

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

October 27, 2016

The Planning and Zoning Board of Montverde met on October 27, 2016 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, November 8, 2016 at 7:00 p.m. in the Town Hall Auditorium.

Board Members Present:

Glen Brecheen
Skip Perry
Allan Hartle
Sandy Baker
Chris Mitchell

Staff Present:

Graham Wells, Town Clerk,
Sean Parks, Town Planner

Glen Brecheen called the meeting to order at 6:32 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 September 29, 2016 were unanimously approved.

MINUTE APPROVAL:

MOTION by Chris Mitchell **SECONDED** by Skip Perry to approve Planning and Zoning Board Minutes for September 29, 2016.

FOR: Brecheen, Hartle, Perry, Baker, Mitchell

AGAINST: None

MOTION CARRIED: 5-0

Chairman Glen Brecheen handed the meeting over to Sean Parks. He outlined the two items on the agenda: a Final (Record) Plat Application from Pillar Homes to subdivide a parcel of land known as Morningside Park and also a Site Plan Review Application from Montverde Academy for the proposed expansion of the maintenance building.

FINAL (RECORD) PLAT APPLICATION APPROVAL – PILLER HOMES

Sean Parks stated that this was the final plat for review. The preliminary development plan had been through P & Z and had been approved by Council with the recommendation put forward.

The site is located at Morningside Drive and CR455 and the developer is Pillar Homes. *Mr. Parks* referred to the staff report which recommended approval with the conditions outlined. The driveways accessed from CR455 are required to have the ability of vehicles to turn around so that they are not forced to reverse into traffic on CR455.

The report is more specific after the Town’s engineer has looked at the application and made his recommendations. The three lots facing CR455 will have hammerhead driveways to address the issue above and the developer has agreed to this. The corner lot on 455 will have the driveway facing Morningside Drive. The town’s code does not allow for two driveways to form a loop but could have a loop back to a single driveway. The option of a hammerhead driveway was preferred. Approval will be required from Lake County and the engineer has interpreted their code to address the issue.

Sandy Baker asked if the development would be affected by the new design standards that the town is working on. *Mr. Parks* responded that they only affect new subdivisions and technically this is not a new subdivision as it was original platted in 1924. An email from the developer regarding the four recommendations made by the engineer in the report was discussed. The developer has agreed to alternative street lighting with top shielding in line with code, however contends that as Morningside Drive is an existing road, they should not be required to install curb and gutters.

Allen Hartle brought up the situation of stormwater runoff from driveways and the effect on flooding on CR455 which has been a problem in certain areas. *Mr. Parks* said that this would be controlled primarily through the use of swales. *Glen Brecheen* said that curbing only funnels the water to another place; it still has to be dealt with. *Mr. Parks* said that the developer would have to go to St Johns for approval of their plan to deal with stormwater management.

Being no further discussion, Chairman Glen Brecheen asked for a motion.

MOTION by Chris Mitchell, SECONDED by Sandy Baker, to recommend to Council to approve the application with conditions to address the engineer’s recommendation to comply with Sec 4-81 of the Town’s code and stormwater management.

Glen Brecheen asked for a roll call vote.

FOR: Brecheen, Hartle, Perry, Baker, Mitchell

AGAINST: None

MOTION CARRIED: 5-0

MINOR SITE PLAN REVIEW APPLICATION – MONTVERDE ACADEMY

Montverde Academy has made an application to request an addition to the existing maintenance building shown on the map provided, located centrally located on the campus facility. The board is seeking to recommend approval, approval with conditions or denial of the application to Council.

The addition is 46 feet x 40 feet totaling 1,840 square feet. It will not be enclosed so just a roof over a concrete slab to cover their maintenance equipment. The staff report recommends approval and as always with the condition that they go to St Johns for their approval.

There was no discussion and Chairman Glen Brecheen requested a motion.

MOTION by Sandy Baker, SECONDED by Skip Perry, to recommend to Council to approve the minor site plan application for Montverde Academy.

Glen Brecheen asked for a roll call vote.

FOR: Brecheen, Hartle, Perry, Baker

AGAINST: None

RECUSED: Chris Mitchell

MOTION CARRIED: 4-0

Being no further business a motion to adjourn was requested at 7:06 pm.

ADJOURNMENT:


MOTION by Chris Mitchell, SECONDED by Skip Perry to adjourn.

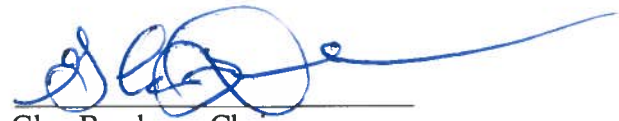
FOR: Brecheen, Hartle, Perry, Baker, Mitchell

AGAINST: None

MOTION CARRIED: 5-0

Respectfully submitted,



Graham Wells, Town Clerk

Glen Brecheen, Chairman