



BALDWIN PARK TOWN DESIGN REVIEW COMMITTEE

MEETING INFORMATION

Location

Agenda Conference Room

2nd Floor, City Hall
One City Commons
400 South Orange Avenue

Time

2:00 p.m.

Committee Members Present

Dean Grandin, Jr., Chairman
Kevin Edmonds
John Classe, Non-Voting

Committee Members Absent

Rick Howard

Staff

Dana DeClerk, Baldwin Park
Town Planner
Janice A. Moffitt, Recording
Secretary
Kevin Tyjeski
Bruce Hossfield
Nancy Ottini

MINUTES ■ MARCH 25, 2004

OPENING SESSION

- The meeting was called to Order at 2:08 p.m.
- Determination of a Quorum
- Acceptance of February 26, 2004 minutes.
- Acceptance of March 12, 2004 minutes.

FEBRUARY 26, 2004 AND MARCH 12, 2004 MINUTES

Kevin Edmonds made a MOTION to approve the minutes for the February 26 and March 12, 2004 meetings. Dean Grandin SECONDED the motion, which was voted upon and PASSED by unanimous voice vote.

CONSENT AGENDA

1. ZON2002-00016 RESIDENTIAL DESIGN GUIDELINES AMENDMENTS

Owner/Applicant: Baldwin Park Development Company, 4776 New Broad Street, Suite 110, Orlando, Florida, 32814.

Project Planner: Dana DeClerk, AIA, Baldwin Park Town Planner

This item was a request to amend the Baldwin Park Residential Design Guidelines, Chapter 2 (Architectural Guidelines), Section 12 (Site Screening Criteria) and Exhibit 12-B (Regulatory Procedures) of the PD, to add fence and wall design standards and to allow Minor Modifications to development that requires a Certificate of Completion. This item was continued from the February 26, 2004 TDRC meeting.

Dean Grandin stated that he had conferred with Commissioner Vargo regarding this amendment. She felt that the amendment should not apply to pending cases but was acceptable for future applications.

Dana DeClerk presented a brief overview of the following items:

#1. The proposed changes would add the following standards to Architectural Guidelines, Chapter 2, Section 12:

12g) Grade Changes.

- The top edge of retaining walls and screen walls shall be horizontal between pillars or posts (i.e., the top of the wall shall not slope.)

- The top edge of fences may be horizontal between pillars or posts; however, the distance between the ground and the bottom of the fence shall not exceed 3 inches (i.e., large openings shall not be allowed between the ground and the bottom of fence.)
- When the finished ground elevation varies within a lot or across adjacent lots, the Town Planner may approve a minor modification to increase the permitted height of a retaining wall, screen wall or fence by a maximum of 20%."

#2. The proposed changes (underlined) would revise the Minor Modifications text, Exhibit 12-B (Regulatory Procedures) of the PD, as follows:

Changes to the quantifiable standards in the Development Standards Chart contained in Chapters 6-10 and adopted specific neighborhood design guidelines for a Certificate of Occupancy or Certificate of Completion. Such changes shall not exceed 20% of the adopted numeric standard. The resulting standard shall be consistent with the purpose and intent of the GMP, the principles and regulatory plan contained in this PD ordinance, and shall be compatible with surrounding development. After the issuance of a Certificate of Occupancy, the Planning Official shall not grant Minor Modifications to the numeric standards for principal structures, but may grant Minor Modifications to the numeric development standards for development that requires a Certificate of Completion. After the issuance of a Certificate of Occupancy, modifications to the numeric development standards for principal structures shall be subject to the standards and procedures contained in the City's LDC pertaining to Modifications of Development Standards and Zoning Variances. Changes which exceed 20% of the numerical standard shall require Zoning Variance approval.

Kevin Edmonds made a MOTION to approve this amendment, subject to the conditions contained in the staff report. Dean Grandin SECONDED the motion, which was voted upon and PASSED by unanimous voice vote.

2. ZON2002-00016 RESIDENTIAL DESIGN GUIDELINES, UNIT 6

Owner/Applicant: Baldwin Park Development Company, 4776 New Broad Street, Suite 110, Orlando, FL 32814

Project Planner: Dana DeClerk, AIA, Baldwin Park Town Planner

This item was a request to amend the Baldwin Park Residential Design Guidelines to adopt design guidelines for the Westside Neighborhood, Unit 6, located south of Glenridge Way, west of St. George Street, Donna Drive and Meeting Place, north and east of Upper Park Road.

Dana DeClerk presented a brief overview of the following changes to the Residential Design Guidelines: Amend Community Patterns, Chapter 1.0, and Landscape Guidelines, Chapter 3.0, for the new "Garden/Bungalow" housing product type; and create a new Chapter 1.6 for Unit 6 Development Standard Matrix w/ St. George Street edge treatment detail.

Approval was recommended, subject to the following conditions:

- #1 - Amend the Detached Housing Development Standards in Section 9.3 of the PD, Neighborhood General Development Standards, to address the "Bungalow/Garden" housing and lot type.
- #2 - Amend Paragraph 5B on page 1.0.2 of the Residential Design Guidelines to allow an accessory structure side setback to be 3' from the property line for the Garden/Bungalow housing type.
- #3 - Clarify that the optional wall for the St. George Edge Treatment to conform with paragraph 12G on page 2.0.3 of the Residential Design Guidelines (top edge of wall to be horizontal).
- #4 - The Town Planner may require a ~~restrictive covenant~~ notation on plot plans to indicate parking shall be prohibited on driveways that do not meet the minimum 16-foot depth.

Kevin Edmonds made a MOTION to approve the proposed amendments, subject to Conditions #1 and #4 (as amended above), deleting Conditions #2 and #3. Dean Grandin SECONDED the motion, which was voted upon and PASSED by unanimously voice vote.

3. MPL2003-00016 SPECIFIC PARCEL MASTER PLAN AMENDMENT, NEIGHBORHOOD BUSINESS DISTRICT

Owner/Applicant: Baldwin Park Development Company, 4776 New Broad Street, Suite 110, Orlando FL 32814

Project Planner: Dana DeClerk, AIA, Baldwin Park Town Planner

This item was a request to amend the Development Standards/Setbacks Table for the Neighborhood Business District within Unit 7, located east of Fox Street, west of Lake Baldwin Lane and north of the Cady Way Trail.

Dana DeClerk presented a brief overview of this amendment to: reflect lot numbering changes that occurred during final platting; modify setbacks to address lots that do not have frontage on Lake Baldwin Lane; and allow an 8' porch encroachment on rear and streetside yards, as well as front yards.

Approval was recommended, subject to the following conditions:

- #1. The Town Planner shall have authority to allow minor modifications to the setback requirements, provided they are consistent with the Principles of the Plan and Exhibit 12-B of the adopted PD.
- #2. All outstanding Conditions of Approval from August 18, 2003 TDRC Staff report be satisfied prior to issuance of permits (i.e. tree survey, parking lot landscape plan, master sign plan submittals, etc.).
- #3. The proposed language for Note 3 on Setback Table shall be changed to read: "Maximum encroachment for porches, stoops, porticos or similar entry structures into the front, rear and/or street side yard is 8 feet. The on-grade porch slab may encroach to the back of sidewalk on rear and street side yards."

Kevin Edmonds made a MOTION to approve this item subject to the conditions contained in the staff report. Dean Grandin SECONDED the motion, which was voted upon and PASSED by unanimously voice vote.

4. MPL2002-00002 SPECIFIC PARCEL MASTER PLAN AMENDMENT, VILLAGE CENTER

Owner/Applicant: Baldwin Park Development Company, 4776 New Broad Street, Suite 110, Orlando FL 32814

Project Planner: Kevin Tyjeski, AICP

This item was a request for approval of an amended Village Center Master Plan, incorporating changes previously approved through the final design and permitting of development located within the Village Center. Also included was an updated Land Use Program Summary indicating development approved to date. The Village Center is located within Unit 3, along New Broad Street, north and east of Common Way Road, south and west of Lake Baldwin. Kevin Tyjeski presented a brief overview of this amendment.

Kevin Edmonds made a MOTION to approve this item subject to the conditions contained in the staff report. Dean Grandin SECONDED the motion, which was voted upon and PASSED by unanimously voice vote.

5. SUB2004-00015 PRELIMINARY PLAT, UNITS 9B & 10, LAKE BALDWIN LANE

Owner/Applicant: Baldwin Park Development Company, 4776 New Broad Street, Suite 110, Orlando FL 32814

Project Planner: Bruce Hossfield, AICP

This item was a request for preliminary plat approval for the area that includes future development tracts in Units 9B and 10, Lake Baldwin, park and open space tracts, stormwater tracts for Lake Baldwin Lane and right-of-way for Lake Baldwin Lane. The subject property generally includes Lake Baldwin and property adjacent to the north, east and south boundaries of Lake Baldwin. Lake Baldwin Lane extends from Jardin Street near the OUC Water Plant to the intersection of Raymond Street and Glenridge Way East near the V.A. Clinic. Bruce Hossfield made a brief overview of this item. Discussion ensued regarding the following items: the location of the proposed stormwater ponds; the bike path that would be constructed in lieu of a sidewalk on the lakeside of Lake Baldwin Lane; the City will maintain common areas dedicated to the City; monitoring wells are temporary and should not be shown on final plats; the Engineering Standards Manual (ESM) does not always apply because the Baldwin Park PD includes street sections and other standards that are different from those in the ESM; and the ESM has been updated since 1989.

Kevin Edmonds made a MOTION to approve this item, subject to the conditions contained in the staff report, with the following amendments:

L704 Maintenance – Maintenance of common areas, except those dedicated to the City, shall be the responsibility of the Homeowners Association or Community Development District.

L999 Monitoring Wells - There are several monitoring wells located on the property that need to remain to monitor ground water contamination. The applicant shall indicate the location of each monitoring well on the final plat construction plans to ensure that the wells are not damaged or destroyed during construction.

L999 Environmental Deed Restrictions - There are two environmental deed restricted areas located in the subject area. The applicant shall coordinate with the City's Office of Legal Affairs to determine what type of notations are required on the final plat and/or construction plans with regards to these deed restrictions.

K505 Engineering Standards Manual - The City Council adopted the Engineering Standards Manual (ESM) ~~on December 4, 1989~~ in January 2003. All plans must conform to the ESM and all construction must be accomplished in accordance to the ESM, unless otherwise modified in the PD Ordinance.

Engineering/Zoning K515 - The owner/developer should contact this office relative to filing and application for the proposed development. The owner/developer is required to pay the Sewer Benefit Fees in accordance with the Sewer Service Policy. Construction is to be in accordance with the Engineering Standards Manual ~~Second Edition~~.

Engineering/Zoning K530 - All sanitary sewer construction is to be in accordance with the Engineering Standards Manual ~~Second edition~~. The sanitary sewer lines are to be dedicated to and maintained by the City of Orlando. One lateral for each lot is required. Section 27.03 (J) of the ESM provides that a double wye is not acceptable.

Dean Grandin SECONDED the motion, which was voted upon and PASSED by unanimously voice vote.

OTHER BUSINESS

1. VERBAL REPORT ON UPCOMING PROJECTS/APPLICATIONS.

Discussion ensued on the following:

- A. MPL2004-0001 SPECIFIC PARCEL MASTER PLAN, CENTERLINE HOMES, MULTIFAMILY LOTS 194, 195, 196, 197, 395 & 3976.
- B. EASTSIDE NEIGHBORHOODS MASTER PLAN
- C. REPLAT OF UNITS 3

Dean Grandin MOVED to adjourn the meeting. Kevin Edmonds SECONDED and the motion was PASSED by unanimous voice vote.

ADJOURNMENT

The meeting was adjourned at 3:20 p.m.

Dean Grandin, Jr., Executive Secretary

Janice A. Moffitt, Recording Secretary