Planning & Zoning Board Regular Meeting Minutes

June 3, 2025 at 6:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present
Alex Stringfellow, David Bornstein, Jason Johnson, Bill Segal, Charles Steinberg, Michael Dick, Vashon Sarkisian

Absent
None

Staff Present
Director of Planning and Zoning Allison McGillis, Asst. Director/Zoning Official John Harbilas, Planner II Nicholas Lewis, Planner I Corinna Lundgren, Administrative Coordinator Mary Bush

1. Call to Order

Director of Planning and Zoning Allison McGillis called the meeting to order at 6:00 p.m.

2. Selection of Chair and Vice Chair

Motion made by Charles Steinberg, seconded by Michael Dick, to nominate Jason Johnson as Chair of the Board. Mr. Johnson accepted the nomination.

By a roll call vote, the motion carried 4-3. (In Favor: Michael Dick, Bill Segal, Charles Steinberg, and Jason Johnson. Opposed: Vashon Sarkisian, Alex Stringfellow, David Bornstein.)

Motion made by Bill Segal, seconded by Michael Dick, to nominate David Bornstein as Vice-Chair of the Board. Mr. Bornstein accepted the nomination.

By a roll call vote, the motion carried unanimously 7-0.

3. Consent Agenda

a. Approve the minutes of May 6, 2025.

Motion made by Michael Dick, seconded by Alex Stringfellow, to approve the May 6, 2025 meeting minutes.

The motion carried unanimously by a 7-0 vote.

4. 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.

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

a. SPR #25-06. Request of Stephen Williams for: Approval to construct a covered pergola, totaling 672 square feet, located on Lake Berry, at 657 Balmoral Road, zoned R-1AAA.

Ms. Lundgren provided a summary of the request. She noted that the lakefront review application had been submitted after the pergola was constructed. She explained that the application met all zoning criteria and requirements, but it still had to go before the Planning and Zoning Board because it is a structure that's over 500 square feet, and it was constructed a bit closer to the lake. She then indicated that the views from the lake and of the neighbors would not be affected, and there would be a large swale retention area of 50 cubic feet to meet the city's stormwater requirement.

Staff recommendation was for approval.

A brief discussion ensued about the signatures on the applicant's site plan and if any neighbor letters had been received by staff.

The applicant, Stephen Williams of 657 Balmoral Drive, Winter Park, FL 32789 addressed the Board. The Board asked if the applicant would construct the proposed swale and maintain it over the years, to which the applicant responded yes.

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

Motion made by Alex Stringfellow, seconded by Michael Dick, for approval to construct a covered pergola, totaling 672 square feet, located on Lake Berry, at 657 Balmoral Road, zoned R-1AAA.

The motion carried unanimously by a 7-0 vote.

b. SPR #25-05. Request of David and Nancy Witter for: Modification to previous lakefront approval, to allow up to a 7ft-tall solid vinyl fence with a 30ft lakefront setback, located at 2250 Venetian Way, zoned R-1AA.

Mr. Harbilas provided a summary of the request. He noted that the applicants' new house is currently under construction, but previous to the new construction the applicant had a solid fence that essentially went down about 30 feet from the canal. This provided both of the applicants' adjacent neighbors privacy to their pools. Mr.

Harbilas explained that when the applicants started the new construction on the new house, the neighbors realized that they missed that privacy, and so the applicants came back with a request to add a solid white vinyl fence out to the same 30-foot setback as previously existed. He indicated that the applicants had obtained signed letters from both of their neighbors, who are in agreement and wish to maintain the privacy that they previously had. Because it was a change to the approved lakefront plan, the application had to go back before the Planning and Zoning Board. Mr. Harbilas also indicated that the fence will be on top of the new retaining walls that will run down the sides of the property to accommodate the new building grade, which is why the request was for up to 7 feet tall.

Staff recommendation was for approval.

Discussion ensued about what would be included in the 7-foot allowance for the fence and whether the neighbors were clear on what color and type the proposed fence would be.

Chairman Johnson disclosed that the applicants were friends and neighbors of his, but he had not had any communication with them about the request.

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

Motion made by Bill Segal, seconded by Alex Stringfellow, for approval of the modification to the previous lakefront approval, to allow up to a 7ft-tall solid vinyl fence with a 30ft lakefront setback, located at 2250 Venetian Way, zoned R-1AA.

The motion carried unanimously by a 7-0 vote.

c. ANNEX #25-04/CPA #25-03/RZ #25-03. Request of Cory Kroeger to:

- Annex approximately 0.50 acres of real property located at 874 Jackson Avenue;
- Establish Commercial Future Land Use on the annexed property and to indicate the annexation on the other maps within the Comprehensive Plan; and
- Establish Commercial (C-3) zoning on the annexed property.

Mr. Lewis provided a summary of the request. He indicated that the property is currently being used for the storage of commercial vehicles and is undeveloped. He added that the applicant is intending to sell the property and their potential buyer would like to keep the use as commercial parking, which is permitted in C-3 zoning. He also indicated that the property is located in the city's annexation reserve area.

Staff recommendation was for approval.

A brief discussion ensued regarding whether there were any additional standards for outdoor storage that would be imposed under city standards but are not currently imposed under county standards.

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

Motion made by Bill Segal, seconded by Alex Stringfellow, for approval to annex approximately 0.50 acres of real property located at 874 Jackson Avenue; establish Commercial Future Land Use on the annexed property and to indicate the annexation on the other maps within the Comprehensive Plan; and establish Commercial (C-3) zoning on the annexed property.

The motion carried unanimously by a 7-0 vote.

d. CPA #25-04/RZ #25-04. Request of Benjamin Partners, LTD to:

- Amend the Future Land Use designation of 1101 Lewis Drive from Low Density Residential to Orange County Planned Development; and
- Amend the zoning designation of 1101 Lewis Drive from Low Density Residential (R-2) to Orange County Planned Development (OC PD).

Mrs. McGillis provided a summary of the request. She noted that the property was in the Ravaudage Planned Development area, northwest of Lee Road and U.S. 1792. So, as the master developer for the Ravaudage Planned Development area purchases the out parcels within the planned development, he is, one by one, rezoning them and changing the future land use to Orange County Planned Development. This is consistent with the rest of the Ravaudage Planned Development. Mrs. McGillis then explained that the application previously went before the city's Development Review Committee to accept the parcel into the Ravaudage Planned Development area. The next step was to go before the Planning and Zoning board to change the future land use and zoning. Then it will go to the City Commission to amend the development order for the Ravaudage Planned Development area to include it and to rezone and change the future land use.

Staff recommendation was for approval.

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

Motion made by Vashon Sarkisian, seconded by Charles Steinberg, for approval to amend the Future Land Use designation of 1101 Lewis Drive from Low Density Residential to Orange County Planned Development; and amend the zoning designation of 1101 Lewis Drive from Low Density Residential (R-2) to Orange County Planned Development (OC PD).

The motion carried unanimously by a 7-0 vote.

e. RZ #25-02/SUB #25-01. Request of David Rasmussen to: Rezone the property at 2260 Hawick Lane from single-family (R-1A) to low-density residential (R-2) and subdivide the property into three 50-foot-wide lots that meet the minimum lot sizes to build three single-family homes.

Mrs. McGillis provided a summary of the request. She noted that the applicant was requesting a rezoning from R-1 to R-2, which aligns with the property’s existing office future land use designation and therefore did not necessitate a companion future land use amendment. She indicated that the applicant planned to demolish the existing home, splitting the lot into three R-2 parcels, each meeting minimum lot width requirements, and then construct three single-family homes. The applicant also planned to replace the existing sewer tank with city sewer connections, and the applicant initially proposed one lift station, but staff made a recommendation for three separate lift stations as a condition of approval. Mrs. McGillis then noted that the city’s Urban Forestry department recommended preserving several mature trees on the site, with the condition that one damaged tree could be removed following proper permits. The tree preservation would require adjustments to the driveways during permitting to accommodate root zones. While conceptual elevations were provided, no final designs are yet available. Additionally, Mrs. McGillis indicated that a suggestion by the Board was made at the last Planning and Zoning Board work session to require front porches for all three proposed homes. She also indicated that although a community meeting in mid-April was held for the application, no attendees showed up, and only minimal inquiries were received.

Staff recommendation was for approval with the following conditions:

- Preservation of the four front-yard oak trees and the 32-inch oak in the rear of the eastern lot; and the removal of the damaged 42-inch oak tree in the right-of-way in accordance with code requirements.
- Each new parcel must include its own individual lift station and a separate force main discharge line, with individual utility taps installed at the right-of-way.

Discussion ensued regarding whether the city's Comprehensive Plan states a preference for rezoning a R-1A property to R-2, whether a fence could be built on either of the side property lines with the proposed swales, whether there would be a homeowner's association, and clarification of the front setbacks for the proposed lots. It was expressed that an image more consistent with what the applicant was planning to build would have been good for the Board to review.

The applicant, David Rasmussen, of 1460 Holts Grove Circle, Winter Park, FL 32789 addressed the Board. A discussion ensued and Mr. Rasmussen provided detailed clarification regarding the design and infrastructure elements associated with the request. He referenced specific homes on 50-foot lots—two in the City of Orlando, both of which he built himself—as examples to support the feasibility of constructing similar homes within the City of Winter Park's zoning and design constraints. The visual representations presented were not definitive blueprints but intended to illustrate the general architectural character and viability of the proposed design on similarly sized lots. Mr. Rasmussen also indicated a willingness to incorporate a front porch, provided flexibility was allowed in its dimensions so it could be appropriately sized without being overly large or structurally forced.

A significant portion of the discussion focused on the wastewater management strategy for the proposed lots. Mr. Rasmussen stated that his preference would be for the city's utility department to extend an existing gravity sewer line approximately 150 feet, allowing the new homes to connect via gravity flow. His second preference was to implement a collective lift station for the three proposed lots, referencing a similar system he owns in Altamonte Springs that requires quarterly professional maintenance. He stressed that he did not favor individual lift stations for each lot, which was the solution initially recommended by city staff. While he acknowledged that a collective lift station would require the creation of an association and shared easement rights, he argued that such a system would be more efficient and easier to maintain than individual systems.

City staff and Board members expressed concern that collective lift stations, although potentially more efficient, often end up becoming the city’s maintenance responsibility over time due to homeowner complaints and lack of understanding. This historical precedent supported the staff’s recommendation for individual lift stations, which would clearly allocate responsibility to each property owner. However, some Board members expressed sympathy for the applicant’s preference and recognized the appeal of avoiding multiple small systems in close proximity.

The discussion concluded with a general consensus that if Mr. Rasmussen or a group of property owners were willing to pay the full cost of extending the city’s sewer line, the city would be open to that alternative. The Board discussed creating a condition of approval to allow for this possibility. Specifically, the proposed language stated that the applicant may either install individual lift stations as originally recommended or, at no cost to the city, fund the extension and connection of the city sewer line. This modification preserves flexibility while ensuring that the city will not incur unexpected expenses. The Board agreed that Mr. Rasmussen could seek financial contributions from neighboring property owners who would also benefit from such a sewer line extension. A suggestion was also made to add a condition requiring the inclusion of a front porch for each proposed home to enhance the architectural design and maintain neighborhood character. Mr. Rasmussen accepted this condition with the caveat that he be allowed discretion regarding the porch's size and scale to ensure it fits well with the home design. With these revisions, the Board expressed support for moving the item forward with the updated conditions.

The Board heard public comment from the following resident opposed to the request: David Williams of 209 Tyree Lane, Winter Park, FL 32789.

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

Discussion then ensued, and City Attorney Langley was asked to restate the revised condition concerning sewer connections. He clarified that the original stipulation, which required each new parcel to include its own individual lift station, would now include an alternative. The new language allowed for the applicant to instead connect the lots to the city's gravity sewer system—provided it occurred at the applicant's cost and with no financial burden to the city. This revision gave the applicant flexibility while protecting public resources and was seen as a reasonable compromise given the infrastructure complexities.

The Board then turned its attention to the architectural element of front porches, which had been raised as a design condition earlier. There was consensus that a front porch should be a required element of each proposed home to promote neighborhood compatibility and visual interest. To ensure the porches would be functional and not merely decorative, Board members discussed minimum sizing. It was noted that city code already allows porches to encroach up to 7 feet into the required front setback and that these porches are excluded from floor area ratio calculations, meaning they do not impact the allowable square footage of the home. After further discussion, the Board agreed that a minimum depth of 5 feet would be necessary to ensure usability, such as space for outdoor seating. The applicant would still have flexibility in determining the width of the porch across the front façade.

Additionally, there was brief consideration of existing trees on the lots, particularly on the center lot where potential conflicts between the porch design and a preserved tree were noted. However, it was concluded that the porch could likely be accommodated without interference by slightly adjusting driveway placement. No modifications to the porch requirement were made on that basis.

Motion made by Alex Stringfellow, seconded by Vashon Sarkisian, for

approval to rezone the property at 2260 Hawick Lane from single-family (R-1A) to low-density residential (R-2) and subdivide the property into three 50-foot-wide lots that meet the minimum lot sizes to build three single-family homes, with the following conditions

- **Preservation of the four front-yard oak trees and the 32-inch oak in the rear of the eastern lot; and the removal of the damaged 42-inch oak tree in the right-of-way in accordance with code requirements.**
- **Each new parcel must include its own individual lift station and a separate force main discharge line, with individual utility taps installed at the right-of-way, or the applicant shall cause the connection of the lots to the city sewer system at the applicant's cost.**
- **All three homes must include a front porch that is no less than 5 feet deep.**

The motion carried unanimously by a 7-0 vote.

f. ZTA #25-02. Request of the City of Winter Park for: An Ordinance Amending Chapter 58 "Land Development Code", Article III, "Zoning Regulations" Subsection 58-71 through 58-83 to add provisions relating to the adoption of updated design standards for the Central Business District/West New England Avenue, Morse Boulevard, And the Orange Avenue Overlay District.

Mrs. McGillis introduced a proposed amendment to the city's design standards that would impact several key areas: the Central Business District, Morse Boulevard, and the Orange Avenue Overlay (OAO) District. McGillis noted that current facade design guidelines for these areas had not been updated since 2010 and required refreshing. The update process involved collaboration over eight months between city staff, the Design Guidelines Ad Hoc Committee, and the city's urban design consultant, Alex Stringfellow and his firm. Due to his involvement in developing the standards while also being a Planning and Zoning Board member, Mr. Stringfellow recused himself from voting on the matter.

Mr. Stringfellow presented an overview of the revised design standards. The goal of the update is to clearly define what constitutes compatible architecture in Winter Park, using specific criteria such as building massing, architectural styles, materials, and pedestrian-oriented design elements. The new standards consolidate previous documents and aim to simplify the review process through clearer visuals, reference tables, and defined standards. The standards emphasize traditional architectural styles such as Mediterranean, Spanish Colonial, and Main Street Americana, but also acknowledge the presence of contemporary styles in areas like the Orange Avenue Overlay. The standards include a framework for applicants to propose their own styles, subject to city review.

Staff and the Design Guidelines Ad-Hoc Committee recommendation was for approval.

Discussion ensued and a major point of it concerned the inclusion of contemporary architectural styles specifically within the Orange Avenue Overlay. A concern was expressed that allowing contemporary designs without more oversight could lead to incompatible development. Mr. Stringfellow acknowledged this and suggested that the city could either require applicants proposing contemporary styles to justify their approach through a more rigorous review process or remove the style as a pre-approved option entirely. This flexibility, he noted, could be left to the board's discretion in their recommendation.

The discussion then turned to clarifying the implications of the new ordinance on process and administration. There were questions regarding changes to public notice procedures and whether key processes had been altered. Staff reassured the Board that the procedural changes in the ordinance were largely a matter of centralizing and streamlining redundant language found across multiple zoning districts. The intent was not to remove public notice or any administrative steps but rather to make them easier to find and apply. The design standards now have more objective criteria than the previous guidelines, allowing for clearer expectations and consistent application.

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

Discussion continued, and the Board reflected on concerns raised during their last work session, particularly about the inclusion of "contemporary" as an allowed architectural style. It was emphasized that the term is too open to interpretation and could justify a wide range of designs simply because they are deemed "contemporary" at the time. A preference to remove it as a formal category and instead allow applicants to propose such designs individually for consideration, rather than granting blanket acceptance, was also expressed.

Discussion then expanded to how the new standards might apply to other corridors beyond the Central Business District, Morse Boulevard, and the OAO area. Specific mention was made of the South of Fairbanks (SOFA) district, which presents unique challenges such as smaller parcels and outdoor storage. Mr. Stringfellow suggested considering how consistent edge treatments, like those seen in the Bulla Gastrobar area along U.S. 17-92, could be analyzed for future guidance for development along major corridors within the city. He also noted that the standards tables were designed with modularity in mind, making it easier to adapt them to additional districts as needed.

The discussion concluded with logistical clarification on compliance review: minor re-skins and remodels would be administratively reviewed by city staff and Mr.

Stringfellow. If there were an appeal, it would be heard by the Board.

Board member Alex Stringfellow recused himself from the vote due to being the urban design consultant for the design standards.

Motion made by David Bornstein, seconded by Vashon Sarkisian, for approval of an Ordinance Amending Chapter 58 "Land Development Code", Article III, "Zoning Regulations" Subsection 58-71 through 58-83 to add provisions relating to the adoption of updated design standards for the Central Business District/West New England Avenue, Morse Boulevard, and the Orange Avenue Overlay District, with the following condition:

- **removal of the Contemporary category in all three districts.**

The motion carried by a 4-2 vote. (In Favor: Vashon Sarkisian, Charles Steinberg, David Bornstein, and Jason Johnson. Opposed: Bill Segal and Michael Dick. Alex Stringfellow was recused.)

6. Action Items

7. Non-Action Items

8. Staff Updates

Mrs. McGillis noted that there would be a Board orientation meeting on June 6th in the commission chambers of City Hall and a Board appreciation event on June 12th at the Events Center.

9. Board Comments

10. Upcoming Agenda Items

11. Adjournment

The meeting adjourned at 7:26 p.m.

Minutes approved by the Board on July 1, 2025.

ATTEST:

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/s/ Mary Bush, Recording Secretary