Planning & Zoning Board Regular Meeting Minutes

May 7, 2024 at 6:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present
Alex Stringfellow, David Bornstein, Vashon Sarkisian, Warren Lindsey, Michael Spencer, Jim Fitch

Absent
Melissa Vickers

Staff Present
Director of Planning and Zoning Allison McGillis, Planning and Zoning Consultant Jeff Briggs, Senior Planner/Zoning Official John Harbilas, Planner II Nicholas Lewis, Planner I Corinna Lundgren, Recording Secretary Mary Bush

1. Call to Order

Chairman Bornstein called the meeting to order at 5:58 p.m.

2. Consent Agenda

a. Approve the minutes of April 2, 2024.

Motion made by Vashon Sarkisian, seconded by Warren Lindsey, to approve the April 2, 2024 meeting minutes.

The motion carried unanimously by a 6-0 vote. (Melissa Vickers resigned from the Board.)

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker

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

4. Public Hearings (Public participation and comment on these matters must be in person.)

a. SPR #24-07. Request of Dillon Muto for approval to construct a 1,164 square foot addition to the existing, single-family home located at 1475 Grove Terrace on Lake Sylvan, zoned R-1AAA.

Ms. Lundgren provided a summary of the item. She discussed the floor-area-ratio, impervious lot coverage, and setbacks of the property and the applicant's proposed measurements. She then presented the existing survey for the property and noted that the proposed rear and front setbacks meet code requirements. She reviewed the lakefront criteria and noted that there were no trees requested for removal. She also noted that there is an existing side entry garage and a wood fence along the same side that hides the view of any vehicles from the lake. She added that the proposed additions fall in line with the setbacks of both neighboring properties, so there would be no infringement on the views of the neighbors. Ms. Lundgren then indicated that there is a significant slope from front to back on the property and the pool will be built at grade, so there would be no interference with views from the lake. She also indicated that the applicant's plan for four swales on the property meets the stormwater retention requirement for the project and that the applicant would continue the existing home's European cottage architecture for the proposed addition. She then presented and briefly discussed the elevations for the project.

Staff recommendation was for approval.

The Board asked if any neighbor letters had been received, to which Ms. Lundgren responded that two letters of support had been received.

The applicant, Dillon Muto of 1521 Harris Circle, Winter Park, FL 32789 addressed the Board. Mr. Muto spoke about the architecture design decision made by the owner of the home for the addition. He noted that the owner wanted to comply with the current existing side setback of five and a half feet but also encroach the new conforming setback of 14 feet. He also noted that the proposed front and rear elevations were kept similar to those of the existing home's architecture.

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

Motion made by Vashon Sarkisian, seconded by Michael Spencer, for approval to construct a 1,164 square foot addition to the existing, single-family home located at 1475 Grove Terrace on Lake Sylvan, zoned R-1AAA.

The motion carried unanimously by a 6-0 vote. (Melissa Vickers resigned from the Board.)

b. SPR #24-05. Request of Mark Nasrallah for approval to construct a new, 14,739 square-foot, single-family home located at 1180 N. Park Avenue, zoned R-1AAA.

Mr. Lewis provided a summary of the item. He noted that the home on the property had been demolished and it was currently a vacant lot. He also noted that the applicant's proposed floor-area-ratio and impervious lot coverage both meet code requirements and no setback variances were requested. He then indicated that the existing circular driveway would be removed and replaced with a different driveway pattern. He also indicated that there was a significant tree buffer on the property and the views of the neighbors would not be infringed upon. Mr. Lewis added that the applicant's plans meet the stormwater retention requirements with the proposed swales and the pool height had been adjusted to meet the three-foot maximum. He then noted that since there is a significant slope from side to side on the property, a retaining wall was proposed on the north property line to maintain and divert water to the lakeside swale. He also noted that there are two Laurel Oak trees on the property that are declining in health and were proposed to be removed and mitigated. He then went on to briefly discuss the proposed elevations for the home and pool deck.

Staff recommendation was for approval with the following condition:

- That the trees requested for removal be fully mitigated per the requirements of Urban Forestry and the City Tree Removal Ordinance.

A brief discussion ensued with the Board regarding retaining walls on both sides of the property, the species of the trees that would be removed, and if there had been any comments received from the neighbors.

The applicant and architect for the project, Mark Nasrallah of 1009 Webster Avenue, Orlando, FL 32804 addressed the Board. Mr. Nasrallah noted that the owner of the property and the adjacent neighboring property owners were working together to address the stormwater retention and drainage affecting all three properties.

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

Motion made by Alex Stringfellow, seconded by Jim Fitch, for approval to construct a new, 14,739 square-foot, single-family home located at 1180 N. Park Avenue, zoned R-1AAA.

The motion carried unanimously by a 6-0 vote. (Melissa Vickers resigned from the Board.)

c. SPR #24-06. Request of Richard Haines for approval to construct a 2,214 square-foot addition to the existing, single-family home located at 201 Genius Drive on Lake Mizell, zoned R-1AAA.

Mr. Lewis provided a summary of the item. He noted that staff received a non-objection letter from the neighbor to the north of the property and a letter of approval from the neighbor to the south. He also noted that the applicant's proposed floor-area-ratio and impervious lot coverage meet code requirements. He then indicated that most of the applicant's proposed addition is happening on the rear of the existing structure. Mr. Lewis went on to explain that there is an existing open-air breezeway that connects the home to the detached garage and the applicant wanted to enclose the breezeway. He then discussed the property's survey and noted that one small camphor tree would be removed, the applicant would be meeting their articulation requirement, and the pool had been designed to have a significantly larger setback and be relocated outside the 100-year flood line. He indicated that the applicant had worked with the neighbor to the north to come up with a suitable encroachment for a proposed expansion of the northern portion of the rear patio area that would work for both parties. He then noted that the applicant's stormwater requirements were being met by the multiple swales proposed for the property. He continued discussion on the applicant's proposed floor plans and elevations and reviewed details regarding the proposed high wall and open deck.

Staff recommendation was for approval.

The applicant, Richard Haines of 100 East Rockwood Way, Winter Park, FL 32789 addressed the Board and indicated that he was available to answer any questions they might have.

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

Motion made by Jim Fitch, seconded by Warren Lindsey, for approval to construct a 2,214 square-foot addition to the existing, single-family home located at 201 Genius Drive on Lake Mizell, zoned R-1AAA.

The motion carried unanimously by a 6-0 vote. (Melissa Vickers resigned from the Board.)

d. SUB #24-01/RZ #24-02. Request of Z Properties for:

- Subdivision or Lot Split approval to divide the south 12,680 square feet of 1290 N. Park Avenue as a separate lot from the remaining 16,380 square feet holding the existing home at 1290 N. Park Avenue, subject to the designation on the Winter Park Register of Historic Places; and
- A change in Zoning Designation from Single-Family (R-1AAA) District to the Single Family (R-1AA) District on the south 12,680 square feet of 1290 N. Park Avenue.

Mr. Briggs provided a summary of the item. He noted that the applicant was proposing to split the lot. He added that the home was thought to be the first home built in the City that was designed by the renowned architect Gamble Rogers. He also added that the applicant had applied to historically designate the property which would prohibit the home from being demolished. He then explained that there is one exception in the City's Comprehensive Plan for lakefront homes that, at the City's discretion, provides for a variance to allow a lake front property to be split into only two lots after being historically designated if there is no increase in the number of lake front lots, and it is not a 'flag lot'. Mr. Briggs indicated that the applicant had received approval from the Historic Preservation Board for recommendation to the City Commission for historic designation of the home. He also indicated that the applicant was planning to add a new two-car garage to the existing home and a new small accessory structure with a covered porch. He noted that a variance was being requested for the required square footage for the lot. He then presented and discussed the applicant's elevations for the proposed lakefront home. He went on to note that the new non-lakefront lot meets code requirements for square footage and only variances for setbacks were requested.

Mr. Briggs went on to present elevations of the proposed non-lakefront home and noted that the applicants were committed to having a deed restriction to maintain it as a one-story home. He added that they would also plant and maintain an 18-foot-tall bamboo screen, so the adjacent neighbor on the lakefront is not impacted by the view of the home. He then presented an elevation of what could be built if the lot was not approved to be split.

Staff recommendation was for approval with the following conditions:

- That the new home on the non-lakefront lot be limited to one-story in height and no more than 17 feet to roof peak.
- That the new home install and maintain a thick bamboo screen on the eastern property line of the adjacent lakefront home at 1250 N. Park Avenue to be 18 feet in height and 3 feet at the time of planting and that the existing lakefront home maintain such existing bamboo screening of the same dimensions.

The Board inquired about the square footage of the existing Gamble Rogers home and if the application would go before the City Commission.

The applicant, Zane Williams of 1333 Alberta Drive, Winter Park, FL 32789 addressed the Board and responded to their inquiry regarding the proposed size of the non-lakefront home.

The Board heard public comment from the following residents:

Peter DiPasqua of 1250 N. Park Avenue, Winter Park, FL 32789 addressed the Board. Mr. DiPasqua spoke about concerns regarding drainage and room for trees, the history of the lot, the view of the existing and proposed homes from his property, and protection of the home values in the neighborhood.

Jack Rogers of 311 E. Morse Blvd., Winter Park, FL 32789 addressed the Board. Mr. Rogers spoke about his father, Gamble Rogers who designed the existing home and the previous historic occupants of the home. He also spoke about preserving historic structures in the City.

John Skolfield of 358 Vitoria Avenue, Winter Park, FL 32789 addressed the Board. Mr. Skolfield spoke about the possibilities of what could be built without any variances, noting that he felt that the applicant's project design is beautiful.

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

The Board inquired about the home being historically designated and why the applicant wanted to split the lot. A brief discussion ensued regarding the required, existing, and proposed stormwater and landscaping for the property. The Board also asked if there is adequate space to fit canopy trees along New York Avenue and if a condition could be made for the trees if so. A brief discussion ensued with regard to requiring street trees along New York Avenue and the requirements for the existing and proposed bamboo screen on the property.

The applicant addressed the Board. He noted that he would need to add more bamboo to screen the addition and that he had no problem planting street trees along New York Avenue.

Motion made by Warren Lindsey, seconded by Alex Stringfellow, for Subdivision or Lot Split approval to divide the south 12,680 square feet of 1290 N. Park Avenue as a separate lot from the remaining 16,380 square feet holding the existing home at 1290 N. Park Avenue, subject to the designation on the Winter Park Register of Historic Places; and a change in Zoning Designation from Single-Family (R-1AAA) District to the Single Family (R-1AA) District on the south 12,680 square feet of 1290 N. Park Avenue, with the following conditions:

- **That the new home on the non-lakefront lot be limited to one-story in height and no more than 17 feet to roof peak.**
- **That the new home install and maintain a thick bamboo screen on the eastern property line of the adjacent lakefront home at 1250 N. Park Avenue to be 18 feet in height and 3 feet at the time of planting and that the existing lakefront home maintain such existing bamboo screening of the same dimensions in perpetuity.**
- **Street trees where feasible be added along North New York Avenue as recommended by staff.**

The motion carried unanimously by a 6-0 vote. (Melissa Vickers resigned from the Board.)

e. CU #24-05. Request of Z Properties Group, Inc. for Conditional Use approval to redevelop the site at 111 S. Knowles Avenue with a three-story, 11,280-square-foot building on property zoned Commercial (C-2).

Mrs. McGillis provided a summary of the item. She noted that it would be a three-story building with the first floor utilized for retail and coffee shop, the second floor utilized as an office space, and the third floor utilized as one residential unit. She also noted that the applicant was meeting the floor-area-ratio and setback requirements per code. She added that there are two existing oak trees at the corner of Knowles Avenue and Morse Boulevard that will be preserved. Mrs. McGillis then indicated that the building is located within the Central Business District (CBD) where the parking requirement is for the net increase of floor space, so the applicant is only required to provide a total of 14 spaces for the property. She added that the applicant proposed to close an existing curb cut to create two new parking spaces in addition to the existing 12 parking spaces on the lot. She then reviewed the main criteria for businesses in the CBD, noting that the building is compatible in height with surrounding businesses. She went on to discuss the details and the applicant’s proposed use of each floor of the building, noting that the application was tabled at the last Planning & Zoning Board meeting due to concerns with the compatibility of the architecture. She then presented the applicant’s proposed elevations and indicated that the applicant had updated them by defining the first floor, using materials more compatible with the surrounding properties, reducing the amount of glass, and adding awnings.

Staff recommendation was for approval with the following condition:

- That the proposed tenant and any future tenants of the building comply with the city's noise Ordinance, including no outdoor speakers or live entertainment on the patios.

The Board asked if there were any other buildings in Winter Park with a pool on the top floor, if staff had received any public concerns about the parking spaces facing Knowles Avenue, and if there would be outdoor seating.

The applicant's attorney, Becky Wilson of 215 N. Eola Drive, Orlando, FL 32801 addressed the Board. Attorney Wilson spoke about the new site plan, accommodating the new parking plan, and the third floor of the building being used as a single-family residence for the owner. She also discussed the building height, floor-area-ratio, and parking allowed in the CBD and what the applicant was proposing.

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

Motion made by Vashon Sarkisian, seconded by Michael Spencer, Conditional Use approval to redevelop the site at 111 S. Knowles Avenue with a three-story, 11,280-square-foot building on property zoned Commercial (C-2), with the following conditions:

- **That the proposed tenant and any future tenants of the building comply with the city's noise Ordinance, including no outdoor speakers or live entertainment on the patios.**

The motion carried unanimously by a 6-0 vote. (Melissa Vickers resigned from the Board.)

f. CU #24-08. Request of Rollins College for Conditional Use and Special Permit approval to build a three-story, 50,671 square foot Rollins Faculty & Staff housing building of 30 units.

Chairman Bornstein informed the public that the item was to be tabled to the June 11, 2024 Planning & Zoning Board regular meeting.

Motion made by Alex Stringfellow, seconded by Michael Spencer to table the item to the June 11, 2024 Planning & Zoning Board regular meeting.

The motion carried by a 6-0 vote. (Melissa Vickers resigned from the Board.)

g. ANNEX #24-01/CPA #24-01/CU #24-04/ RZ #2401. Request of Verax Florida, LLC:

- To Annex approximately 0.46 acres of real property located at 1820 and 1824 Karolina Avenue; redefining the city boundaries to give the City of Winter Park jurisdiction over said property.
- To establish a Parking Lot Future Land Use on the annexed property at 1820 and 1824 Karolina Avenue and to indicate the annexation on the other maps within the Comprehensive Plan as well as to change the Future Land Use designation on the southeastern 1,000 square-feet of 1800 Karolina Avenue from Parking Lot to Commercial.
- To establish Parking Lot (PL) zoning on the annexed property at 1820 and 1824 Karolina Avenue as well as to change the zoning designation from Parking Lot (PL) to Commercial (C-3) on the southeastern 1,000 square-feet of 1800 Karolina Avenue.
- Conditional Use approval to construct a two-story, 18,790 square-foot office building on the combined properties of 1801/1805 W. Fairbanks Avenue and 1800/1820/1824 Karolina Avenue.

Mr. Harbilas provided a summary of the item. He noted that the item was tabled at the last Planning & Zoning Board meeting so the applicant could have a community meeting, which occurred on April 24, 2024. He also noted that at the community meeting the applicant met with three neighborhood representatives, and they requested to increase the screen wall setback from 10 feet to 12 feet and the height from 6 feet to 8 feet. He then reviewed the applicant's elevations for the project and noted that the previously proposed ligustrum trees were replaced with Japanese blueberry trees. He went on to note that the property was currently vacant and that there was a cell tower on the property that the applicant was proposing to wrap the building around in an attempt to screen it from public view. Mr. Harbilas then indicated that there are provisions in the City's Comprehensive Plan that encourage the parcels along the north side of Fairbanks Avenue to incorporate the rear lots to accommodate parking. He added that included in the provisions are certain requirements such as a brick wall and landscape buffer to protect nearby homes from the impact of the development. He then reviewed the details of the applicant's site plan and landscape plan and the staff conditions of approval.

Staff recommendation was for approval with the following conditions.

- Property will grant to the City, an access easement across the parking lot in line with the entrance/exit curb cut, to ensure cross access to adjacent properties is available for future redevelopment to the west.
- A covered bus stop and trash receptacle to be provided by the Applicant, at the Lynx stop on Fairbanks Ave, which falls within the property frontage.
- Where approvable by FDOT and the City, canopy trees will be planted along the public rights-of-way. In instances where canopy trees do not work, Japanese blueberry shall be the replacement.
- Property will provide a sidewalk easement to the City, for the improvements

along Fairbanks Ave. and Clay St. frontages that are within private property.
- A 7ft tall brick privacy wall with 8ft tall decorative columns will be provided along the Karolina Ave frontage. The wall shall be setback a minimum of 12ft, and have understory trees, shrubs, and plantings between the wall and the public right-of-way.

The Board inquired about the height of the screen wall negotiated with the residents at the community meeting, how many residents attended the community meeting, if the City's Lynx bus system has regulations for the required bus stop, and who regulates what is aesthetically pleasing when it comes to the screen wall. A brief discussion ensued, and it was noted that the Board could make a condition of approval regarding the aesthetics of the screen wall.

The applicant's architect, David Lamm of 210 Hampden Place, Winter Park, FL 32789. Mr. Lamm indicated that the wall will be brick with a concrete cap and is proposed to look like the submitted elevation. He noted that the increased wall setback and height were agreed upon by the residents and staff, and the head end parking stalls were reduced two feet as requested at the last Planning & Zoning Board meeting. He also noted that there are existing utility and access easements for the cell tower that had to be worked around and concealed. He then briefly spoke about the requests from the residents that were not able to be addressed, such as monitoring of the property.

The Board inquired about the use and type of trees to screen the cell tower, if live oaks are an ideal choice for a parking lot area, and if there were any requests from the residents that the applicant did not give any consideration to.

The Board heard public comment from the following residents:

Zach Stovall of 1877 Karolina Avenue, Winter Park, FL 32789 addressed the Board. Mr. Stovall expressed concerns about possible traffic issues and the type of equipment that would be parked in the parking lot of the property. He also recommended that the applicant contact the new homeowners that recently moved into the community about the project.

Kathleen Bowman of 420 Ohio Street, Winter Park, FL 32789 differed her time to Zach Stovall.

Christopher Rank of 1880 Karolina Avenue, Winter Park, FL 32789 addressed the Board. Mr. Rank spoke about the concerns regarding traffic and the requests made by the residents at the community meeting. He expressed that he wanted to have the item postponed until the traffic issue at 1831 Karolina Avenue could be addressed.

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

The Board inquired about the intended use for the proposed building. The applicant, Dr. Gandhi indicated that it would be used by a plastic surgeon and that he was amenable to the idea of a solution to the traffic concern as long as there would be some equitable exchange of parking. Discussion ensued regarding getting the Florida

Department of Transportation to adjust the timing of the traffic light along Fairbanks Avenue. The Board also discussed adding a condition that any proposed or future tenants of the property comply with the City's noise ordinance, including no outdoor speakers. A brief discussion ensued about the height of the screen wall.

The Board expressed a desire to have a future workshop regarding collaborative traffic-calming measures.

Motion made by Warren Lindsey, seconded by Jim Fitch, for approval to Annex approximately 0.46 acres of real property located at 1820 and 1824 Karolina Avenue; redefining the city boundaries to give the City of Winter Park jurisdiction over said property; to establish a Parking Lot Future Land Use on the annexed property at 1820 and 1824 Karolina Avenue and to indicate the annexation on the other maps within the Comprehensive Plan as well as to change the Future Land Use designation on the southeastern 1,000 square-feet of 1800 Karolina Avenue from Parking Lot to Commercial; to establish Parking Lot (PL) zoning on the annexed property at 1820 and 1824 Karolina Avenue as well as to change the zoning designation from Parking Lot (PL) to Commercial (C-3) on the southeastern 1,000 square-feet of 1800 Karolina Avenue; and Conditional Use approval to construct a two-story, 18,790 square-foot office building on the combined properties of 1801/1805 W. Fairbanks Avenue and 1800/1820/1824 Karolina Avenue, with the following conditions:

- **Property will grant to the City, an access easement across the parking lot in line with the entrance/exit curb cut, to ensure cross access to adjacent properties is available for future redevelopment to the west.**
- **A covered bus stop in conformity with Lynx regulations and a trash receptacle to be provided by the Applicant, at the Lynx stop on Fairbanks Ave, which falls within the property frontage.**
- **Where approvable by FDOT and the City, canopy trees will be planted along the public rights-of-way. In instances where canopy trees do not work, Japanese blueberry shall be the replacement.**
- **Property will provide a sidewalk easement to the City, for the improvements along Fairbanks Ave. and Clay St. frontages that are within private property.**
- **An 8ft tall brick privacy wall with 9ft tall decorative columns with precast concrete caps will be provided along the Karolina Ave frontage. The wall shall be setback a minimum of 12ft, and have understory trees, shrubs, and plantings between the wall and the public right-of-way.**
- **That the proposed tenant and any future tenants of the building comply with the City's noise ordinance including no outdoor speakers.**

The motion carried unanimously by a 6-0 vote. (Melissa Vickers resigned from the Board.)

5. Action Items

6. Non-Action Items

7. Staff Updates

Mrs. McGillis confirmed whether or not the Board would be able to attend the next Planning & Zoning Board meeting scheduled for June 11, 2024.

8. Board Comments

The Board expressed a desire to discuss the proposed community meetings ordinance at the next Planning & Zoning Board work session and asked if the staff recommendations could be included in the meeting binders.

9. Upcoming Agenda Items

10. Adjournment

The meeting adjourned at 8:00 p.m.

Minutes approved by the Board on June 11, 2024.

ATTEST:

____
/s/ Mary Bush, Board Secretary