



**Development Review Committee
March 3, 2021
Council Chambers
9:00 AM**



- I. Call to Order
- II. Minutes Approval
 - 1. DRC Minutes - February 3, 2021
- III. Public Period
- IV. Decisions
 - 1. Maitland Concourse North, Lot 5 - Minor Change (Trailer)
- V. Adjournment

More than one member of the City Council may be present and speak at this meeting.

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.



**Development Review
Committee Minutes
February 3, 2021
Council Chambers
9:00 AM**



I. CALL TO ORDER

Chairman Dan Matthys called the meeting to order at 9:00 AM.

Present: 3 - Dan Matthys, Community Development Director; Kimberley Tracy, Public Works Director; Will Watts, Fire Chief

Remote: 0 -

Absent: 0 -

Also present were Sara Blanchard, Chief Planner, Barrett Chaix, Senior Planner, and Jacqueline Holt, Planner III.

II. MINUTES APPROVAL

1. APPROVE MINUTES FROM JAN. 6, 2021, DRC MEETING

A motion was made to approve the minutes as drafted.

RESULT: APPROVED

MOVER: Will Watts, Fire Chief

SECONDER: Kimberley Tracy, Public Works Director

AYES: Matthys, Tracy, Watts

NAYS: None

III. PUBLIC PERIOD

Chairman Matthys opened the Public Period for non-agenda items. There being no one who wished to speak, the Public Period was closed.

IV. DECISIONS

1. PETITION # 2020-02 (SPR) AVENTON AT GEM LAKE PHASE 1-A & PHASE 1-B

Chairman Matthys asked if the applicant had received a copy of the Staff Recommendation report and if they had any questions. There were none.

Mr. Dan Bellows, Gem Lake Apartments, LTD came forward and spoke about the petition.

Chairman Matthys asked if DRC had any questions for the applicant. There

were none. Chairman Matthys brought it back to DRC for a motion.

A motion was made to forward Petition 2020-02 (SPR) Avention at Gem Lake Phase 1-A & Phase 1-B with a recommendation of approval subject to the conditions of approval including exhibit A and exhibit B being added to the conditions of approval with the modifications outlined by the committee and that the original conditions 7 and 8 the applicant understands that the variance will be requested with a letter to Duke Energy about the utility poles.

RESULT:	APPROVED
MOVER:	Kimberley Tracy, Public Works Director
SECONDER:	Will Watts, Fire Chief
AYES:	Matthys, Tracy, Watts
NAYS:	None

V. ADJOURNMENT

Chairman Matthys adjourned the meeting at 9:37 AM.

Chairman

Date

MEETING DATE		AGENDA
March 3, 2021		Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 1.
Subject: Maitland Concourse North, Lot 5 - Minor Change (Trailer)		
Requested Action or Motion: Decision on the applicant request for a minor change to the Site Plan to include a temporary sales trailer to be used for preleasing activities until construction is complete.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. Maitland Concourse North, Lot 5 Minor Change DRC Comments Final		
Commission/Board: Other		
Contact Person: Jacqueline Holt, Planner III 407-539-6215		
Reviewed by City Attorney N/A		



**MINOR CHANGE- REVISION TO SITE PLAN
MAITLAND CONCOURSE NORTH, LOT 5
DEVELOPMENT REVIEW COMMITTEE
MARCH 3, 2021**

Background: On July 22, 2019, the MCN Planned Development was amended to allow for a 114,000 sf (maximum), 100 unit/111 bed ACLF and 20 unit/23 bed Memory Care facility. The Planned Development approval also amended the development standards, which have been applied to the Site Plan Review.

Following approval of the PD amendment, a Site Plan application, Petition No. 2019 -04 (SPR) was approved by DRC on November 20, 2019, for construction of the ACLF/ Memory Care facility.

Request: The applicant, Vestcor Communities, Inc., owners of Lot 5 MCN, at 901 Trelago Way, Maitland, Florida, requests a minor change to the approved Site Plan, to include a temporary sales trailer to be used for preleasing activities until construction of the ACLF facility is complete.

Maitland City Code Section 7.5-55-Revision of development plan, stipulates that a minor change to the development plan may be approved if it is determined to be substantially consistent with the approved development plan and development order and provided that the proposed change does not result in a substantial deviation from the approved development plan and development order. A substantial deviation is defined as a change to an accepted overall development plan and development order which creates a reasonable likelihood of adverse impact to any portion of the project devoted to a specific use or to adjacent properties.

Standards and criteria for the use of a modular home used for office and sales purposes in an undeveloped subdivision are adopted in the *Maitland City Code Section 21.5 (X) Mobile homes, temporary structures and model homes*. Staff finds that if the structure and use conforms to these standards, the proposed minor change will not create a reasonable likelihood of adverse impact to any portion of the project or adjacent properties and may be approved.

Staff finds that these standards and criteria can be met by the proposal through compliance with the conditions of approval shown below:

1. The modular leasing office must be painted or have a stained wooden exterior; have wooden skirting (or approved screen or finished area) between the floor of the office and the ground on all sides;
2. Hours of operation for the leasing office use shall be limited to between 7:00 a.m. and 6:00 p.m.
3. Leasing office shall be maintained in a neat and orderly fashion at all times;
4. Structure shall comply with all building code requirements for utilities, handicapped accessibility, ability to withstand hurricane-force winds, and all other applicable regulations;
5. Only one (1) sign, pole or wall mounted and not to exceed four (4) square feet and no higher than five (5) feet above the ground, shall be permitted on the same lot as the sales office;
6. The leasing office shall not be used for the purpose of negotiating or consummating business concerning areas outside of the on-site facility;
7. Applicant shall adhere to submitted landscaping plan.
8. Building and electrical permits are required.
9. Applicant must obtain a certificate of occupancy before a leasing or office use may be initiated.

10. This temporary structure is approved for a period not to exceed 180 days.
11. Revision of Site Permit, indicating duration of temporary structure and detail will need to be provided
12. Revision of Site Permit, including detail on water and sewer connections will be required

Fire (Contact: Brandon Lawrence, 407-539-6228)

This will only be allowable per NFPA 241 under the following conditions:

13. If the double parking of construction related vehicles on Trelago is completely eliminated to allow for easy accessibility of individuals attempting to locate the trailer.
14. Signage shall be conspicuous and indicative of the trailer's location from Maitland Blvd continuing down Trelago.
15. An individual dedicated to traffic control shall be located at both construction entrances to mitigate traffic obstructions.
16. The trailer will need to be completely isolated from the construction site and no construction vehicles, equipment, or personal are permitted to access the trailer area.
17. Potential customers will not be able to tour or cross the established delineation between for any reason until a CO has been provided.

Site Permit

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

1. Area available for customers that visit the sales trailer must be cleared, cleaned and safe. Delineate the construction area with a physical barrier and signs stating the area in under construction and to use protective gear if entering.
2. Provide and delineate a safe pathway/crosswalk (temporary) for persons parked in the western spaces.

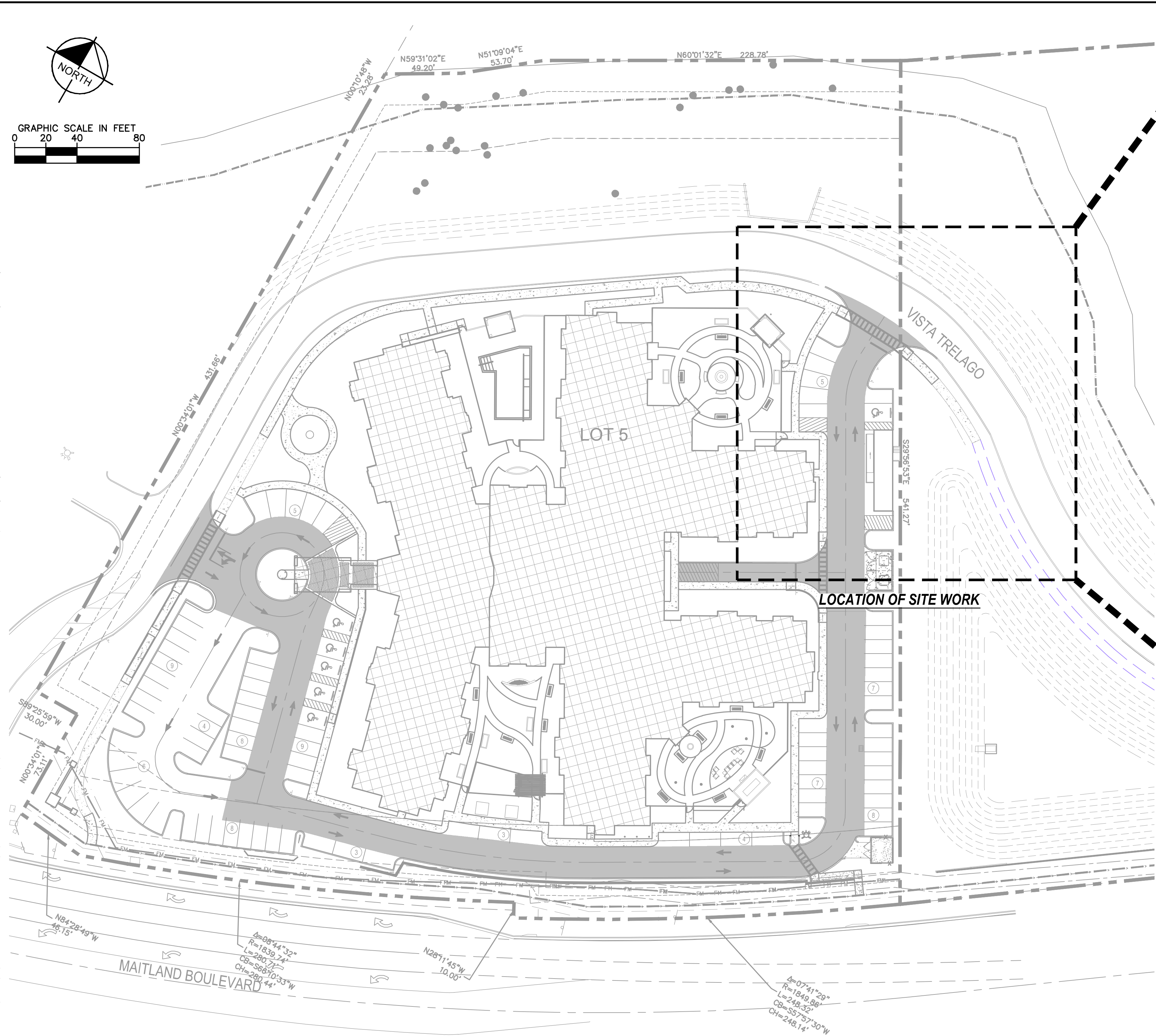
Building (Contact: John Jackson, 407-539-6151)

3. Explain if pedestrians access the rear exit stairs, if they are for emergency exit only, or if they are intended for access to or from the front of the trailer.
4. There is an accessibility parking space note with an arrow that needs to be relocated to the correct location. Please correct.
5. Please provide the width of the curb on the curb terminus transition detail.
6. Please do not obstruct the accessibility ramp with potted plants.
7. The cross-hatched accessibility route must connect to the ramp.

Dan Matthys, AICP, CPM
Development Review Committee

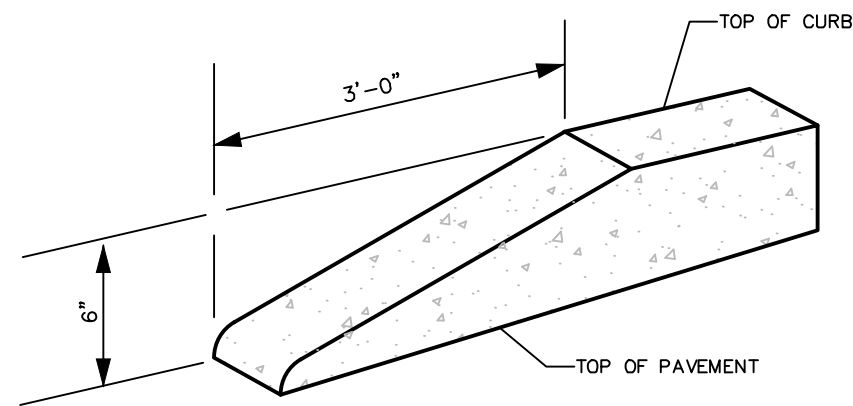
Date

Plotted By: Geiger, Marcus Sheet Set: MCN-Lot5 Layout: 4.3-NE January 27, 2021 11:35:51am K:\ORL\Civil\149972000 Maitland Concourse North Lot 5\CADD\CONST\Sales Trailer Plansheets\C1-SITE PLAN.dwg
This document, together with the concepts and designs presented herein, is an instrument of service, as on instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



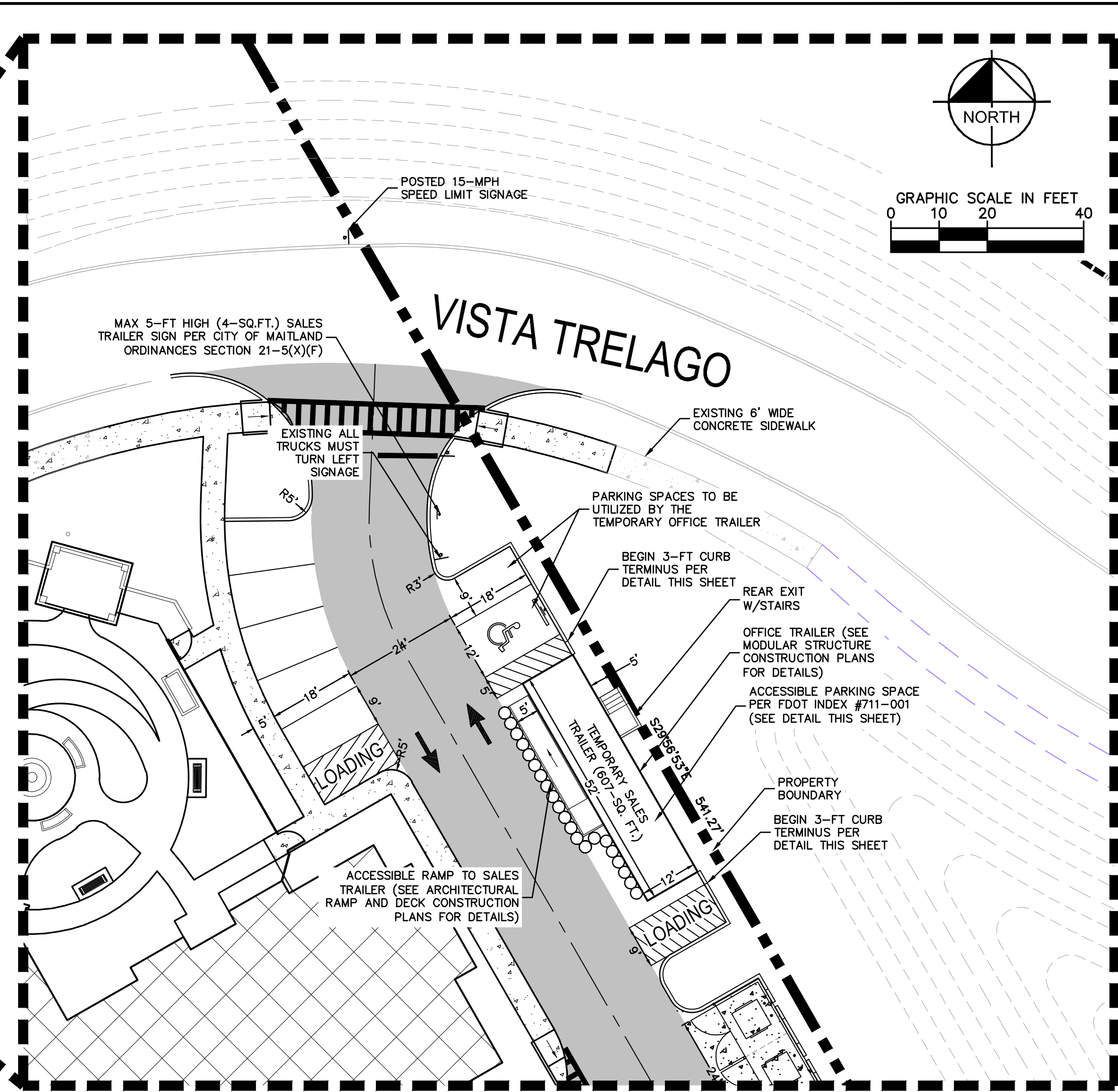
PLANT SCHEDULE:

KEY	QUANTITY	BOTANICAL NAME	SPACING	SIZE/SPECIFICATION
	21	MUHLENBERGIA CAPILLARIS	30" O.C.	3-GAL FULL POT



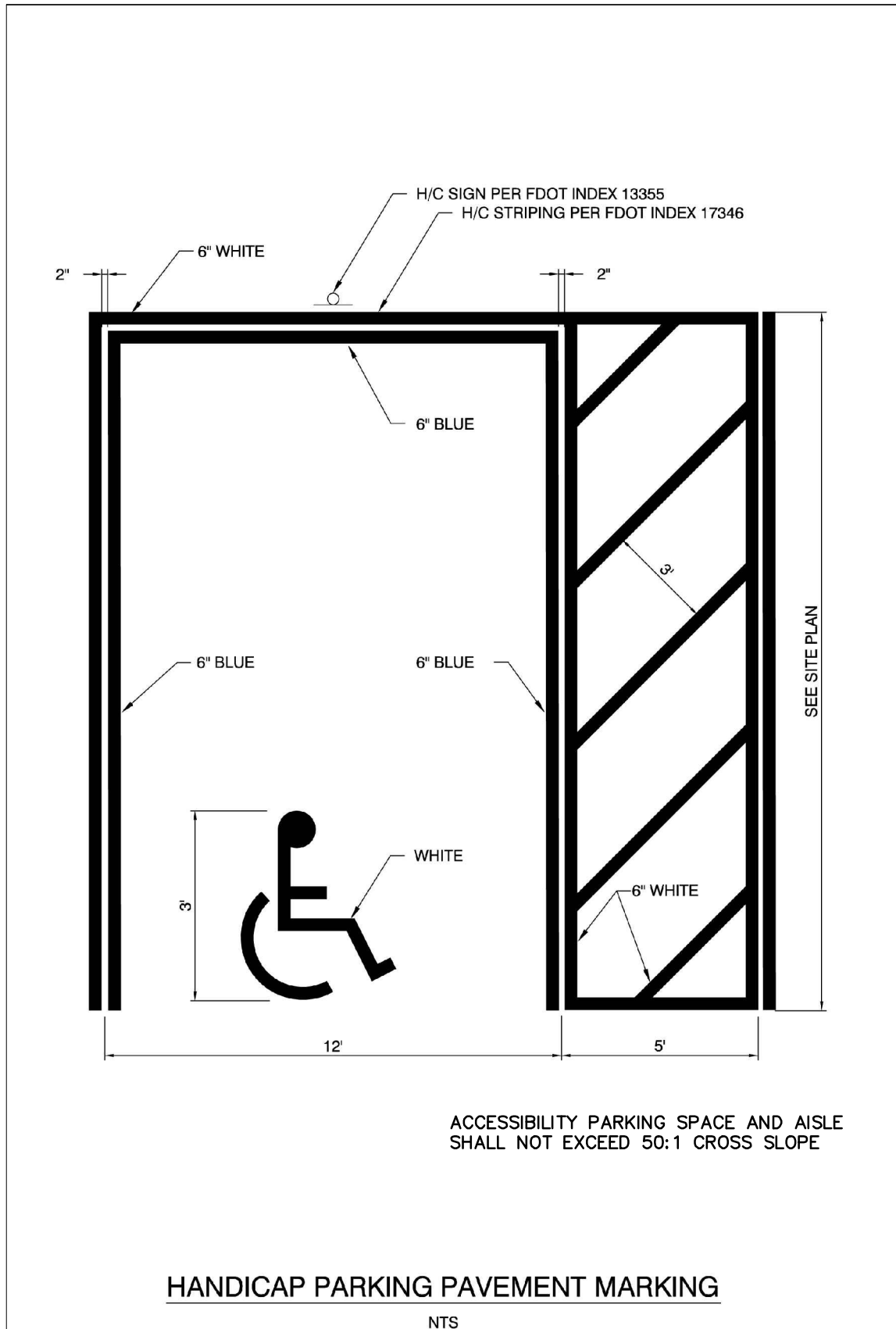
CURB TERMINUS TRANSITION DETAIL
NTS

NOTE:
ALL CURBS TO HAVE STANDARD 3' TRANSITION FROM 6" HEIGHT TO FLUSH (0" HEIGHT). A STANDARD TEMPLATE SHALL BE USED AT ALL LOCATIONS TO PROVIDE UNIFORM CURB TRANSITION THROUGHOUT THE PROJECT.

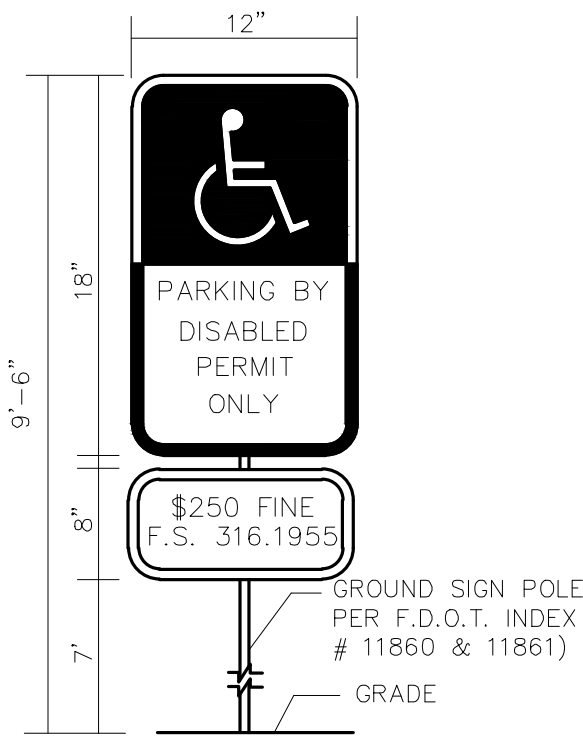


SALES TRAILER SITE PLAN

NOTE:
TEMPORARY OFFICE SPACE SHOWN IS TEMPORARY AND IS TO BE REMOVED UPON COMPLETION OF THE GROVE AT TRELAGO PROJECT.



HANDICAP PARKING PAVEMENT MARKING
NTS



HANDICAP SIGN DETAIL
N.T.S.

- NOTES:
- ALL LETTERS ARE 1" SERIES "C" PER MUTCD.
 - TOP PORTION OF SIGN SHALL HAVE REFLECTORIZED (ENGINEERING GRADE) BLUE BACKGROUND WITH WHITE REFLECTORIZED LEGEND AND BORDER.
 - BOTTOM PORTION OF SIGN SHALL HAVE A REFLECTORIZED (ENGINEERING GRADE) WHITE BACKGROUND WITH BLACK OPAQUE LEGEND AND BORDER.
 - FINE NOTIFICATION SIGN SHALL HAVE A REFLECTORIZED (ENGINEERING GRADE) WHITE BACKGROUND WITH BLACK OPAQUE LEGEND AND BORDER.
 - ONE (1) SIGN REQUIRED FOR EACH PARKING SPACE.
 - INSTALLATION HEIGHT OF SIGN SHALL BE IN ACCORDANCE WITH SECTION 24-23 OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).

KHA PROJECT 149972000		DATE 05/13/19		DESIGNED BY JAM		CHECKED BY KAS		DATE	
SCALE AS SHOWN		DRAWN BY KAS		CHECKED BY JAM		DATE		REVISIONS	
LISCENSED PROFESSIONAL		MARCUS I. GEIGER, P.E.		FLORIDA LICENSE NUMBER 89199		DATE		BY	
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KIMLEY»Horn									
TEMPORARY SALES / MARKETING TRAILER SITE PLAN		MCN LOT 5 (THE GROVE AT TRELAGO)		CITY OF MAITLAND		FLORIDA			
SHEET NUMBER C-1									