



**Development Review Committee
January 17, 2024
Council Chambers
2:00 PM**



- I. Call to Order
- II. Public Hearing
- III. Public Period
- IV. Recommendations
 - 1. Petition No. SUB (2023)- 0001 - E. Ventris Lane
- V. Adjournment

Notice: Any person who desires to appeal any decision made at this meeting or hearing will need a record of the proceedings and, for this purpose, may need to ensure that a verbatim record of the proceedings is made which includes testimony and evidence upon which the appeal is to be based. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's office (407-539-6219) 48 hours in advance of the meeting.



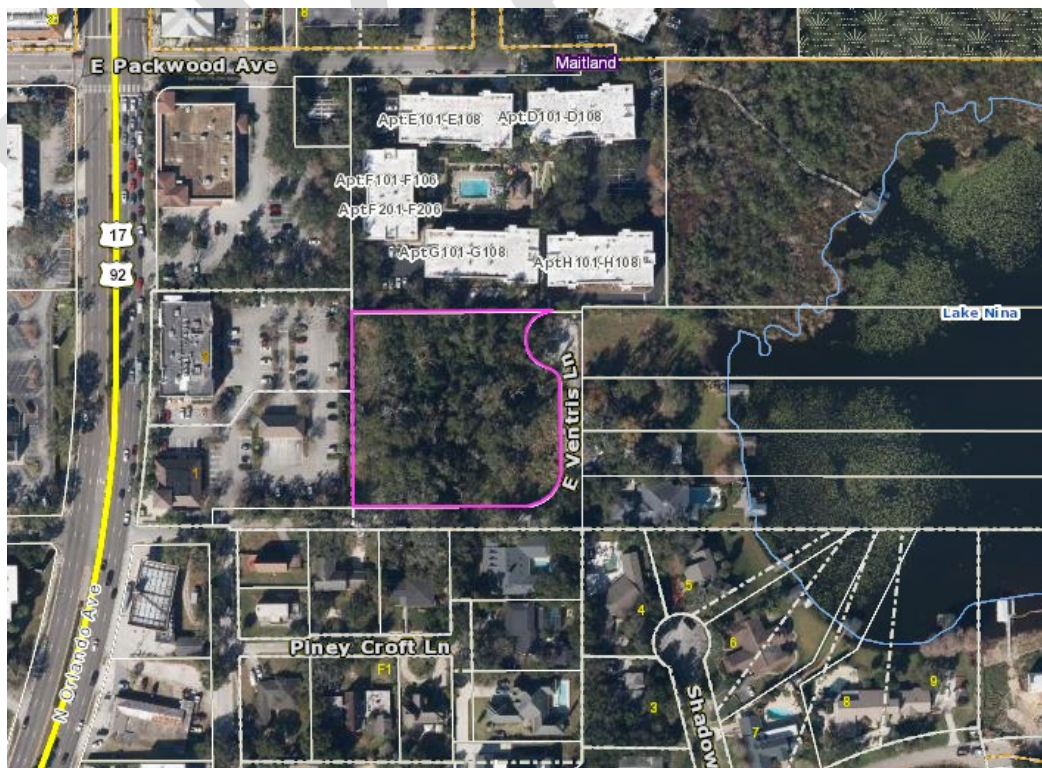
MINOR SUBDIVISION PETITION # SUB (2023)- 0001

E. VENTRIS LANE

DEVELOPMENT REVIEW COMMITTEE

JANUARY 17, 2024

APPLICANT:	Ryan A. Renardo, P.E. (R-Squared Engineering)
OWNER(S):	Mayer Doved Sexter & Tammy Etta Sexter [547 Virginia Ave., Winter Park, FL 32789]
PETITION:	Three lot residential subdivision
CURRENT USES:	Undeveloped
ZONE DISTRICT:	RSF-2, Residential Single Family 2
FUTURE LAND USE:	Traditional Neighborhood
LOCATION:	North and West of Ventris Lane, Maitland
PARCEL ID(S):	36-21-29-0000-00-005
ACREAGE:	1.77
ACCESS:	E. Ventris Lane



I. FINDINGS & RECOMMENDATIONS

Based on the requirements of Section 2.5.2(b)(5) *Minor Subdivision Procedure* of the Maitland Land Development Code, the Development Review Committee **approves/denies Petition Number SUB (2023)- 0001 - E. Ventris Lane**, including supplementary materials listed below, and finds that there **is** competent substantial evidence that all of the Minor Subdivision Review Standards are met and that the proposed final plat **does** comply with the requirements of the Maitland Land Development Code.

A. THE FOLLOWING ARE INCLUDED IN APPROVAL/DENIAL:

1. Petition and Minor Subdivision plat.

II. PETITION ANALYSIS

Background

The applicant is requesting a subdivision of property into three residential lots. The proposed subdivision abuts Ventris Lane, an existing concrete roadway, and does not require new improvements for potable water, sewer, or drainage. Water and Sanitary Sewer serving the residential lots will be provided by the City of Maitland.

The adjacent land uses include commercial uses to the west, single family residential uses to the south and east, and multi-family residential use to the north. The subject property was included in the 1991 Live Oak/Ventris Neighborhood Plan using the Quality Neighborhood Program process.

Recommendation Factors

The approval of divisions of land is provided by Section 2.5.2(b) *Subdivision* of the Land Development Code. This subdivision was determined to be a Minor Subdivision based on the criteria in Section 2.5.2(b)(3)(A), with staff finding that the subject property abuts a street that the public works director determines does not require immediate improvements, requires no new improvements for potable water, sewer, or drainage, and includes no more than 10 residential lots.

The procedure for approval of a Minor Subdivision Plat is further described in Section 2.5.2(b)(5) *Minor Subdivision Procedure*. It states that the Development Review Committee shall review the application, prepare a staff report, and make a decision on the application based on the Minor Subdivision Review standards, and recommend action on the application, including any recommended modifications or conditions of approval.

REVIEW STANDARDS**STAFF ANALYSIS**

1.	The minor subdivision plat complies with all applicable standards in Article 5: Development Standards, and Article 6: Subdivision Standards.	Staff reviewed the proposed subdivision plan to the applicable standards in Article 5 and Article 5 and, after revisions, found them in compliance with the standards except for those issues addressed in the proposed conditions of approval. Staff finds that this standard has been met through adherence to the proposed conditions of approval.
b.	The final subdivision plat conforms to the requirements of Ch. 177, Fla. Stat.	The City's surveyor has reviewed the proposed final plat for conformance with all relevant statutes. Staff finds that this standard has been met through adherence to the proposed conditions of approval.
c.	The minor subdivision plat conforms to any site plan of which it is a part.	There is no site plan associated with this minor subdivision. Staff finds that this standard has been met.
d.	The minor subdivision plat is consistent with the comprehensive development plan.	Staff has reviewed the proposed plat in the context of the <i>Maitland Comprehensive Development Plan 2035</i> , and specifically the Traditional Neighborhood Future Land Use Designation. The proposed residential density is consistent with the Traditional Neighborhood established in Table 1.1 of the Future Land Use Element. Staff finds that this standard has been met.
e.	The minor subdivision plat complies with all other applicable requirements of this LDC, the City Code, and other City regulations.	Staff has reviewed the plat and associated civil engineering plans for compliance with the Maitland Land Development Code and Maitland City Code. Staff finds that this standard has been met through adherence to the proposed conditions of approval.
f.	If applicable, a performance bond and maintenance bond has been provided to the City in accordance with [the LDC].	Performance and Maintenance Bonds are required in the conditions of approval consistent with Section 2.5.2(b)(6) of the Maitland Land Development Code. Staff finds that this standard has been met through adherence to the proposed conditions of approval.

III. CONDITIONS OF APPROVAL

1. At the time of site construction permit application, applicant shall determine if existing street lighting is adequate or if additional light poles are necessary. Applicant shall be responsible for the installation of any lighting necessary to meet applicable standards.

2. All proposed easements and declaration of easements, covenants and restrictions are subject to final acceptance by City Council and shall be recorded at the time of plat recordation.
3. The applicant shall modify the plat to conform to City Surveyor's corrections, prior to City Council Review of the Final Plat.
4. A performance bond shall be provided to the City for the public improvements consistent with Section 2.5.2 (6) *Required Bonds* of the Land development Code. A maintenance bond is required to be provided to the City prior to the release of the performance bond.
5. Prior to final plat recordation, applicant shall complete a school concurrency application with Orange County Public Schools.

Dan Matthys, AICP, CPM
Development Review Committee
City of Maitland, Florida

Date

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TECHNICAL REVIEW GROUP COMMENTS
PETITION # SUB (2023)- 0001
E. VENTRIS LANE
DECEMBER 28, 2023

OUTSTANDING ITEMS NEEDED FOR A RECOMMENDATION OF APPROVAL

REVISIONS

Planning:(Contact: Barrett Chaix, 407-539-6213)

1. Street trees are also required in front of Lot 1. If it is necessary to route sidewalk onto private property, an easement may be provided. Applicant response: Due to the limited space between the roadway pavement and property line, the sidewalk in front of Lot 1 is proposed to be placed within a sidewalk and street tree easement which will allow for the sidewalk and street trees to be constructed, see sheet C-200 and updated plat included herewith. Street trees have been added in front of Lot 1, see sheet L-100. **Comment Addressed, 12/28/2023.**
2. A vegetation removal permit is required prior to lot clearance. Live Oak (Tree 107) is noted as good candidate for preservation in arborist report. What consideration was given to preserving it and why did you decide against it? Land Development Code must be adhered to as far as required number of trees on each lot, noted on Landscape Plan. Applicant response: A note has been added for the contractor to obtain a vegetation permit prior to site clearing, see sheet C-100. I believe that the referenced tree number 107 should be tree number 117. Tree number 107 is listed as poor condition, but tree number 117 is listed as "fair condition – good species for preservation". Tree number 117 is located in the dead center of the proposed lot 2 and as such, would be located within the house footprint. There is no way to save this tree. The required number of trees on each lot will be adhered to with each specific house plot plan. **Comment Addressed, 12/28/2023**
3. Discrepancy on size of Lot 1: 22,777 SF on civil set, 22,774 SF on plat. Applicant response: The plat has been updated to match the civil plan, see updated plat included herewith. Please note that the pond tract has been removed and its now included as part of Lot 1. **Comment Addressed, 12/28/2023**
4. A Park and Recreation fee (or dedication) is required [Sec. 6.2.3. - Parks and Recreation Sites.] 2 acres per 100 SF units, = .06 acre, = 2,614 SF of park land or equivalent fair market value of per subdivided developed acre of the subdivision. Please provide this calculation for review and approval. Note: Comment stricken by staff. **Comment Addressed, 12/28/2023**
5. Please account for the mechanism of ownership and maintenance of the common stormwater system in perpetuity after lots are sold such as establishment of an HOA or recorded maintenance agreement. RESPONSE: A Declaration of Easements, Covenants, and Restrictions is proposed to provide a mechanism for O&M of the stormwater management system, see DRAFT document included herewith. This document will be signed and recorded once the subdivision plan is approved and prior to the first home building permit being issued. **Comment Addressed, 12/28/2023**

6. Remove Planning and Zoning signature block on Plat as they do not review/approve minor subdivisions. Revise "County Surveyor" to "City Surveyor" on signature block. Applicant response: The P&Z signature block has been removed, see updated plat included herewith. Comment Addressed, 12/28/2023
7. Landscape Plan L-100: Revise Lot 1 to show Minimum Number of Trees = 10/ Minimum Diameter of Trees = 31 (due to increased lot size in resubmittal).

CITY ENGINEER: (Contact: Alyssa Eide 407-875-3693, aeide@itsmymaitland.com)

General Comments

8. What entity will care for the common areas including the retention pond maintenance (will an HOA be formed)? The Stormwater Report under Section 4 states that RPP, LLC, will maintain the stormwater management facility. Is this in perpetuity and does it apply to all successors and assigns? According to the Design Standards the applicant must provide proof of legal and operational eligibility of the maintenance entity assigned to this subdivision. Comment Addressed, 12/28/2023
9. It is our understanding that there was a discussion with the project team and the Fire Department which contemplates a change to the cul-de-sac. Please confirm outcome and revise plans accordingly. Comment Addressed, 12/28/2023
10. The street trees are shown as close as four feet (4') from edge of pavement. This appears in close proximity to the traveled way. Trees are typically placed at least five feet (5') away from utilities and travel lanes and they must meet clear zones. Please revise as necessary. Comment Addressed, 12/28/2023
11. The Legend on the proposed plat does not list what S.E. represents, which is likely the proposed sidewalk easement. Please revise as necessary. Comment Addressed, 12/28/2023
12. New subdivisions require pedestrian lighting. Please confirm if existing lighting is adequate or if additional light poles are required. Comment Addressed, 12/28/2023 COA

Cover Sheet:

13. Add petition number to cover sheet. Please revise. Comment Addressed, 12/28/2023

Off-Site Demolition Sheet:

14. The plan calls for removal of a 42" oak tree that is at least partially on the adjacent property. Provide documentation that the adjacent owner has reviewed the proposed plan and has allowed any work on their property. Is any tree replacement proposed for the removal of this tree? Comment Addressed, 12/28/2023

Subdivision Plan:

15. How will the stormwater tract be accessed for maintenance? Comment Addressed, 12/28/2023
16. Site distance triangles must be provided and also be shown on the Landscape Plan. Comment Addressed, 12/28/2023
17. What is the separation between the proposed wall in the pond and the property line to the north. What type of wall is proposed and can the proposed wall be constructed in this area

without impacting the adjacent brick wall to the north and the existing forcemain to the west?
Comment Addressed, 12/28/2023

18. Provide driveway detail for crossing over ditch/swale **The sections shown within the driveway detail indicate that the driveway would block both the onsite swale and the swale within the right of way. How will runoff being conveyed through these swales continue downstream? Comment Not Addressed, 12/28/2023**

Grading and Drainage Plan:

19. Structure D-04 will hold 1 foot of water based on the detail. The structure should have a sump bottom to allow drainage or designed with the bottom flush to the pipe invert and then allowed to drain to the pond. Comment Addressed, 12/28/2023
20. The drainage swale along the east side of lots 1 and 2 seems to be two to three feet above the adjacent road. Provide cross sections to show how this area will be graded. The section drawing should show width of swale, top of berm, sidewalk, and the existing pavement grading in the ROW. Comment Addressed, 12/28/2023
21. The proposed swales cross over multiple properties. As stated previously in the General Comments, A home owners association (HOA) or other legal mechanism will need to be established to ensure maintenance of stormwater system as well as drainage rights for all lots. Please confirm. Comment Addressed, 12/28/2023
22. Structure D-07 is a bubble up structure set with a grate elevation of 68.0', this seems to be a foot or more above existing grade in the area of the inlet and would be a concern for erosion. There is also a maintenance concern with the use of a bubble up structure as the outfall. Could an FDOT endwall or MES be used instead of a bubble up structure? Comment Addressed, 12/28/2023
23. Note: when lots 2 and 3 develop the driveway will be required to allow drainage to continue to be collected in the swale and conveyed to the pond. Please provide how this will be accomplished. **The response indicates that water will flow across driveway, but at the slopes provides the driveway at the ROW ditch crossing would provide less than half an inch of depth below the road elevation. A more defined drainage path needs to be provided. Comment Not Addressed, 12/28/2023**

Utility Plan and Details:

24. The utility details should be revised reference the City of Maitland instead of Orange County. Comment Addressed, 12/28/2023
25. Provide a crossing detail (conflict detail) for the crossing of the proposed stormwater line and the existing sanitary sewer line, as well as all existing and proposed utilities. Comment Addressed, 12/28/2023
26. Include valve box detail figure A112 Comment Addressed, 12/28/2023
27. There are existing laterals for each lot. Once is shown on the plan to be abandoned and capped. What is the reason for this and will the others be abandoned as well? Comment Addressed, 12/28/2023
28. If new laterals are going to be installed, revise the sewer lateral for lot 3 to connect to the main instead of the existing manhole. Comment Addressed, 12/28/2023
29. Revise the sewer lateral cleanouts to be placed after the sidewalk to match the water meters. Comment Addressed, 12/28/2023
30. Appendix A Section 4.2.b.5.f – sewer clean-outs not in the pavement shall have concrete aprons around their tops, flush with the finished grade, with minimum dimensions of 18 by 18 by 4 inches with reinforcement. Please revise accordingly. Comment Addressed, 12/28/2023

31. Provide the distance that the retaining wall on the west side of Tract A is from the 10 foot utility easement. Any footings will need to not be within this easement. Comment Addressed, 12/28/2023

Site Details:

32. Sidewalk must continue through driveway within the detail. Please revise appropriately. Comment Addressed, 12/28/2023
33. Driveway detail may not be less restrictive in design than the standard for all driveways within Maitland. If the EOR needs a copy of this detail – please request it and revise the detail as needed. Comment Addressed, 12/28/2023

Stormwater report:

34. Fema Floodplain map in figure 5 is out of date. Please revise. Comment Addressed, 12/28/2023
35. Section 2, Pre-Development Conditions, references SWFWMD for the existing permit information under heading 2.2. This area is within the SJRWMD. Please adjust, as needed. Comment Addressed, 12/28/2023
36. Please explain where hydraulic conductivity values used in the recovery analysis came from, they were not observed within the geotechnical report. Comment Addressed, 12/28/2023
37. Provide a copy of SJRWMD permit when issued. Comment Addressed, 12/28/2023
38. The ICPR analysis has two percolation links from Pond 100. This would result in doubling the infiltration rate out of the pond. Please explain or remove one of the links. Comment Addressed, 12/28/2023
39. Utility note number 2 backflow preventer shall be RPZ instead of a dual check valve. 12/28/2023
40. Provide a u branch on the end of each water service for a future irrigation connection. 12/28/2023

PRELIMINARY AND FINAL SUBDIVISION PLAT REVIEW CHECKLIST

City of Maitland, Florida

VENTRIS ESTATES

December 8, 2023 – SECOND REVIEW

This plat has been reviewed by the agent of the City and comments have been noted. The plat and supporting documentation will be transmitted to the City's Professional Surveyor and Mapper for review after these comments have been addressed and all missing supporting documents have been submitted. Additional comments may be generated by the City PSM during their review of the plat. Please contact Andrew Perry (407) 584-8513 ext. 2220 if you should have any questions or comments.

LEGEND

[C]	Denotes information is correct.
[X]	Denotes additional information or revision is required.
[#]	Refer to "Additional Comments" and corresponding note.
[NA]	Requirement is not applicable to this plat.
OC	Orange County Platting Requirements
ML	Maitland Land Development Procedures Manual
FS	Florida Statutes

TECHNICAL REQUIREMENTS

TITLE (Primary Name)

- [C] The "primary name" of the plat must be different from any other recorded plat in Orange County except when the subdivision is further divided as an additional unit or section.(FS177.051.1)
LD 7.5-100(2)(f)2c: "Proposed subdivision name or identifying title, which shall not duplicate or closely approximate the name of any other subdivision in Orange County."
- [C] Title appears in bold legible letters.(FS177.091.5)
- [C] Words such as "THE", "REPLAT" or "A" are not the first word used in the title.(FS177.051.1)
- [C] If the plat is a replat all prior platted streets, alleys and easements will be vacated at recording. All such parcels occurring with the replat must be included in the dedication or noted as private with appropriate language on the plat.(FS177.101)
- [C] If replat is a part of the primary name all text is the same size and type.(FS177.051.1)
- [C] Title and sub-title (if any), Section, Township, Range, County, City and State are included in heading and appears on all sheets.(FS177.091)

SCALE

- [C] Is both stated and graphically illustrated by a graphic scale and appears on all sheets showing any portion of the lands subdivided.(FS177.091.4) No less than 1"=100' (ML)

NORTH ARROW

- [C] Is prominent and appears on every sheet showing any portion of the lands subdivided.(FS177.091.6)

INDEX/KEY MAP

- [C] Must be depicted if more than one graphic sheet is used to portray subdivided lands.(FS177.091.3)
- [C] Each sheet is labeled with sheet number, total number of sheets and match lines are clearly depicted.(FS177.091.3)

PROFESSIONAL SURVEYOR AND MAPPER

- [C] The name of the professional surveyor and mapper or legal entity, along with the street and mailing address and LB or LS number must be shown on each sheet included.(FS177.091.5)

VICINITY MAP

- [C] Shows the proposed subdivision in relation to the surrounding streets. (ML)

PLAT NOTICE

- [C] Notice is exactly how it appears in Statute and appears in a prominent place on front sheet of plat.(FS177.091.27)

"NOTICE: This plat, as recorded in its graphic form, is the official depiction of the subdivided lands described herein and will in no circumstances be supplanted in authority by any other graphic or digital form of the plat. There may be additional restrictions that are not recorded on this plat that may be found in the public records of this county."

- [C] Ink, media type and marginal lines are as noted in statutes.(FS177.091.1)
OC Code of Ordinances Art. IV, Sec. 334-133(b): Each sheet shall have a marginal line completely around the sheet placed to leave a three-inch binding margin on the left and a one-inch margin on the other three (3) sides.

TEXT SIZE

- [C] In all cases, the letter size and scale used shall be of sufficient size to show all detail. The scale shall be both stated and graphically illustrated by a graphic scale drawn on every sheet showing any portion of the lands subdivided.(177.091) (4)

BEARING REFERENCE

- [C] Is clearly stated on the face of the plat in the notes and is referenced to a well-established and monumented line. (FS177.091.6)

ABBREVIATIONS

- [C] A legend of all symbols and abbreviations occurring on the plat is shown.(FS177.091.29)

DEDICATION & ACKNOWLEDGMENT

- [X] The "primary name" of the subdivision is shown in the dedication and coincides exactly with the subdivision name. Shows and is executed by all persons, corporations, or entities having record interest in the lands.(FS177.051.1) **OWNERS NAME NOT SHOWN.**
- [C] Dedications required by city: Signature blocks. (ML)
- [C] Dedications required by city: Access to utilities. (ML)
- [C] Dedications required by city: Right to clear vegetation. (ML)
- [C] Dedications and approvals required by 177.071 and 177.081 are included.(FS177.091.12)

DESCRIPTION

- [C] Is metes & bounds and describes the lands subdivided and is so complete, that without reference to the plat, the starting point and boundary can be determined and agrees with plat.(FS177.091)(11)
- [C] Description agrees with title opinion.

POINT OF BEGINNING

- [X] Point of Beginning and all information called for, such as Point of Commencement, bearings and distances are shown.(FS177.091.14) **LEGAL CALLS FOR RANGE 29 PLAT IS SHOWING RANGE 30.**

DIMENSIONS

- [C] Sufficient survey data is shown to positively describe the bounds of every lot, block, street, easement and all other areas shown on the plat.(FS177.091.19)
- [C] A witness line showing complete data is provided for subdivisions bounded by an irregular line (e.g. water bodies, etc.) (FS177.091.19)
- [C] All dimensions shown except irregular lines are shown to the one-hundredth of a foot.

(FS177.091.19)

- [C] The centerlines of all streets shall be shown as follows: noncurved lines: distances together with either angles, bearings or azimuths; curved lines: arc distances, central angles, and radii, together with chord and chord bearing or azimuths. (FS177.091.22)
- [C] All Centerlines, P.C.'s, P.T.'s & P.I.'s are labeled.

CURVE DATA

- [C] Curvilinear lot lines show the radii, arc distances, and central angles.(FS177.091.20)
- [C] All radial lines are labeled as such.(FS177.091.20)
- [C] Directions of non-radial lines are indicated.(FS177.091.20)

TABLES

- [C] When it is not possible to label line or curve information on the map, a tabular form may be used.(FS177.091.26)
- [C] Tabular data, if shown, appears on the sheet to which it applies.(FS177.091.26)

CUL-DE-SAC DIAMETERS

- [C] All cul-de-sac diameters are shown.(FS177.091.15)

STREETS & RIGHT OF WAYS

- [C] The location, widths and names of all streets, waterways and other rights of way adjacent to or intersecting the subdivision are shown along with recording information. (ML)
- [C] All street names shall to conform to the city system. (ML)

EASEMENTS

- [C] The location and width of proposed easements and existing easements identified in the Title Opinion or certification are shown on the plat along with their intended use. Where easements are not coincident with property lines, they are labeled with bearings and distances and are tied to the principal lot, tract or right of way.(FS177.091.16)
- [C] Included in notes is reference to Cable TV services (FS177.091.28)

SECTION & 1/4 SECTION LINES

- [C] All section or 1/4 section lines occurring within the plat are shown and labeled as such.(FS177.091.14)

- [C] Subdivision to be referenced to the nearest section corner.(ML)

ADJOINING PROPERTY

- [X] All contiguous property is identified by subdivision title, plat book and page or if unplatted, labeled as “not platted”.(FS177.091.17) & (ML) **ADJOINING PROPERTY LINES ARE NOT SHOWN. PROPERTY TO THE EAST AND SOUTH NOT LABELED AS PLATTED OR UNPLATTED.**
- [C] If the plat is a replat, there are sufficient ties to controlling lines appearing in the earlier plat to permit an overlay of the previous plat.(FS177.091.17)

LOT NUMBERING

- [C] All lots are numbered progressively or if phase development consecutively numbered throughout additions.(FS177.091.18) consecutively per city (ML)
- [C] All blocks are lettered progressively.(FS177.091.18) consecutively per city (ML)

PARKS & RECREATION

- [C] All parks and recreation parcels are designated as such.(FS177.091.23)

OUT PARCELS

- [C] All out parcels are excluded in the legal description and clearly labeled "NOT A PART OF THIS PLAT".(FS177.091.24)

DEDICATED PARCELS

- [C] All dedicated parcels are clearly shown and their purposes clearly stated.(FS177.091.25)

PERMANENT REFERENCE MONUMENTS (NOT FIELD VERIFIED)

- [C] Permanent reference monuments have been placed at each corner or change in direction along the boundary of the lands being platted and are no further that 1400 feet apart.(FS177.091.7)
- [C] Where plat corners are not accessible, witness monuments have been set within the boundary of the plat and such offsets are noted. (FS177.091.7)

PERMANENT CONTROL POINTS (NOT FIELD VERIFIED)

- [C] Permanent control points have been placed at intersections of centerlines of rights of way and at the intersections and termini of all streets.(FS177.091.8)
- [C] All permanent control points have been placed and are shown on map by appropriate symbol or designation.(FS177.091.8)

A signed and sealed Surveyor's Certification Letter will be accepted in lieu of a field inspection of the PRM's and PCP's above.

LOT CORNERS (FIELD VERIFIED)

[C] Lot corners have been placed where PRM's and PCP's are not required.(FS177.091.9)

SUPPORTING DOCUMENTATION TO BE FURNISHED BY SUBMITTING FIRM

[C] Copy of Boundary Survey the date of certification shall not be in excess of one year. (ML)

[C] Closure sheet for Boundary on 8 ½" X 11" Sheet.(ML)

[C] Copy of title opinion.

FOR THE REASONS NOTED ABOVE, THIS PLAT DOES NOT CONFORM TO THE REQUIREMENTS FOR PLATTING IN THE STATE OF FLORIDA AND THE CITY OF MAITLAND. IT WILL REQUIRE A THIRD REVIEW.

ALSO THE DOCUMENT NUMBERS FOR THE EASEMENTS DON'T MATCH THE DOCUMENTS.