



**Development Review Committee
Minutes
October 22, 2025
Council Chambers
3:00 PM**



I. CALL TO ORDER

Present: 3- Alyssa Eide-Cadle, City Engineer (PW), Chris Morton, Chief (Fire), and Mike Daniels, Director (CD)

Absent: 0 -

Chair Mike Daniels called the meeting to order at 3 p.m. on October 22, 2025.

II. PUBLIC PERIOD

Chair Daniels opened the public period and asked if anyone was present to speak on non-agenda items. There being none, Daniels closed the public hearing.

III. MINUTES APPROVAL

1. MINUTES OF THE SEPTEMBER 17, 2025 DEVELOPMENT REVIEW COMMITTEE MEETING

RESULT: Approve the Minutes of the September 17, 2025 DRC meeting

MOVER: Morton

SECONDER: Eide-Cadle

AYES: Morton, Eide-Cadle, Daniels

NAYS: None

IV. RECOMMENDATIONS

1. AZPD(2025)-0002 MAITLAND CONCOURSE NORTH LOT 3

RESULT: Recommend approval of Petition AZPD (2025)-0002 Maitland Concourse North Lot 3 PD amendment based on the staff report as written.

MOVER: Eide-Cadle

SECONDER: Morton

AYES: Daniels, Eide-Cadle, Morton

NAYS: None

V. ADJOURNMENT

Chair Daniels adjourned the meeting at 3:02 pm.



**Development Review Committee
Minutes
September 17, 2025
Council Chambers
2:00 PM**



I. CALL TO ORDER

Present: 3- Daniels, Eide-Cadle, Morton
Absent: 0 - N/A

Chair Mike Daniels called the September 17, 2025 meeting to order at 2:00 pm. Chair Daniels called the roll, and confirmed all members of the Committee as present.

II. PUBLIC PERIOD

Chair Daniels opened the public period, and there being none wishing to speak, closed the public period.

III. MINUTES APPROVAL

1. DRC MINUTES OF AUGUST 20, 2025

Chair Daniels called for a discussion on the approval of the minutes from the August 20, 2025 meeting of the DRC. There being none, Chair Daniels called for a motion and City Engineer Alyssa Eide-Cadle made a motion to approve with modification. Fire Chief Chris Morton seconded the motion.

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

IV. DECISIONS

1. LTS(2025)-0005 (1450 RIDGEWOOD AVE.)

Chair Daniels read the title of the subject decision, then noted that the applicant was present. Chair Daniels 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. Chair Daniels 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:	Daniels, Eide-Cadle, Morton
NAYS:	None

V. ADJOURNMENT

There being no further business to come before the Commuttee, the meeting adjourned at 2:03 pm.



MAITLAND DEVELOPMENT REVIEW COMMITTEE
PETITION # AZPD(2025)-0002
MAITLAND CONCOURSE NORTH PD LOT 3
OCTOBER 22, 2025

APPLICANT:	Marcus Geiger, KIMLEY-HORN AND ASSOCIATES, INC.; 189 S. Orange Avenue, Suite 1000, Orlando, FL 32801 and Matt Bloomfield, HRP MAITLAND, LLC; 3 Keel Street, Unit #2, Wrightsville Beach, NC, 28480
OWNER(S):	BPL MAITLAND CONCOURSE NORTH, LLC, 250 S Park Avenue, Winter Park, FL, 32789
PETITION:	Planned Development
PROPOSED USE:	Retail Sales
CURRENT USE	Undeveloped
LOCATION:	601 TRELAGO WAY
PID(S):	25-21-29-5475-03-000
ACREAGE:	2.90 Acres (+/-)
ACCESS:	Vista Trelago; Trelago Way
ZONE DISTRICT:	Planned Development
FUTURE LAND USE:	Corridor District; Maitland Concourse North Area of Special Consideration

AREA MAP



I. FINDINGS & RECOMMENDATIONS

City Staff has reviewed this application for planned development amendment to the Official Zone District Map and prepared this report that addresses the application's compliance with the applicable review standards in Section 2.5.1(f)(3) of the Maitland Land Development Code. Based on these findings, the Development Review Committee (DRC) recommends **approval/denial** of the application with conditions.

II. STAFF ANALYSIS

THE FOLLOWING ARE INCLUDED IN THE RECOMMENDATION FOR DENIAL/APPROVAL WITH CONDITIONS:

Application for Planned Development and supporting information.

REQUEST AND BACKGROUND

The subject property is platted as Lot 3 of the Maitland Concourse North Planned Development. It is currently vacant, and the applicant proposes to develop the lot with two commercial buildings consisting of 12,500 SF and 5,300 SF (+/-) and off-street vehicular parking to serve the development.

Maitland Concourse North (MCN) Planned Development final development plan was initially approved in February 2016 by Maitland City Council Ordinance #1303. This final development plan was based on parameters established in the Maitland Comprehensive Development Plan 2035 Future Land Use Element, in goals, objectives, and policies grouped under the Maitland Concourse North Area of Special Consideration. The final development plan included standards for buffers, traffic circulation, infrastructure and setbacks that were intended to control the subsequent development of the Maitland Concourse North property. The subject property (Lot 3) was designated for a mix of office, residential, and commercial uses. No building layout was proposed, necessitating a planned development application to amend the zone district to show the location, size, and character of the proposed development. The proposed development is intended to be consistent with the parameters established in the 2016 MCN development plan.

PROPERTY DESCRIPTION

The subject property is approximately 2.9 acres in size roughly rectangular in shape. It is bounded by West Maitland Boulevard (State Road 414) to the south, MCN Lot 4 (stormwater pond and access road) to the west, MCN Lot 6 (undeveloped) to the north and MCN Lot 2 (commercial/retail) to the east. It is accessed by Vista Trelago and Trelago Way via MCN Lot 2, which is proposed to provide three cross-access points [Exhibit A].

PLANNED DEVELOPMENT REVIEW STANDARDS

Planned developments are amendments to the Official Zone District Map that accommodate developments that are planned and developed under unified control. They allow for flexible standards and procedures conducive to creating more mixed-use, pedestrian-oriented, and otherwise higher quality development than could be achieved through base zone district

regulations, as well as offering enhanced community benefits and amenities. Planned Developments are a discretionary approval evaluated on the review procedure and decision standards established in the Land Development Code (LDC). The Development Review Committee reviews the application, prepares a staff report, and makes a recommendation on the application based on the review standards in Sec. 2.5.1(f)(4) of the LDC. Following DRC's recommendation, a public hearing will be scheduled where the Planning and Zoning Commission will review the application in a quasi-judicial public hearing and make a final decision on the application based upon the same review standards.

Review of and the decision on an application for a planned development district shall be based on compliance of the application with the following, with staff's findings:

(A) The review standards in Section 2.5.1(e)(3), Site-Specific Zone District Map Amendment Review Standards; The applicant has provided a narrative and conceptual site plan with sufficient specificity that demonstrates it is compatible with the development standards set forth in the MCD PD plan approved by Maitland City Council Ordinance number 1303. Through its consistency with Ord. number 1303 and adherence to the proposed conditions of approval, staff finds that the applicant has demonstrated that the proposed development:

- Is consistent with the comprehensive development plan, other city plans, and would result in a logical and orderly development pattern;
- Is not in conflict with any provisions of the Maitland LDC;
- Addresses a demonstrated community need;
- Would not adversely affect the property values in the area;
- Would not result in adverse impacts on the natural environment; and
- Is adequately served by public facilities;

[The existing zone district designation (planned development) is unchanged, and therefore the "legitimate public purpose" criteria (2.5.1(e)(3) (B) does not apply.]

(B) The standards for development in a PD district set forth in in Section 3.5.3(c)(1), PD Plan; The applicant has provided a narrative and conceptual site plan with sufficient specificity that demonstrates it is compatible with the development standards set forth in the MCD PD plan approved by Maitland City Council Ordinance number 1303. Through its consistency with Ord. number 1303 and adherence to the proposed conditions of approval, staff finds that the applicant has demonstrated that these standards have been met.

(C)The provision of community benefits, as identified in Section 3.5.3(c)(4), Compensating Community Benefits, to compensate for the increased development flexibility of the PD district. The applicant has provided a narrative and conceptual site plan with sufficient specificity that demonstrates it is compatible with the development standards set forth in the MCD PD plan approved by Maitland City Council Ordinance number 1303. Through its consistency with Ord. number 1303 and adherence to the proposed conditions of approval, staff finds that the applicant has demonstrated that community benefits will be provided as identified in Section 3.5.3(c)(4), Compensating Community Benefits, to compensate for the increased development flexibility of the PD district.

CONDITIONS OF APPROVAL

1. Conditions applicable through Ordinance #1303 remain, unless otherwise specifically requested and approved for Lot 3 as a modification through this PD amendment.

2. Site plan review shall demonstrate that proposed usage for both water and sewer conform with the master development plan for the area and the existing sanitary sewer utilities have capacity to serve the project. The revised proposed wastewater/water demands table shall also include the prior demand calculations from Lot 1 and 2 to provide an updated reflection of how the overall proposed water/wastewater demand compares to the approved. Water/wastewater demand list must match area of site plan.
3. Site plan review shall specify the square footage dedicated to restaurant usage anticipated within both buildings.
4. The proposed outdoor seating area, dumpster enclosure, and tree installation shall not conflict with underground utilities.
5. Any easements for water or other utilities shall be provided during site plan review and must appear on plan set.

INFORMATIONAL COMMENTS

1. The existing sanitary sewer system is privately owned and maintained by the POA. A copy of the utility agreement for ownership and maintenance responsibilities between the parties will need to be given to the City prior to starting construction.
2. Geometrically there appears to be some items that need to be revised based on the Engineering Standards. Please ensure all widths/right turn radii, etc. are per the Engineering Standards.
3. Provide any required utility easement for the existing water mains shown on the east side of the lot and throughout the property.
4. Impervious breakdown was not provided for review of conformance to PD.
5. Reviewed conceptual PD documents and site plan are the files named : RTC-PD-SITE-PLAN-EX-G1_v1.pdf and PD-OVERALL-SITE-EX-OVERALL_v1.pdf uploaded on 8/25/2025.

Michael Daniels,
Community Development Director

Date

EXHIBIT A: Site Plan

