



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
March 4, 2020**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, March 4, 2020 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Chairman/Community Development Director Steve Pash called the meeting to order at 9:30 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Chairman/ Community Development Director Steve Pash, City Engineer Jim Monahan, Building Official Skip Nemecek, and Assistant City Manager for Public Services Jon Williams.

Others: City Attorney Kurt Ardaman, Assistant City Attorney Dan Langley, City Engineering Consultant Art Miller, Senior Engineer Rob Heaviside, Urban Designer Kelly Carson, Senior Planner Shane Friedman, Planner I Soraya Karimi and Customer Service Representative Colene Rivera.

ABSENT

Voting Members: Economic Development Director Tanja Gerhartz

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on February 19, 2020.

Motion by Assistant City Manager for Public Services Williams to approve the above minutes. Seconded by City Engineering Monahan; the motion carried unanimously 4-0.

DRC BUSINESS

Agenda Item #3: Robbie and Co – LOT SPLIT

Lakeview Ave S – 537 & Story Road W - 39
Robert & Thelma Robinson

Robert and Thelma Robinson of Robbi & Co.; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

- 7. If the lot split/reconfiguration is approved, a topographic survey and engineered lot grading plan will be required at time of building permit application for review and approval by Engineering.** Explained to applicants that this would be required at time of development of the lot, but if not developing at this time no need to submit the topographic survey and grading plan, etc. Applicants understood.

City staff stated that they would set up a side bar meeting with the applicants to review each comment and determine direction and guidance for actions required and next steps, etc. Applicants were grateful for this offering.

Motion by City Engineer Monahan to have the applicants revise and resubmit the Lot Split after meeting with city staff in side bar meeting for another full DRC review cycle. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 4-0.

Agenda Item #4: 303 S Lakeview Ave– LOT SPLIT

Lakeview Avenue S – 303
W H Barnes-Homes by Carousel

Micah Clymer of Homes by Carousel Inc.; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

Applicant acknowledged receipt of staff report and did not have questions or specific comments he wished to discuss as this meeting.

PLANNING COMMENTS

- 9. Note: Please provide elevations of the proposed homes, as well as, the proposed square footage of each home for the variance application that is running concurrently with this lot split application.**

The building footprints appear to show homes that have a much larger floor area ratio (FAR) than is typical in the surrounding area. The surrounding properties have an average FAR of .21 with some of the smaller properties with no more than 0.12 FAR.

Staff is trying to avoid creating a massing of homes that seem out of character in this neighborhood and the current size of the proposed homes may be too large. A separate meeting with staff can be arranged to discuss the size and possibly the articulation of the homes. This comment was stressed at meeting to applicant that details will need to be provided in the next submittal. Applicant understood and will comply.

Motion by City Engineer Monahan to have the applicants revise and resubmit the Lot Split for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 4-0.

Agenda Item #5: Daniels Commerce Center – FINAL PLAT

Daniels Road - 1660

CPH, Inc.

Anna Long, Attorney of Dean Mead, Allen Lane of CPH, Inc., Randy Roberts of CPH, Inc., David McKee of CF Pulmowary Real Estate and Alain Hart of Charles Rutenberg Realty; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

6. City Attorney shall review and approve the Dedication, POA/CCR's, and Surveyors Notes for maintenance responsibilities and City's ability to lien individual lot owners if City performs maintenance, etc. This comment was discussed and clarified for the process of POA/CCR's submittals and approvals when final document need to be submitted, etc. Applicants understood what is needed at this time.
7. Performance Bond: The improvements are not completed (C of C not issued). A Performance bond or letter of credit in the amount of 120% of the cost of all incomplete improvements shall be provided to the City, based on the Design Engineer's certification and executed construction contract (final pay application). Performance Bond/LOC amount shall include cost of street lighting from Duke Energy (if not already paid or installed); street and regulatory signs, final lift of asphalt, required landscaping, walls, amenities, etc. City Attorney shall approve the form of the bond or letter of credit prior to final plat recording. Provide Design Engineer's certification of cost of any incomplete improvements and contractor's contract for the work. Final plat will not be forwarded to the City Commission for approval without performance bond (unless C of C has been issued). The details and specifics were clarified of what the city is needing for the Performance Bond. Applicants will submit these details.
8. Maintenance Bond: A maintenance bond or letter of credit is required in the amount of 20% of the cost of the improvements and shall comply with the City's ordinance concerning duration. This item can be delayed until the improvements have been installed as a condition of issuing the Certificate of Completion. Design Engineer to provide total cost of this phase, including Contractor's final pay application, for determination of Maintenance Bond amount. Similar to Engineering comment #7, applicants understood and will provide in next submittal.
13. Design Engineer shall provide certification that he/she has reviewed the final plat and that it provides all necessary easements for drainage, access and utilities. Easement widths shall comply with City Code and approved construction plans (30' minimum).
Response states that this was included, but not in our package. This comment was clarified as well. Applicants will provide in resubmittal.

PLANNING COMMENTS

15. Repeat Comment: Please submit the approval of the street name "Birket Court" (or

another street name) from Orange County 911. Applicants explained that the name “Birket Court” is not permissible and will determine alternate street name and provide these details in future submittal.

CITY ATTORNEY COMMENTS

- 16. Please see attached memo dated February 18, 2020 for City Attorney comments.**
Applicant’s attorney requested to submit comments to city attorney for clarification and direction to save on time at this DRC meeting? City attorney stated that would be fine to discuss Attorney Comments prior to resubmittal packet.

CITY SURVEYOR COMMENTS

- 17. Please see attached memo dated March 2, 2020 for City Surveyor comments.** Applicants had a few questions about the City Surveyor’s comments. Applicants were directed to contact surveyor directly for assistance and clarification on these comments.

Motion by City Engineer Monahan to have the applicants revise and resubmit the Final Plat for staff review only. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 4-0.

Agenda Item #6: Hampton Inn at Peoples Plaza – SITE PLAN

Colonial Drive W - 12301
Peoples Plaza, LLC

Mitch Collins of Mitch Collins, P.E. Inc. and Dale Parsons of Peoples Plaza, LLC; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

4. Sheet C-4, Water Utility Plan:

- b. 100% of the water/sewer impact fees shall be paid prior to site or building permit issuance or execution of FDEP permit applications by the City; provide schedule of meter sizes for all lots to confirm impact fees shown below.** Applicants stated the table in Engineering comment #4c was correct just as listed below.
- c. Any new water, sewer, or irrigation connections are required to pay utility impact fees, to be paid prior to issuance of site or building permits or execution of FDEP permits. According to the plans there will be (3) 1” potable meters, (2) 2” potable meter, (4) 1” irrigation meters (confirm size of hotel irrigation meter – response says 2”- plans show 1”). Based on the above, the utility impact fees are as follows (coordinate any existing credits with the Utility Billing Department and confirm the meter sizes listed above):**

<u>1” Potable water meter</u>	<u>3 ea. @ \$2,715.00</u>	<u>= \$8,145.00</u>
<u>2” Potable water meter</u>	<u>2 ea. @ \$8,688.00</u>	<u>= \$17,376.00</u>
<u>Wastewater for 1” meter</u>	<u>3 ea. @ \$4,418.00</u>	<u>= \$13,254.00</u>
<u>Wastewater for 2” meter</u>	<u>2 ea. @ \$14,136.00</u>	<u>= \$28,272.00</u>

<u>1" Irrigation meter</u>	<u>4 ea. @ \$2,715.00</u>	<u>= \$10,860.00</u>
	<u>TOTAL</u>	<u>= \$77,907.00</u>

(does not include meters for future development sites or connection/installation fee)

Applicants stated this table is accurate as shown above. They inquired about credits for existing meters? City staff guided applicants to meet with Utility Billing on what had been there and determining credits, etc. but yes applications would receive credits on existing/prior meters on the site.

5. Sheet C-5, Sanitary Utility Plan:

c. Per the DRC discussion, the 90 degree bend in the 8" gravity sanitary is to be corrected as shown the plans. Sewer Key Note #21 couldn't be found. Applicants stated this was a typo that will be corrected on the resubmittal.

7. The minimum width for an easement within the City of Winter Garden is 30', with the facility centered within the easement. Easements having more than one pipe shall adhere to Section 110-203 of the City Code requiring easement widths based on the following: Minimum Easement Width = (2) x (Depth of Pipe) + (Pipe Diameter + 7'). Water meters shall be located within a utility easement granted to the City. Applicants explained how they plan to layout the pipes in the easement along the spine road.

9. Approval of drainage improvements from Orange County (42" RCP on east side) and FDOT (discharge to SR 50 inlet and Carter Road) will be required prior to final approval. Applicant inquired as to what is considered final approval? City staff stated Construction Plan approval is final approval for project, but that all items (permits, etc.) need to be fulfilled prior to final stamping of plans and pre-con. Applicants also gave staff an update on various department approvals for St. John's [approved], FDOT drainage & driveway and Orange County easement approvals.

Staff reiterated the comment about the directional median cut and the requirement that the reduced island needs to be concrete per the details that were provided.

PLANNING

20. REPEAT COMMENT: To expand upon the Engineering comments above, the D.A. shall be approved prior to or concurrently with the Hampton Inn Site Plan Approval at City Commission. Furthermore, the Carter Road improvements shall be completed prior to Hampton Inn receiving a Certificate of Occupancy. Have you prepared a cost estimate of the proposed improvements yet for the City to review? Applicants were asked to provide a cost estimate of the proposed improvements for the city to review and then the D.A. can be addressed.

23. Do you have a detailed plan for the "proposed recreational court" on the east side of the pond? Please show how it will be accessible to hotel guests via an ADA-compliant pathway. Applicants stated that they have a plan for an ADA-compliant pathway to the recreational court and will include in next submittal.

Motion by City Engineer Monahan to have the applicants revise and resubmit the Site Plan for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 4-0.

Agenda Item #7: WS-2 A Found Life - PUD REZONING

Plant Street W - 1001

Dave Schmitt Engineering, Inc.

Scott Ryan of Affinity and Dave Schmitt of Dave Schmitt Engineering, Inc.; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

1. **There exists a +20' wide drainage easement along the west side of the property that shall be shown (as recorded in O.R. Book 5576, pages 4588-4593 of the Public Records of Orange County, FL). Buildings or other improvements shall not encroach on this easement. It appears the proposed ACLF pavement may encroach into the easement. The easement shown on the Development Plan is incorrectly shown – also show the easement on the boundary survey.** Applicants will get their surveyor to make this adjustment to the easement and resubmit as well as showing it on the plans.
3. **The new east-west road alignment shown states “By City” which is incorrect. The portion of this road adjacent to, or part of, the property to be developed shall be constructed by the development as part of the platting process, including dedication of right-of-way (50' minimum) per Code.** Applicants presented a proposed alternate route for possible consideration of the road way. City staff stated they would consider this option with the resubmittal. City Staff had some concerns on road placement of project when it divides the project into two segments rather than as one unit. Staff reminded that the church cannot be treated as a separate entity but needs to be included in the overall project with architecture details, design, placement, parking, etc. The church cannot be excluded from this PUD until a future date when the church decides to expands, grow and develop their gymnasium [sic] and sanctuary, etc. Applicants understood and assured staff that there is cross access between these two areas.

* Note later after DRC was adjourned but before the project feasibility discussion, the applicants for this project inquired if they plan to continue with the roadway as originally drawn in submitted plans, would this have affected the motion or project timeline? City staff affirmed that regardless of which road way they are proposing, the motion would have been the same. Applicants were satisfied with this direction.

9. **All dumpsters shall be enclosed and shall provide 12' minimum inside clearance each way. Approval from Public Services Solid Waste Division is required.** Applicants were ask to show location and details on the plans for dumpsters on this site. Applicants will comply.

PLANNING

28. Traffic:

- c. **Repeat comment: Parking will be evaluated by number of seats proposed in the**

“Gymnasium” and the Church. Parking for the assisted care facility will be evaluated based on the number of beds. Please provide the total number of beds and seats proposed, the total number of parking spaces that are required, and then the total number of parking spaces provided. It needs to be clear how many beds and seats are being allowed in the PUD. Applicants stated they are planning on 60 beds not the 120 as stated earlier.

30. Repeat comment: Please provide dumpster locations on the site plan to include a dumpster detail showing required facade matches the primary structures and that they meet City requirements (See Building Comments). Addressed in Engineering Comment #9. It was clarified that these details need to be submitted now as part of the Planned Unit Development.

32. Repeat comment: Interior sidewalks must connect to perimeter sidewalks. Sidewalks should be shown in proposed roadway section Sidewalk connects were discussed and confirmed that there are interior sidewalk connections. Also where ever the road ends up, there will be a sidewalk along this roadway.

Motion by City Engineer Monahan to have the applicants revise and resubmit the Planned Unit Development for another full DRC review cycle. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 4-0.

Applicants asked about Community Meeting and when this happens in the project timeline? City staff stated that the Community Meeting would be scheduled by city staff once the project is far enough along that city staff can support it. It would need to be scheduled prior to Planning & Zoning Board approval. Applicant understood.

Agenda Item #8: Lakeview Village Estates – PUD

Lakeview Avenue S – 610, 620, 628 & 634
Lakeview Village Estates, LLC

Bill Hockensmith of Florida Engineering Group, Franco Scala of Lakeview Village Estates LLC and Debbie Rodriguez of Lakeview Village Estates, LLC; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

4. A minimum 15' Right-of-Way dedication along the west side of Lakeview Avenue will be required. Since the new right-of-way line may only be a few feet behind the back of curb and doesn't include the proposed sidewalk, the required buffer shall include a drainage, utility and sidewalk easement along with a wall and landscape easement or tract, and shall be maintained by the HOA. Sidewalk shall align with the existing sidewalk to the north. Provide typical section of existing R/W, proposed R/W, buffer, etc. Applicants inquired about 15' easement. Could they include within this the 5' sidewalk and landscaping as well? City asked that applicants provide cross section of proposed easement with sidewalk and landscaping details for consideration.
7. Reduced pavement width may also impact overall (street) parking which will only be allowed on one side. Show proposed parking plan with next submittal. There was some discussion of no parking on street and narrowing the road into a true alleyway. Applicants

will review this concept.

- 11. The northern extension of the 24' street terminates without a turn-around area for solid waste trucks. Minimum 40' radius required at cul-de-sacs.** Applicants inquired about the minimum 40' radius? Staff stated this is for fire and garbage truck services. Applicants inquired if there might be a way around this requirement? Applicants clarified that this would impact the 3-4 lots that are affected in the cul-de-sac only. Applicants will review and propose a potential alternate option for city to consider.

PLANNING

- 25. Please submit all proposed house and townhome elevations for review (beyond just what is shown in the renderings). Staff will have additional architectural comments once the elevations are submitted.**
- a. All of the units, including the townhomes, should have elevated porches at least 20" above finished grade. All covered porches shall be a minimum of 8 feet in depth. Ten feet is encouraged.** This comment was discussed and clarified. Porch vs. stoop conditions were reviewed.
- d. The renderings show units that are all the same beige tone, which makes them look institutional and less expensive. These cottage communities are typically more colorful, which is done to give homeowners a sense of individuality and pride over their home that is situated amongst common area. Here's an example of a cottage community in Deland, FL that uses more colors to achieve this end.** Color options were discussed and applicants is willing to paint project in various color scheme. They will present color choices for consideration.



Motion by City Engineer Monahan to have the applicants revise and resubmit the Planned Unit Development for another full DRC review cycle. Building Official Nemecek, seconded; the motion carried unanimously 4-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:29 a.m. by Chairman/ Community Development Director Steve Pash.

APPROVED:


Kelly CARSON

3-18-20

*on behalf of
Chairman, Steve Pash*

ATTEST:



DRC Recording Secretary, Colene Rivera

PROJECT FEASIBILITY; DISCUSSION ONLY

Agenda Item #9: **Taco Norteno – PFMR**
Colonial Drive W – 12793
Cantu LLC

Amador Cantu of Cantu LLC and Jae Ye of J.Y.K. Enterprises Inc.; applicants for the project were in attendance for discussion item only.