

**TOWN OF WINTER PARK
PLANNING COMMISSION
Tuesday, January 10, 2017**

Minutes

- I. The meeting was called to order at 8:00 am.
- II. Roll Call indicated present: Roger Kish, Dick Norman, George Stevens, Mike Davlin, Brad Holzwarth, and Doug Robbins.
- III. Town Hall Meeting – no comments were received.
- IV. Commissioner Robins moved, and Commissioner Davlin seconded a motion to approve the minutes from September 27, 2016, October 11, 2016 and November 8, 2016. Motion carried: 6-0.
- V. Conflicts of Interest – no comments were received.
- VI. NEW BUSINESS:

- A. Election of Chairman and Vic Chairman (yearly)

Commissioner Davlin moved to leave the Chairman the same (Dick Norman), and the Vice-Chairman the same (Brad Holzwarth). This was seconded by Commissioner Kish. Motion carried: 6-0.

- B. Amended Final Plat Winter Park Center, 78878 US Hwy 40

Community Development Director presented the staff report.

The applicant is proposing to convert two existing commercial condominium units (Unit B and Unit E) into four condominium units (Unit B-1 and Unit F). In order to create new condominium units, the applicant must amend the Final Plat/As-Built.

Winter Park Center was originally converted into commercial condominium units in 2004. There are currently five units within the structure. The applicant is requesting to divide Unit B into two units, Unit B and Unit B-1. They are also proposing to divide Unit E into two units so the upper level is a separate unit for the lower level.

Access is provided to the units via a driveway from Highway 40 and a driveway from Lions Gate Drive. Parking was originally calculated in 2004 when the property was subdivided and since no additional square footage is being added with this amended plat, the Code does not require a recalculation. Parking may be recalculated in the future if a new business opens that is different from the original classification used to calculate parking.

The proposed units currently exists as part of the existing structure, therefore, the building coverage and open space has not changed from the original final plat.

The applicant will be required to provide a Supplemental Declaration for the inclusion of proposed units into the overall Declaration.

- ✓ Prior to the recording, the applicant shall provide properly executed copies of the Declaration of Covenants.

Staff sent notice to adjacent property owners on December 20, 2016. No comments have been received.

Staff has prepared a red-marked print for the proposed Amended Final Plat.

- ✓ Prior to recording, the applicant shall amend the Plat in conformance with the red-marked print dated January 10, 2017.

Miscellaneous:

- ✓ A Certificate of Taxes, shown to be paid in full from the County Treasurer, shall be provided for the subject property prior to the recording of any Final Plat.
- ✓ A digital file of the approved plat must be submitted. The digital file shall be in a format acceptable to the Town's System. Requirements for digital submittal can be obtained from the Town's Planning Department
- ✓ A 911 Address Plat shall be provided prior to recording of any Final Plat.
- ✓ This proposed project is NOT subject to school impact fees,

Staff recommended approval of the Amended Final Plat for Winter Park Center with the following conditions to be met and/or provided prior to any recording:

1. The applicant shall revise the submitted plans and documents in conformance with the official red-marked print dated January 10, 2017.
2. A Certificate of Taxes, shown to be paid in full from the County Treasurer, be provided.
3. A digital file of the approved plat must be submitted. The digital file shall be in a format acceptable to the Town's System. Requirements for digital submittal can be obtained from the Town's Planning Department.
4. A 911 Address Mylar be provided labeling the new units.
5. An executed amended final plat mylar and other supporting documents, as well as recording fees, be provided.
6. Properly executed copies of the Declaration of Covenants be provided.

7. Title work for Units B and E be provided.
8. Proof of Accuracy for Plat as required in the Town Code
9. A Statement of Authority shall be provided for each party that signs the Final Plat.
10. If there is a lien holder, a ratification and confirmation of the plat shall be provided.

Discussion was held.

Gary Coblenz, owner of Unit B stated this would make selling his unit easier.

Community Development Director Shockey stated he would recheck the separation requirements before it was presented to Town Council.

Commissioner Davlin moved and Commissioner Kish seconded approval of Amended Final Plat Winter Park Center with staff recommendations. Motion carried: 6-0.

Will go to Town Council on January 17, 2017.

VI. STAFF UPDATE

- Master Plan – RFP update
- Beaver Lodge
- HECC Project
- Next meeting January 24 and February 14.

Upon a previously adopted motion, the meeting was adjourned at 8:25 a.m.