Planning & Zoning Board Regular Meeting Minutes

September 2, 2025 at 5:00 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 & Zoning Allison McGillis, Asst. Director of Planning & Zoning/Zoning Official John Harbilas, Planner II Nicholas Lewis, Planner I Corrinna Lundgren, Administrative Coordinator Mary Bush

1. Call to Order

Chairman Johnson called the meeting to order at 5:02 p.m.

2. Approval of Minutes

a. Minutes of August 5, 2025.

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

Motion made by Alex Stringfellow, seconded by Michael Dick, for approval of the August 5, 2025 regular meeting minutes.

The motion carried unanimously by a 7-0 vote.

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 #25-12. Request of James Hobson with S&W Kitchens for approval to construct a second-story addition, totaling 1,174 square feet, to the existing single-family home, located at 1727 Lake Berry Drive, zoned PURD. **The applicant has requested**

to table this item until next month, October 7, 2025.

Mr. Lewis informed the Board that the applicant had requested to table the item until the October 7, 2025 regular meeting.

b. SPR #25-10. Request of Dillon Muto with Floridian Custom Homes for approval to construct a new, two-story, 4,721 square-foot, single-family home located at 425 Alberta Drive on Lake Osceola, zoned R-1AAA.

Mr. Lewis provided a summary of the request. He reviewed the existing and proposed setbacks for the lot. He indicated that the applicant had only one adjacent neighbor and, due to various factors, particularly the curvature of the lake and the water's edge conditions, a significant difference existed in the setbacks that the applicant was requesting and the existing setbacks of the neighbor. He then reviewed the applicant's proposed site plan. He indicated that the applicant, at the request of staff, had shifted the plans towards the adjacent city-owned parcel, so in lieu of a 12-foot first floor, the structure would have a 7.5-foot first-floor side setback on the city-owned parcel side and a 14.3-foot first-floor side setback on the neighbor's side at the closest corner. This would allow room to safely pull in and out of the applicant's proposed basement level garage and puts the two structures over 50 feet apart, ensuring no neighbor view issues. Mr. Lewis went on to note that the project met the required impervious lot coverage and floor area ratio. That no protected species trees were being removed. No components were proposed that would hinder any views from the lake. And the only neighbor's traditional view would not be affected. He added that the swale retention areas proposed along the lake frontage and front of the lot satisfied code requirements.

Staff recommendation was for approval.

Discussion ensued regarding comments from neighbors, clarification of the front setback, the height of the retaining wall, plans for the existing boathouse, and staff's considerations regarding the adjacent city-owned property.

The applicant, Dillon Muto at 702 Via Bella, Winter Park, FL 32789, addressed the Board. Mr. Muto noted he was available for any questions.

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

Motion made by Charles Steinberg, seconded by Alex Stringfellow, for approval to construct a new, two-story, 4,721 square-foot, single-family home located at 425 Alberta Drive on Lake Osceola, zoned R-1AAA, as presented by staff.

The motion carried unanimously by a 7-0 vote.

c. CU #25-03. Request of Houseman Architecture for: Conditional use approval to demolish the existing, 5,421-square foot, two-story building located at the front of the Winter Park Racquet Club property located at 2011/2111 Via Tuscany in order to construct a new one-story, 6,300-square foot building and additional parking.

Mrs. McGillis provided a summary of the request. She noted that the property is zoned Parks and Recreation (PR), where private clubs are permitted only as Conditional Uses. She also noted that when the Winter Park Racquet Club purchased the property in 2015, it was rezoned from Single-Family (R-1AA) to PR, and it was stated that the building would be used for offices, tennis pro shop and storage, and any changes would require a subsequent Conditional Use approval. Accordingly, the proposed modification to their campus/master plan requires approval of a Conditional Use request. She indicated that the applicant was proposing to relocate its existing facilities elsewhere housed within the existing property into the new proposed building while adding office space, a tennis shop, locker rooms, and a 1,200-square foot fitness center. She also indicated that the request did not propose an increase in membership, intensity of use, or hours of operation, and the Winter Park Racquet Club would remain capped at its current membership levels. Mrs. McGillis then noted that additional parking associated with the request was proposed at 14 paved parking spaces in front of the building and an overflow pervious lot that can accommodate 23 parking spaces when parked at the typical nine-feet by 18-feet wide spaces, but if used for valet, can accommodate additional cars. She went on to review the applicant's proposed site plan, discussing the parking, compatibility and setbacks, screening, noise buffering, and tree removals. She also noted that the applicant had held a community meeting and staff's proposed conditions reflected mitigation of the concerns brought up by the neighbors of the property and the attendees to the meeting. She then reviewed staff's proposed conditions for the request.

Staff recommendation was for approval with the following conditions:

- The southern curb-cut on Via Tuscany shall be modified to an entrance-only access.
- The eight-foot podocarpus hedge shall be maintained and replaced as needed along the Via Tuscany frontage, along with a six-foot acoustic barrier behind the hedge.
- WPRC shall not increase its membership as part of this request.
- Hours of operation of the new building will be limited to 7am to 8pm daily, including deliveries.
- No new lighting shall be provided in the grass parking lot, and any lights within the new parking lot shall be provided using low-scale bollard fixtures rather than traditional pole-mounted lights.
- All non-required lights for safety purposes are to be shut off by 10pm daily.

- As part of the tree removal permit for the 25 and 27inch oaks, double the required compensation shall be required, four six-inch canopy trees, subject to Urban Forestry approval, and shall be planted at least 15 feet from the southern property line wall/fence.

A brief discussion ensued regarding the existing podocarpus hedge, increases in membership, the proposed building setback, parking spaces, overflow parking, the proposed uses for the new building, and whether the pro shop would be open to the public.

The applicant's representative, Rob Carter who is a past president of the Winter Park Racquet Club, addressed the Board. Mr. Carter noted that the project was not an expansion, its membership is capped, and the square footage is essentially unchanged, with the only new amenity being a small fitness center. He then discussed restricting all facilities only to members, accepting all staff recommendations and proposed conditions, reconfiguring parking, and eliminating one of two existing curb cuts on Via Tuscany.

Discussion primarily focused on parking, neighbor concerns, and the conceptual landscape plan's accuracy ensued between the Board and the applicant. Mr. Carter offered a commitment to eliminate street parking by adding the proposed 14 new front spots and formalizing 24 grass spots behind the structure, with a goal of achieving about 40 net new spots for day-to-day use, and using a valet system during large events (estimated 10 to 12 times per year) to utilize the formal grass parking for an additional 15−20 cars. He added that the front parking was intended to be for limited-hour use, as the new facility will close by 8:00 PM and is far from the main clubhouse.

The Board recommended and requested a more accurate rendition of the applicant's conceptual landscape plan. A suggestion was made for the applicant to explore alternative, less formal materials like pavers or a motor court instead of asphalt for the front parking area to better fit the residential context of Via Tuscany.

The Board heard public comment from the following residents:

In favor:

Mick Night of 1160 Tom Gurney Drive, Winter Park, FL 32789.

Opposed:
Scott Greenburg of 2050 Via Tuscany, Winter Park, FL 32789; Chris Peterson of 2150 Via Tuscany, Winter Park, FL 32789; Wendi Peterson of 2150 Via Tuscany, Winter Park, FL 32789; Ken Clayton of 1065 Maitland Center Commons Blvd., Maitland, FL 32751; Dr. Barry Render of 2630 Via Tuscany, Winter Park, FL 32789; Nancy Freeman of 1055

Tuscany Place, Winter Park, FL 32789; Mark Medei of 2036 Via Tuscany, Winter Park, FL 32789; Mark Nichols of 1205 Whitesell Drive, Winter Park, FL 32789; Kenneth Schultz of 2007 Via Tuscany, Winter Park, FL 32789; and Blair Nichols of 1205 Whitesell Drive, Winter Park, FL 32789.

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

In-depth discussion then continued between the Board, Mr. Carter, and staff. Mr. Carter noted that the applicant would proceed with the demolition because the existing structure cannot be repurposed to safely or functionally house the new facility, and the current pro shop would become a small, air-conditioned storage/waiting space for tennis players. He also clarified that all food and beverage plans, including outside seating and a kitchen, were removed from the proposal. He indicated that the applicant would be willing to look at softening the architecture and is open to adapting a "courtyard feel" or "motor court" design for the front parking area to make it less objectionable. Mr. Carter also indicated that the applicant would be willing to look at removing the proposed front parking lot entirely, although he cautioned this would necessitate moving the building closer to Via Tuscany, which they believe would raise other community concerns about visibility and setbacks.

It was suggested that the applicant reorient the front parking back towards the club and away from the street and look at making the building more "residential" to alleviate the "institutional feel." The Board also recognized that keeping the building set back requires front parking, but front parking creates a commercial look. It was suggested that if the building were more residential, moving it closer to the street to put all parking in the back would be more acceptable.

The Board shared their thoughts on the item and overall indicated that the applicant's proposal, specifically for the new building and its associated parking, is premature and requires significant redesign to better align with the residential character of Via Tuscany.

The Board discussed the following:

- removal of the striped parking lot from the front of the building;
- redesigning the area to use a motor court approach or move the parking entirely behind the building;
- softening the building’s architecture to look more residential and less institutional or commercial, with room for improvement in Mediterranean embellishments;
- having the applicant explore and provide rationale for why alternative designs were rejected;

- and making the conceptual landscape plan more accurately reflect the site plan.

Motion made by David Bornstein, seconded by Bill Segal, to table the item to the October 7, 2025 regular meeting. The motion carried unanimously by a 7-0 vote.

Chairman Johnson inquired with City Attorney Langley about clarification of the process of how the community meeting notices must be sent out to the public and how they are verified.

5. Action Items

6. Non-Action Items

7. Staff Updates

8. Board Comments

9. Upcoming Agenda Items

10. Adjournment

The meeting adjourned at 7:20 p.m.

Minutes were approved with revisions by the Board on October 7, 2025.

ATTEST:

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/s/ Mary Bush, Board Secretary