

TOWN OF WINDERMERE

Development Review Board Meeting Minutes

June 18, 2019

Present were Chair Frank Chase, Board Members; Norma Sutton, Stephen Withers, Molly Rose, and Peter Fleck. Town Manager Robert Smith, Town Planner Brad Cornelius, and Town Clerk Dorothy Burkhalter were also present. Council Liaison Bill Martini was also present. Board Members Timothy Balding and Jennifer Roper were absent.

Chair Chase called the meeting to order at 6:30pm. He then led everyone in the Pledge of Allegiance.

1. OPEN FORUM/PUBLIC COMMENTS:

The member from the public deferred to speak until item Z19-007 was being discussed.

2. OLD BUSINESS: NONE

3. NEW BUSINESS:

a. MINUTES:

i. DRB meeting minutes April 16, 2019

Member Sutton made a motion to approve the DRB minutes of April 16, 2019 as presented. Member Withers seconded the motion. All were in favor.

b. GENERAL ITEMS FOR CONSIDERATION:

i. Z-19-006: 235 Magnolia Street – Robert and Leslie Hartog – Greater than 10% expansion of non-conforming home and to allow a reduced side setback.

Chair Chase turned the floor over to Mr. Brad Cornelius. Mr. Cornelius reviewed variance request Z19-006. He explained that there are two requests. First is for an approximate 10% expansion to an existing non-conforming structure for an additional 2,608 square feet. And, second, is a north side setback of 10.03' for area A, 9.84' for area B, and 9.89' for area C, which is consistent with the current structure. Mr. Cornelius stated that thirty-five notices were mailed out. Five were received in favor and zero were received in opposition. He then stated that the neighbor to the north did not respond. Mr. Cornelius then turned the floor back to the Board. Member Sutton questioned Area "A" which states some of the area may be under A/C. Mr. Dean Miller, representative for Mr. and Mrs. Hartog introduced himself. He then explained that Area A is a porch in which a portion will be used for the master bedroom. Mr. Miller stated that the remaining area will be utilized as an open-air porch. Member Rose made a motion to recommend approval. Member Withers seconded the motion. Member Fleck questioned the impervious amount. Mr. Miller stated that currently there is 20%, but with the addition it will increase to 25%. Chair Chase questioned the current location of the septic and drain-field. Mr. Miller explained that the septic and drain field will be moved to the front yard. There being no comments from the public or the Board, Chair Chase call for the

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vote. All were in favor. Manager Smith stated that this recommendation will go before the Town Council July 9th.

ii. **Z19-007 – Windermere Elementary School – Orange County School Board - Variance to allow a ground sign in excess of 20 square feet and to allow an illuminated LED sign**

Mr. Cornelius introduced this item. He explained that this request is to allow for a larger, two-sided sign with an area of 29.63 square feet instead of 20 square feet as allowed by code. It will also be an illuminated LED marquee sign. Mr. Cornelius stated that the existing brick pillars will remain. He then presented the Board with a seven-bullet point description from Windermere Elementary School (attached for the record). Manager Smith read the bullet points for the audience. Mr. Cornelius stated that sixty-four notices were mailed out. He stated that ten responses were received in support, and two were in objection. Mr. Cornelius then introduced Ms. CT Allen, representative for Windermere Elementary School and the sign request. Ms. Allen explained that the existing post would be used. She further explained that the current plastic information sign would be replaced with a static LED illuminated sign. Ms. Allen stated that the sign would not be “flashing” or “animated”. She also stated that this would be line with the all the upgrading of technology the school has done. Ms. Allen explained the message could be changed in the event of an emergency by an Administrator in the office quickly. Member Sutton questioned the two that opposed. Mr. Cornelius stated that the resident was present. Chair Chase opened the floor to the public. Ms. Janet Osborne of 3232 Wauseon Drive introduced herself. She stated she is not in favor of the lit signage. Ms. Osborne stated that the sign is an “attractive distraction” not consistent with current town signage, and precedence-setting to others. Mr. Cornelius stated that this would not be precedence setting for other businesses, and that the Town has very strict Designed Guidelines for the downtown business district. Ms. Allen stated that the sign would not be flashing or moving. Much discussion followed. Member Rose suggested modifying the sign code to state only the public school could have this type of sign. Member Rose made a motion to recommend approval of the sign with the conditions attached, and amend the signage code to only allow for Public Schools. Member Sutton seconded the motion. Manager Smith explained that the variance process is in place should there be any other request. Some discussion followed. Member Rose amend her motion to recommend approval of the variance and the OCPS conditions attached. Member Sutton was friendly to the amendment. Member Withers commented on past interactions with the OCPS and his displeasure with them. All were in favor. Member Rose made a motion to modify the sign code to make it harder for any other business or church to go down this road. Member Sutton seconded. Voting was as follows: Fleck – yes, Rose – yes, Chase – yes, Withers – no, and Sutton – yes. Motion carried 4-1. Manager Smith stated that this item will be before the Town Council on July 9th.

4. **ADJOURN:**

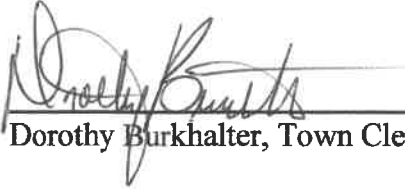
Member Rose made a motion to adjourn the meeting. Member Sutton seconded the motion. All were in favor.

The meeting adjourned at 7:08pm

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Dorothy Burkhalter, Town Clerk



Frank Chase, Chair



Windermere Elementary will use the digital marquee to communicate with the school and local community

- The digital marquee is equipped with light sensors that dim the sign to appropriate day and night settings, as well as safe modes to ensure that display never exceeds appropriate light output levels.
- The digital marquee will be on from 6 am - 10 pm.
- The digital marquee will be turned off nightly at 10 pm.
- The text on the marquee will be simple, clear, and unobtrusive.
- No animation will be used on the digital marquee.
- School approved images will be used but the images will not move.
- The marquee is run from software on the school campus. Any of the settings can be adjusted at any time to accommodate the local community.