

**A REGULAR MEETING MINUTES  
PLANNING AND ZONING BOARD  
OCTOBER 06, 2008**

**CALL TO ORDER**

Chairman James Balderrama called the meeting of the City of Winter Garden Planning and Zoning Board to order at 6:30 p.m. in City Hall Commission Chamber. The invocation was given followed by the Pledge of Allegiance led by the Weblos Cub Scouts. The roll was called and a quorum was declared present.

**PRESENT:** Chairman James Balderrama, Vice-Chairman Jerry Carris, Board Members: James Dunn, Mac McKinney, Rohan Ramlackhan, and James Gentry. Also present were Assistant City Attorney Dan Langley, City Manager Mike Bollhoefer, Economic Development Director Dolores Key, Planning Director Ed Williams, Planner Brandon Byers, Planner Regina McGruder, and Planning Technician Lorena Blankenship.

**ABSENT:** Board Member Xerxes Snell

**1. APPROVAL OF MINUTES**

Approval of minutes from regular meeting held September 08, 2008

*Motion by Jerry Carris to approve the above minutes. Seconded by Mac McKinney, the motion carried unanimously 6-0.*

**Variances**

**2. 24 W. Cypress Street**

Planner McGruder presented the Board with a request for approval of a 12 foot front yard setback variance, for property located at 24 W. Cypress Street. If approved, this will allow the property owner to construct a front room addition. City Staff has reviewed the application and recommends approval.

James Gentry inquired about that porch, pointing out that construction had already commenced. McGruder responded that the applicant started construction without knowing that they needed a variance for the porch. Mr. McKinney asked if the applicant submitted the appropriate building permits. Ms. McGruder responded affirmatively, but clarified that approval of the variance was necessary to continue with the construction.

***Motion by Mac McKinney to approve the Variance. Seconded by Jerry Carris, the motion carried unanimously 6-0.***

**3. 14949 Masthead Landing Circle**

Planner Byers presented the Board with a request for approval of a 4 foot rear yard setback variance for property located at 14949 Masthead Landing Circle. If approved, this will allow the property owner to construct a screen room addition. City Staff has reviewed the petition and recommends approval.

***Motion by James Gentry to approve the Variance. Seconded by Rohan Ramlackhan, the motion carried unanimously 6-0.***

**Annexation**

**4. 1006 E. Crown Point Road**

Planner Byers presented the Board with a request for approval of Ordinance 08-52, annexation of property located at 1006 E. Crown Pointe Road. The property is currently utilized as a church for the West Orlando Baptist Church, and they desire to connect to the City water and sewer utilities. The first step in accomplishing this is to annex into the City of Winter Garden. The large-scale comprehensive plan amendment and rezoning of the property will be brought to the Planning & Zoning Board in 2009. City Staff has reviewed the petition and recommends approval.

Jerry Carris informed the Board that he had an ex-parte communication with his granddaughter in regards to the City's utilities services.

Mac McKinney asked if the applicant will be submitting permits to construct the church. Planner Byers responded negatively and added that the Church is already there.

***Motion by James Dunn to approve Ordinance 08-52, annexation of property located at 1006 E. Crown Point Road. Seconded by Jerry Carris, the motion carried unanimously 6-0.***

**Miscellaneous**

**5. Belle Meade Commercial Outparcel # 2 - Building Elevations**

Planner Byers presented the Board with a request for approval of building elevations for Belle Meade Commercial. As required of Ordinance 06-50, the PCD rezoning ordinance, the Planning and Zoning Board shall approve the specific architectural details at the time the site plan is approved for the Belle Meade Commercial development. Specifically, the buildings shall be designed to avoid large, uninterrupted facades and the architectural treatment of all sides of buildings facing neighboring properties, public roads, pedestrian ways, vehicular drives and parking areas and public spaces, must be compatible with the design theme applied to the main façade of each building. Staff has reviewed the elevations and finds them in conformance with the PCD requirements.

*Motion by James Gentry to approve the Belle Meade Building Elevations. Seconded by Jerry Carris the motion carried unanimously 6-0.*

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:42 p.m.

**APPROVED:**

**ATTEST:**

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**Chairman James Balderrama**

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**Planning Technician Lorena Blankenship**