



Development Review Committee
July 1, 2026
1776 Independence Ln, Maitland, FL
32751
2:30 PM



- I. Call to Order
- II. Approval of Minutes
 - 1. Minutes of the June 16, 2026 Development Review Committee
- III. Public Period
- IV. Decisions
 - 1. Site Plan Review SPR(2024)-0077 (753 N Orlando Avenue)
- 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 17, 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 MAY 20, 2026 DEVELOPMENT REVIEW COMMITTEE

RESULT: Approve the Minutes of the May 20, 2026 Meeting of the Development Review Committee

MOVER: Morton

SECONDER: Tracy

AYES: Tracy, Morton, Daniels

NAYS: None

III. PUBLIC PERIOD

Chair Daniels opened the public period and asked if there was anyone in the audience who wished to speak on a non-agenda item. There being none, he closed the public period.

IV. DECISIONS

1. SITE PLAN REVIEW SPR(2026)-0092 (MCN LOT 3)

Chair Daniels noted the applicant Marcus Geiger with Kimley-Horn was present. Daniels stated that staff is recommending approval with conditions. Geiger provided some explanation on how he intended to address two of the conditions of approval.

RESULT: Approval of Petition # SPR(2026)-0092 (MCN Lot 3)

MOVER: Morton

SECONDER: Tracy

AYES: Tracy, Morton, Daniels

NAYS: None

V. ADJOURNMENT

Chair Daniels adjourned the meeting at 2:04 PM.

MEETING DATE		AGENDA
July 1, 2026		Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 1.
Subject: Site Plan Review SPR(2024)-0077 (753 N Orlando Avenue)		
Requested Action or Motion: Move to approve Site Plan Review SPR(2026)-0077 (753 N Orlando Avenue) 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:		
Fiscal Impact: NA		
Exhibits: 1. 753 N Orlando Ave DRAFT DRC		
Commission/Board: Other		
Contact Person: Sara Blanchard 407-539-6214		
Reviewed by City Attorney No		



DEVELOPMENT REVIEW COMMITTEE

Site Plan Review

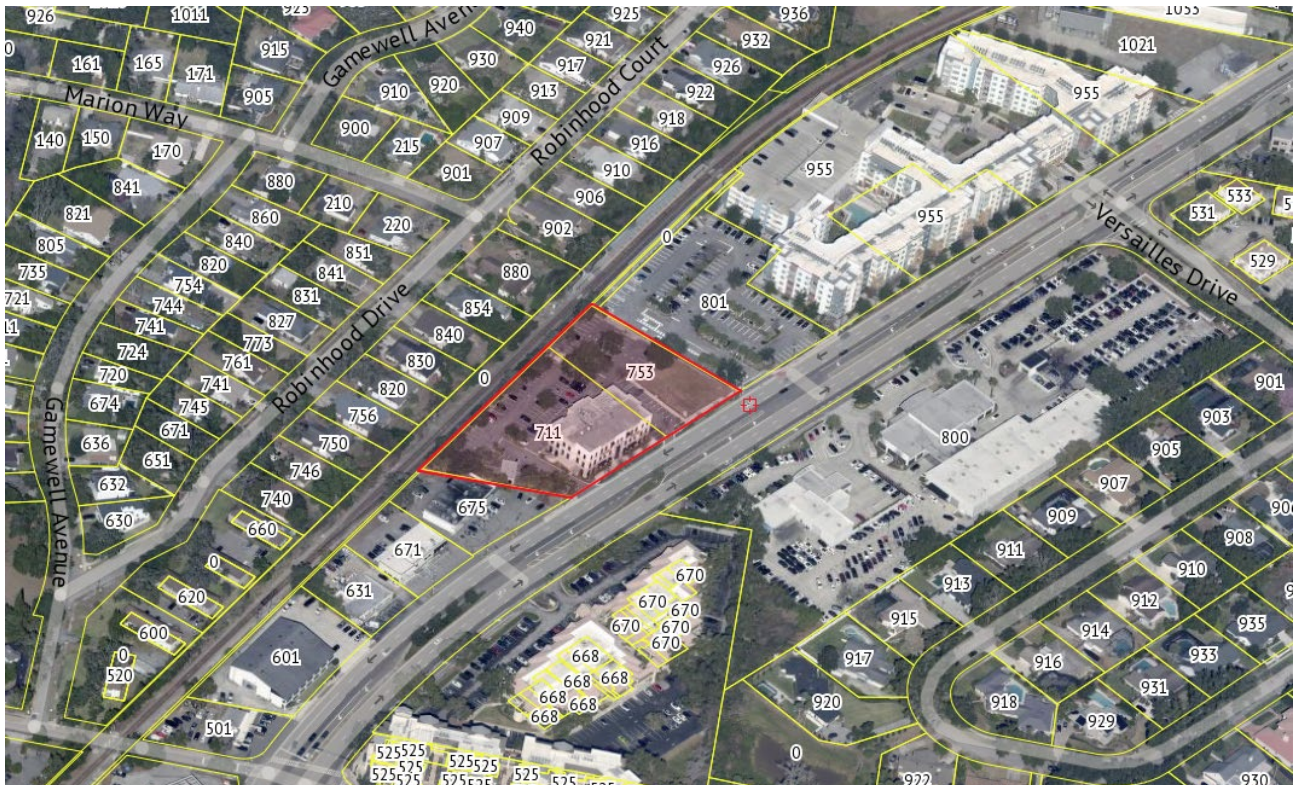
Petition SPR(2024)-0077

753 N Orlando Avenue

June 17, 2026

APPLICANT:	Julie Farr, Z Development Services; 708 E. Colonial Drive Suite 100, Orlando, FL 32803
OWNER(S):	VJR PROPERTIES OF ORLANDO LLC (45.58% INT) & VJR PROPERTIES LLC (46.42% INT); P.O. Box 940931, Maitland, FL 32794
PROPOSED USE:	Retail Sales; Eating, Drinking, and Entertainment; Professional Office
CURRENT USE:	Undeveloped and Office
ZONE DISTRICT:	Downtown Maitland (DM)
FUTURE LAND USE:	Main Street
PID(S):	25-21-29-0000-00-016; 25-21-29-0000-00-076
ACREAGE:	2.02 Acres (+/-)
ACCESS:	North Orlando Avenue

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 unplatted and consists of two parcels identified as 711 and 753 North Orlando Avenue. The applicant proposes to develop the lot to the north (753 N. Orlando Avenue) with a new two-story commercial building and replace 9 parking spaces in the lot to the south (711 N. Orlando Avenue) with impervious landscaping, which will continue to serve an existing three story office building that is proposed to remain. The proposed new commercial building will have and second story balcony and two outdoor seating areas and largely utilize the existing streetscape with the addition of a new activity area that meets the Downtown Maitland development standards.

The proposed uses for the new commercial building include a kava bar, limited service eating and drinking establishment, and retail. The existing commercial building will remain as an office/bank. The proposed development will consist of 79.58% impervious surface, and 20.42% pervious surface. The site will be served with 133 off-street parking spaces, including 6 handicapped spaces. This exceeds the required amount of 113 parking spaces. Three southern live oaks are proposed to be planted on site, and the existing street trees in the right of way will remain.

The subject property is bounded by the SunRail train station and parking lot to the north, the rail line to the west, a shopping plaza to the south, and a car dealership to the east, across N. Orlando Avenue.

STANDARDS		ANALYSIS
A	The proposed development is consistent with the goals, policies, and objectives of the comprehensive development plan;	The Main Street Future Land Use designation is focused on implementing the vision of the most recent Maitland Downtown Master Plan and providing a strong center for the City through high quality urban design and diversity of uses. The sidewalk seating area as an active use along the street will promote pedestrian movements in the

		downtown (Standard 1.1.9.1) and help create a cohesive pedestrian-oriented mixed-use environment. Reinvestment in the Community Redevelopment Agency (CRA) corridor with concentrated mixed-use development, blending government, office, residential, and commercial activities is consistent with the Community Redevelopment Agency (CRA) Master Plan [Policy 1.4.10]. 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	The subject property was approved for two commercial buildings in an original development approval known as “Northbridge Centre” and is considered to be in conformance with the terms of the Maitland LDC per Sec. 1.8.6(d)(6). All proposed uses are permitted principle uses. It conforms with the relevant Downtown Maitland zone district development standards including build-to zone, minimum building width in build-to zone, building façade fenestration/transparency, design and form standards, building placement and orientation, public frontage standards, outdoor dining standards, site access and circulation, building entrances, building mass and façade, etc. 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. 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 the 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 FDOT sight triangles for the proposed location of the monument sign will be required at the time of site construction permit as to location.
3. The sign copy area, for the new monument sign, and additional signs in the master sign package, are subject to the Downtown Maitland sign requirements as well as Section 5.14 of the LDC, and will be reviewed at the building permit stage.
4. Fire Department Connection must be relocated to the address side of the building and needs to face the street. FDC needs to be within 100 ft of a fire hydrant but preferably between 10 ft and 20 ft. from a fire hydrant. Attaching it to the backflow is also acceptable.
5. At Site Construction Permit, applicant shall revise Sheet C1.2 Fire Truck Analysis needs to be based upon The City of Maitland's aerial apparatus, not Orange County's. Also, clearly identify on the fire truck analysis the turning radius throughout the parking lot.
6. At Site Construction Permit, applicant shall revise Sheet C so that point of service is identified. Point of service needs to be located at the point where the fire protection system attaches to the main (Point W1) in accordance with the requirements outlined in Florida Statute 633.102 (24) "Point-of-service" means the point at which the underground piping for a fire protection system as defined in this section using water as the extinguishing agent becomes used exclusively for the fire protection system.
7. At Site Construction Permit, applicant shall revise the Landscape Plan to clearly identify all Fire Hydrants and Fire Department Connections. Clear and unobstructed access to Fire Hydrants, Fire Department Connections, and Backflow Preventer needs to be maintained at all times. Please refer to comment #51 for Fire Department location requirements.
8. Any conflicts created by the location of the proposed pull box, (line placement etc.) relating to the current site plan (i.e. utilities, landscaping or any other infrastructure) shall be addressed by revisions to the site plan.
9. All roof-mounted mechanical equipment shall be fully screened by a parapet or other screening mechanism compatible with the building and its architecture.
10. No new utility poles shall be added.
11. The utility pole which contains the osprey nest and secondary pedestal shall be removed once the birds are no longer on the nest (per Duke Energy).

Mike Daniels, Chair
Development Review Committee

Date

EXHIBIT A

Revisions Remaining from TRG Report:

Applicant shall address the following items:

1. The permit modification letter indicates that the site is basin HW8 and is permitted up to 80% impervious area based on Table 8, Exhibit 2 of the letter. The exhibit attached indicates that Basin HW8 is permitted for 3.18 acres of impervious area and does not indicate a percentage. Please provide the appropriate calculations and documentation to show that the 3.18 acres of impervious area in basin HW8 equates to 80% impervious area. The comment is asking to prove that the addition would not create a scenario where Basin 8 is over 80%. While the engineered plans for the site show below 80%, it is unknown whether or not the total basin impervious is over 80. In addition, the pervious calculations, artificial turf is listed as a pervious surface. Please display how this artificial turf is pervious and has the same CN as a pervious surface. If this artificial turf was calculated as impervious, the area for the lot would be above 80% impervious. Comment not addressed 3.4.2025. The comment regarding the astroturf impervious status was not addressed. Comment not addressed 10.2.25 The included section shows 3-inches of #89 stone over compacted dirt. The compacted dirt will deter infiltration. Additionally, the #89 stone will eventually become clogged. This is functionally a type of underground storage, which requires constant, scheduled maintenance and cleaning. I is not clear that a small private business will maintain this properly, or that this will continue to operate as a pervious surface. Comment not addressed 5.6.2026.
2. L-1 landscape appears to be in conflict with utilities, fire hydrant etc. within front of building. Please clarify or revise accordingly. In its submitted state, the landscape plan is difficult to read. It does not appear that the plans have been changed to eliminate conflicts. In particular, it appears that the hydrant will be hard to access due to landscaping. Please revise the landscape plan for clarity. Comment not addressed 3.4.2025. Comment not addressed. Confirm landscape is not in conflict with the valve for DCDA. 10.2.25 Viburnum is still proposed on top of the valve for the DCVA. Please revise. Comment not addressed. 5.6.2026.
3. As previously discussed – if the sidewalk is being joined with the easement pathway an additional agreement is needed for maintenance as the City will not maintain the joint area and the additional items being placed within the City easement. 3.6.25 Draft agreement needs to be provided. Comment Not addressed 10.2.25 The granted easement appears to be for temporary construction and access, rather than being a maintenance agreement. Comment not addressed 5.7.2026
4. Provide Sight triangle on all site plan and landscape sheets and ensure all items within the sight triangle area appropriate heights/widths based on location. Call out sight triangle and manual/section used for distances and provide distances based on speed. Comment not addressed 10.2.25 Sight triangle index not referenced. Existing vegetation not called out. On Sheet L1.1, the callout for the sight triangle is not pointing to the correct line. Please revise or clarify. Comment not addressed 5.7.2026

Informational: The City only accepts Digital sign and seal or hard/wet embossed sign and seal. Future resubmittals must accurately portray professional sign and seal accepted by the City and consistent with Florida Administrative Code 61G15-23.004.

Site Plan

