



Planning & Zoning Board Work Session Minutes

February 28, 2023 at 12:00 p.m.

City Hall | Commission Chambers
401 S. Park Ave. | Winter Park, Florida

Present

Present: David Bornstein, Alex Stringfellow, Michael Spencer, Jim Fitch, Melissa Vickers, and Vashon Sarkisian. Absent: Richard James. Staff: Director of Planning and Zoning Jeff Briggs, Assistant Director of Planning and Zoning Allison McGillis, Senior Planner and Zoning Official John Harbilas, Planner I Nicholas Lewis, Planning Technician Aaron Hull, and Recording Secretary Mary Bush.

(1) Call to Order

Vice-Chair David Bornstein called the meeting to order at 12:02 p.m.

(2) Discussion Items

A. Discuss Upcoming Agenda Items

Mr. Briggs gave a brief summary of upcoming agenda items for the Planning and Zoning Board. He noted that for the next regular meeting there would be three public hearing items presented. He explained that one item would be regarding a code update modification to extend the expiration of variances approved by the Board of Adjustment and conditional use approvals by the Planning & Zoning Board. Brief discussion ensued with the Board regarding the applications being permitted and the process after the approvals have expired. Mr. Briggs went on to explain that one of the other two items to be heard at the meeting would be a small project located at the corner of Minnesota Avenue and Azalea Lane for two story townhouses. He noted that there would be a condition of approval regarding saving three very large live oak trees on the property. He then explained that the last meeting item would be a vacant property on Orlando Avenue at the Lee Road extension across from Whole Foods Market. He noted that the area was all one unified parcel before the Lee Road extension was created and at that time the City Commission transferred unused floor-area-ratio (FAR) from the Whole Foods Market to the vacant property to allow for a future multistory building with a parking garage. He indicated that the current economic trend makes for better profit and less risk with single two story buildings and surface parking so the applicant decided to develop a bank and a financial services building with surface parking instead.

Mr. Harbilas then took over the discussion and spoke on the design details of the application. He noted that staff requested the applicant pull the buildings up against the road to eliminate showing parking or asphalt along the right-of-way (ROW). He also noted that staff provided the applicant with two alternative site plans that would address the request. He indicated that the applicant then submitted a revised site plan in which they moved the bank and provided more greenspace for the oak trees on the east side of the lot, but still had a 20 foot drive aisle along the west side ROW. Mr. Harbilas expressed that staff did not see a reason why the drive aisle would be needed on the west side of the office building. He noted that the applicant did not seem willing to remove or reduce the drive aisle. He also noted that the applicant had not provided any details on what seems to be a decorative screen wall included in their plans and the frontage landscaping for that area. He further noted that the applicant was adamant about keeping their proposed 75 parking spaces even though the land development code only requires 31 parking spaces. Brief discussion ensued on the drive aisle, stormwater requirements, parking spaces, the future tenants of the proposed buildings, the proximity of the proposed bank to the intersection, landscaping code requirements, fire code requirements for access, similar commercial setups along other traffic corners in the City, and requiring a gateway feature. The Board then reviewed the elevations provided by the applicant. Brief discussion ensued regarding transparency requirements for the bank building, the height of the screen wall, possible façade adjustments, and pedestrian activity in the area. The Board expressed desire for staff's first alternative site plan and asked to have a visual

presented of the developments on the north side of the intersection for comparison at the upcoming Planning & Zoning Board's public hearing for the item.

B. Discuss Possibility of Adding a Consent Agenda

Vice-Chair Bronstein expressed desire to have staff place certain hearing items that staff recommends approval with no conditions and there is no public commentary other than support, on the consent agenda to save time. He added that in the event that there is public commentary, staff comments, or Board concerns the Board would have the right to pull the items off of the consent agenda and move them to the next regular meeting of the Board.

Mr. Briggs expressed that placing hearing items on the consent agenda will not reduce staff's time on their presentation to the Board for the items. He noted that staff will have to do the same level of work whether or not an item is placed on the consent agenda. Brief discussion ensued with the Board regarding the due diligence of having items reviewed, how to determine if an item is considered simple or not, and the possibility of neighbors showing up that want to speak on an item. Mrs. McGillis suggested that staff could simplify their presentations for items that may not have much public comment. Brief discussion ensued with the Board and they expressed favor for Mrs. McGillis's suggestion and to use the consent agenda option when there is a lengthy meeting agenda and have it at the discretion of staff as to when to use the consent agenda option.

C. Presentation on Evaluation and Appraisal Review of the Comprehensive Plan

Mrs. McGillis explained that the Comprehensive Plan is statutorily required to be updated every seven years and the last time it was adopted was in 2017, so the City has a deadline of February 1, 2024 for submittal to the Department of Economic Opportunity (DEO). She further explained that the update would include bringing the current plan into conformance with any changes that have occurred since the 2017 adoption, an update to all of the data analysis that direct the policies in the plan, addressing concerns and issues over the past seven years, and any needed wordsmithing. Besides the future land use element that the Planning & Zoning Board uses the most, there are nine other elements of the Comprehensive Plan that the Board would review for the update, which Mrs. McGillis then briefly discussed with the Board. The other elements are transportation, housing, public facilities, conservation, recreation and open space, capital improvement, intergovernmental coordination, schools, and property rights. Mrs. McGillis went on to discuss the City's guiding vision and four vision themes that were adopted in July 2016. She added that the vision themes were integrated into each element of the Comprehensive Plan. She then briefly reviewed the process of the Comprehensive Plan adoption and noted that the City's plans to complete it all by the end of the 2023.

(3) Adjournment

Meeting adjourned at 12:59 p.m.

/s/ Recording Secretary Mary Bush