



City of Belle Isle
Planning & Zoning Board Regular Session Minutes
March 26, 2019 – 6:30 pm

Dan Langley City Attorney	David Woods Vice Chairman District 1	Chris Shenefelt District 2	Shawn Jervis District 3	Randy Holihan District 4	Rainey Lane District 5	Russell Cheezum District 6	Nicholas Fouraker Chairman District 7
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On Tuesday, March 26, 2019, the Belle Isle Planning & Zoning Board met in a regular session at 6:30 pm in the Belle Isle City Hall Council Chambers. Present was Chairman Fouraker, Vice Chairman Woods, Board member Lane, Board Member Cheezum, Board member Holihan and Board member Shenefelt. Also present was Attorney Dan Langley, City Manager Francis, City Planner April Fisher and City Clerk Yolanda Quiceno.

Absent was Board member Jervis.

1. CALL TO ORDER

Chairman Fouraker called the meeting to order at 6:30 pm and opened with the Pledge of Allegiance.

Chairman Fouraker announced that Board member Jervis would not be able to attend and requested a motion for an excused absence.

Board member Lane motioned the approved absence for Board member Jervis. Board member Holihan seconded the motion, which passed 6:0.

2. APPROVAL OF MINUTES

a. Approval of the February 26, 2019 minutes

Board member Holihan motioned to approve the minutes as presented.

Vice Chairman Woods seconded the motion which passed 6:0.

3. Public Hearing Case #2018-08-057 (CONTINUED FROM JANUARY 22, 2019) - Pursuant to Belle Isle Code Sec. 42-64 the Board shall consider and take action on a requested variance from Sec. 50-73, to allow a maximum building height of 33 feet instead of the standard maximum allowed building height in the C-1 zoning district of 30 feet, and take action on a requested variance from Sec. 50-72 (d) (1), to allow the widths of interior driveways to be 22 feet instead of 25 feet, and take action on a requested variance from Sec. 50-72 (a) (1) to allow a parking space ratio of 0.7 spaces for every Hotel room instead of the required 1 space for every hotel room plus 1 for every 100 square feet of office/ lobby area submitted by applicant Capital Lodging, LLC, Located at 1853 McCoy Road, Belle Isle FL 32809, also known as Parcel #30-23-30-0000-00-012.

Vasu Persaud with Traffic Planning & Design spoke on behalf of the applicant with offices at 535 Versailles Drive, Maitland FL. He gave a summary on some of the issues discussed at the last public hearing as follows,

- Extended Stay – Mr. Persaud re-confirmed that the applicant will not be applying for an extended stay hotel. He noted that the applicant is aware that based on the City's Code definition it precludes the amenities for extended stay rooms and will not be allowed even if requested.
- Fence – Quote has been obtained to repair the fence throughout the property. They proposed to repair the entire fence during the renovation phase instead of a partial fix.
- Cameras and Security System – Quote has been obtained and have committed to installing the equipment during the renovation phase
- Parking – The Board requested a more localized parking study. The applicant presented the study which supports the variance request. The applicant is looking for the opportunity to allow spillover parking utilizing the Red Coach location.

Vice Chairman Woods stated, after review of the parking study, have noticed that the design parking ratio of .72 of the average number collected. As a condition of the approval, the ratio should be capped at .7 and not allow the ratio to be reduced further to allow a feasible buffer. The applicant agreed to the proposed condition.

Vice Chairman Woods addressed the existing storm drain under the proposed building and asked for clarification because in general is not accepted engineering practice. The applicant said they intend to relocate the storm drain to the parking area.

Mr. Woods further noted the western quarter of the property discharged from the site with no treatment based on the grades and the inlets are lower than the storm drains. After discussion, the applicant stated that they would address the concern during the design process of the application.

In prior discussions, Mr. Woods said the applicant stated that they would not have any meeting spaces in the project and in the updated site plan it shows a meeting room and a board room on the floor plan. Jeff Gaither, Architect from Studio 407 with offices at 4101 Woodland Lane Orlando representing the applicant, said the board and meeting room is a common footprint among most hotel brands. The rooms are a not-for-hire-use but for utilization by the guest of the hotel. The intent is a typical footprint for a Wyndham type hotel with a ten people maximum capacity.

Mr. Woods asked if the three local hotels used for the Parking Study have meeting rooms. The applicant said of the three local hotels two do not have meeting rooms.

Mr. Woods said the 22ft-width drive lane was not mentioned on the plans as the Board previously requested. It appears that there is a choke point near the entrance with a 17ft-width drive lane and widens out. It then gets slightly narrow by the handicap spaces. After discussion, the applicant said it could be reviewed and corrected as required during the site plan process.

Board member Holihan said, for the record, he had a conversation with the Traffic Consultants outside of the meeting. Mr. Holihan said the initial traffic study completed in January which is the least busy time for the hotel. The applicant said the average occupancy during the week in January was 80-90% for most area hotels.

Board member Holihan shared his concern with the width of the parking spaces. The applicant said most of the existing parking spaces are 9-feet. Mr. Holihan said he has visited the site in the morning and have noticed that it was approximately 85% full. He is concerned that the parking plan presented will not accommodate the new addition of proposed rooms.

Mr. Vasu explained that periodically the hotel owner would schedule the night staff to audit the vacant parking spaces to provide a frequent flow of data. The parking does fluctuate; however, the study is not only based on the number of parking spaces but also the occupancy divided by the number of rooms.

Board member Holihan asked if the applicant will have to have an approved landscaping plan before site plan approval. Ms. Fisher said yes.

April Fisher provided an update, for clarification, on discussions between the applicant and the City Attorney. Ms. Fisher said the applicant did not agree with the language provided by the City Attorney regarding the restriction on extended stays. She said that the applicant will still like to have a small refrigerator microwave in each room and a guest laundry area. The Board will need to agree on the language based on the definition presented by the City Attorney before approval.

Mr. Vasu noted that if the basic requirement of a small refrigerator and microwave not be allowed it will take away approximately 80% of the hotel brands. In addition he said that higher end hotels such as a Hilton would not have a microwave in the room to encourage guests to visit the hotel restaurant.

Attorney Langley read the language provided as a definition for an extended stay to read as follow for consideration, "Extended stay hotel means a hotel, motel or any other public lodging establishment with guest rooms where lodging offered to the public for compensation which (1) are advertised, designed or intended or routinely utilized for weekly or monthly occupancy, (2) 20% or more of the guest rooms have facilities for refrigeration and preparation of food by guests such as a refrigerator, a microwave, and a dishwasher or kitchenette sink or any other guests rooms have a cooktop or stove. In no event shall the hotel/motel provide or offer self serve laundry facilities, example laundry mat for the guest." Attorney Langley said this definition is currently not in the code and provided a draft for Board consideration." The Board further discussed the differences between a hotel (decorative lobby and breakfast amenities) and a motel (parking outside of the guest room, no breakfast amenities or lobby).

Bob Francis asked for clarification on the conversations regarding overflow parking. The applicant said the conversation consisted of sharing Red Coach's parking spaces with hotel overflow parking when needed. He noted that the Hotel has not had to use Red Coach's space in the last three years.

Mr. Vasu said four conditions describe extended stays. He noted,

1. Advertising as an extended stay
2. 20% of rooms have a refrigerator, preparation area, and a sink
3. Rooms with cook-top stove
4. Rooms equipped with washing machine

The applicant requested, for the record, they will

- not advertise as an extended stay
- request a mini refrigerator and a microwave
- request a central 2nd-floor single laundry room

Chairman Fouraker discussed the disrepair of the surrounding fence and provided three pictures for reference. He believed, after the last hearing, there was a good faith agreement that the fence be remedied before this meeting. April Fisher said nothing has changed in the expectation. She said she reminded the applicant and after speaking with them, they stressed that they wanted to wait for this meeting to provide the Board a quote. The applicant said they did not believe it cost effective to patch up a partial fence and preferred to wait for the construction stage to repair the fence in its entirety that is aesthetically pleasing. After further discussion, the property owner stated that he could assure the completion of the minor repairs as requested in the interim.

The Board discussed the security camera system replacement. Chairman Fouraker said the proposal does not appear to be an adequate resource to prevent crime on the property. He clarified as a condition he would like to ensure an increase in the number of security cameras proposed and approval of the installation layout, an upgrade on the image recovery system and the Belle Isle Police Department approval of the new system to ensure the system accessibility. The applicant said the proposals are a good faith attempt to show that he is looking for the best solution as requested by the Board and will do his part to install an acceptable product. The applicant further noted that they have met and walked-through the property with the Belle Isle police officers and are in agreement to move forward as discussed.

Vice Chairman Woods said the current number of parking spaces reported is 164 with a ratio of .88 on a fully occupied building. However, he counted a total of 180 existing spaces on the submitted survey. Mr. Woods said the number of parking spaces provided does not coincide with the Traffic plan submitted. He asked what is the actual number of parking spaces because not having parking available can hurt their business at a .7 ratio as presented. The lack of parking also hurts the customer and the City must ensure public safety.

April Fisher asked for clarification on the second table – parking calculations and build-outs: Chart C1 showing a parking ratio of .63. Mr. Vasu said the applicant has discounted the common areas for one space for every hundred and the remaining portion was used for calculating the ratio.

Mr. Vasu said one of the concerns shared by City staff was the timeframe of the survey taken in January. Mr. Vasu said there are three data points for obtaining the data which included the following factors, (1) parking study based on collected data, (2) Uber and free shuttle service availability and (3) the provision to partner with Red Coach on overflow parking. Discussion ensued.

April Fisher stated that the Code requires any shared parking between two entities should be in form of an agreement and approved by the City.

Attorney Ardaman asked if the Board would like him to continue discussions with the applicant on an Extended Stay definition. There was no Board consensus on the question.

Mayor Fouraker opened Public Comment.

1. Holly Bobrowski residing at 2400 Hoffner Avenue said she does not believe may patrons would stay in a hotel without standard refrigerator accessibility.

There being no further comments Mayor Fouraker closed public comment and opened for Board discussion and motion.

Vice Chairman Woods said because the physical parking count on the site plan is off so significantly it creates many questions on the validity of the data by their information. He believes the applicant can rectify this by providing additional, factual data. He believes a standard hotel room should have a small refrigerator, a small microwave and a small laundry area. He further added not included is the lobby area in the calculation. He believes this calculation should be acceptable per code. Discussion ensued.

Chairman Fouraker further noted that he would like to see a description of flag hotel amenities for discussion.

April Fisher said she has some concerns on some of the inconsistencies in their presentation. She further added that one of the items on the Staff report which has not been addressed by the applicant is for review of the buffer and landscaping requirements. Their buffers do not currently meet code and will need to be brought to code through the variance process. Based on this fact, she recommends that these conditions be added to the arrival of the Site Plan review. The Board issued the site review process.

Mr. Vasu said he spoke with his Junior Engineer and confirmed Vice Chairman Woods, the total count of 180 spaces. He explained that his study did not include the eight (8) handicap parking spaces and eight (8) construction trucks parked sideways totaling the 164 proposed ratios.

After further discussions, the Board agreed on the following requirements for approval,

- I. Correct the parking spaces, existing calculation, and ratios to clarify what is current and proposed; including clarifying the square footage of office and lobby space defined as an office or any common useful area for staff and customers.
- II. Agree to extended stay language and include industry requirements for Flag standard rooms concerning microwaves, refrigerator and guest laundry rooms
- III. Repair existing fence before next hearing (Board will accept a securely, patched-up fence replacement in the interim).
- IV. Require a site plan with the new proposed fence
- V. Require Security (Interior/Exterior) plan as part of the Site Plan application to include the data and interface to law enforcement
- VI. Required Lighting plan for the site
- VII. Require Landscaping plan as part of the Site Plan application
- VIII. Repair existing drainage problems and untreated runoff per the City's engineering review and recommendation.
- IX. Require a conceptual drainage plan that includes piping existing/proposed and water treatment
- X. Hearing continuance not to be approved to a date certain but re-advertise to a future hearing. The applicant agreed with a continuance to a date uncertain.

For the record, April Fisher stated that the applicant did not include the lobby area and handicap spaces ratio during the parking study discussion. Ms. Fisher recommends that the information be placed in the report, as required by code, for transparency and approval. Discussion ensued.

Board member Holihan moved to table Public Hearing Case 2018-08-057 to allow the applicant time to respond to the deficiencies outlined during the discussion to staff's satisfaction.

Vice Chairman Woods seconded the motion which passed unanimously.

4. **Public Hearing Case #2018-08-062** (CONTINUED FROM JANUARY 22, 2019) - Proposed Development Site Plan. Under Belle Isle Code Sec. 54-79 (f) (4), the Board shall review and take action on the proposed site plan, submitted by APPLICANT Capital Lodging, LLC, located at 1853 McCoy Road, Belle Isle FL 32809, also known as Parcel #30-23-30-0000-00-012.

Board member Holihan moved to table Public Hearing Case 2018-08-062 to an uncertain date and re-advertised.

Board member Lane seconded the motion which passed unanimously.

April Fisher stated that she would provide a letter to the applicant for clarification on the actions taken tonight.

OTHER BUSINESS

Land Development Changes Discussion

Board consensus was to table the discussion on the development changes for the April meeting to allow discussion of code revisions. Board member Cheezum seconded the motion which passed unanimously.

Chairman Fouraker formally submitted his letter of resignation from the Planning & Zoning Board. He thanked all Board members for their continued service. The Board accepted his resignation.

Chairman Fouraker opened for the appointment of Chairperson until City Council appoints a new District 7 Board Member.

Vice Chairman Woods nominated Randi Holihan as Chairman.

Board member Shenefelt seconded the motion which passed unanimously.

Board member Cheezum notified the Board that he will be moving out of the City and will be resigning from the P&Z Board at the next meeting.

ADJOURNED

There being no further business Chairman Fouraker called for a motion to adjourn, unanimously approved at 9:25 pm.

Yolanda Quiceno
City Clerk, CMC