



Development Review Committee
June 17, 2026
1776 Independence Ln, Maitland, FL
32751
2:00 PM



- I. Call to Order
- II. Approval of Minutes
 1. Minutes of May 20, 2026 Development Review Committee
- III. Public Period
- IV. Decisions
 1. Site Plan Review SPR(2026)-0092 (MCN Lot 3)
- 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
May 20, 2026
Council Chambers
2:00 PM**



I. CALL TO ORDER

Present: 3- Kim Tracy, Director (PW), Chris Morton, Chief (FD), and Mike Daniels, Director (CD)

Absent: 0 -

Chair Mike Daniels called the meeting to order at 2 p.m.

II. APPROVAL OF MINUTES

1. MINUTES OF THE APRIL 15, 2026 MEETING OF THE DEVELOPMENT REVIEW COMMITTEE

RESULT: Approve the Minutes of the April 15, 2026 Meeting of the Development Review Committee

MOVER: Morton

SECONDER: Tracy

AYES: Tracy, Morton, Daniels

NAYS: None

III. PUBLIC PERIOD

IV. RECOMMENDATIONS

1. PLANNED DEVELOPMENT AMENDMENT AZPD(2026)-0004 CHARLES SCHWAB CAMPUS IMPROVEMENTS

Chief Morton stated that the SE side of the parking structure intended to give access to fire apparatus seems to be labeled as grass and he wanted to make sure that it's not only grass. The applicant responded that it will be stabilized base able to support a the appropriate fire apparatus.

RESULT: Recommend approval of Petition# AZPD(2025)-0004 (Charles Schwab Campus Improvements)

MOVER: Morton

SECONDER: Tracy
AYES: Tracy, Morton, Daniels
NAYS: None

V. DECISIONS


1. WAIVER OF DISTRICT STANDARDS WAIV(2026)-0003 (1780 PARK AVENUE)

Chair Daniels gave some background on the proposal, which is located in the Downtown Maitland (DM) district, and why a Waiver is necessary. Chair Daniels noted that the applicant is not present.

RESULT: Approval of Petition# WAIV(2026)-0003 (1780 Park Avenue)
MOVER: Morton
SECONDER: Tracy
AYES: Tracy, Morton, Daniels
NAYS: None

VI. ADJOURNMENT

Chair Daniels adjourned the meeting at 2:02 PM.

MEETING DATE	 MAITLAND FLORIDA	AGENDA
June 17, 2026		Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 1.
Subject: Site Plan Review SPR(2026)-0092 (MCN Lot 3)		
Requested Action or Motion: Move to approve Site Plan Review SPR(2026)-0092 (MCN Lot 3) subject to conditions identified in the staff report, based on the finding that there is competent substantial evidence in the record that the standards for Site Plan approval have been met.		
Summary Explanation & Background: See attached draft staff report.		
Fiscal Impact: NA		
Exhibits: 1. MCN LOT 3 DRC		
Commission/Board: Other		
Contact Person: Barrett Chaix 407-539-6213		
Reviewed by City Attorney No		



DEVELOPMENT REVIEW COMMITTEE

Site Plan Review

**Petition SPR(2026)-0092 Maitland Concourse North Lot 3
June 17, 2026**

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):	HRP Maitland, LLC; 3 Keel Street, Unit #2, Wrightsville Beach, NC, 28480
PROPOSED USE:	Retail Sales/Eating, Drinking, and Entertainment
CURRENT USE:	Undeveloped
ZONE DISTRICT:	Planned Development
FUTURE LAND USE:	Corridor District; Maitland Concourse North Area of Special Consideration
PID(S):	25-21-29-5475-03-000
ACREAGE:	2.90 Acres (+/-)
ACCESS:	Vista Trelago; Trelago Way

AREA MAP



I. FINDINGS

A site plan is to be approved only on a finding there is competent substantial evidence in the record that all of the following standards are met:

- (A) The proposed development is consistent with the goals, policies, and objectives of the comprehensive development plan;
- (B) The proposed development and uses in the site plan comply with Article 3: Zone Districts and Article 4: Use Regulations.
- (C) The proposed development and its general layout and design comply with all applicable standards in Article 5: Development Standards.
- (D) The proposed development complies with all other applicable standards in this LDC, the City Code, and all other City regulations.

Based upon the foregoing analysis, staff finds the standards are **met**.

II. PETITION ANALYSIS

THE FOLLOWING ARE INCLUDED IN THE APPROVAL:

Petition 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.

The subject property is approximately 2.9 acres in size and 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.

Two fully-separated, improved pedestrian pathways are provided within the 133 parking spaces, including 5 ADA accessible spaces and one signed loading space and four bicycle spaces. A 530 SF loading dock is provided at the rear of the anchor retail shell building.

A concept plan for this development was proposed as part of a Planned Development Amendment Petition # AZPD(2025)-0002 and approved by Maitland City Council in Ordinance No. 1453, adopted on January 12, 2026.

	STANDARDS	ANALYSIS
A	The proposed development is consistent with the goals, policies, and objectives of the comprehensive development plan;	The Corridor District Future Land Use designation is intended as a means to encourage the development and redevelopment of a residential scale mix of uses through the LDC. (Policy 1.1.2) Maitland Concourse North has been previously approved as part of a Comprehensive Plan Amendment and subsequent rezoning with accompanying PD Plan. It is identified on the Future Land Use Map and delineated in accordance with Ordinance No. 1236. The proposed development is consistent with the R-MORC category

		which calls for commercial uses to generally provide for the daily shopping and service needs of the community including by way of example grocery, restaurant, and convenience goods. (Standard 1.1.3.9(a)) Staff finds that this standard has been met.
B	The proposed development and uses in the site plan comply with Article 3: Zone Districts and Article 4: Use Regulations	Standards for required yards and other design and proposed uses were evaluated and found to be consistent with the concept plan approved in Ordinance No. 1453 and also as originally set out for the Maitland Concourse North PD in Ordinance 1303. Staff finds that this standard has been met.
C	The proposed development and its general layout and design comply with all applicable standards in Article 5: Development Standards.	Pedestrian connections to adjacent parcels and connectivity within the site is provided. Adequate off-street vehicular and bicycle parking is provided. Large Parking Lot standards are met. Landscape, minimum tree requirements, open space and irrigation standards have been met. Exterior lighting standards have been met, as have architectural, form and design standards. Dumpster enclosure and other screening provided meet relevant standards and match building design. Staff finds that this standard has been met.
D	The proposed development complies with all other applicable standards in this LDC, the City Code, and all other City regulations.	Tie-ins to existing sewer and water lines will occur on site and will be addressed through the site construction permit review. The levels of service will be met with this proposed development. Other engineering standards for drainage and outlined in the Engineering and Design Manual have been met. Impact fees will be assessed at the building permit phase of development. Staff finds that this standard has been met.

III. CONDITIONS OF APPROVAL

1. The items listed below in Exhibit A: **Revisions Remaining from TRG Report** shall be addressed prior to issuance of the site construction permit.
2. 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 shall be provided to the City prior to start of construction.
3. Dumpster enclosure shall be consistent in color with primary structure.
4. Wall signs and all other signs not identified in the Master Sign Plan shall comply with Sec. 5.14 of the Maitland Land Development Code.

Mike Daniels, Chair
Development Review Committee

Date

DRAFT

EXHIBIT A

Revisions Remaining from TRG Report:

Applicant shall address the following items:

1. Landscape buffer has been removed from the area between the loading dock and Trelago Way. Please revise landscape plan to provide additional screening.
2. The proposed wet tap is a 16-inch by 12- inch and reduces to a looped 10-inch main to an 8-inch main all that ser a 4-inch service, two 2-inch services, and 3 hydrant fire suppression systems. Please justify/clarify the need for the size of the mains. **The supplied WaterCAD identifies the line P-11 as a 2-inch while the plans show a 4-inch size line. The WaterCAD verbiage states Lot 3 is a proposed assisted living facility development. The latest Orange County Manual is dated 2021. The provided potable demand calculations in the report do not match the revised Utility Demands table. Please revise the necessary documents. The proposed PIV assembly is a 6-inch fire line connected to a 2-inch service line, confirm if its placement is intentional. Comment not addressed 5.5.2026 PIV assembly is still a 6" connected to a 2". Please revise or justify. Comment Not Addressed 6/10/26**
3. The plans show building sizes of 12,500 square feet and 5,300 square feet (anchor and shops). These values do not appear to coincide with the highlighted proposed water/wastewater demand list, which shows 13,100 square feet for food store, 2,650 square feet for restaurant and 2,650 square feet for retail. In addition, the entire table needs to be updated to reflect the master PD. Please revise or clarify as needed. **The updated table calculates 3,523 SF as restaurant, not matching the verbiage of 2,650 as restaurant, and 1,777 SF as retail, not matching the verbiage of 2,650 SF as Retail. Comment not addressed 5.5.2026 The table has been updated and matches the plans. The verbiage mentioned in the watercad report, which mentions a 5300sf commercial building, does not break this down into restaurant and retail. Comment not addressed 6/10/26**
4. The utility plan shows three separate grease traps, which implies food service. What is the intended use of the buildings as it relates to the grease traps and how does that affect utility demands and/or parking calculations? **The response appears to be incomplete. Please revise as needed. 5.5.2026 Provide confirmation that the west tenant is proposed as Retail as identified in the demand calculations. Provide acknowledgement that a change of the tenant from retail to restaurant will be subject to additional impact fees at the time of installation of the future grease trap. Comment not addressed 6/10/26**
5. Existing manhole on Trelago is labeled as "excessively deep, unable to obtain inverts". If that is the case, how is the invert of the existing lateral determined, and therefore the exit invert of SS-01? **Provide invert from the as-built drawing on the plan, and reference the source. Comment not addressed 5.5.2026 Invert not provided. Please provide referenced invert on the plan set. Comment not addressed 6/10/2026**
6. Show sight distance triangles on landscape plan. There appear to be several proposed trees that may impede visibility. **Sight distance is as required by Florida Green book. Specify distances on plan and criteria used to size as the sight triangle appears quite small. Comment not addressed 5.5.2026 Provide for all entrances. Comment Not Addressed 6/10/26**
7. The FDC and its 6-inch fire line has been relocated to the front of the building with the piping in close contact and crossing the privately owned and maintained water lines. Provide crossing and seperation data for the fire line with the existing water mains. Provide the seperation of the fire line from the building. The proposed alignment appears problematic if any repairs would need to occur, confirm the alignment is intentional. 6/10/26
8. Sheet C.8 has a broken image/reference. Please revise. 6/10/26

EXHIBIT B

Site Plan

