



Planning & Zoning Board Work Session Minutes

May 28, 2024 at 12:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Alex Stringfellow, David Bornstein, Michael Spencer, Jason Johnson

Absent

Jim Fitch, Vashon Sarkisian, Warren Lindsey, Bill Segal

Staff Present

Director of Planning & Zoning Allison McGillis, Senior Planner/Zoning Official John Harbilas, Planner II Nicholas Lewis, Planner I Corinna Lundgren, Administrative Coordinator Mary Bush

1. Meeting Called to Order

Chairman David Bornstein called the meeting to order at 12:00 p.m.

2. Discussion Item (s)

a. Discuss Upcoming Agenda Items

Mrs. McGillis introduced the new Board member, Jason Johnson, and noted that Mr. Johnson had been serving on the Board of Adjustments prior to his appointment to the Planning & Zoning Board. Mr. Johnson then gave a brief introduction of himself.

Mrs. McGillis went on to give a brief overview of the updates for the next Board meeting scheduled for June 11, 2024. She noted that the revised materials for the Rollins College application would be submitted by the applicant soon.

Mr. Lewis noted that two lakefront lot applications, 1190 N. Park Avenue and 1290 N. Park Avenue, would be on the next Planning & Zoning Board meeting agenda. He indicated that the applicant for 1290 N. Park Avenue had already received historic designation and lot split approval, so the Board would now be considering approval of the site plan for the lakefront home. He added that both lakefront lot applications meet all the City's lakefront review criteria.

Mrs. McGillis indicated that a future fire training facility is planned to be built on the City's state-donated land on Wymore Road and would need to be rezoned from Office to Public Quasi Public (PQP). She also indicated that the City-owned vet building near the City's Public Works compound on Howell Branch Road will potentially house the

City's Building & Permitting Services department. She added that it would need to be rezoned from Office to PQP.

Mrs. McGillis began discussion on a conditional use application for a medical office at the corner of Lakemont and Aloma Avenues. She noted that the application meets all setback and impervious coverage requirements per code. She also noted that the applicant would be saving various existing trees on the property, providing a 20-foot setback from the adjacent residential homes, installing a buffer wall, and accommodating an additional left-hand turn lane on Lakemont Avenue. She then presented the applicant's landscape plan and discussed the details of the proposed elevations for the project, noting that no variances were being requested and that the applicant had added more details to the architecture of the building. She also noted that the applicant was waiting on feedback from the neighbors of the property to see if they had any concerns about the project. The Board inquired if there had been any consideration for a cross access easement to which Mrs. McGillis responded that it was a requirement of the application.

Mrs. McGillis then went on to discuss the updates to the proposed community meetings ordinance. She explained that the ordinance would require certain applications to include a community meeting prior to the public hearing to assist with the communication between the applicant and the public before the application is presented to the Board. She noted that the applicant would be required to find a location for the meeting, send out the notices for the meeting, create an informational packet to send to the neighbors, and then report back to staff what happened at the meeting and how the applicant plans to address any concerns brought up by the neighbors at the meeting. She further explained that the ordinance would apply to any application that requires a super majority approval, has 25 or more units, or has a total building size of 18,000 square feet or greater. The Board suggested that the community meeting also be required for conditional use applications, and if the total building size is less than 18,000 square feet but is adjacent to residential properties. Mrs. McGillis then discussed the criteria and timeline for noticing the community meeting. She noted that the applicant is required to submit to the City a signed affidavit that the notices were mailed.

Discussion ensued regarding the specific forms and documentation that would be required as proof of the community meeting, if the City Commissioners had reviewed the draft ordinance, if a copy of the meeting notice should also be mailed by the applicant to the City, if the ordinance included a time and location requirement for the community meetings, and if the ordinance indicates that the community meeting is a precursor to moving forward with the application process.

A brief discussion then ensued about the Rollins College application. Mrs. McGillis noted that the applicant only updated the architecture for the application and did not change

the site plan. She also noted that the applicant was proposing to build a straight linear building across W. Welbourne Avenue with the vesting of four of the units that make up the existing Dan Hunter apartments on the property.

Discussion ensued on the 1290 N. Park Avenue and the 1190 N. Park Avenue applications. Mr. Lewis indicated that there would be setback variances requested for the 1290 N. Park Avenue application and none requested for the 1190 N. Park Avenue application.

Mrs. McGillis noted that the City's tree preservation ordinance would be discussed at the Board's next work session. A brief discussion ensued regarding requiring a privacy wall.

The Board briefly inquired about the City Commission's intention for the use of the City's old library building.

3. Adjournment

The meeting adjourned at 12:44 p.m.

ATTEST:

/s/ Mary Bush, Recording Secretary