



Development Review Committee August 20, 2025

2:00 PM



- I. Call to Order
- II. Public Period
- III. Minutes Approval
 - 1. Minutes of the June 18, 2025 Development Review Committee
- IV. Decisions
 - 1. PDDV(2025)-0011 601 Trelago Way
- 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.



Development Review Committee Minutes June 18, 2025



2:00 PM

I. CALL TO ORDER

Present: 3 - Reggentin, Eide-Cadle, Morton

Absent: 0 - None

City Manager Mark Reggentin, as acting Chair of the Development Review Committee, called the June 18, 2025, 2024 meeting to order at 2:06 pm, and confirmed all members of the Committee as present.

II. PUBLIC PERIOD

Chair Reggentin opened the public period, and there being none, closed the public period.

III. MINUTES APPROVAL

1. MINUTES OF THE MAY 7, 2025 DEVELOPMENT REVIEW COMMITTEE

Chair Reggentin called for a discussion on the approval of the minutes for the May 7, 2025 meeting of the DRC. City Engineer Alyssa Eide-Cadle made a motion to approve the meeting minutes with a modification. The May 7, 2025 meeting minutes erroneously referred to Public Works Director Kim Tracy throughout, when City Engineer Alyssa Eide-Cadle was the Public Works designee for the May 7, 2025 meeting. Chair Reggentin called for a second, and Fire Chief Morton seconded the motion.

RESULT:	APPROVED
MOVER:	Eide-Cadle
SECONDER:	Morton
AYES:	Reggentin, Eide-Cadle, Morton
NAYS:	None

IV. DECISIONS

1. SPR(2024)-0063 425 SYBELIA PARKWAY

Chair Reggentin read the title of the subject Decision, then called upon the Applicant to confirm that they had received the Staff Report and

whether they had any objections. The Applicant replied they had received the Staff Report and had no objections. The Committee had no questions for either Staff or the Applicant. Chair Reggentin called for a motion. City Engineer Alyssa Eide-Cadle made a motion to approve with conditions, as written in the Staff Report. Fire Chief Morton seconded the motion.

RESULT:	APPROVED
MOVER:	Eide-Cadle
SECONDER:	Morton
AYES:	Reggentin, Eide-Cadle, Morton
NAYS:	None

2. SPR(2025)-0086 231 W. PACKWOOD AVENUE

Chair Reggentin read the title of the subject Decision, then called upon the Applicant to confirm that they had received the Staff Report and whether they had any objections. The Applicant replied they had received the Staff Report and had no objections. The Committee had one comment to note for the record. The Staff Report noted that the total impervious surface area as 29%, when in fact the total impervious surface area is 37%. This correction does not exceed the maximum standards for approval. Chair Reggentin called for a motion. City Engineer Alyssa Eide-Cadle made the a motion to approve with conditions, as written in the Staff Report, and the modification noted herein. Fire Chief Morton seconded the motion.

RESULT:	APPROVED
MOVER:	Eide-Cadle
SECONDER:	Morton
AYES:	Reggentin, Eide-Cadle, Morton
NAYS:	None

V. ADJOURNMENT

There being no further business to come before the Committee, the meeting adjourned at 2:09 pm.

MEETING DATE		AGENDA
August 20, 2025		Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 1.
Subject: PDDV(2025)-0011 601 Trelago Way		
Requested Action or Motion: Vote to approve the Minor Deviation request for PDDV(2025)-0011 (Maitland Concourse North, Lot 3) based on the review standards of Section 2.5.1(f)(3)(L)(4) of the Land Development Code, subject to the Conditions of Approval stated in the DRC Staff Report.		
Summary Explanation & Background: The Applicant requests to extend the delivery hours for Lot 3 of the Maitland Concourse North Planned Development in anticipation of a grocery/food market use. The previously approved delivery hours are 6:00 am to 7:00 pm; the requested delivery hours are 5:00 am to 10:00 pm. The loading dock shall be equipped with screening and a landscape buffer.		
Fiscal Impact:		
Exhibits: 1. PDDV(2025)-0011 Maitland Concourse North Lot 3 Minor Change DRC Staff Report		
Commission/Board: Other		
Contact Person: Sara Blanchard 407-539-6214		
Reviewed by City Attorney N/A		



**MINOR DEVIATION
MAITLAND CONCOURSE NORTH, LOT 3
DEVELOPMENT REVIEW COMMITTEE - DECISION
AUGUST 20, 2025**

Background: A minor deviation (PDDV-(2025)-0011) MCN Lot 3 has been submitted by Matt Bloomfield of Harbour Real Estate Partners to amend the hours of delivery that may occur on Lot 3, established within the original PD via Ordinance #1303.

Applicant Request: The previously approved delivery hours for the MCN PD (Ordinance No. 1303) are 6:00 AM to 7:00 PM. The applicant is requesting a change to the delivery hours relating to Lot 3 to be established at 5:00 AM to 10:00 PM. The grocer proposed will generally receive two morning deliveries and two evening deliveries daily. Additionally, the store will typically receive three small direct store deliveries per week, generally occurring midweek. To mitigate light intrusion, the single loading dock proposed for MCN Lot 3 will be equipped with screening and a landscape buffer.

The Maitland Land Development Code discusses minor deviations from an adopted PD, within Section 2.5.1 (f) (3) (L) 4. The applicant has addressed the criteria of the section provided below as follows:

Applicant Response to LDC Criteria:

Subsequent applications for a development approval or permit within an approved PD district may include minor deviations from the PD Plan/PD Agreement, provided such deviations are limited to changes that the Community Development Director (or, at the Community Development Director's option, the DRC), in consultation with the Public Works Director, determines:

- a. Address technical considerations that could not reasonably be anticipated during the PD approval process. **Response: The delivery hours from 6:00 AM to 7:00 PM were set based on general delivery ranges but didn't contemplate grocery uses specifically. Specific outliers could not be anticipated at the time of the original PD ordinance without the range for the hours of delivery being too broad.**
- b. Comply with the LDC and other applicable City Code provisions. **Response: Acknowledged**
- c. Have no material effect on the character of the approved PD district, and the basic concept and terms and conditions of the PD Plan/PD Agreement. Minor deviations may include, but are not limited to, the following: **Response: There will be no material effect on the character of the approved PD District which promotes a mixed-use environment. The proposed grocery use will serve as an amenity for the overall project.**

Staff finds that these standards and criteria can be met by the proposal through compliance with the following conditions of approval.

1. Delivery hours are limited from 5:00 A.M. to 10:00 P.M. with frequency of deliveries generally consistent with two morning deliveries and two evening deliveries daily, and three small direct store deliveries per week.
2. To mitigate any potential for light intrusion, the single proposed loading dock will be equipped with screening and a landscape buffer, which shall be subject to review and approval by the City during the PD amendment process.

3. Should a "grocery store or food market" as defined by the Maitland Land Development Code, not be located on site, the hours of delivery will revert to those established in the original PD.
4. Approval of this minor deviation does not eliminate or modify conditions established through #1303. Only the delivery hours are modified as noted herein.

Mike Daniels, Chairman
Development Review Committee

Date