



**Development Review  
Committee Minutes  
December 8, 2021  
Council Chambers  
9:00 AM**



**I. CALL TO ORDER**

Chairman Dan Matthys called the meeting to order at 9:00 AM.

**Present:** 3 - Dan Matthys, Community Development Director; Kimberley Tracy, Public Works Director, and Will Watts, Fire Chief

**Remote:** 0 -

**Absent:** 0 -

Also present were Sara Blanchard, Chief Planner; Barrett Chaix, Senior Planner; Jacqueline Holt, Planner III, and Alyssa Eide-Cadle, City Engineer.

**II. MINUTES APPROVAL**

**1. OCTOBER 14, 2021 - DRC MINUTES**

A motion was made to approve the minutes as drafted.

**RESULT:** Approved

**MOVER:** Kimberley Tracy, Public Works Director

**SECONDER:** Will Watts, Fire Chief

**AYES:** Tracy, Watts, Matthys

**NAYS:** None

**III. PUBLIC PERIOD**

Chairman Matthys opened the Public Period for non-agenda items. There being no one who wished to speak, the Public Period was closed.

**IV. RECOMMENDATIONS**

**1. PETITION NO. 2021-01 (AZ-PD) MAITLAND WEST, LOT 2**

Chairman Matthys asked if the applicant had received a copy of the Staff Recommendation report and if they had any questions. The applicant confirmed receipt.

Mr. Patrick Panza, AICP, Agent for GAI Consultants, Inc. 618 E. South St., Orlando, FL came forward and spoke on the project.

A motion was made to approve Petition No. 2021-01 (AZ-PD) Maitland West, Lot 2 subject to the conditions renumbered and modified below.

4. Documentation for Summit Centre Way Roadway submitted is a conceptual design. Construction details and calculations shall be submitted and approved by the City prior to Site Plan approval. Site work shall be completed or bonded prior to approval/issuance of the site construction permit and no certificate of occupancy shall be issued prior to the certificate of completion for Summit Centre Way.

8. Applicant shall submit a master sign package and sign lighting plan to be reviewed at site plan approval.

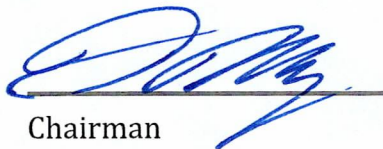
9. OCPS - Per OCPS the project will be subject to concurrency review prior to site plan approval.

10. The following outstanding comments shall be submitted for review demonstrating compliance prior to site plan approval.

|                  |                                        |
|------------------|----------------------------------------|
| <b>RESULT:</b>   | Approved                               |
| <b>MOVER:</b>    | Will Watts, Fire Chief                 |
| <b>SECONDER:</b> | Kimberley Tracy, Public Works Director |
| <b>AYES:</b>     | Matthys, Tracy, Watts                  |
| <b>NAYS:</b>     | None                                   |

#### V. ADJOURNMENT

Chairman Matthys adjourned the meeting at 10:30 AM.

  
Chairman

1/27/22  
Date