

**TOWN OF WINTER PARK
PLANNING COMMISSION
Tuesday, May 9, 2017**

Minutes

- I. The meeting was called to order at 8:00 am.
- II. Roll Call indicated present: Mike Davlin, Brad Holzwarth, Roger Kish, George Stevens, and Doug Robbins.
- III. Town Hall Meeting – no comments were received.
- IV. Commissioner Holzwarth moved, and Commissioner Davlin seconded a motion to approve the minutes from April 25, 2017. Motion carried: 5-0.
- V. Conflicts of Interest – no comments were received.
- VI. NEW BUSINESS:

A. Duplex Design Review – 501 & 503 Summit Place, Lots 71 & 72

Evans, Planning Technician presented the staff report.

This is a duplex with one side being a three-story and the other side a two-story duplex that encompasses approximately 5,752 square feet (2,911 sqft / 2,841 sqft) of finishable floor area including a two-car garage for each unit.

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

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 41'3" 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 has been designed with a 0% grade with a swale in the center of the drive to kick the water to either side of the building which is in compliance with Town Standards.

- A stabilized construction entrance shall be installed prior to ground disturbance.

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 71/72 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.

Required Permits:

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

Commissioner Davlin moved and Commissioner Kish seconded approval of the design review with conditions listed. Carried: 5-0.

B. Single Family Design Review – 498 Forest Trail

Community Development Directory Shockey presented the staff report.

Three story single family home that encompasses approximately 2,002 square feet of finishable floor area including a two-car garage.

The structure has been approved by the Alpine Timber HOA Design Review Committee; with conditions. Drainage plus install the home & utilizes in a way to preserve any/all mature trees along the norther border of the property.

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 fixtures comply with Town guidelines and seem to be dark sky compliant. The applicant shall provide a cut-sheet verifying dark sky compliance prior to building permit.

Building height complies with Town standards. The maximum building height overall is 39'.

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

The landscape plan addresses revegetation of disturbed areas and outlines where new trees will be planted around the structure. The landscape plan 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 Deposit Agreement.

Staff is satisfied with the overall design.

The structure is located within the required setbacks.

The total coverage is 20% building to open space.

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 is designed with a maximum 5% grade, which complies with Town standards.

- A stabilized construction entrance shall be installed prior to ground disturbance.

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 design and site plan for Lot 36, Alpine Timbers 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 Deposit Agreement.
- A stabilized construction entrance shall be installed prior to ground disturbance.
- HOA approved with conditions: drainage, install the home & utilizes in a way to preserve any/all mature trees along the norther border of the property.
- A cut-sheet shall be provided for the light fixtures to assure dark-sky compliance.
- Approved drainage and erosion control shall be in place prior to and throughout site preparation and construction and through successful revegetation.

Required Permits:

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

Discussion was held.

Steve Ruhle, owner of 516 Forest Trail stated he would like for the new owner to save the trees that are near his property In addition, he was concerned about the drainage being directed toward his property.

Main topics of discussion:

- Drainage
- Utilities
- Vegetation

Commissioner Kish moved and Commissioner Davlin seconded approval of the 498 Forest trail will the conditions listed above. In addition, a ditch shall be installed along the north property line to prevent excessive drainage onto the adjacent lot. The electric and gas utilities should be relocated to prevent cutting trees in the easement area on the north property line.

Motion carried: 5-0

STAFF UPDATE

- Planning Commission Vacancy needs to be a Winter Park resident
- Next meeting May 23
- Master Plan
- Block E
- Grocery Store and Stage on schedule
- Arrow of Winter Park

Upon a previously adopted motion, the meeting was adjourned at 8:53 a.m.