

**TOWN OF WINTER PARK
PLANNING COMMISSION
Tuesday, March 27, 2018**

Minutes

- I. The meeting was called to order at 8:00 am.
- II. Roll Call indicated present: Brad Holzwarth, Johnathan Larson, Roger Kish, David Barker, Mike Davlin, George Stevens, and Doug Robbins.
- III. Town Hall Meeting – no comments were received.
- IV. Commissioner Davlin moved, and Commissioner Barker seconded a motion to approve the minutes from March 13, 2018. Motion carried: 7-0.
- V. Conflicts of Interest – no comments were received.
- VI. NEW BUSINESS:

- A. Subdivision Exemption- Lakota Park, Lot 94

Community Development Director Shockey presented his staff report.

Scott Munn was present to answer any questions from the Commission.

Christine Samsel and Jeffrey Riek, owners of Lot 94 in Lakota Park Subdivision are proposing to adjust the building envelope on their lot to better accommodate a new single-family resident with access off Lakota Park Drive instead of Lupine Drive. The original building envelope would not have allowed access of Lakota Park Drive.

The Lakota Park Homeowner’s Association approved this request through adoption of the Third Amendment to the Declaration of Protective Covenants, Conditions and Restrictions for Lakota East (Reception No. 2016-009757).

Subdivision Exemption Regulations

Section 8-1-4 of the Subdivision Regulations allows the Planning Commission to exempt property from the subdivision process if one of eight conditions is met. Staff has determined that this Subdivision Exemption meets the requirements of Condition 2 –

- 2. Is for the purpose of revising lot lines from those shown on a recorded plat and which creates no more than the recorded number of parcels, subject to the following conditions:
 - a. Any lot or parcel created shall conform to the minimum requirements for area or dimension as established by the zoning ordinance or any other related ordinance.
 - b. If the lots of the original recorded plan were nonconforming, lots or parcels created shall not increase the existing nonconformity.
 - c. Applicable law relating to amendment of recorded plats is complied with.

The Subdivision Exemption process involves one meeting with the Planning Commission for approval. This does not receive review or approval from the Town Council.

Staff recommended approval of the Lakota Park Subdivision Exemption Plat with the following conditions to be met and/or provided prior to any recording:

1. That the applicant shall revise the submitted plans and documents in conformance with the official red-marked print dated March 27, 2018.
2. 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.
3. That an executed Exemption Plat Mylar and other supporting documents, as well as recording fees, be provided prior to recording.

Commissioner Davlin moved and Commissioner Robbins seconded approval of the Subdivision Exemption with conditions listed. Motion Carried: 7-0.

B. Minor Subdivision – Town of Winter Park

Community Development Director Shockey presented his staff report.

The Town of Winter Park is the applicant for this subdivision application. The Chamber parcel, located at the corner of Main Street and Rendezvous Way is currently a metes and bounds parcel and the intent is to plat it as a single lot. Being the plat is only one lot, the application can be processed as a Minor Subdivision.

The Town is working with the owners of Rendezvous on a development agreement that will transfer ownership of the Chamber parcel from the Town to Rendezvous. Rendezvous will be a signer on the plat since they are a party to the development agreement.

Staff recommended the Commission provide a favorable recommendation of approval to the Town Council for the Town Parcel Minor Subdivision with the following conditions to be met and/or provided prior to recording:

1. The applicant shall revise the submitted plans and documents in conformance with the official red-marked print dated March 27, 2018.
2. A Statement of Authority shall be provided for each party that signs the Final Plat.
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. An executed Final Plat Mylar and other supporting documents, as well as recording fees, be provided.

Commissioner Larson moved and Commissioner Kish seconded a motion to approve the Minor Subdivision with staff recommendations. Motion Carried: 7-0.

Goes to Town Council April 4, 2018

STAFF UPDATE

- Master Plan – Open house
- Hideaway Station

Upon a previously adopted motion, the meeting was adjourned at 8:10 a.m.