

**TOWN OF WINTER PARK
PLANNING COMMISSION
Tuesday, February 13, 2018**

Minutes

- I. The meeting was called to order at 8:00 am.
- II. Roll Call indicated present: Brad Holzwarth, David Barker, Mike Davlin, Roger Kish, Jonathan Larson, George Stevens, and Doug Robbins.
- III. Town Hall Meeting – no comments were received.
- IV. No minutes available for approval.
- V. Conflicts of Interest – no comments were received.
- VI. NEW BUSINESS:

- A. Design review – 523 & 521 Summit Place, Lots 61 / 62

Planning Technician Evans gave the staff report.

This is a duplex that has a building footprint of 3,162 square feet including a two-car garage for each unit.

The structure has not been approved by the Lakota Design Review Committee.

- Prior to building permit issuance, a letter from the HOA approving the structure shall be provided.

The materials board and elevations for the material list were presented.

Exterior lighting will be installed at each entryway including the garage doors and on the decks. The applicant states the fixtures will comply with Town guidelines and are dark sky compliant.

Building height complies with Town standards. The maximum building height overall is 52' 4 5/8" which is permitted based on the building height definition.

Adequate parking has been provided in compliance with Town standards. The design includes a two-car garage for each unit.

The landscape plan addresses revegetation of disturbed areas, which complies with Town standards.

- No site clearing shall be permitted until staff has verified the Pre-Disturbance Checklist has been implemented on the site.

- Any disturbed areas on the site shall be revegetated with an appropriate seed mix per the Single Family / Duplex Deposit Agreement.

Staff is satisfied with the overall design.

The structure is located within the platted townhome lot.

Building coverage does not apply to platted townhome lots. Coverage was calculated during the subdivision process.

A site inspection of the property has not been performed by staff.

- No site clearing shall be permitted until staff has verified the Pre-Disturbance Checklist has been implemented on the site.

The driveway grade was not provided.

- A stabilized construction entrance shall be installed prior to ground disturbance.
- Driveway grade will need to be defined before building permit issuance.

The erosion and drainage plan complies with Town standards.

- Approved drainage and erosion control shall be in place prior to and throughout site preparation and construction and through successful revegetation.

Staff recommended the Planning Commission approve the duplex design and site plan for Lot 61/62 Lakota Park Subdivision with the following conditions:

- No site clearing shall be permitted until staff has verified the Pre-Disturbance Checklist has been implemented on the site.
- Any disturbed areas on the site shall be revegetated with an appropriate seed mix per the Single Family / Duplex Deposit Agreement.
- A stabilized construction entrance shall be installed prior to ground disturbance.
- Approved drainage and erosion control shall be in place prior to and throughout site preparation and construction and through successful revegetation.
- Prior to building permit issuance, a letter from the HOA approving the structure shall be provided.
- Driveway grade will need to be defined before building permit issuance.

Required Permits:

- ✓ Building Permit
- ✓ Single Family / Duplex Deposit Agreement

Commissioner Davlin moved and Commissioner Barker seconded approval of the design review with conditions listed in addition, the applicant must seek BOA approval on March 27, 2018. Motion Carried: 7-0.

B. Preliminary Plat Extension – Block E

Community Development Director Shockey presented the staff report.

The Town has received a request from Block E, Inc. for an extension to the preliminary plat that was approved on June 21, 2016. Per the Section 8-2-3-C-5 of the Town Code, “Approval of the preliminary plat shall be valid for no longer than twelve (12) months except in the case of an extension granted upon application and for a good cause shown...” Therefore, approval of the preliminary plat expired on June 21, 2017.

The developer provided the following explanation for the extension request – “We respectfully request the Planning Commission approve an extension of the above preliminary plat application to June 21, 2018. Due to various circumstances, the project was delayed and is currently under construction, however we were unable to complete the platting process within the 12 month period from preliminary plat approval. The project final plat will be substantially the same as the preliminary plat that was approved by the Planning Commission in June 2016. We are now prepared to proceed to final plat approval and thank you for your consideration of our request to extend the preliminary plat application, please call with any questions.”

Staff was in favor of the requested extension. The developer has been working with town staff over the last six months to update their final plat document. A four month extension seems reasonable.

Mark Unicume was present for questions from the Commission.

Commissioner Davlin moved and Commissioner Kish seconded a motion to approve the Preliminary Plat Extension for four months. Motion Carried: 7-0.

C. Table Setting – Design Review – 237 Lakota Park Drive.

Planning Technician Evans gave the staff report.

This is a single family home that has a building square footage of 4, 022 including a two-car garage.

The structure has been approved by the Lakota Design Review Committee with conditions.

The materials board and elevations for the material list were presented.

Exterior lighting will be installed at each entryway including the garage doors and on the decks. The applicant should provide cut sheets for exterior fixtures that comply with Town guidelines and are dark sky compliant.

- Prior to building permit issuance, cut sheets will need to be provided for exterior fixtures that state they comply with Town guidelines and are dark sky compliant.

Building height complies with Town standards. The maximum building height overall is 34.94' which is permitted based on the building height definition.

Adequate parking has been provided in compliance with Town standards.

The landscape plan addresses revegetation of disturbed areas, which complies with Town standards.

- No site clearing shall be permitted until staff has verified the Pre-Disturbance Checklist has been implemented on the site.
- Any disturbed areas on the site shall be revegetated with an appropriate seed mix per the Single Family / Duplex Deposit Agreement.

Staff is satisfied with the overall design.

The structure is located within the single family lot.

A site inspection of the property has not been performed by staff.

- No site clearing shall be permitted until staff has verified the Pre-Disturbance Checklist has been implemented on the site.

The driveway has been designed with a 7% grade which is not in compliance with Town Standards.

- A stabilized construction entrance shall be installed prior to ground disturbance.
- Driveway grade will need to meet Town Standards before building permit issuance.

The erosion and drainage plan complies with Town standards.

- Approved drainage and erosion control shall be in place prior to and throughout site preparation and construction and through successful revegetation.

Staff recommended the Planning Commission approve the single family home design and site plan for Lot 92 Lakota Park Subdivision with the following conditions:

- No site clearing shall be permitted until staff has verified the Pre-Disturbance Checklist has been implemented on the site.
- Any disturbed areas on the site shall be revegetated with an appropriate seed mix per the Single Family / Duplex Deposit Agreement.
- A stabilized construction entrance shall be installed prior to ground disturbance.
- Approved drainage and erosion control shall be in place prior to and throughout site preparation and construction and through successful revegetation.

- Prior to building permit issuance, cut sheets will need to be provided for exterior fixtures that state they comply with Town guidelines and are dark sky compliant.
- Prior to building permit issuance, driveway grade will need to meet Town Standards.

Required Permits:

- ✓ Building Permit
- ✓ Single Family / Duplex Deposit Agreement

Commissioner Robbins moved and Commissioner Kish seconded approval of the design review with condition listed. Motion Carried: 7-0.

STAFF UPDATE

- Master Plan
- Workshop with Town Council on March 6, 2018
- Roam Annexation
- Interviews for Planner 1
- Projects to work on for 2018

Upon a previously adopted motion, the meeting was adjourned at 9:24 a.m.