



Planning & Zoning Board Work Session Minutes

March 25, 2025 at 12:00 PM

Chapman Room
401 S. Park Avenue

Present

Alex Stringfellow, David Bornstein, Bill Segal

Absent

Jim Fitch, Michael Spencer, Jason Johnson

Staff Present

Planning & Zoning Director 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 Bornstein called the meeting to order at 12:08 p.m.

2. Discussion Item (s)

- a.
 - Discuss Upcoming Agenda Items
 - Discuss West Fairbanks Comprehensive Plan Policies/Land Development Code Implementation

Mrs. McGillis began discussion with an overview of upcoming agenda items, focusing primarily on two replat proposals. She explained that the replats are being considered separately because they are not associated with any conditional use applications. She indicated that the first replat involves properties located between Fairbanks Avenue and Kentucky Avenue. The lots are being combined into a single property, maintaining the existing building while adding a parking lot at the rear. The intended use is to have commercial operations along Fairbanks Avenue with parking in the rear, which is a residential area. The Board raised concerns about the impact on neighboring properties, but it was noted that the area has historically been used for parking.

Mrs. McGillis indicated that the second replat concerns a set of properties near Palmetto Avenue, close to the new Seven Oaks Park. These properties, previously owned by a former mayor, were acquired by the applicant's company, which intends to renovate and potentially expand the existing buildings. Since the lot lines in this area are irregular and some buildings overlap lot lines, the replat is being pursued to streamline building code compliance. There are no plans for a new master plan or major changes requiring conditional use approval. Additionally, the discussion touched

on the recently vacated right-of-way near Cypress Avenue. The City Commission recently approved transferring the unused right-of-way to the applicant, who owns the adjacent parcels. This decision was in line with standard procedures when public rights-of-way no longer serve a public purpose.

Mr. Lewis then began discussion on two lakefront properties that would be on the next meeting's agenda. He described the first property, located on Balmoral Road, as straightforward. He indicated that the homeowners are making small additions to the house, including a large, screened porch that extends two feet closer to the lake. Other minor interior and front-of-house additions will total more than 500 square feet, which triggers certain lakefront review requirements. However, the changes are minimal and are expected to comply with existing regulations without issues.

Mr. Lewis indicated that the second property, located on Stirling Avenue, is more complex due to the property's location on both a lakefront and a canal front. The setbacks from both the lake and the canal significantly restrict the buildable area, making any new construction difficult. He noted that the homeowners plan to retain the existing footprint while making modifications to improve the functionality of the space. These include squaring off a rounded section to accommodate a staircase, extending the living area by 12 feet along the existing setback, and adding an open lanai near the pool. On the second floor, modifications include a window seat over the garage, a small sitting area, an open-air sundeck, and an attic bonus room under the roofline. The attic space meets code requirements and is not considered a third story. Renderings were shown to illustrate the additions, which total approximately 800 square feet, excluding patios and porches. The changes will not affect privacy, as windows facing the neighboring property are minimal, and the additions remain within the current view shed. Mr. Lewis indicated that, overall, the lakefront review criteria were met with no major concerns, and no trees or stormwater issues were identified. He added that there had been no comments from neighbors. The Board requested that a location map be included in the hearing presentation for clarity.

Mrs. McGillis then began discussion on the West Fairbanks Comprehensive Plan Policies/Land Development Code Implementation item. She provided and discussed the following key points:

- **Comprehensive Plan & CRA Extension:** The South of Fairbanks Avenue District (SOFA) was included in the Comprehensive Plan (Comp Plan) update. The Community Redevelopment Agency (CRA) was extended to cover this area, allowing for economic incentives.
- **Enhancement Area Designation:** The city is considering designating the area as an "enhancement area" (rather than a "brownfield"), which would enable incentives such as grants, permit fee waivers, and impact fee waivers to encourage redevelopment. The City Commission will review the policy in the

summer.

- **Land Development Code Update:** The city is working on aligning the Land Development Code with the Comp Plan, as some current policies do not match zoning regulations. The plan includes defining zoning for the SOFA District, which consists of three sub-areas: the triangle at I-4 and Fairbanks Avenue, the central section between Formosa Avenue and Clay Street, and an industrial area east of Clay Street.
- **Annexation Efforts:** The city aims to annex properties in the study area, with a joint planning agreement in place with Orange County to streamline voluntary annexations. Some properties have already been annexed, but others remain due to multiple property owners.
- **Infrastructure & Development Incentives:** Many roads and properties in the area lack proper stormwater management, sidewalks, and sewer infrastructure. To encourage improvements, a density bonus pool has been introduced, allowing developers to increase density (up to 25 dwelling units per acre and a 1.0 FAR) in exchange for infrastructure upgrades such as road improvements and sewer line extensions.
- **Wastewater & Lift Stations:** Sewer infrastructure along Fairbanks Avenue is insufficient for properties south of Fairbanks Avenue due to lack of gravity flow. Developers interested in the density bonus pool must contribute to solutions like lift stations or sewer extensions.
- **Density Bonus Allocation:** Developers must provide specific infrastructure improvements to qualify for the density bonus pool. To prevent one developer from taking all bonus units, a rule limits any single applicant to 50% of the remaining units in the pool.
- **Building Heights & Compatibility:** The height map from 2009 designates buildings at 6-8 stories in certain areas, with others at 4-5 stories. However, compatibility standards apply, ensuring that new structures align with existing developments. The Board debated whether setting a clear maximum height (e.g., 6 stories) would be preferable to avoid subjective disputes.
- **Future Considerations:** The city will review the definition of "public park" to prevent minimal compliance (e.g., a bench and a trash can). Further discussions are planned with new City Commission members, with potential adoption of zoning updates in May or June.
- **Encouraging Desirable Development:** The Board discussed how to shape the type of development they want, such as an arts or upscale commercial district, rather than just standard C3 zoning. Possible considerations include

adjusting setbacks, requiring buildings to be closer to the street, and making conditional use approvals a key tool for shaping the area's future.

At the end of the discussion, Mrs. McGillis confirmed that the next regular meeting would be April 1st.

3. Adjournment

The meeting adjourned at 12:56 p.m.

ATTEST:

/s/ Mary Bush, Recording Secretary