



Development Review Committee
August 19, 2026
1776 Independence Ln, Maitland, FL
32751
2:00 PM



- I. Call to Order
- II. Approval of Minutes
 - 1. Minutes of the July 1 Development Review Committee meeting
- III. Public Period
- IV. Decisions
 - 1. Petition SPR(2026)-0093 Charles Schwab Campus Improvements
 - 2. Petition SPR(2025)-0089 1300 W. Maitland Blvd/Orangewood Church
- 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
July 1, 2026
Council Chambers
2:30 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 JUNE 16, 2026 DEVELOPMENT REVIEW COMMITTEE

RESULT: Approve the Minutes of the June 16, 2026 Meeting of the Development Review Committee

MOVER: Morton

SECONDER: Tracy

AYES: Tracy, Morton, Daniels

NAYS: None

III. PUBLIC PERIOD

IV. DECISIONS

1. SITE PLAN REVIEW SPR(2024)-0077 (753 N ORLANDO AVENUE)

Chair Daniels noted the Julie Farr were present. Daniels stated that staff is recommending approval with conditions. Farr provided some explanation on how she intended to address several of the conditions of approval.

RESULT: Approval of Petition # SPR(2024)-0077 (753 N Orlando Avenue)

MOVER: Morton

SECONDER: Tracy

AYES: Tracy, Morton, Daniels

NAYS: None

V. ADJOURNMENT

Chair Daniels adjourned the meeting at 2:03 P.M.



DEVELOPMENT REVIEW COMMITTEE

Site Plan Review Petition SPR(2026)-0093 Charles Schwab Campus Improvements

August 19, 2026

APPLICANT:	FinFrock Construction; 2400 Apopka Blvd., Apopka, FL 32703
OWNER(S):	Charles Schwab & Co Inc, 9800 Schwab Way, Lone Tree, CO 80124
PROPOSED USE:	Office
CURRENT USE:	Office
ZONE DISTRICT:	Planned Development
FUTURE LAND USE:	Employment Center
PID(S):	27-21-29-8419-00-010; 27-21-29-8419-00-011; 27-21-29-8420-00-020
ACREAGE:	27.20 Acres (+/-)
ACCESS:	Summit Park Drive

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 that these 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 part of the “The Summit” Development of Regional Impact (DRI) and was annexed into the City of Maitland on December 9, 2002, after being developed under the jurisdiction of Orange County as part of a Planned Development. The site is currently developed with four office buildings of one, six, six and seven stories and two parking structures of three and five stories.

Charles Schwab & Co. Inc., a financial services company, acquired the subject property in 2025 and have submitted a site plan for review that includes an up to 10-story parking structure, a reconfiguration of the stormwater system, a new service yard for an existing office building, a new outdoor café dining area, a reconfigured entrance to an existing parking structure, and canopy replacements on an existing office building. The location of the parking structure is within a flood hazard boundary (Zone A). The applicant has submitted engineering analysis for a proposed Letter of Map Revision (LOMR) to revise the boundary of the flood zone.

On July 13, 2026 Maitland City Council approved a Planned Development amendment [Petition AZPD(2026)-0004’ Ord. 1459] that incorporated the proposed campus improvements and contained a reduction in the existing setback of 25’ from the northern property boundary to 10’; an increase of the maximum impervious percentage of 70%; and permission to have interior illuminated monument and directional signage. Conditions of approval included revisions to the fire truck route, a tree removal and replacement plan, automatic sprinklers and comprehensive fire protection design in the parking structure.

STANDARDS		ANALYSIS
A	The proposed development is consistent with the goals, policies, and objectives of the comprehensive development plan;	The Employment Center Future Land Use designation contains a regional employment center, and the Maitland West Side Plan is intended to sustain and support this area as a viable, prominent force in the Greater Orlando office park market. (Policy 1.1.5) Staff finds that this standard has been met. Infill development of commercial areas is encouraged in the Maitland CDP (Policy 1.4.6 and Policy 2.1.4). 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 development and proposed uses were evaluated and found to be consistent with the planned development approved in Ordinance No. 1459 and also as originally set out for the Summit DRI. 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.	Vehicular and pedestrian connection to adjacent parcels and connectivity within the site was preexisting and unchanged. Adequate off-street vehicular and bicycle parking is provided. Landscape, minimum tree requirements and open space standards have been met. Exterior lighting standards, flood damage prevention, and architectural design standards have been met. 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.	The project has been reviewed for conformity with the Fire Code. 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. Staff finds that this standard has been met.

III. CONDITIONS OF APPROVAL

1. Monument sign, building identification signs and wayfinding (directional) signs internal to the site, may be internally lit, but must conform to lighting standards listed in LDC Section 5.14.5 (b). The signs shall comply with size, location and copy area regulations of the City's LDC.
2. Signs shall be submitted at the time of building permit, but must conform with the LDC unless otherwise approved by the City through an appropriate review process.
3. No approval is granted to the wall sign shown on the South Elevation, Sheet A40.02-G3
4. Conditions applicable through Ordinance #1083 remain, unless otherwise approved as a modification through Ordinance #1459 as the PD amendment. Subsequent development shall conform to the Land Development Code or be approved as a minor deviation from the PD per Sec. 2.5.1(f)(3)(L)(4).

5. Please provide easement documents for vacating easements (such as drainage) as well as modification to or/new easements supplied. Drafts shall be supplied to the City and shall be finalized for recording prior to issuance of certificate of completion for the project.
 6. Items modified or altered on plan sets submitted for review other than those changes identified on the July 30, 2026 RTC letter from LandDesign, have not been evaluated and are therefore not approved.
 7. The items listed below in Exhibit A: **Revisions Remaining from TRG Report** shall be addressed prior to issuance of the site construction permit.
-

Mike Daniels, Chair
Development Review Committee

Date

EXHIBIT A

Revisions Remaining from TRG Report:

Applicant shall address the following items:

Planning:(Contact: Sara Blanchard, (407) 539-6214, sblanchard@itsmymaitland.com)

1. Landscape plans must be updated to incorporate vegetation removal (trees) removed via vegetation removal permits that occurred in conjunction with the project construction, but prior to the site plan review. This includes trees shown for removal on sheets C1.00-SY and C2.00-SY (Orlando 3-Service Yard.) These are cross-referenced with the SPR (2026)-093. Please update tables to reflect type and caliper removed as well as replaced. The tree removal/replacement plan shall accurately reflect size, type and location as well as net gain/loss. **There is no evidence of a cross/tally of trees removed through separate permitting and replanting shown on the site plan drawings. This shall be updated and supplied in conjunction with landscape plan submittal at site construction permit. Please acknowledge. 7/21/26.**
2. Nearly 1500 caliper inches of trees are proposed for removal. Many are in the 30-foot landscape buffer easement. Tree replacement in the noted buffer does not provide satisfactory replacement/restoration of the buffer area impacted. Additional trees, including non-deciduous, and increase canopy trees must be provided along the southern buffer facing Maitland Boulevard. The depth of plantings must be a minimum of two layers of trees to restore an intended dense buffer. **Trees planted in the buffer appear to be greater in quantity than those listed on Maitland Boulevard buffer tabulation chart. Without reducing the trees in the buffer, please cross-check the table and update the numbers to match those proposed in the buffer. This may be accomplished at site construction permit. Please acknowledge. 7/21/26**
3. Please provide specifications for equipment wall surrounding the generator along Maitland Boulevard. **The wall is shown as 10 feet in height around the generator. Please list the generator height and reduce wall height to 8 feet. If additional screening is needed, additional landscaping may be included at the enclosure wall around the generator. Please acknowledge comment and supply the corrections at site construction permit. 7/21/26.**

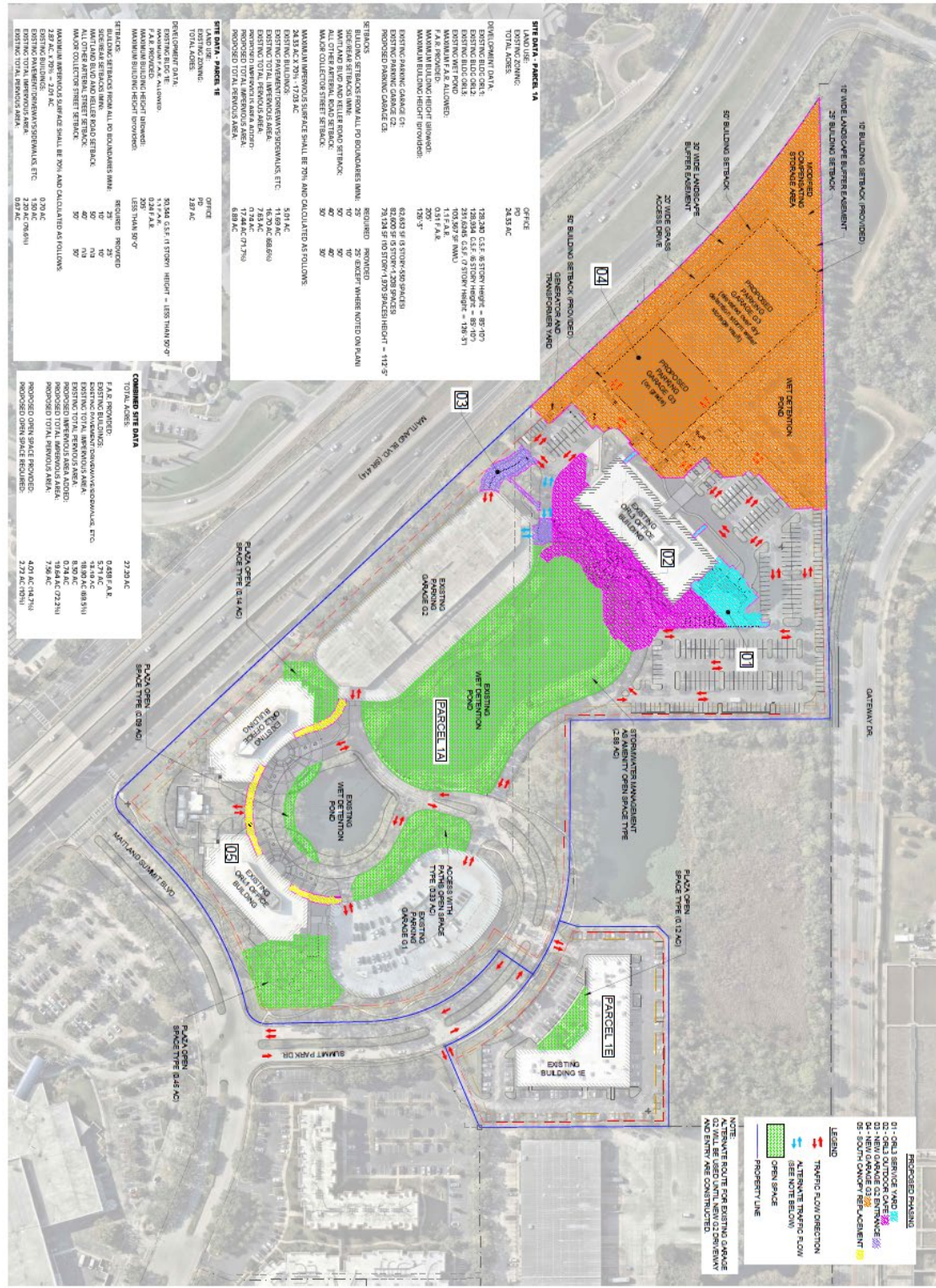
The mechanical yard at the interior of the property is connected to the building and may allow portions of the wall to exceed 8 feet to screen the mechanical unit. Please address 7/21/26.

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

1. Please include "Not for construction" on all sheets. Various plans are not marked "not for construction" such as the photometrics and certain landscape plans. Comment not addressed 7.23.2026
2. There are several sheets with the same name, "Site plan". Please provide a General Key map referencing each site plan sheet associated with their sheet number. Landscape plans do not match sheets. Sheet L0.11A-G3 has a key plan that references sheets LX.01A, LX.01B and LX.01C however none of those sheets are located in the planset. Comment not addressed 7.23.2026.
3. Provide grades for all sidewalk connection locations. Provide sidewalk connections at all connection points. Sheet 3.00 SY still shows a sidewalk connection on the north side without grades. Comment not addressed 7.23.2026
4. C0.03 Firetruck Appears to mount curb in several locations and the sidewalk does not appear to meet clear zones. Please revise. There are two areas where tire marks still go over The firetruck wheels (redline) still appear to mount the curb in a few locations. One on a landscape island in the northeast corner, and one on a landscape cutout in the southwest corner of site. Comment not addressed 7.23.2026
5. C0.03 Provide construction information on the reinforced grass paver and confirm that it will support the proper fire truck. Detailed information must be included, including reference the specific loading. Comment not addressed 7.23.2026
6. C1.00-SY multiple notes state "Coordinate this area with the outdoor café project" Please provide detail explanation as to what is meant by this note. References still exist. C3.00 SY. Comment not addressed 7.23.2026
7. C2.00SY calls out to match existing walkway width, but that walkway is shown as to be demolished. Ensure all walkway widths are clearly labeled (all sheets). Dimensions not shown at large area where sidewalk connects to OC project, or on southeast side of garage where double doors are present. C2.00-G3 Comment not addressed 7.23.2026
8. C3.00-SY What is the treatment at the flume area? This area is shaded, but it is not clear if this is to be curb, concrete, etc., Please clarify This is layered in the plans as asphalt. Comment not addressed 7.23.2026
9. Sheet C2.00-OC and Sheet C do not have bollards in the area in front of the building. Please clarify intent and make sheets consistent. Inconsistency remains in plan set for instance C0.03, L1.01-OC and L1.00-G2 Comment not addressed 7.23.2026
10. Sheet C4.00-G3, Please call out if the meter and rpz are new or existing. Water meter not shown. Comment not addressed 7.23.2026

EXHIBIT B

Site Plan





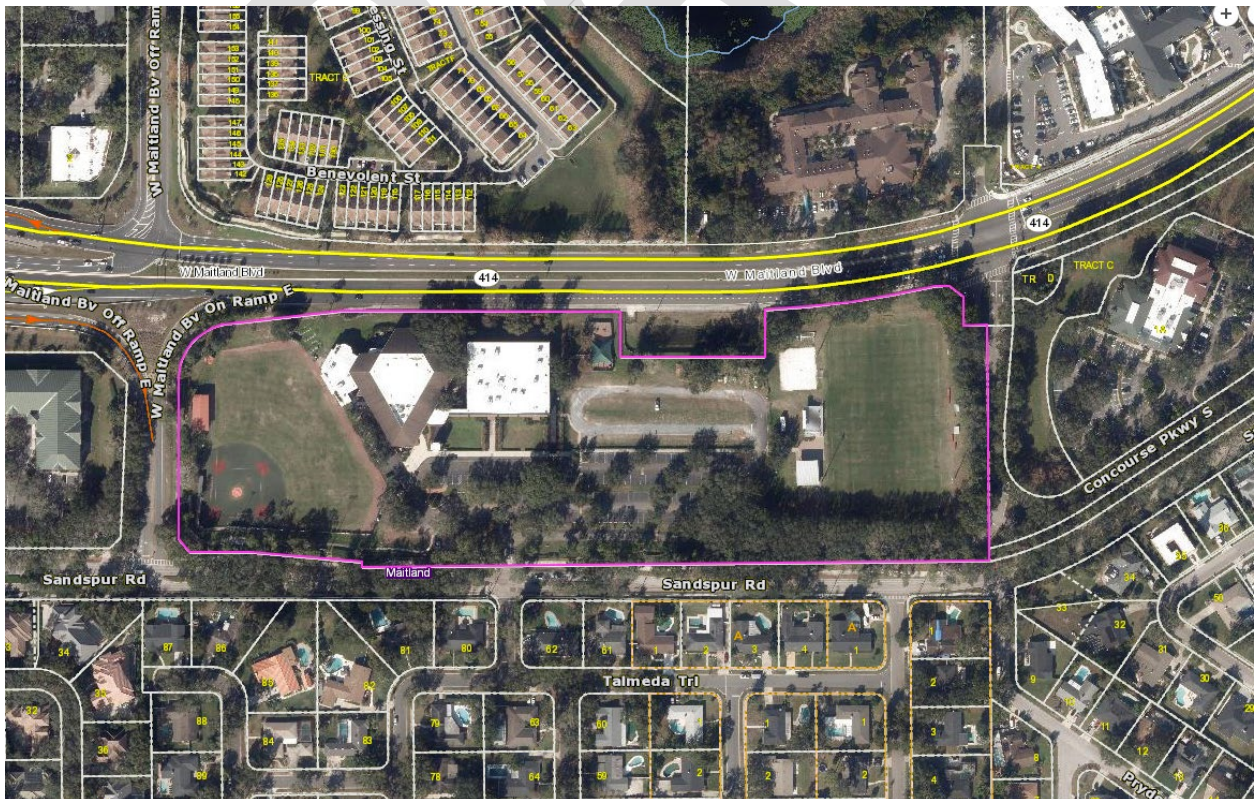
DEVELOPMENT REVIEW COMMITTEE

Site Plan Review

Petition SPR(2025)-0089 1300 W. Maitland Blvd/Orangewood Church August 19, 2026

APPLICANT:	Jay Klima, Klima Weeks Civil Engineering; 385 Douglas Avenue, Suite 2100, Altamonte Springs, FL, 32779
OWNER(S):	Orangewood Presbyterian Church Inc; 1300 W Maitland Blvd., Maitland, FL, 32751
PROPOSED USE:	Religious Institution, Secondary School
CURRENT USE:	Religious Institution, Secondary School
ZONE DISTRICT:	Residential Single Family 1 (RSF-1)
FUTURE LAND USE:	Traditional Neighborhood
PID(S):	26-21-29-0000-00-011
ACREAGE:	17.27 Acres (+/-)
ACCESS:	W. Maitland Boulevard and Sandspur Road

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 that the standards are **met**.

II. PETITION ANALYSIS

THE FOLLOWING ARE INCLUDED IN THE APPROVAL:

Petition and supporting information.

REQUEST AND BACKGROUND

The applicant is requesting site plan approval to make additions and alterations to the existing school and church building and worship center, classrooms, school offices, and school entrance. They are also proposing parking improvements and three (3) temporary modular classrooms.

The subject property was first developed as a religious institution and school based on a petition by the Orangewood Presbyterian Church for Permitted Conditional Use Approval in 1985. A Declaration of Restrictive Covenants was recorded in the public records of Orange County in November of 1985, and permitted conditional use and associated "Master Plan for Orangewood Presbyterian Church and School" was granted approval in 1986, with several conditions of approval.

The 1985 restrictive covenants and conditional use approval specified that the property was to be developed as a church and a school with grades 1 through 12. It stated that a moveable gate was to be constructed as an entrance onto Sandspur Road with specific hours. The declaration included details regarding landscaping, spire height, and site lighting. The covenants established limits for maximum capacity of the worship center, maximum student registration, and maximum number of church services.

The applicant has obtained conditional use approval several times in subsequent years, as the development of the school and religious institution has progressed. During construction of the first phase of the approved Master Plan, they encountered problems with sink holes, which delayed implementation and led to several plan changes. The next Permitted Conditional Use approval was granted in 2007 to allow the plan to be amended to construct a 46,000 SF education building, a 9500 SF youth building, and baseball dugouts. The Sandspur Road and Covewood Trail intersection entrance and gate were designed and built at this time and an agreement with the City was reached to reflect this redesign and to restrict future cut-through vehicular traffic from Maitland Concourse South and Maitland Boulevard. In 2015 and 2018, Conditional Use Permits were granted to construct sports infrastructure including concession stands, volleyball courts, bleachers, batting cages, and field lighting. Variances addressing the height of field lighting were granted in 2015 and 2019.

The applicant held a pre-application meeting with city staff on February 12, 2025 to discuss this project. The applicant advertised and conducted a Neighborhood meeting to present information on the proposed development on March 6, 2025. A Conditional Use Permit CUP(2025)-0001 was approved by the Maitland Planning and Zoning Commission on June 5, 2025. to make additions to the existing school and church facilities was approved by the Maitland Planning and Zoning Commission on June 5, 2025.

	STANDARDS	ANALYSIS
A	The proposed development is consistent with the goals, policies, and objectives of the comprehensive development plan;	The subject property is located within the Traditional Neighborhood Future Land Use Designation, which established a maximum Floor Area Ratio for nonresidential development of 0.3. The applicant's proposed F.A.R of 0.24, in combination with the existing buffers (established in previous conditional use/site plan approvals) and adjacent property uses, is therefore consistent with the range of intensity standards established in Objective 1.1 of the Future Land Use Element. Schools and churches/religious institutions that match the scale and character are cited as an example of appropriate uses in the Traditional Neighborhood designation. 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 expanded religious institution and educational use was evaluated and approved via Conditional Use Petition CUP(2025)-0001 in June of 2025. The proposed development complies with setbacks, maximum height, maximum impervious coverage and other development standards of the RSF-1 zone district. 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.	Street and sidewalk connections and circulation improvements for the site are already in place. 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 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.	Existing sewer and water lines serve the site and will be addressed through the site construction permit review. The levels of service will be met with this proposed development. A looped water main has been provided. 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. Exterior light fixtures on poles shall not exceed twenty feet and all outdoor light fixtures and light elements must be energy efficient per Sec. 5.9.4(d) of the Maitland Land Development Code.
2. Roof-sited mechanical equipment shall be sited, to the maximum extent practicable, to have a minimal visual impact as seen from the street.
3. The temporary classrooms shall be used for a period not to exceed twelve (12) months, but the use may be extended for an additional twelve (12) months, up to three (3) times with the written consent of the Community Development Director. The temporary classrooms shall not remain on the site for more than four (4) years.
4. The temporary classrooms shall be removed from the site within thirty (30) days after issuance of the final Certificate of Occupancy for permanent classroom facility.
5. Sheet L421 General Note 5 covers Sec. 5.3.3(c) of Maitland Land Development Code (LDC). Final installation shall comply with LDC Sec. 5.3.5.
6. Multiple notes and details throughout the landscape and civil plans reference tree protection. All tree protection during construction shall comply with Maitland Land Development Code Sec. 5.3.6.
7. The phasing plan shall identify the existing and proposed FDCs and document the method and exact sequence for interconnecting the new fire sprinkler system with the existing system. The transition shall be scheduled during a limited period of non-occupancy, preferably over a weekend, to minimize impairment time. Any required fire watch shall be implemented under Fire Marshal-approved procedures.
8. Existing fire mains may remain temporarily beneath the proposed building only until the new fire protection system is connected and fully operational. The phasing plan shall document the temporary condition, protection measures, and removal or abandonment of the existing mains after the transition.
9. The existing building's fire protection system shall remain operational throughout construction. Any necessary sprinkler-system impairment shall be minimized, coordinated in advance with the Fire Marshal, supported by an approved impairment and fire-watch plan.

Mike Daniels, Chair
Development Review Committee

Date

EXHIBIT A
Site Plan

