

**MINUTES
TOWN OF MONTVERDE
PLANNING AND ZONING BOARD**

April 4, 2017

The Planning and Zoning Board of Montverde met on April 4, 2017 at 6:30 p.m. in special session in the Town Hall Mayor's Office.

The recommendations of the Planning and Zoning Board will be submitted to the Town Council at a Council meeting to be held on Tuesday, April 11, 2017 at 7:00 p.m. in the Town Hall Auditorium.

Board Members Present:

Glen Brecheen
Allan Hartle
Sandy Baker
Chris Mitchell
Karin Arellano

Staff Present:

Graham Wells, Town Clerk,
Sean Parks, Town Planner

Glen Brecheen called the meeting to order at 6:35 p.m., and then led the Pledge of Allegiance.

ROLL CALL:

Following the roll call by Graham Wells, Town Clerk; a quorum was announced.

MINUTES:

Minutes for the Planning and Zoning meeting held on February 6, 2017 were unanimously approved.

MINUTE APPROVAL:

MOTION by Sandy Baker SECONDED by Allen Hartle to approve Planning and Zoning Board Minutes for February 6, 2017.

FOR: Brecheen, Hartle, Baker, Mitchell, Arellano

AGAINST: None

MOTION CARRIED: 5-0

NEW SUBDIVISION ORDINANCE - 2017-22

At the January 5, 2017 P & Z meeting the Board reviewed all ordinances governing the lot sizes for subdivisions, current zoning and for properties annexed into the Town. The Boards recommendations have been included in Ordinance 2017-22 which if approved will be presented to Council at the April 11, 2017 Council Meeting.

The Board is requested to review the staff report and recommend approval with or without revision to the Council

Following the January 5, 2017 P & Z meeting, the recommendations shown below were outlined in the staff report that was presented to the Board. The ordinance would include the following:

1. Repeal of the existing ordinance requiring the minimum lot size of one-acre for properties annexed in to the Town.
2. Define Net and Gross in both the Comprehensive Plan and also the Land Development Code.
3. A parcel subdivided into four lots or more (currently three) will be required to have a minimum of half-acre lots.
4. A parcel with 4 to 9 lots will require a minor site plan review. 10 lots or more will require a major site plan review.
5. The number of square feet for a quarter-acre will be corrected to 10,890.
6. A new policy would be put in place for the splitting of parcels.

Glen Brecheen commented that he was good with all the changes made except in Section 8-18 (b) which showed that all proposed subdivisions of land of four (4) or more lots that are annexed into the Town after June 1, 2017 are required to have minimum lot sizes of 0.5-acres lot size.

He wanted the wording changed to include all new subdivisions and not be limited just to parcels annexed into the Town. He said that there were several parcels already in the Town which should be required to have a minimum lot size of half-acre. Irrespective of the zoning, if it is a new subdivision it must have half-acre lots. The consensus from other board members was the same.

Sean Parks said that he had not picked that up from the minutes but said that it could be included in any motion. He suggested that the motion be to approve with the exclusion of the wording "*that are annexed into the Town after June 1, 2017*".

MOTION by Chris Mitchell, SECONDED by Sandy Baker, to recommend to Council to accept the changes in the report with the amendment shown above.

Glen Brecheen asked for a roll call vote.

FOR: Brecheen, Baker, Hartle, Arellano, Mitchell

AGAINST: None

MOTION CARRIED: 5-0

MINOR SITE PLAN REVIEW APPLICATION WITH VARIANCE REQUEST.

The property at 17440 Seventh Street (at the corner of Park Lane) owned by John and Karin Arellano is located in the C1 Commercial District. They have an interested tenant who would like to open an Ice Cream Restaurant with open outdoor seating to the rear.

The C1 zoning requirements demand that the facility provide one on-site parking space for every 100 square feet of retail space. This property would require four or five parking spaces however there is not enough room if the outdoor seating is installed other than for one handicapped parking space.

The applicant is requesting approval of the site plan for the property to be used as an Ice Cream Restaurant and a variance to waive the requirement for onsite parking and to use the ample public parking adjacent to the building on Park Lane.

Recommendation to approve, not approve or approve with conditions to Council is requested.

Mr. Parks outline the purpose of the application. It would be presented to Council in two parts; one is the Minor Site Plan approval (Resolution 2017-20) and also a variance from the on-site parking requirements (Resolution 2017-21) in the Towns code. Following discussion the following motions were made.

MOTION by Sandy Baker, SECONDED by Allen Hartle, to recommend to Council to approve the Minor site Plan (2017-20) with the condition that the applicant complies with all recommendations made by the Town's engineer.

Glen Brecheen asked for a roll call vote.

FOR: Brecheen, Baker, Hartle, Mitchell

RECUSED: Arellano

AGAINST: None

MOTION CARRIED: 4-0

MOTION by Chris Mitchell, SECONDED by Sandy Baker, to recommend to Council to approve the Variance (2017-21).

Glen Brecheen asked for a roll call vote.

FOR: Brecheen, Baker, Hartle, Mitchell

RECUSED: Arellano

AGAINST: None

MOTION CARRIED: 4-0

Mr. Parks outlined some further changes to the code that he felt were necessary for both minor site plans and also to negate the need for a variance to comply with the on-site parking requirements. He would be getting with the Town attorney to come up with the correct wording. A motion was made to request that Council provide the funding for this project.

MOTION by Chris Mitchell, SECONDED by Sandy Baker, to recommend to Council to pay the professional fees required to update the code for minor site plans and for parking in the C1 district.

Glen Brecheen asked for a roll call vote.

FOR: Brecheen, Baker, Hartle, Mitchell, Arellano

AGAINST: None

MOTION CARRIED: 5-0

REVIEW OF THE DESIGN STANDARDS FOR NEW SUBDIVISIONS

Mr. Parks went over the proposed new guidelines to regulate the design standards for new subdivisions.

Being no further business a motion to adjourn was requested at 7:33 pm.

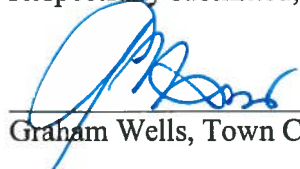
MOTION by Chris Mitchell, SECONDED by Allen Hartle to adjourn.

FOR: Brecheen, Baker, Hartle, Mitchell, Arellano


AGAINST: None

MOTION CARRIED: 5-0

Respectfully submitted,



Graham Wells, Town Clerk



Glen Brecheen, Chairman