



**TOWN OF WINTER PARK  
PLANNING COMMISSION  
Tuesday, September 27, 2022 8:00 AM**

**A G E N D A**

- I. **Meeting Call to Order**
- II. **Roll Call of Commission Members**
- III. **Town Hall Meeting** (time for anyone from the public to speak about items not on the agenda)
- IV. **Minutes:** September 13, 2022
- V. **Conflicts of Interest**
- VI. **Action Items:**
- VII. **Planning Commission Items for Discussion**
  - A. Unified Development Code (UDC)
    - Landscaping and bufferyard requirements
    - Irrigation requirements
    - 3D modeling for Major Site Plan Applications
    - Update on other amendments
- VIII: **Director's Report**

**If members of the public wish to attend the meeting digitally the link is below. The meeting will continue in person regardless of technical difficulties with Zoom.**

**Times on the agenda are approximate and only intended as a guide for the Planning Commission. Order of agenda items are subject to change.**

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**TOWN OF WINTER PARK  
PLANNING COMMISSION  
Tuesday, September 13, 2022 8:00 AM**

**MINUTE**

- I. **Meeting Call to Order.** The Planning Commission meeting starts at 8:00 am.
- II. **Roll Call of Commission Members.** Roll Call indicated present Chairman Brad Holzwarth, Commissioners Doug Robbins, Angela Sandstrom, Roger Kish and Dave Barker. Community Development Director James Shockey and Town Planner Hugh Bell are also present. Commissioner Johnathan Larson is absent today. Commissioner Mike Davlin has resigned from the Planning Commission. This will be discussed later during the meeting. Mr. Austin Flannagan, town legal counsel is present as well.
- III. **Town Hall Meeting** (time for anyone from the public to speak about items not on the agenda). No one comes forward.
- IV. **Minutes:** August 9th, 2022. Commissioner Baker makes a motion to approve the minutes. Commissioner Robbins seconds. The minutes are approved 4, 0.
- V. **Conflicts of Interest.** No one comes forward.
- VI. **Action Items:**
  - A. Amendment to Design Review Single-Family Detached – Lot 7, Elk Run Subdivision, Filing 1 – 325 Lake Trail (PLN21-033)

Town Planner Hugh Bell begins his presentation by sharing the contents of the staff report on the screen. This information has been also sent to the Commissioners by email. Planner Bell gives a brief summary of this Design Review for a Single Family Dwelling. Planner Bell describes the details about this amendment related to deck, building coverage and other. Staff recommends approval for this amendment.

The applicant is not present today. The Commissioners discuss what has been done already in this property as well as the architectural and design elements. The Commissioners discuss the articulation in relation to the deck. The Commissioners take a look at the elevation on the screen to discuss this in more detail.

Commissioner Sandstrom makes a motion to approve this Design Review Amendment for a Single Family Dwelling. Commissioner Barker seconds. The Design Review Amendment is approved 4, 0.

- B. Amendment to Design Review Multifamily – Lot 1, Jim Creek West Subdivision Exemption – Winter Park Resort Workforce Housing – 1 Winter Park Drive (PLN22-034)

Town Planner Hugh Bell begins his presentation by sharing the contents of the staff report on the screen. This information has been also sent to the Commissioners by email. Planner Bell gives a brief summary of this Multifamily Design Review. Planner Bell also mentions the history of this Design Review. Some

of the items mentioned are construction schedule, materials and colors, building elevations, building height, mechanical equipment, landscaping and revegetation and trash and recycling enclosures.

The Planning Commission ask if all the documents must be approved.

The applicant, Mr. Steve Peterson is online. Mr. Peterson goes over the changes that have been done to this workforce project. Planner Bell shows a letter from Alterra on the screen as well as a comparison of the old design and the new one. Mr. Peterson also mentions the financial cost of this project and some safety and design elements.

Mr. Matthew Breen comes forward as well and he describes the design of the trash enclosures and mechanical screening. Then, Mr. Breen talks about the roof configuration.

The Commission ask if this design has been finished and suggests the applicant to take a couple of weeks to finish it. Mr. Breen says that they consider the design is finished. The Commission and the applicants have a short conversation about the window design. Planner Bell shows on the screen the old and the new proposal for the windows. The Commission then asks about the solar array. Mr. Peterson gives some details about the solar array specifications. The Commission and the applicants have a short conversation about this item.

The Commission discusses if there should be a time limit on when the solar panels must be installed on the building. Mr. Austin Flanagan, the Town of Winter Park Attorney, that it would be very difficult to enforce something with a period of time after the building is constructed. Director Shockey asks if the solar panels have to be installed prior to the issuance of the certificate of occupancy. There is also the possibility of issuing a temporary certificate of occupancy. Mr. Flanagan says that this is an option in order to ensure the installation of the solar array. The applicants make the clarification that they intent to install the solar panels within three years.

The Commission has a discussion about how to make sure the solar panels are installed within a reasonable period of time. The members of the Commission also talk about some of the materials proposed. There is a comment about the roof configuration but it is understood that this is a workforce project and that there are budget limitations. The Commissioners then go back to the issue of the solar panels and their cost and how this might affect the completion of the project by the time the certificate of occupancy has to be issued.

The conversation then goes back to the materials and the options proposed to finish some elements in the elevations. Planer Bell shows the information about this topic on the screen. Mr. Peterson adds details about the cost behind this proposed changes. The Commissioners have a conversation about this topic and go over the list of changes.

Commissioner Barker makes a motion to approve this Multifamily Design Review as requested. Commissioner Sandstrom seconds. The Multifamily Design Review is approved 4, 0.

## **VII. Planning Commission Items for Discussion**

### **A. Mike Davlin's resignation**

Director Shockey gives the Commissioners the details about the reasons behind Mr. Davlin's resignation. Town Council will go over the process to advertise this Planning Commission position.

## B. Planning Commission Meeting Time

The Commission talks about how the applicants need to come to the meetings with enough information and better prepared in order to make an informed decision and make the process more efficient for all parties involved. There is also mention of having the meetings more often as opposed to having meetings that last up to 1:00 pm in some cases. Another option is to dedicate the meetings to specific topics. The Commissioners also talk about the possibility to implement a time where the meeting has to end for the day. The Staff and the Commissioners also have a conversation about the rules and the time period the applicant and the public have in order to make a presentation or make a public comment. The Commission and the Staff agree on having a limit of 10:00 am for the Planning Commission meetings.

## C. Unified Development Code (UDC)

- Landscape / Bufferyard Requirements
- Irrigation Requirements
- 3D Modeling for Major Site Plan Review
- Update on other Amendments

These items were not discussed at this meeting and will be presented at the next meeting on September 27.

## VIII: **Director's Report**

Director Shockey says that there are no items to report today.

Commissioner Robbins will not be able to attend the next meeting.

The Planning Commission thanks Mr. Mike Davlin for his years of service to the Planning Commission.

Upon a previously approved motion, the Planning Commission meeting is adjourned at 10:01 am.