

City of Belle Isle - Planning and Zoning Board Meeting  
January 26, 2021

**ITEM 3**  
**APPROVAL OF MINUTES**

- a. P&Z Meeting minutes – December 22, 2020



**City of Belle Isle**  
**Planning & Zoning Board Regular Session Minutes**  
**December 22, 2020 – 6:30 pm**

Dan Langley City Attorney	David Woods Vice-Chairman District 1	Chris Shenefelt District 2	OPEN District 3	Randy Hollhan Chairman District 4	Rainey Lane District 5	Andrew Thompson District 6	Leonard Hobbs District 7
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On Tuesday, December 22, 2020, the Belle Isle Planning & Zoning Board met in a regular session at 6:30 pm in the Belle Isle City Hall Council Chambers.

Board members present were: Chairman Holihan, Vice Chairman Woods, Board member Shenefelt, Board member Hobbs, and Board member Lane. Also present were Attorney Geller, City Manager Bob Francis, City Planner April Fisher, and City Clerk Yolanda Quiceno. Absent was Board member Thompson. Open Seat – District 3.

1. Call to Order

Chairman Holihan called the meeting to order at 6:30 pm. Board member Hobbs gave the invocation and Pledge of Allegiance.

2. Approval of Minutes

- a. P&Z Meeting minutes – October 27, 2020
- b. P&Z Meeting Minutes – December 7, 2020

**Board member Lane moved to approve the minutes as presented.**  
**Board member Shenefelt seconded the motion, which passed unanimously 6:0.**

3. PUBLIC HEARING CASE#2020-11-019– PURSUANT TO BELLE ISLE CODE SEC. 42-64, AND SEC. 30-82, THE BOARD SHALL CONSIDER AND TAKE ACTION ON A REQUESTED VARIANCE FROM SEC. 30-73 (E), SEC. 30-133 (C) (3), AND SEC. 30-133 (C) (4), TO ALLOW CONTINUED PARKING OF TRAILERS ON A CURRENTLY VACANT RESIDENTIAL PROPERTY, SUBMITTED BY APPLICANT CHRIS HEATH, LOCATED AT 2120 HOMEWOOD DRIVE, BELLE ISLE, FL, 32809, ALSO KNOWN AS PARCEL #19-23-30-5888-06-310.

April Fisher, City Planner, said the applicant seeks a variance to continue to park trailers on a vacant single-family residential lot. In 2019, the City revised the code section, which affects this request. Ms. Fisher said it would not be uncommon for a Board to consider and allow reasonable time to cure the remedy. If the Board does decide that to be an option, staff recommends the following conditions,

- the applicant be required to obtain a permit and place the trailers on a prepared parking surface, towards the rear of the property, compliant with Sec. 30-133 (f) within an immediate timeframe; and
- the Board may consider the temporary variance being allowed for one year, which could provide time for the applicant to begin building a primary single-family home on the property or make other arrangements for parking the trailers at another location.

Chairman Holihan opened for public comment.

Chris Heath, applicant and property owner of 2120 Homewood Drive, said he purchased the property in 2015. The trailers have been on the property since the purchase. There are two trailers, one for his pontoon boat and the other is to store equipment to maintain the property. He is in the process of designing his new home and submitted plans to Universal Engineering for approval. During construction, he would like to keep the utility trailer to hold the tools he needs to maintain the property. Allowing him to keep the trailer on the property will save approximately \$150.00 a month on storing fees. He further noted that he spoke with his neighbors, and they are not opposed to his request.

There being no further public comment, Chairman Holihan closed public comment and opened for Board discussion.

Chairman Holihan asked if the applicant has made any modifications to the boat dock or the property. With an approved permit, the applicant said he has installed a retention wall and removed some trees to allow for the septic

system. His goal is to start the buildout as soon as the engineering and building approvals are met.

Board member Woods asked if the applicant would agree to maintain the landscaping around the trailers and not allow growth over them as opposed to providing a mulch surface. The applicant said he would continue to maintain the property.

**Board member Shenefelt moved pursuant to Belle Isle Code SEC. 42-64, AND SEC. 30-82 of the Belle Isle Land Development Code having been met TO APPROVE THE REQUESTED VARIANCE FROM SEC. 30-73 (E), SEC. 30-133 (C) (3), AND SEC. 30-133 (C) (4), TO ALLOW CONTINUED PARKING OF TRAILERS ON A CURRENTLY VACANT RESIDENTIAL PROPERTY, WITH A TIME LIMIT OF 6-MONTHS FROM GROUNDBREAKING SUBMITTED BY APPLICANT CHRIS HEATH, LOCATED AT 2120 HOMEWOOD DRIVE, BELLE ISLE, FL, 32809, ALSO KNOWN AS PARCEL #19-23-30-5888-06-310.**

**Board member Lane seconded the motion, which passed unanimously 5:0.**

4. **PUBLIC HEARING CASE#2020-11-021**– PURSUANT TO BELLE ISLE CODE SEC. 54-79 (F) (4), THE BOARD SHALL REVIEW AND TAKE ACTION ON PROPOSED AMENDMENTS TO A PREVIOUSLY APPROVED SITE PLAN, SUBMITTED BY APPLICANT HOSANNA BUILDING CONTRACTORS, LOCATED AT 5050 CONWAY ROAD, BELLE ISLE, FL, 32812, ALSO KNOWN AS PARCEL #17-23-30-0000-00-008.

April Fisher presented the variance and said the applicant has reviewed their previously approved site plan is moving into the building permit stage. They have to make a minor redesign to relocate the dumpster for easier access. The Code states any site plan revision is required to come back before the Board for approval. They have also provided additional information on the landscaping as required in the initial approval. Also, they provided a copy of the shopping center agreement on the new access to the site. The staff is recommending approval of the revision with the same conditions as set forth initially, and as stated below,

1. A separate dumpster permit shall be required as part of the building permit process that meets the Code's design standards. The applicant has indicated the dumpster's proposed location and provided information on the size of the dumpster proposed.
2. The applicant seeks to close the existing curb cut abutting Conway Road, as indicated on the site plan. The applicant has provided a copy of the communication with the FDOT showing the procedure to effectuate this. As a condition of approval, the applicant must have FDOT approval to close the curb cut prior to receiving building permit approval.
3. A landscaping plan consistent with Sec. 50-76 shall be provided for review with the building permit application. This shall include an irrigation plan.
4. Stormwater management plans consistent with the requirement of Sec. 50-74 and Sec. 54-79 (f) (2) shall be provided for review with the building permit application.
5. A lighting plan with foot-candle information shall be required as part of the building permit application process if new exterior lighting is proposed to ensure no light pollution occurs onto adjacent residential properties.
6. A separate sign permit application is required.

Dean Blankenship, applicant representing 5050 Conway Road, provided drawings on the dumpster and landscaping plan's location.

Board member Woods asked if the applicant included the sight triangle calculations in the dimensions. He noted that the site plan is short on the building's dimensions and shows a few existing elevations. An additional parking space was added, and the turning key and the landscape buffer were eliminated. Board member Woods said that the plan appears to have significantly reduced landscape buffer and does not show a minimum variation. He further added that removing the Conway ramp and replacing sod should also be noted on the site plan for FDOT permitting use. Attorney Geller said that the FDOT requirement could be added as a condition to the motion. Discussed ensued.

April Fisher said if the applicant is not violating the variances approved by the Board previously, it becomes an issue of what is different in the presentation and compared to what was approved earlier. If they do not meet the landscaping buffer variance, that would have to come back for re-consideration. They do have to go back to the Board during the Design stage of the project. Discussion ensued on the deficient parking calculations on the conceptual site plan.

April Fisher said if the concern is that adding the additional parking space reduces the potential extra buffer, that freedom is not required. The Board can ask the applicant to remove it from the site plan to reduce the buffer variance that was approved initially. April Fisher ensured if the Board considers the relocation of the dumpster, she will ensure that all conditions are consistent and meet the Board's approval from the previous meeting. If they don't match any of the approved conditions, it will be presented to the Board for consideration.

Chairman Holihan said he would like to see the landscaping "beefed up" around the dumpster. He would like to ensure that the sight triangle is included in the calculation and installation of the turning key.

**Board member Lane moved pursuant to Belle Isle Code SEC. 54-79 (F) (4) of the Belle Isle Land Development Code having been met TO APPROVE PROPOSED AMENDMENTS TO A PREVIOUSLY APPROVED SITE PLAN, SUBMITTED BY APPLICANT HOSANNA BUILDING CONTRACTORS, LOCATED AT 5050 CONWAY ROAD, BELLE ISLE, FL, 32812, ALSO KNOWN AS PARCEL #17-23-30-0000-00-008.**

**Board member Hobbs seconded the motion, which passed unanimously 5:0.**

Board member Thompson joined the meeting.

5. **PUBLIC HEARING CASE#2020-11-006**– PURSUANT TO BELLE ISLE CODE SEC. 50-33 (2) (D), THE BOARD SHALL REVIEW AND TAKE ACTION FOR RECOMMENDATION TO CITY COUNCIL ON THE PROPOSED INFORMAL SUBDIVISION, SUBMITTED BY APPLICANT MURPHY DEVELOPMENT, INC., LOCATED AT 7710 DAETWYLER DRIVE, ORLANDO, FL 32812, ALSO KNOWN AS PARCEL #29-23-30-0000-00-013.

April Fisher presented the application for a recommendation to City Council for an informal subdivision. The application is creating three single-family lots out of one parcel and conforms to the R2 Zoning District. Ms. Fisher said the proposed plat complies with the Code concerning lot size requirements and the minimum lot width requirement for the R2 zoning district. Based on the Board's recommendation, the Council can uphold the recommendation or require additional approval conditions.

The applicant, James Carlin, property owner of 7710 Daetwyler Drive, said he purchased the property in September and is requesting to build three single-family homes. The homeowners will be allowed, by Code, to build a boat dock based on Lake Frontage.

Board member Woods said the informal subdivision documentation is missing, such as the normal high water elevation location, the water, waste management disposal methods, and the existing and provided easements. The applicant said the information is located on the survey. April Fisher indicated the required informal subdivision requirements would be reviewed when it is submitted to the Council.

Mr. Francis asked the applicant if he will decide to keep the concrete ramp to leave it up to the new property owner. He said it sits in the center of one of the lots, and yes, he will leave the decision up to the homeowner.

**Board member Woods moved the criteria of SEC. 50-33 (2) (D) of the Belle Isle Land Development Code having been met TO RECOMMEND APPROVAL TO CITY COUNCIL OF THE PROPOSED INFORMAL SUBDIVISION, SUBMITTED BY APPLICANT MURPHY DEVELOPMENT, INC., LOCATED AT 7710 DAETWYLER DRIVE, ORLANDO, FL 32812, ALSO KNOWN AS PARCEL #29-23-30-0000-00-013.**

**Board member Shenefelt seconded the motion, which passed unanimously 6:0.**

#### OTHER BUSINESS

Chairman Holihan called for nominations of the Board Chairman and Vice-Chair

**Board member Shenefelt moved to nominate Randy Holihan as Chairman and David Woods as Vice-Chair.**

**Board member Hobbs seconded the motion, which passed unanimously 6:0.**

#### ADJOURNED

There being no further business, Chairman Holihan moved to adjourn the meeting, unanimously approved 7:40 pm.  
Yolanda Quiceno, City Clerk, CMC