

**MINUTES OF THE PLANNING AND ZONING COMMISSION
ALSO SITTING AS THE LOCAL PLANNING AGENCY AND
THE LAND DEVELOPMENT REGULATION COMMISSION**

The regular meeting of the City of Maitland Planning and Zoning Commission, also sitting as the Local Planning Agency and the Land Development Regulation Commission, was called to order at 6:30 p.m. on Thursday, October 20, 2016, in the City Hall Council Chambers.

Members present were Michael Dabby, Barry Kalmanson, Michael Wilde and Chairperson, Kathy Hattaway. City staff members present was Sara Blanchard, Chief Planner and Harris Berns-Cadle, Planner III.

Approval of Minutes – September 15, 2016

Mr. Kalmanson made a motion to approve the minutes of September 15, 2016.

Mr. Wilde, seconded the motion.

Ms. Blanchard called the roll.

Mr. Dabby, aye; Mr. Kalmanson, aye; Mr. Wilde, aye; and Chairperson Hattaway, aye.

The motion passed.

Public Period for non-agenda items (up to 15 minutes with time limit of three minutes per person)

Chairperson Hattaway opened the Public Period. There being no one who wished to speak, the Public Period was closed.

Public Hearing: Petition No. 2016 – 03 (SPR) 323 Circle Drive

Ms. Blanchard stated that the applicant requests review of a proposal to construct a 2,999 square foot office building and unroofed storage area.

Rob Smith, E2H the applicant, participated via telephone and Wes Featherston, Process Architecture LLC, was present on behalf of the applicant for this item and answered questions posed by the Commission.

Chairperson Hattaway opened the item for public comment. There being no one who wished to speak, the public comment period was closed.

Mr. Dabby expressed his concerns with the parking if in the future the uses of the property changes and would like to see a covenant included stating that sufficient parking needs to be provided for all time. He also expressed his concern with undergrounding of power lines in circumstances where small areas are involved and use of gravel parking and its use as a retention area. He stated that he would like to see some post permit assurance regarding the drainage if the project is approved with the use of gravel as proposed.

Mr. Kalmanson expressed his concerns with gravel parking lots, drainage and parking lot lighting.

Ms. Hattaway expressed her concerns with the quality of the site work that is proposed.

Mr. Dabby made a motion to send the item to the Development Review Committee for review and recommendation, but to return the item to P&Z for final recommendation. P&Z requested the following items to be addressed by DRC: 1) address power lines being undergrounded and the establishment of a mechanism to fund the undergrounding, if it is too costly to require the undergrounding to occur in a small area; 2) review if the gravel surface parking and retention pond are acceptable to function in the same location as proposed and if a gravel retention area is satisfactory at all; 3) examine if the decision to allow gravel parking on the site is binding on the P&Z, if it was granted in the past by the City Manager; 4) review the landscape plan to provide additional landscaping for the site; 5) evaluate the site design proposed and enhance the site work for an improved final product; 6) supply a copy of the parking study and DRC report for the off-site parking for the project to the Planning and Zoning Commission.

Mr. Wilde seconded the motion.

Ms. Blanchard called the roll.

Mr. Dabby, aye; Mr. Kalmanson, aye; Mr. Wilde, aye; and Chairperson Hattaway, aye.

Other Business the Commission Deems Advisable

Mr. Kalmanson gave a presentation and asked for a consensus to ask Council to allow the Commission to work on an ordinance prohibiting wood frame construction for non-single family detached projects.

Mr. Wilde made a motion requesting direction from City Council regarding the ability to draft an ordinance regulating the use of wood frame construction in the City, specifically with regards to non-single family detached projects.

Mr. Dabby seconded the motion.

Ms. Blanchard called the roll.

Mr. Dabby, aye; Mr. Kalmanson, aye; Mr. Wilde, aye; and Chairperson Hattaway, aye.

Review of Action by City Council on Prior Items

Ms. Blanchard reviewed the items from the September 26, 2016 and October 10, 2016 City Council meetings.

By consensus of the Commission, the meeting of November 3, 2016 was canceled.

Adjournment

The meeting was adjourned at 7:52 p.m.


Kathy Hattaway, Chairperson

Attest: *Sara Blanchard* Date *11/17/16*

Received
NOV 22 2016
Council/Clerk