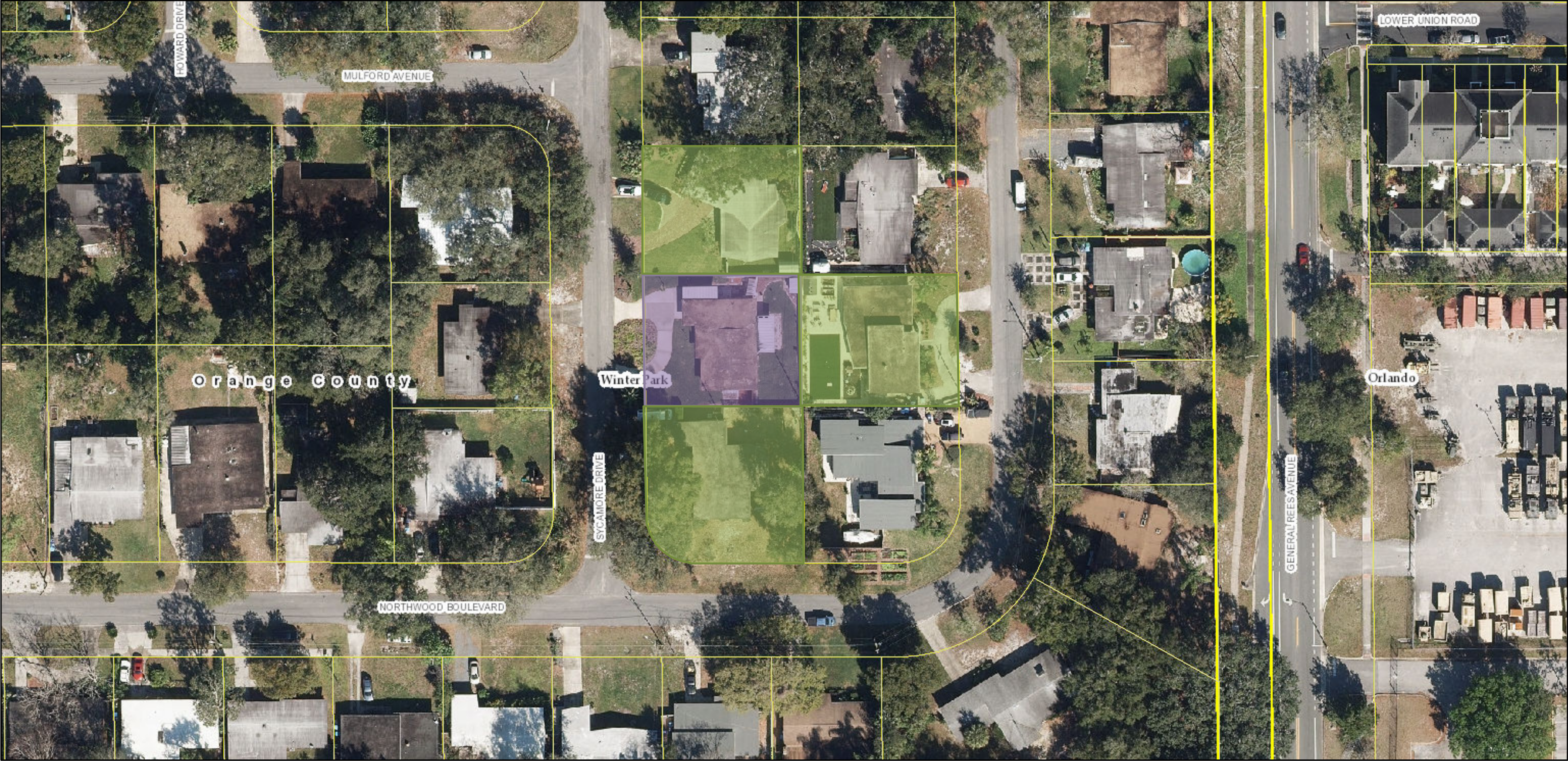


6/14/2022, 10:02:08 AM

Parcels Orange

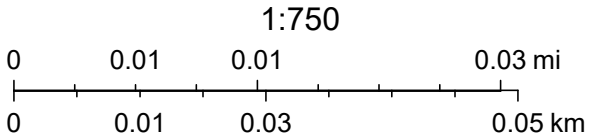


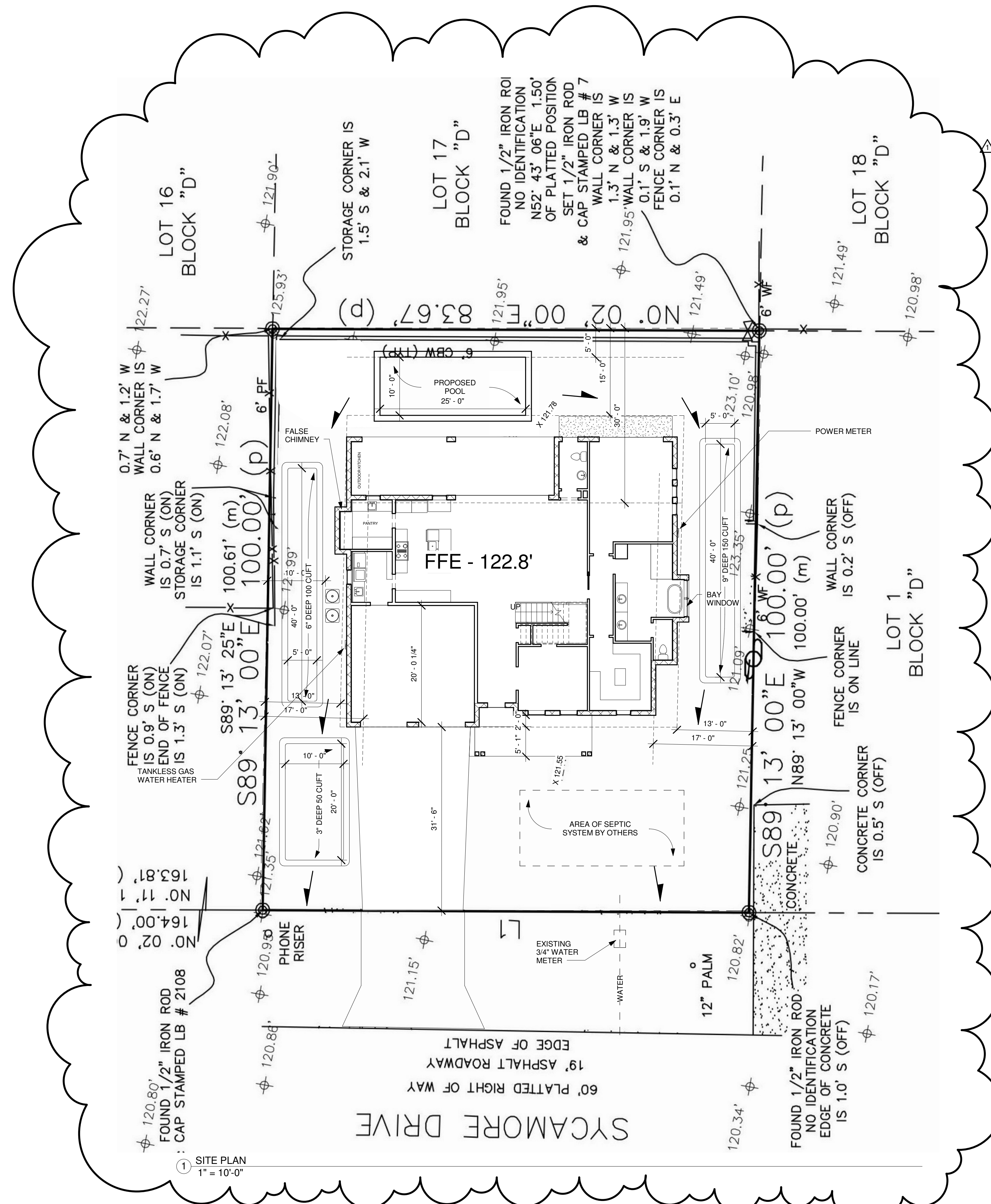
1913 Sycamore Drive - Neighbor Letters Map



6/14/2022, 10:17:23 AM

 Parcels Orange





SITE PLAN NOTES:

1. ARCHITECTURAL SITE PLAN IS BASED UPON A SURVEY PROVIDED BY THE OWNER.

STORM WATER CALCULATION:

TOTAL SITE AREA	= 8,389 GSF
IMPERVIOUS	= 3,480 GSF
PERVIOUS	= 4,909 GSF

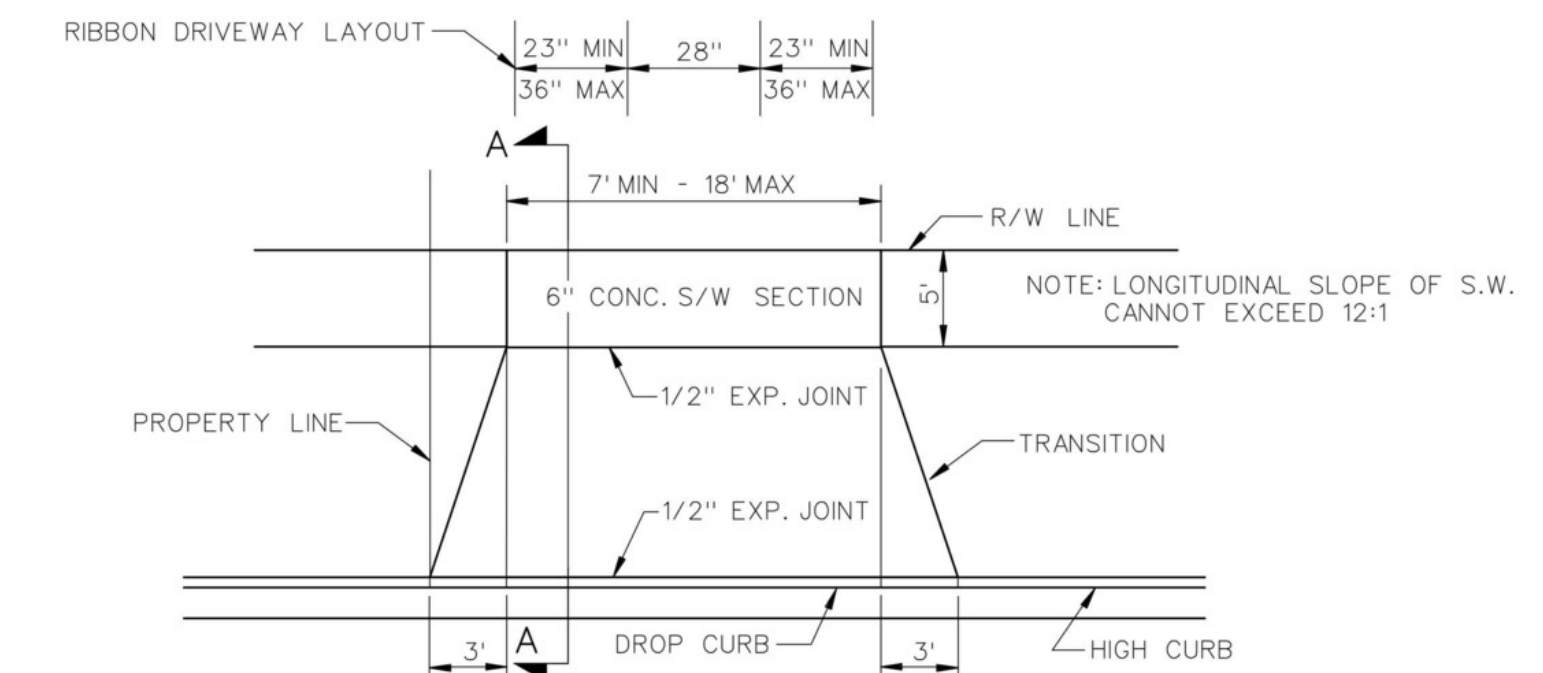
FRONT YARD LANDSCAPE:

TOTAL FRONT YARD AREA	=	2,086 GSF
LANDSCAPE 61%	=	1,501 GSF
HARDSCAPE 39%	=	585 GSF

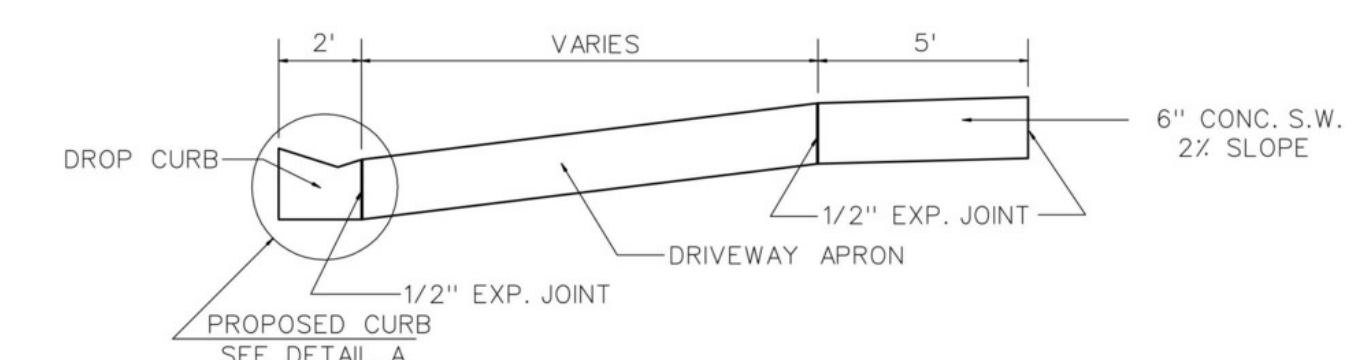
STORM WATER RETAINAGE CALCULATION:

TOTAL SITE REQUIRED 3,480 GSF / 12 = 290 CF REQUIRED

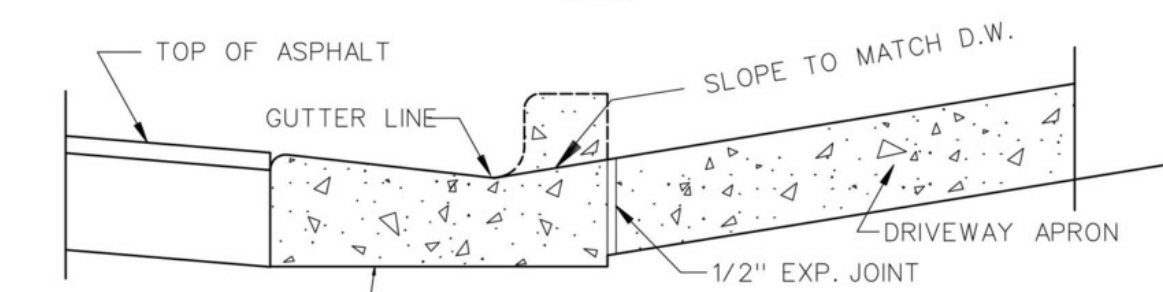
TOTAL SITE PROVIDED	300 CF PROVIDED
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RESIDENTIAL DRIVEWAY APRON
N.T.S.



SECTION A-A
N.T.S.



DETAIL A
N.T.S.

NOTES:

1. 3000 PSI CLASS 1 CONCRETE REQUIRED
2. EXISTING HIGH CURB SHALL BE REMOVED AND REPLACED WITH DROP CURB
3. 6" S.W. SECTION SHALL BE INSTALLED THROUGH DRIVEWAY

1913 SYCAMORE DRIVE
WINTER PARK, FLORIDA

This item has been digitally signed and sealed by [NAME] on the date adjacent to the seal.
Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

SEAL

JOHN P. DRAKE
AR91551

ISSUE DATE

12/29/21

1 - REVISION 03/11/22

05/03/22

SHEET INFORMATION

SITE PLAN

Scale 1" = 10'-0"

A101

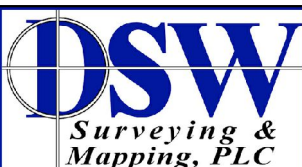
BOUNDARY SURVEY

A horizontal number line with a vertical tick mark at 30 on the left and a vertical tick mark at 0 on the right. The line is divided into 10 equal segments by 9 vertical tick marks. The segments are colored in an alternating pattern: black, white, black, white, black, white, black, white, black, white, starting from the left (30) and ending at the right (0).

[illegible]

SITE BENCHMARK
ELEVATION = 123.02' PER
NAVD.88 DATUM
ELEVATIONS SHOWN HEREON
ARE BASED ON FLORIDA DOT
NETWORK NAVD 88

***** PLEASE VISIT OUR WEBSITE: WWW.DSWSURVEYS.COM *****



NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL SEAL OF A FLORIDA LICENSED SURVEYOR AND MAP

FLORIDA
S. WILLIS

DOUGLAS S. WILLIS, Florida Registration # 5984

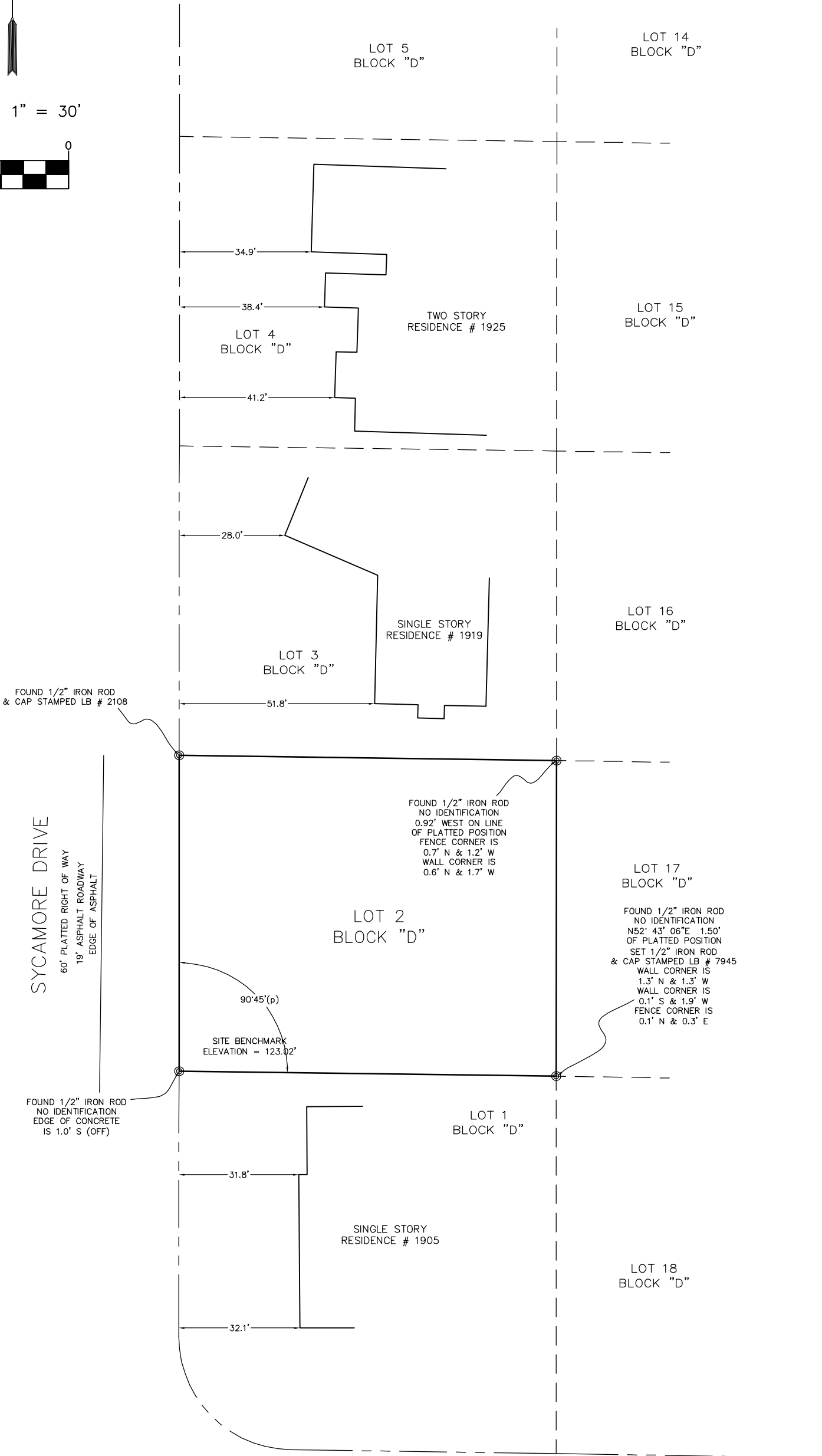
FOR THE

DOUGLAS S. WILLIS
Surveyor
No. 59884
STATE OF
FLORIDA

BOUNDARY SURVEY
BUILDING SETBACK CALCULATION
(GRAPHIC DEPICTION)

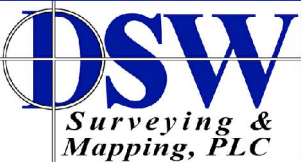


SCALE: 1" = 30'



NOTE:
NO NEIGHBORING STRUCTURES CONTAIN
OPEN PORCHES AS DEFINED IN THE COMMENTS
PROVIDED TO THIS FIRM, AND ALL ARE SHOWN
WITH TIES TO THE FRONT WALL OF THE MAIN HOUSE
FOR EACH RESPECTIVE PROPERTY.

**** PLEASE VISIT OUR WEBSITE: WWW.DSWSURVEYS.COM ****



PROFESSIONAL SURVEYORS AND MAPPERS
CERTIFICATION OF AUTHORIZATION #LB7945
32138 OKALOOSA TRAIL
SORRENTO, FLORIDA 32776
Phone: (352) 735-3796
JOB NO. 21.1132 Sheet 2 of 2

DRAWING: 21.1132	SURVEY DATE: 08/02/21
INTENDED DISPLAY SCALE: 1" = 30'	DRAWN: JGH
EXPECTED USE OF THIS LAND: RESIDENTIAL PURPOSES	
IT IS CERTIFIED THAT THE SURVEY REPRESENTED HEREON MEETS OR EXCEEDS THE STANDARDS OF PRACTICE AS SET FORTH IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTE.	
NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPING ENGINEER.	
DOUGLAS S. WILLIS, Florida, Registration # 5984 FOR THE FIRM	

Certificate Of Completion

Envelope Id: 51920A9D2CF344CBA5AC178DABEA31E4

Status: Completed

Subject: Please DocuSign: SURVEY_3_4_22_PG1.pdf, SURVEY_3_4_22_PG2.pdf

Source Envelope:

Document Pages: 2

Signatures: 0

Envelope Originator:

Certificate Pages: 1

Initials: 0

Theresa Willis

AutoNav: Enabled

Stamps: 2

32138 Okaloosa Trail

Enveloped Stamping: Enabled

Sorrento, FL 32776

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

order@dswsurveys.com

IP Address: 96.94.23.45

Record Tracking

Status: Original

Holder: Theresa Willis

Location: DocuSign

3/10/2022 9:12:17 AM

order@dswsurveys.com

Signer Events**Signature****Timestamp**

Theresa Willis

Signed

Sent: 3/10/2022 9:12:28 AM

order@dswsurveys.com



Viewed: 3/10/2022 9:12:38 AM

DSW Surveying and Mapping PLC

Signed: 3/10/2022 9:13:30 AM

Security Level: Email, Account Authentication (None)

Freeform Signing

Using IP Address: 96.94.23.45

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

3/10/2022 9:12:28 AM

Certified Delivered

Security Checked

3/10/2022 9:12:38 AM

Signing Complete

Security Checked

3/10/2022 9:13:30 AM

Completed

Security Checked

3/10/2022 9:13:30 AM

Payment Events**Status****Timestamps**



PLAN SNAPSHOT REPORT BOA-2022-0007 FOR CITY OF WINTER PARK

Plan Type: Board of Adjustments	Project:	App Date: 05/03/2022
Work Class: Board of Adjustments/Variance Application	District: Winter Park	Exp Date: NOT AVAILABLE
Status: Submitted - Online	Square Feet: 0.00	Completed: NOT COMPLETED
Valuation: \$0.00	Assigned To: Harbilas, John	Approval Expire Date:

Description: Front setback / pool setback issue at 1913 Sycamore Drive. My client received a setback sheet from the City before he bought the property and I designed to those setbacks leaving 25' in the rear yard for a pool. However, during permitting the front setback was increased 6.5' shifting the house back on the property reducing the area for a pool. The client would still like to build a pool in his back yard as he intended when he bought the property. He would like a variance for the pool rear setback to be reduced to 5'.

Parcel: 302217599604020	Main	Address: 1913 Sycamore Dr Winter Park, FL 32789	Main	Zone:
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Applicant John P Drake 704 W Comstock AVE Winter Park, FL 32789 Business: (407) 432-0795	Owner Sam Scarlato Mobile: (407) 419-1659
---	--

Plan Custom Fields

Zoning	R-1A	Section	58-71	Subsection	(11)(j)(1) Swimming pools
Is the property on waterfront?	No	Is this property on historic registry or district?	No	Describe variance	Reduce the 10' rear yard pool setback to 5'.
How long have you owned the property?	Purchased 07/31/21	How long have you occupied the property?	not occupied empty lot	Special Condition	Before the lot was purchased the owner contacted the City of Winter Park to verify the setbacks and received from the City a setback worksheet with the front setback at 25'. The house design was completed with a 25' front setback and designed with 25' of space for the rear yard to allow space for a pool. In permitting the city changed the front setback to 31.5'. This shifted the house back 6.5' reducing the area for the pool to enable only a 5' wide pool to be built in lieu of the 10' wide pool the client desired when they purchased the property. changing how they measured the front yard setback'. We will attach correspondence documenting the previous 25' front setback interpretation by the city.
Rights/Priv	The client will not be able to build the functional pool for their family that they intended when they bought the property.	Hardship	Before the property was purchased by the client they received the front setback from the city. During permitting the city changed the front yard setback increasing it, therefore reducing the rear yard. The client has been put in a difficult position by the city		

PLAN SNAPSHOT REPORT (BOA-2022-0007)

Limited Variance The 5' rear yard pool setback is the minimum variance to enable a modest family pool in the back yard. The client, even though they are upset about the front yard setback change, is not contesting it and just wants to be able to build the original intended pool.

Attachment File Name	Added On	Added By	Attachment Group	Notes
1913 Sycamore Dr A101 SITE PLAN.pdf	05/03/2022 22:11	Drake, John		Uploaded via CSS
1913 Sycamore Dr Front Setback Addendum 1.pdf	05/03/2022 22:11	Drake, John		Uploaded via CSS
1913 Sycamore Dr v2.pdf	05/03/2022 22:11	Drake, John		Uploaded via CSS
SURVEY_ADJ_HOUSES.pdf	05/03/2022 22:11	Drake, John		Uploaded via CSS
Signature_John_Drake_5/4/2022.jpg	05/03/2022 22:11	Drake, John		Uploaded via CSS
SycamoreSigs.pdf	05/09/2022 11:44	Lewis, Nick		Neighbor Letters

Submittal Name	Status	Received Date	Due Date	Complete Date	Resubmit	Completed
Board of Adjustments Review v.1	Approved	05/03/2022	05/05/2022	05/05/2022	No	Yes
Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
Zoning Review	Building & Permitting Services	Lewis, Nick	Approved	05/03/2022	05/05/2022	05/05/2022

Workflow Step / Action Name	Action Type	Start Date	End Date
Review v.1			05/05/2022 11:55
Board of Adjustments Review v.1	Receive Submittal	05/03/2022 0:00	05/05/2022 11:55
Issue Invoice v.1	Generic Action		05/05/2022 11:55
Final Decision v.1			
Board of Adjustments Decision v.1	Generic Action		

F.A.R. and Setbacks Calculator for Single Family Residence

(fill out **BLUE** cell only)



Lot Width (ft)	84	Lot width measured at bldg line across lot at front wall of home or at the front setback.
Lot Depth (ft)	100	The long side of the lot.
No. of Story	2	Max 2 story
Lot Area (sq.ft.)	8,389	Submerged lands or land across the street shall not be included.
Base F.A.R. (sq.ft.)	3188	
Front Setback	25	All setbacks shall be verified by a registered surveyor.
1st Flr Side Setbacks (ft)	11	For lots 60 ft or less in width, side setback may be 7.5 ft minimum.
2nd Flr Side Setbacks (ft)	15	
1st Flr Rear Setback (ft)	15	
2nd Flr Rear Setback (ft)	30	

F.A.R. and Side Setback Adjustments

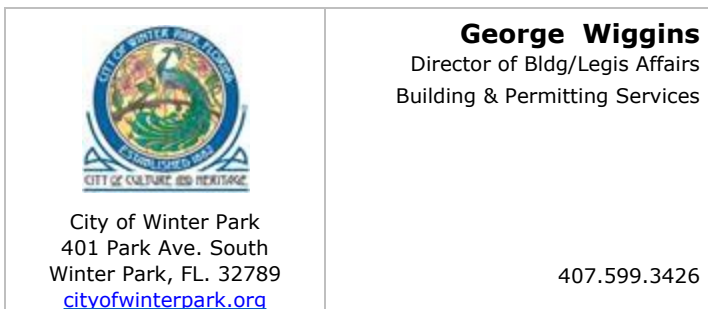
Percentage Increase	5.0%	5% maximum increase.
Max. F.A.R. (sq.ft.)	3607	
New 1st Flr Side Setbacks (ft)	13	For lots 60 ft or less in width, side setbacks may be 7.5 ft minimum for 5% increase.
New 2nd Flr Side Setbacks (ft)	17	For lots 60 ft or less in width, side setback may be 12.5 ft minimum for 5% increase.

From: [Theresa Dunkle](#)
To: ["clay@wootenbuilt.com"](mailto:clay@wootenbuilt.com); ["John Youngman"](#)
Cc: [Kristopher Stenger](#)
Subject: FW: 1913 Sycamore Dr Front Setback
Date: Wednesday, August 26, 2020 11:59:00 AM
Attachments: [image015.png](#)
[image016.png](#)
[image017.png](#)
[image018.png](#)
[image019.png](#)
[image020.png](#)

In response to your question, see email from the Building Official as follows:

From: George Wiggins <Gwiggins@cityofwinterpark.org>
Sent: Wednesday, August 26, 2020 10:13 AM
To: Theresa Dunkle <tdunkle@cityofwinterpark.org>
Cc: Kristopher Stenger <kstenger@cityofwinterpark.org>
Subject: RE: 1913 Sycamore Dr Front Setback

Looking at this, I suggest using 25' for a front setback for 1913. The home at 1919 actually is at the same setback with its angled protruding garage being the closest point to the front lot line.



Under Florida law, email addresses and written correspondence with the city become public record and must be made available to the public and media upon request (unless otherwise exempt). If you do not want your email address to be public record, please contact our office by phone.

From: Theresa Dunkle
Sent: Thursday, August 13, 2020 4:30 PM
To: George Wiggins <Gwiggins@cityofwinterpark.org>
Cc: Kristopher Stenger <kstenger@cityofwinterpark.org>
Subject: Re: 1913 Sycamore Dr Front Setback

George,

Re: 1913 Sycamore Dr Front Setback: "The front setback is the average of 1905, 1919, and 1925 Sycamore Dr."

Mr. Wooten would like to know if 1919 can be omitted from the average.



-Theresa

From: Clay Wooten <clay@wootenbuilt.com>
Sent: Thursday, August 13, 2020 4:18 PM
To: Theresa Dunkle <tdunkle@cityofwinterpark.org>
Cc: Kristopher Stenger <kstenger@cityofwinterpark.org>
Subject: [External] Re: 1913 Sycamore Dr

[Caution: This email originated from outside the City of Winter Park email system. Before clicking any hyperlinks contained in the email, verify the real address by hovering over the link with your mouse. Do not open attachments from unknown or unverified sources.]

1919 looks Like it is a small house built in the rear part of the lot. That doesn't seem like a very fair property to average in the front setback since it seems set farther back than all the other homes on that row. Please take another look to confirm thank you

Respectfully,

Clay Wooten

Wooten Built, Inc.
407-463-3023
Clay@WootenBuilt.com

On Aug 13, 2020, at 3:40 PM, Theresa Dunkle <tdunkle@cityofwinterpark.org> wrote:

<image014.png>
<image001.png>

The front setback is the average of 1905, 1919, and 1925 Sycamore Dr.

<image003.png>

<image015.jpg> City of Winter Park 401 Park Ave. South Winter Park, FL. 32789 cityofwinterpark.org	Theresa Dunkle Code Analyst/Inspector Building & Permitting Services 407.643.1646
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-
<[image016.png](#)>
<[image017.png](#)>
<[image018.png](#)>
<[image019.png](#)>
<[image020.png](#)>

NOTICE! WP TRANSFERRED TO ONLINE PERMITTING JULY 10

Please register online at [Winter Park Online Permitting](#) as soon as possible. This is critical to the migration process.

Please apply and schedule inspections online at [Winter Park Online Permitting](#). Tutorials on submittal procedures are provided on the website. If you need assistance email permits@cityofwinterpark.org or call 407-599-3237
For Permits issued before July 10: Existing inspections can be scheduled using our Legacy System, until Oct. 1st, 2020. After July 10th, if you need to add sub-permits, pay fees, submit plan revisions, or construction extends beyond October 1st, your existing permit will be closed in our Legacy System and migrated to the Online System.

Under Florida law, email addresses and written correspondence with the city become public record and must be made available to the public and media upon request (unless otherwise exempt). If you do not want your email address to be public record, please contact our office by phone.

<SFR Pkg R-1A 2019.0221.pdf>

May 7, 2022

Nicholas W. Lewis

Planner I

Planning & Transportation

City of Winter Park

401 Park Ave.

Winter Park, FL. 32789

Re: 1913 Sycamore Variance

Mr. Lewis as one of the adjacent neighbors to 1913 Sycamore in Winter Park we do not object to the necessary variance needed for the pool to be installed.

Best Regards,



May 7, 2022

Nicholas W. Lewis

Planner I

Planning & Transportation

City of Winter Park

401 Park Ave.

Winter Park, FL. 32789

Re: 1913 Sycamore Variance

Mr. Lewis as one of the adjacent neighbors to 1913 Sycamore in Winter Park we do not object to the necessary variance needed for the pool to be installed.

Best Regards,

Stephanie Tues 5-7-22

May 7, 2022

Nicholas W. Lewis

Planner I

Planning & Transportation

City of Winter Park

401 Park Ave.

Winter Park, FL 32789

Re: 1913 Sycamore Variance

Mr. Lewis as one of the adjacent neighbors to 1913 Sycamore in Winter Park we do not object to the necessary variance needed for the pool to be installed.

Best Regards,



Aaron Bottenhorn



Board of Adjustments

agenda item

item type Public Hearings (Public participation and comment on these matters must be in-person.)	meeting date June 21, 2022
prepared by Nicholas Lewis	approved by John Harbilas, Allison McGillis
board approval Completed	
strategic objective	

subject

BOA-2022-0008: Request of Kelly and Bruce Brandes.

item list

Request of Kelly and Bruce Brandes for variance approval from Section 58-71 subsection (h)(2) to allow a street-side setback of 14-feet in lieu of the required street-side setback of 20-feet in conjunction with their proposed 220 square-foot addition to the existing home located at 1254 Via Estrella, zoned R-1AA.

motion / recommendation

Staff recommendation is for approval of the variance requested.

background

The applicants, Kelly and Bruce Brandes, are requesting variance approval to add a 220 square-foot addition along the east side of their existing home with a street-side setback of 14-feet in lieu of the required 20-feet located at 1254 Via Estrella, zoned R-1AA.

Currently, the existing home meets the required street-side setback with a 22-foot portion that is stepped back 5-feet at the north-east corner of the home. The applicants are proposing to add the addition at this north-east corner which creates a bump out of 6-feet beyond the required side setback of 20-feet.

The applicants constructed their home in 2019, prior to the COVID-19 pandemic. At the time, the applicants constructed a detached accessory unit which was to be utilized by one of their elderly parents. The applicants could not have predicted when they designed and constructed their home that Mr. Brandes would be working remotely indefinitely and that his mother would require in-home care as opposed to living independently in the detached unit. This requires that the applicants convert their parlor room into an additional bedroom.

After speaking to staff, the applicants discovered that they did not max out the available floor area ratio (FAR) and impervious coverage of their lot, and that a 220-square-foot addition would be permissible. However, due to the lot being a corner lot with a severe right-of-way on both the front and street-side yards, there were no locations on the property where an addition could be constructed that would not require a variance due to an encroachment into the required setbacks.

Variance Review Criteria:

Special conditions and Circumstances

In order for a variance to be granted, special conditions and circumstances must exist which are peculiar to the land, structure or building involved and are not applicable to other land, structures or buildings in the same zoning district.

The applicant's lot is a corner lot with a uniquely deep right-of-way on both Temple Drive and Via Estrella. The result is the appearance that the home is setback well away from both streets. The front setback is 39.9-feet to the lot line and the street-side setback is 20-feet. With the addition of the rights-of-way, the house is 57.9-feet from the back of curb on Via Estrella and 41-feet on Temple Drive. This particular parcel also has a 4-foot greater right-of-way on Temple Drive than the rest of the houses along the street front.

Deprivation of Rights

The second requirement for granting a variance request is that the literal interpretation of the provisions of the zoning code would deprive the applicant of the rights commonly enjoyed by other properties in the same zoning district.

As stated, the applicants did not max out their FAR and impervious requirements when they originally constructed their home. The proposed addition would still adhere to both of these requirements. A literal interpretation of Section 58-71(h)(2) would require the applicants adhere to the 20-foot street-side requirement. If the applicants were to cut their proposed addition in half to 110-square-feet, they would be able to meet this requirement. However, they feel that this would not adequately result in the space they need and would also then run afoul of Section 58-66(f)(8) which requires sidewall articulation every 36-feet.

There are no other areas on the property that would allow for an addition, despite having over 400 square feet until the applicants maximize their FAR. Therefore, under a literal interpretation of Section 58-71(h)(2), the applicants would be deprived the right to utilize any of this remaining square footage as this is the only logical spot for an addition of this size.

Actions of the Applicant

The special conditions and circumstances must not result from the actions of the applicant. The applicants in their original design in 2019, considered the fact that they would most likely need a place for elderly parents and subsequently designed their detached accessory unit accordingly. However, the applicants could not account for challenges that the following years during the pandemic would present. Mr. Brandes now works from home full time and needs an office space and his mother requires more hands-on care where utilization of the accessory unit would be unfeasible. The applicants believe that their proposed addition would modestly solve both unforeseen problems.

Special Privilege

The last requirement necessary to grant a variance request is that the variance will not confer on the applicant any special privilege denied by the zoning ordinance to other lands, structures or buildings on the same zoning district. No nonconforming use of the neighboring lands, structures or buildings in other zoning districts shall be considered grounds for the issuance of a variance.

Due to the unique nature of this request, it is unlikely that this variance would impose any potential issuance of a variance for future nonconforming use of neighboring lands, structures or buildings. To have such a deep front setback and then add roughly 20-feet of right-of-way on both streets is certainly unique. Especially since one is 4-feet greater than the other houses along the block. Further, the applicants' unforeseen circumstances could not have been originally accounted for during the design of their home despite the applicants' best efforts.

Summary

Staff believes that the applicant meets the four criteria necessary to grant this variance request. The special conditions and circumstances are quite unique. The applicants' proposal would meet all requirements besides the street-side setback, would not cause a traffic line-of-sight issue, and would remain largely shielded from view by the existing shrubbery within the right-of-way.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[1254 Via Estrella - Area Map.pdf](#)

ATTACHMENTS:

[1254 Via Estrella - Aerial Map.pdf](#)

ATTACHMENTS:

[1254 Via Estrella - Neighbor Letter Map.pdf](#)

ATTACHMENTS:

[1254 Via Estrella - Existing Plan Set.pdf](#)

ATTACHMENTS:

[1254 Via Estrella - Proposed Floor Plan.pdf](#)

ATTACHMENTS:

[1254 Via Estrella - Addition Elevations.pdf](#)

ATTACHMENTS:

[1254 Via Estrella - Survey.pdf](#)

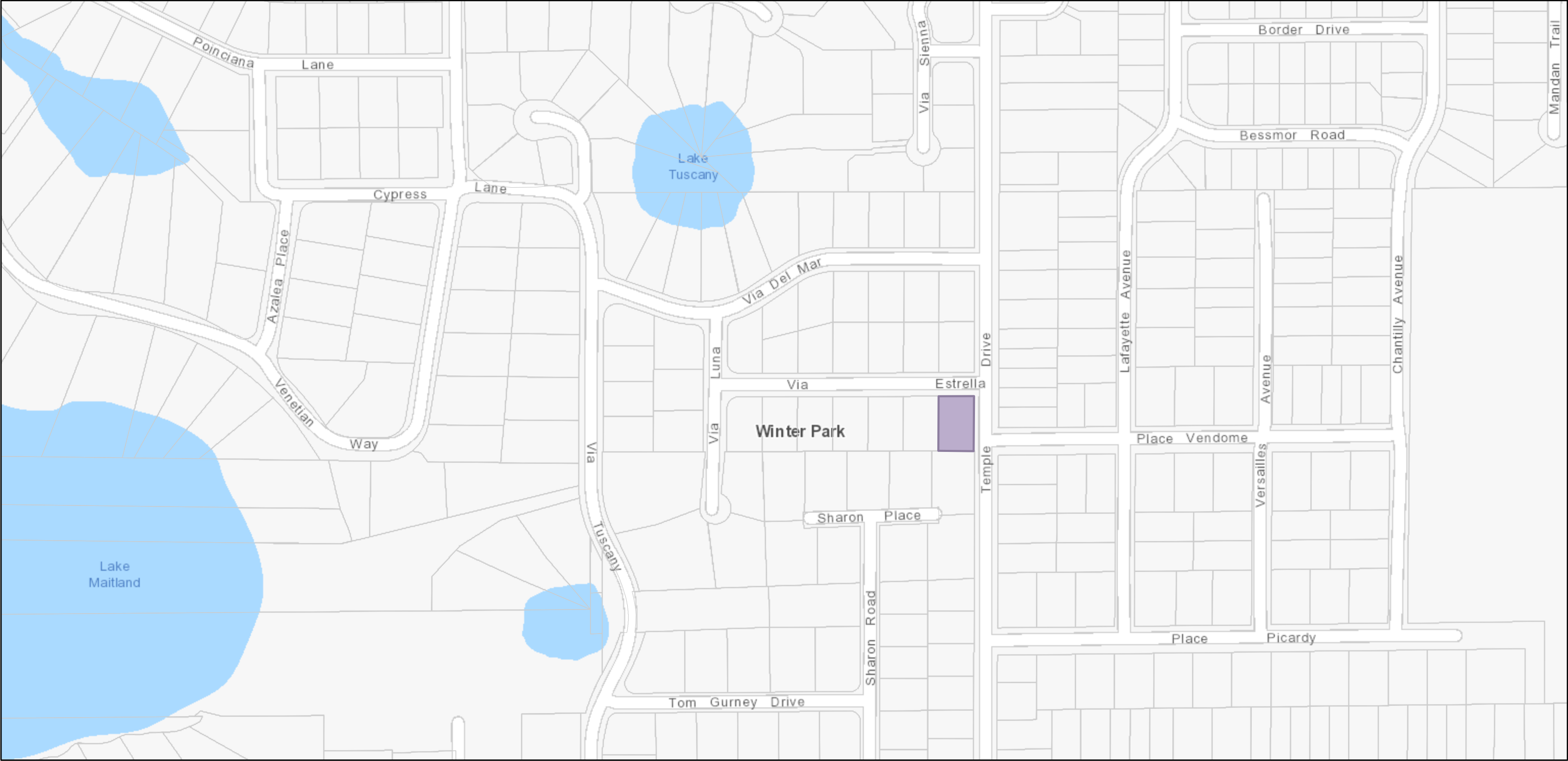
ATTACHMENTS:

[1254 Via Estrella - Neighbor Letters.pdf](#)

ATTACHMENTS:

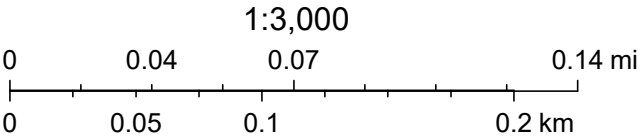
[1254 Via Estrella - Applicant Energov Submmital.pdf](#)

1254 Via Estrella - Area Map

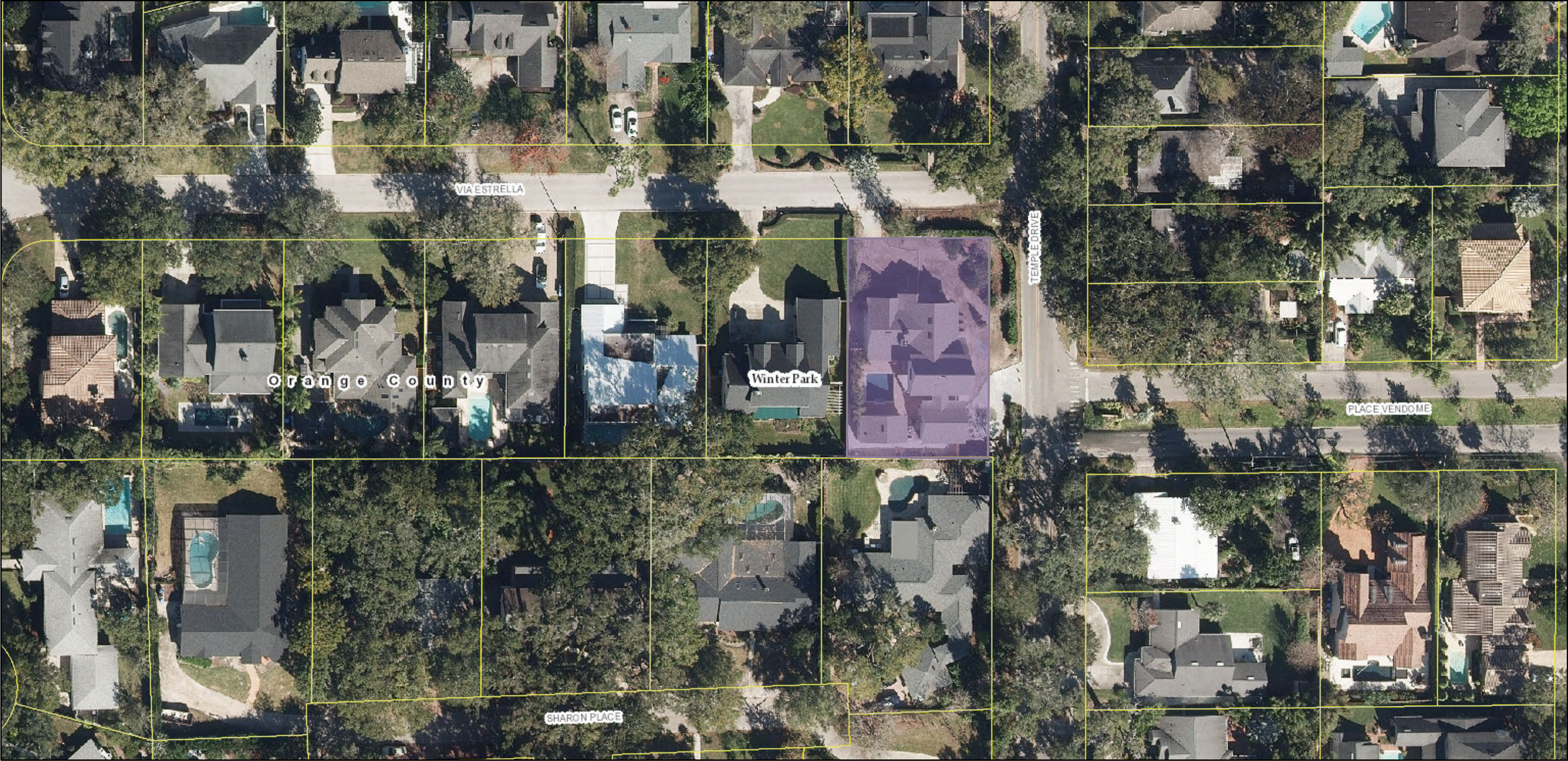


6/14/2022, 2:43:56 PM

Parcels Orange

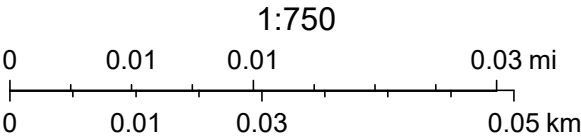


1254 Via Estrella - Aerial Map

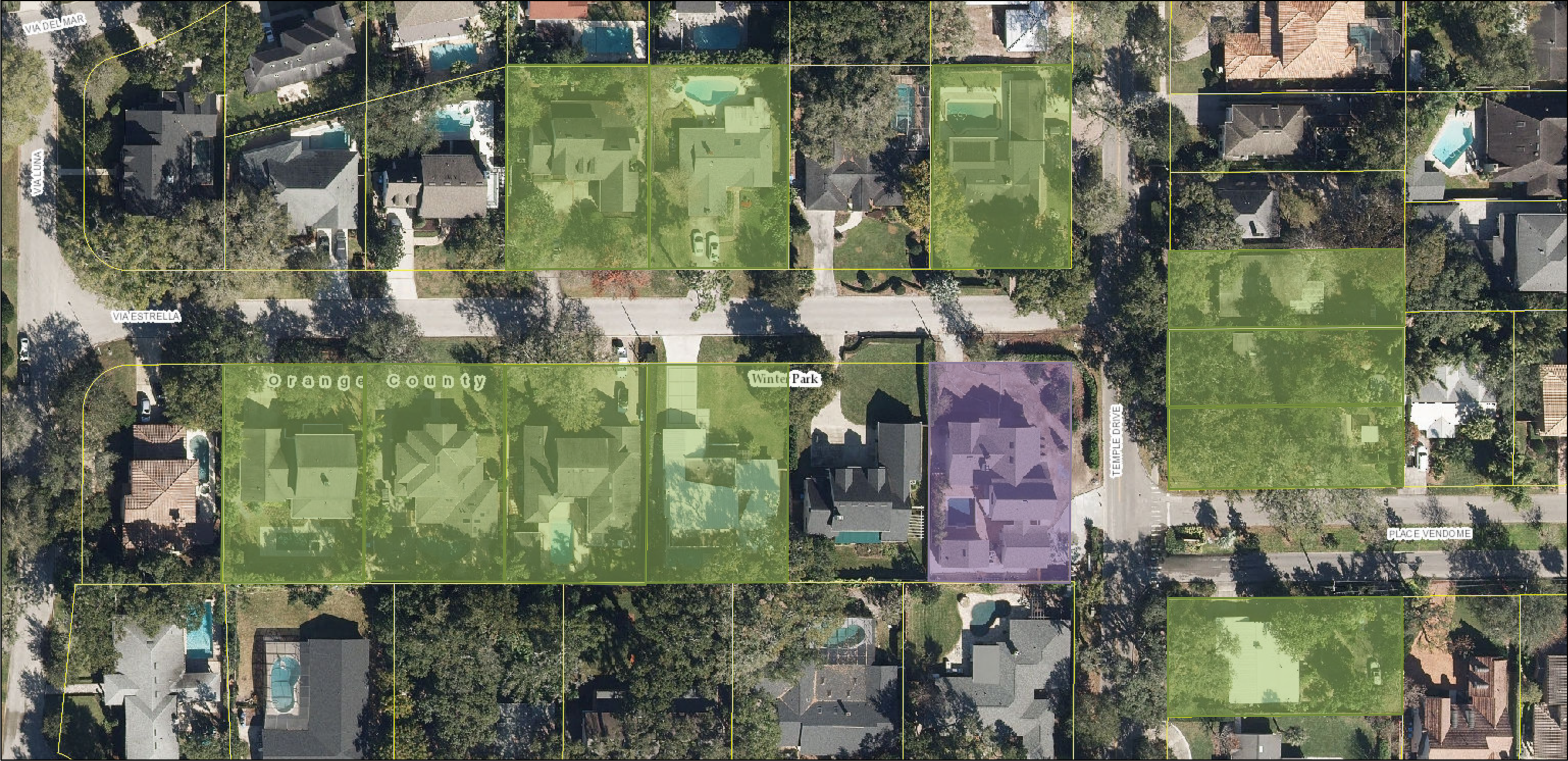


6/14/2022, 2:43:21 PM

Parcels Orange

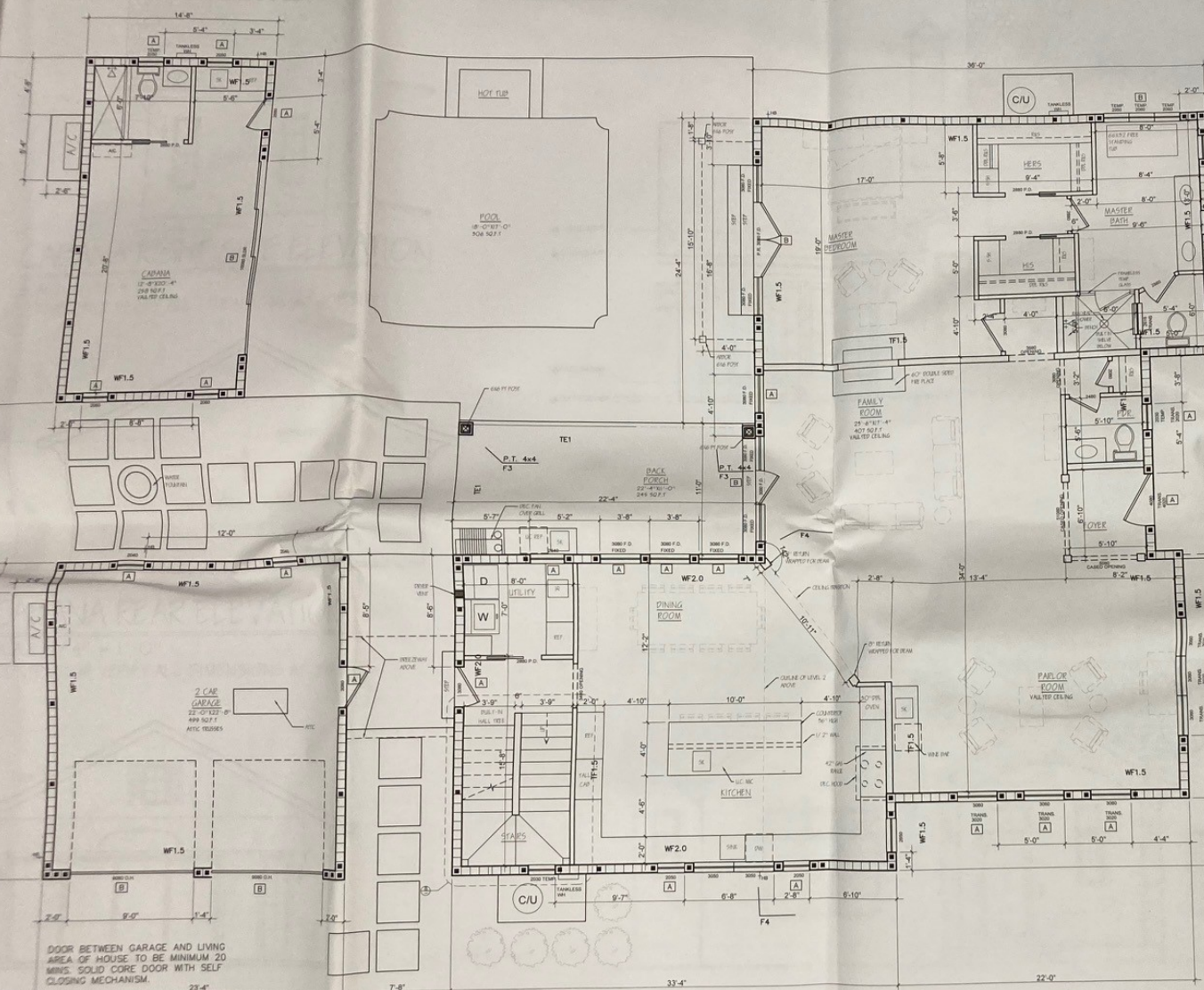


1254 Via Estrella - Neighbor Letter Map



6/14/2022, 3:02:47 PM

 Parcels Orange



LEVEL 1 FLOOR PLAN

SCALE: 1/4" = 1'-0"

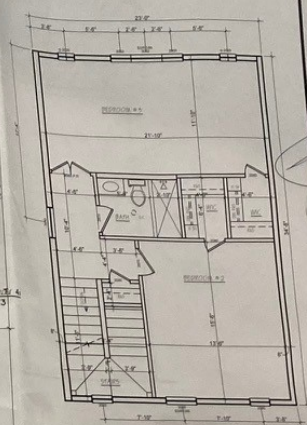
CONTRACTOR VERIFY ALL DIMENSIONS AT JOB SITE.



BOND BEAM/LINTEL SCHEDULE		
MARK	BEAM	ELEVATION
A	8" PRECAST LINTEL	(SEE ELEVATION)
B	12" PRECAST LINTEL	(SEE ELEVATION)

SEE DETAIL SHEETS FOR BOND BEAM/LINTEL DETAILS
CONTRACTOR TO COORDINATE WITH DOOR MANUFACTURER TO DETERMINE IF RECESSED HEADER IS REQUIRED.

PROVIDE BOND BEAM BB1 AT TOP OF ALL CMU WALLS. SEE DETAILS SHEET.
PROVIDE BOND BEAM BB2 AT STAIRWAY WALLS ONLY.



LEVEL 2 FLOOR PLAN

SCALE: 3/16" = 1'-0"

CONTRACTOR VERIFY ALL DIMENSIONS AT JOB SITE.

SPACE ANALYSIS

LIVING LEVEL 1	- 2415 S.Q.F.T.
LIVING LEVEL 2	- 797 S.Q.F.T.
TOTAL LIVING	- 3212 S.Q.F.T.
BACK PORCH	- 245 S.Q.F.T.
FRONT PORCH	- 126 S.Q.F.T.
CABANA	- 411 S.Q.F.T.
GARAGE	- 960 S.Q.F.T.
BREEZEWAY	- 50 S.Q.F.T.
TOTAL UNDER ROOF	- 4604 S.Q.F.T.

alba
ENGINEERING
P.O. BOX 30774
MIAMI, FL 33101-0774
(305) 441-0200

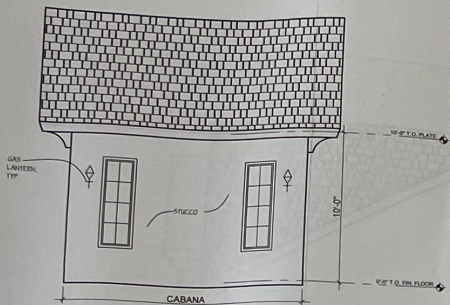


BRANDES RESIDENCE

1254 VIA ESTRELLA, WINTER PARK, FL

K&L CORP.
3311 NW 107th
K&Ldesign.com
KLC Design, Inc.

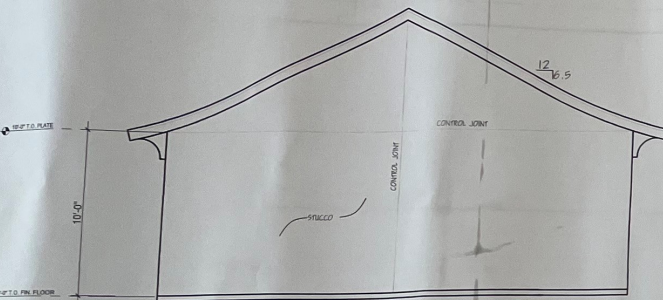
DESIGNED BY	SEA
CHECKED BY	SEA
DATE	08/08/2019
REV	1
BY	SEA
DATE	08/08/2019
SCALE	1/4" = 1'-0"
SHEET	3



CABANA RIGHT SIDE ELEVATION

SCALE: 1/4" = 1'-0"

CONTRACTOR VERIFY ALL DIMENSIONS AT JOB SITE.



CABANA REAR ELEVATION

SCALE: 1/4" = 1'-0"

CONTRACTOR VERIFY ALL DIMENSIONS AT JOB SITE.



CABANA FRONT ELEVATION

SCALE: 1/4" = 1'-0"

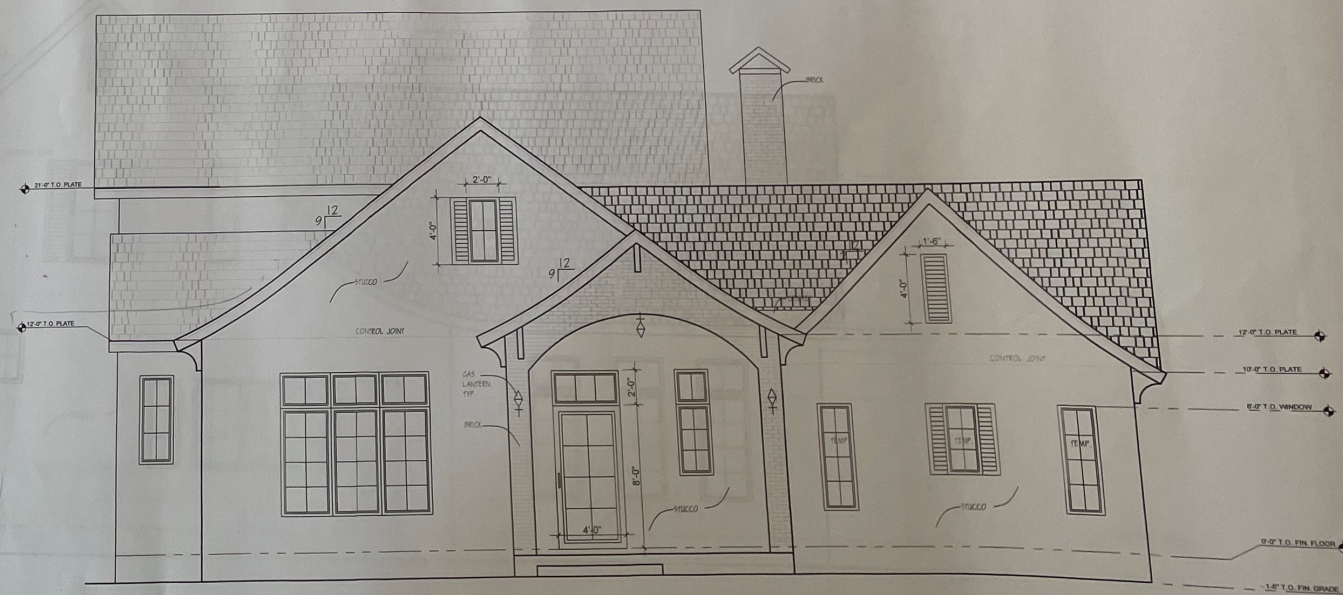
CONTRACTOR VERIFY ALL DIMENSIONS AT JOB SITE.



REAR ELEVATION

SCALE: 1/4" = 1'-0"

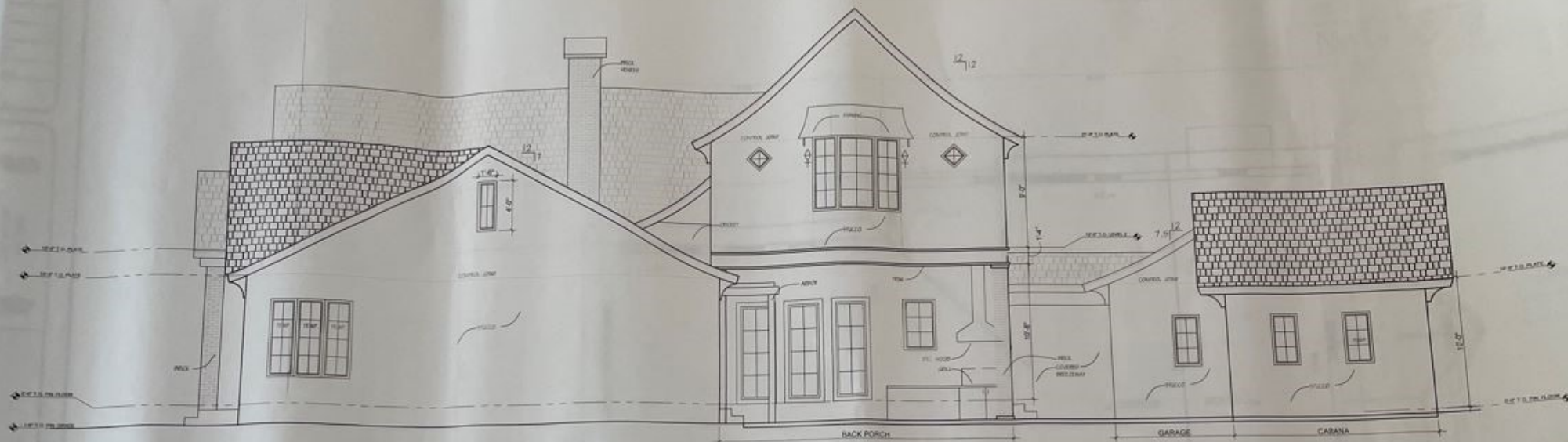
CONTRACTOR VERIFY ALL DIMENSIONS AT JOB SITE.



FRONT ELEVATION

SCALE: 1/4" = 1'-0"

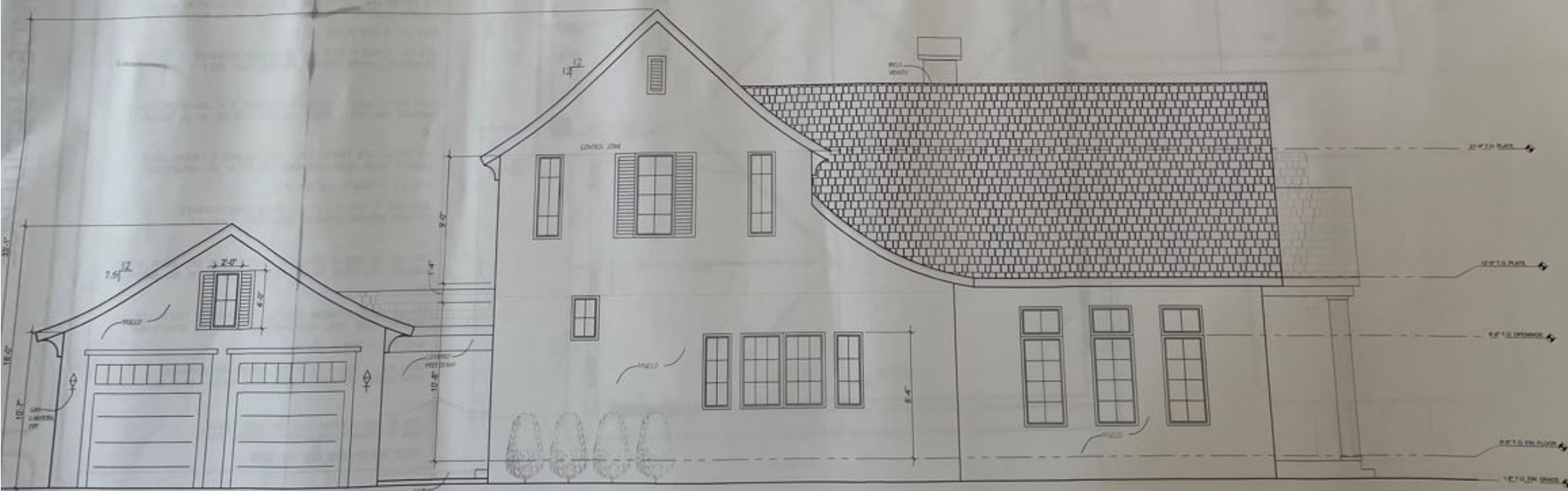
CONTRACTOR VERIFY ALL DIMENSIONS AT JOB SITE.



RIGHT SIDE ELEVATION

SCALE: 1/4" = 1'-0"

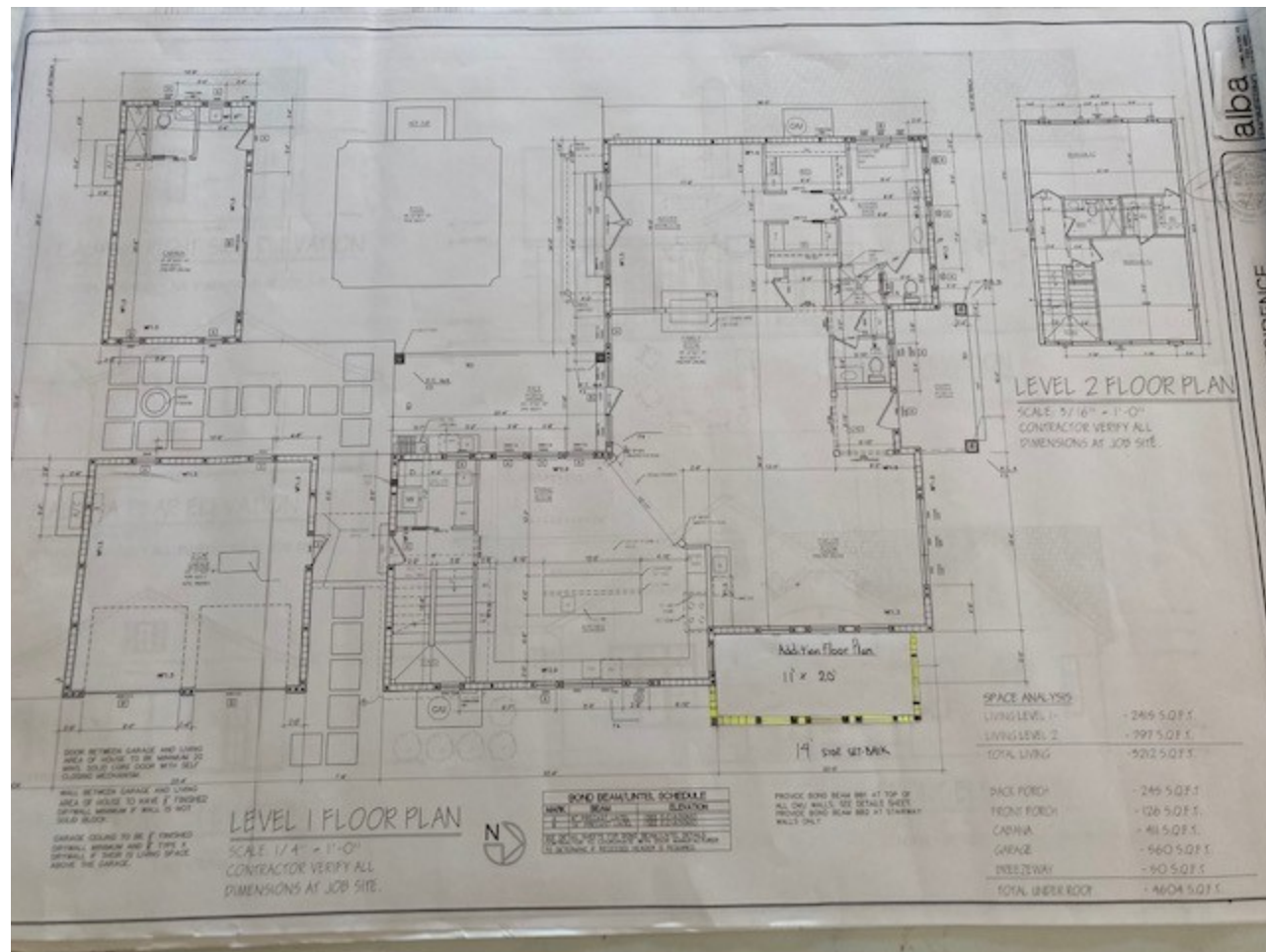
CONTRACTOR VERIFY ALL DIMENSIONS AT JOB SITE.



LEFT SIDE ELEVATION (TEMPLE DR)

SCALE: 1/4" = 1'-0"

CONTRACTOR VERIFY ALL DIMENSIONS AT JOB SITE.





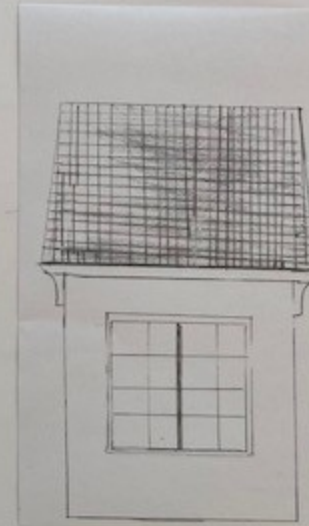
12' to plate

SIDE ELEVATION



ADDITION FOOTPRINT

11' X 20'



12' to p

FRONT ELEVATION

To: City of Winter Park

Re: 1254 Via Estrella Winter Park Florida 32789



Seeking a 14' side street variance facing Temple Drive in lieu of the prescribed 20'

We, the neighbors of Kelly and Bruce Brandes, have no objection to the 14' side street variance request on Temple Drive.

NAME	ADDRESS	SIGNATURE
Elizabeth Ingram	1305 Place Vendome	Elizabeth Ingram
Elena Gorymley	1222 Via Estrella	Elena Gorymley
ALEXANDRE OELSNER	1251 VIA ESTRELLA	Alexandre Oelsner
Rogers TURNER	1214 VIA ESTRELLA	Rogers Turner
Teri Ratcliff	2348 Temple Dr.	Teri Ratcliff
KIM BARKHART	2344 Temple Dr	KIM BARKHART
Saidel Shemirani	1238 Via Estrella	Saidel Shemirani
MARINA SUKSKI	1235 VIA ESTRELLA	Marina Sukski
Lauren Sigman	1230 Via Estrella	Lauren Sigman
Ana de la Cruz	2240 Temple Dr.	Ana de la Cruz
G R COE	1231 Via Estrella	G R COE



PLAN SNAPSHOT REPORT BOA-2022-0008 FOR CITY OF WINTER PARK

Plan Type: Board of Adjustments
Work Class: Board of Adjustments/Variance Application
Status: Fees Paid
Valuation: \$0.00
Project:
District: Winter Park
Square Feet: 0.00
Assigned To: Harbilas, John
App Date: 05/25/2022
Exp Date: NOT AVAILABLE
Completed: NOT COMPLETED
Approval Expire Date:
Description: My single family home is on a corner lot. The front faces Via Estrella and side faces Temple.

Parcel: 302132878804070	Main	Address: 1254 Via Estrella Winter Park, FL 32789-1367	Main	Zone:
Owner Bruce Brandes Home: (407) 342-1930	Applicant Kelly Brandes 1254 Via Estrella 1254 Via Estrella VIA N Winter Park, FL 32789 Home: (407) 340-5310 Business: (407) 340-5310 Mobile: (407) 340-5310	Owner Kelly Brandes 1254 Via Estrella 1254 Via Estrella VIA N Winter Park, FL 32789 Home: (407) 340-5310 Business: (407) 340-5310 Mobile: (407) 340-5310		

Plan Custom Fields

Zoning	R-1AA	Section	Section 58-71	Subsection	(h)(2)
Is the property on waterfront?	No	Is this property on historic registry or district?	No	Describe variance	We have a corner lot and the side of our home faces Temple Drive. We are hoping for a street-side setback of 14' in lieu of the required 20'.
How long have you owned the property?	3 years	How long have you occupied the property?	2 years, 3 mo.	Special Condition	We have a corner lot with severe right-of-way on both street facing sides. The potential addition would be under 250 sq.ft. and our existing FAR is currently 425 sq.ft. There is nowhere else on the lot would allow for an addition due to setbacks. her for portions of the day. Our most worrisome fear is her falling down the stairs which would be catastrophic to her health.
Rights/Priv	The side on which we are hoping to get a setback, faces Temple Drive and we have a hedge (well into our property) that buffers the road and is aesthetically pleasing. The neighbors across Temple Dr. will have the same view and will not have any deprivations. regarding light or any other hindrance. Our neighbors across the street at 1251 Via Estrella have a large hedge enclosing most of their property, their light and view would not be obstructed in any way.	Hardship	My husband and are are taking care of my mother who is 81 and is not very mobile. Our house has only one bedroom on the ground floor and she can no longer use the stairs by herself, we currently assist her and use a baby gate to discourage her from going up or down without calling for help. We would like to build her a bedroom close to ours that she can easily access without supervision. She does not like to ask for help, so she is prone to climbing the stairs unsupervised at this time. This is difficult for us as we both work and are not able to assist		

PLAN SNAPSHOT REPORT (BOA-2022-0008)

Limited Variance We would like to have the potential addition to be 11' sq. ft. wide (that faces our side on Temple Drive) so that the room would be wide enough to have my mother able to walk all the way her bed and we would potentially have to add a rail along part of the room. If we had to go to smaller, we would consider it as long as we could build a safe bedroom.

Attachment File Name	Added On	Added By	Attachment Group	Notes
1254 floor plan.docx	05/25/2022 14:49	Brandes, Kelly		Uploaded via CSS
1254 Via Estrella front elevation.jpg	05/25/2022 14:49	Brandes, Kelly		Uploaded via CSS
1254 Via Estrella Property Survey.jpg	05/25/2022 14:49	Brandes, Kelly		Uploaded via CSS
Elevations and footprint.jpg	05/25/2022 14:49	Brandes, Kelly		Uploaded via CSS
Floor plan - proposed addition.jpg	05/25/2022 14:49	Brandes, Kelly		Uploaded via CSS
IMG_0522.jpg	05/25/2022 14:49	Brandes, Kelly		Uploaded via CSS
R1A-R1AA-R1AAA-single-family.pdf	05/25/2022 14:49	Brandes, Kelly		Uploaded via CSS
Temple side elevation 1.jpg	05/25/2022 14:49	Brandes, Kelly		Uploaded via CSS
Signature_Kelly_Brandes_5/25/2022.jpg	05/25/2022 14:49	Brandes, Kelly		Uploaded via CSS

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00023333	Residential Variance Application Fee	\$200.00	\$200.00
Total for Invoice INV-00023333		\$200.00	\$200.00
Grand Total for Plan		\$200.00	\$200.00

Submittal Name	Status	Received Date	Due Date	Complete Date	Resubmit	Completed
Board of Adjustments Review v.1	Approved	05/25/2022	05/27/2022	05/26/2022	No	Yes
Item Review Name	Department	Assigned User	Status	Assigned Date	Due Date	Completed Date
Zoning Review	Building & Permitting Services	Lewis, Nick	Approved	05/25/2022	05/27/2022	05/26/2022

Workflow Step / Action Name	Action Type	Start Date	End Date
Review v.1			
Board of Adjustments Review v.1	Receive Submittal	05/25/2022 0:00	05/26/2022 15:40
Issue Invoice v.1	Generic Action		
Final Decision v.1			
Board of Adjustments Decision v.1	Generic Action		