



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
April 22, 2020**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met by **remote electronic attendance** on Wednesday, April 22, 2020 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Chairman/Community Development Director Pash called the meeting to order at 9:30 a.m. The roll was called and a quorum was declared present. Chairman Pash explained the login process for this remote meeting.

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 Kathleen Rathel

ABSENT

Voting Members: Economic Development Director Tanja Gerhartz

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on March 18, 2020.

Motion by Assistant City Manager for Public Services Williams to approve the above minutes. Seconded by Building Official Nemecek the motion carried unanimously 4-0.

DRC BUSINESS

Agenda Item #3: Central Parc at Winter Garden – PLANNED COMMERCIAL DEVELOPMENT

Dillard Street S – 855 & 955

Bravo Engineering, LLC

Chris Bravo of Bravo Engineering, LLC and Tom Brickel were in attendance through conference call for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

1. **The front setback (Dillard) is shown as 0' on Sheet C1.0, although the response states the building will be set back at least +13'. There is an existing 15' wide right-of-way and utility easement across the Dillard Street frontage that has been shown that contains numerous telecom lines and the City's 20 inch water main. Any relocation of existing utilities required will be the responsibility of the Developer.** Applicant discussed the details for building height and drainage, etc. He acknowledged that the electronic submittal was not clear and needs to be revised.
9. **5' wide (minimum) concrete sidewalks shall be constructed along all street frontages pursuant to City Code, and will be checked at final inspection. Any damaged, broken or incomplete sidewalks, curbs or pavement shall be replaced by the Owner/Contractor at the Owner/Contractor's expense.** Applicant inquired about timing for installation of sidewalk for this project? City staff stated this will be determined based on when this project submits for Building Permits versus timing of the Dillard Street overlay project. Applicant stated that he anticipates starting this project in approximately nine months. City will evaluate when the Dillard Street overlay is scheduled to start and then communications, coordination and planning for sidewalks will be finalized. Applicants understood and will comply.
13. **The site shall be served by City water, sewer and reuse. All utilities required for the development shall be run to the site at the Developer's expense, including potable water, reclaimed water and sanitary sewer. Final plans shall detail all connections including fire protection, reuse water and domestic water supply. All irrigation on the site shall be designed to be supplied by reclaimed water when available and shall be served by a jumper to potable water until that time. The plan does not show irrigation of the common areas. It should also be noted that the buildings may require fire sprinklers subject to review and approval by the Building and Fire Departments.** Applicant inquired about placing the point of connection for various water service lines inside the property site in an easement? City staff stated that since there is an existing lift station at the southwest corner of this site and applicants plan to install a lift station as well, details and coordination can be done in an off-line meeting to determine placement and separation requirements, etc. Applicant understood.
21. **Any screen walls or retaining walls shall require a separate permit from the Building Department.** Applicant stated the applicants have unsuccessfully reached out to the neighboring HOA to coordinate the six-foot wall height requirement and modifications, etc. for this project. However, they have not received any responses from this neighboring HOA. City staff stated there is still a Community Meeting that needs to be coordinated and perhaps with this aspect, the HOA will then respond. City staff stated they would assist with the coordination of these details and work out a plan.
23. **A Traffic Impact Analysis was submitted previously which shall be reviewed by the City's third party traffic consultant and the Planning Division.** Applicant inquired about

determination of possible options and alignment with the Broad Street intersection? City staff stated that the third party traffic report was just received and needs to be discussed internally amongst city staff. Once this and possible further assessments are done, city staff will have a better determination for this project. Applicant stated that they are willing to adjust alignment but only if necessary. They would prefer to leave this project as presented but they are willing explore alternate options.

PLANNING COMMENTS

28. Building Elevations: The revised elevations are a big improvement over the previous versions. One concern:

b. Note: The side and rear building elevations shall be consistent in terms of level of detailing and façade features as the front. Applicant inquired if the current submitted elevations were sufficient for PCD approvals? City staff stated this is sufficient for current project level but they will need more details as a condition of approval for the Final Engineering plans. City staff stated that the back and side of the building details will need to be similar to front of the building design. Applicant understood.

35. Landscape Plan:

b. There needs to be trees in and around the great lawn area, significant ones to provide shade for visitors. In Staff's previous comments (concept site plan markup email), there was also a low fence shown around this area to further separate and buffer the townhomes from the adjacent parking lot and commercial uses. Applicant inquired about street trees? City staff clarified that the applicant will need to provide foundation and ornamental trees for this project as part of their landscaping package but the street trees will be included as part of the Dillard Street Overlay project.

Applicant discussed the easement space being extremely tight for all the necessary utilities. City engineering staff inquired about applicant pushing back the building to the 15' line? City staff will need to discuss this internally and then will communicate to applicant on final placement of the building on the lot.

BUILDING

37. The dumpster enclosure shall be adjusted during Site Plan Approval as it is still wrong. City staff clarified that the applicant will need to expand the internal distance of the bollards in the dumpster enclosure to be a minimum of 12' apart. Applicant will adjust in their resubmittal.

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

Agenda Item #4: UCP Winter Garden – PLANNED UNIT DEVELOPMENT

Winter Garden Vineland Road - 1441
UCP of Central Florida, Inc.

Christine Hall and Robby Moon of KPM Franklin and Dr. Ilene Wilkins and Kenneth Jacobs of UCP of Central Florida, Inc. were in attendance through conference call for discussion. The following items were reviewed and discussed:

ENGINEERING

12. **Streetlighting, both internally and on all street frontages, is required pursuant to City Code – dark skies lighting is required. A photometric plan has been submitted for review by the Planning Department.** Applicants inquired about street lighting requirements? City staff will review and discuss in offline meeting with applicants. Applicants requested determination for the streetlighting along both 535 and internal road ways. City staff noted this request.
19. **Coordination of the Traffic Impact Methodology/Analysis and third party review will be performed by the Planning Division. One of our concerns is the circulation of traffic on the existing east/west cut-thru road (easement or Right-of-way dedication may be required).** Applicants discussed incoming traffic on south bound left turn prohibited and access only being on the eastern bound onto the project property.

PLANNING

21. **A sidewalk is required along Winter Garden Vineland Road where it doesn't currently exist, along with safe pedestrian connection(s) from the sidewalk to the main entrance(s) of the building.** Applicants inquired if the sidewalk is required on the west side only or on the east side as well? City staff stated that applicants will need to include sidewalks along roadways for the entirety of their project. Applicants also inquired about the Road Agreement and Easement Vacation? City staff will send these documents to the applicant. City staff clarified that applicants will need to convert this private roadway agreement into a public right-of-way. These details can be discussed off-line in a sidebar meeting.
22. **Engineering shall weigh in on whether or not improvements will be required for the existing cut through road (Palm Crossing Blvd), including the driveway that accesses Winter Garden Vineland Road. At a minimum, there should be a pedestrian walkway alongside the road that accesses the site, with (a) safe pedestrian route(s) to the main building entrance(s).** This comment will be part of the side bar meeting as well as discussed in Planning Comment #21.
23. **Please include a note on the plans that the existing chain link fence along the frontage will be removed.** The location of this chain link fence was clarified and applicants agreed to change this out and clean up the area.
24. **The proposed building setbacks listed on the plans are much less than the actual setbacks of the buildings shown. Is this to account for future development? If so, a concept showing future development may be necessary to include with the PUD so a future amendment is not required.** City staff clarified that applicants will need to determine the setback requirements as part of the PUD. Applicants will adjust.
25. **Please show location of any monument signs proposed for the site. Please review Winter Garden City Code Chapter 102 – SIGNS for regulations that pertain to permitted nonresidential uses in residential districts. If any waivers are to the regulations requested, they will need to be reviewed and addressed in the PUD ordinance.** Applicants inquired about use of monument sign on this site? Monument sign will be allowed but applicants will be required to submit the specifics such as the location, height, type of signage including

electronic aspects as part of the overall PUD. City staff explained that elevation details or photo examples will be acceptable.

29. **Where is your dumpster going to be located? Note: Dumpster design must adhere to the requirements of City Code Chapter 118, Article X (Sec. 118-1529).** City staff clarified the dumpster size requirements. These details are also part of Public Services Comment #34.
30. **Note: All building elevations are required to be reviewed and approved by the City Manager.** Applicants inquired about building elevation approvals? City staff stated they would set up an off-line meeting with the applicant's architect to discuss direction and approvals. Applicants acknowledged.
31. **Note: Lighting shall be installed internal to the development pursuant to City Code meeting dark skies requirements (Code Section 118-1536(k)). Street lights are required to be installed along all adjacent public rights-of-way if they do not currently exist.** Applicants inquired about lighting installation and details? City staff emphasized that as projects are being development street lighting is part of the project. See Engineering Comment #12 as well.
32. **Please see attached review of the Traffic Methodology from the City's traffic reviewer Joe Roviario from LTec.** This comment was clarified for the applicants to submit in writing what they are proposing for city staff review. This aspect was also discussed in Engineering Comment #12.

PUBLIC SERVICES

34. **Please have the applicant provide location(s) of dumpsters on the site plan and include an enclosure detail to provide a 12'W x 12'D minimum inside clearance each way (excluding the offset from the back wall of the enclosure to bollards).** The 12'w x 12'd minimum inside clearance was emphasized. Applicants can plan for larger size. Applicants acknowledged.

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

Agenda Item #5: Shoppes at Lake Butler – SPECIAL EXCEPTION PERMIT

Winter Garden Vineland Road – 4016, Unit 4

Shoppes at Lake Butler

Lauren Kaplus, Tim Schutz, and Alan Charron of Shoppes at Lake Butler were in attendance through conference call for discussion. The following items were reviewed and discussed:

Applicants inquired if city staff planner had received their email with PDF attachment of previous traffic study? Planner stated it had been received and briefly reviewed the day before but this is *not* something that is going to be entertained at this meeting. City staff will have to collectively review and discuss this aspect. It was advised to include in next submittal. Applicants acknowledged.

Applicant, Alan Charron, described some background details of this project. He explained there had been a 2014 traffic study conducted when this project started that permitted two buildings initially.

One was a Dunkin Donuts with another QSR and the second building was a bank with two drive through lanes. A waiver had be issued for setback and parking on this site. The developer had dedicated a right-of-way along Winter Garden Vineland Road as part of this initial project in exchange for those waivers. He explained that some to the QSR and drive through allowances had been shifted from original approvals. He continued to explain this location has a varying synergy with a church that only meets on Sundays and Wednesday evenings and a daycare center with only their employees that require parking. He explained some shifts in uses in the overall program for this complex is working well.

PLANNING

- 20. Staff does not support the building addition to the south side of the Dunkin Donuts. The development was already proposed to have a parking deficiency, and this addition only adds to said deficiency (see below, comment 25). Additionally, it's unclear how the new business would work given the proximity of the Dunkin Donuts and the lack of immediately adjacent parking. Please revise.** Applicants explained they are not planning to expand the Dunkin Donuts building and that proposed/ approved square footage was moved to other building.
- 21. The plans submitted do not give any indication of the proposed drive-thru restaurant (building is labeled as Office/Retail). Please provide all pertinent details including suite size, type of restaurant, location of drive-thru equipment (menu boards, call boxes, pick up window location, etc.), and number of seats & employees (for parking calculation). Also, please show vehicular stacking capacity in the drive-thru lane.** Applicants explained the bank will not be built in pad area but they are planning on a dental office and a quick serve restaurant for this area that was prior approved for a bank.
- 22. The site must adhere to the requirements of City Code Chapter 118, Article X. While a landscape plan was not provided with this submittal, it is clear that the following requirement has not been met:** Applicant stated the details for the landscape and sidewalk areas but planning to increase the building size. City staff requested that applicants submit the previous agreements and traffic study for city staff to review.

 - a. A minimum ten-foot wide landscape area shall be located around all buildings. A five-foot sidewalk may be included in this buffer area.** City staff explained that prior plans and approvals have expired and need to meet current building code requirements. Once these agreement and traffic study have been reviewed, a better determination can be discussed on how to layout the building, buffers and sidewalks for this proposed project.
- 23. A pedestrian connection from the sidewalk along each public right-of-way to the subject property is required. A sidewalk connection is not feasible along Winter Garden Vineland Road because of the grade change/wall, but it does appear to be feasible along West Orange Country Cub Way.** City staff will review details of agreements and traffic study to determine what is possible.
- 24. A pedestrian connection is required from the parcel to the north to the subject property, across the proposed drive thru lane. Please revise.** Response similar to Planning Comment #23. Staff will review.
- 25. The proposed development does not meet the parking requirements of City Code Chapter 118, Article VIII.** It was concluded that city staff will review agreements for assistance with clarification on these comments.

- a. *The previous approval made an allowance for a reduction to the minimum parking requirements of 17 spaces. Now the request is to increase the deficiency to 32 spaces. Have you prepared a parking analysis that addresses the impact this deficiency will have on the businesses?*
 - b. *There may have been previous agreements that were executed addressing shared parking for the entire development. If so, please provide a copy to the City for review.*
26. *Per code, "...benches, bicycle racks and trash receptacles shall be provided and located at the entrance to each building and within pedestrian areas situated along the main facade of the building". Please provide.* City staff stated that applicants will need to include this statement on their revised plans and then need to ensure there is enough space on the plans for these items. Applicants understood.
27. *Please provide 4-sided color elevations for all proposed buildings.* Applicants will provide once they received confirmation of footprint details.
28. *Informational item: If any additional site lighting is proposed, a photometric plan will be required as part of the site plan approval application. All lighting shall meet dark skies requirements per City Code.* City staff explained this is an information item. If applicants are not including additional lighting, then this comment can be ignored.

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

Agenda Item #6: Daniels Road Business Park – SITE PLAN

Daniels Road - 1200

Daniels Road LLC

Dan Roberts of Daniels Road LLC and Steve Mellich were in attendance through conference call for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

- 2. *The plans (Sheet 3 of 19) delineate a wetland line and contain a demucking note requiring an on-site Geotechnical Engineer to ensure that all areas containing building pads are suitable. Specifications for muck removal on what will be parking or building pads have been shown, with specific instructions as to muck removal, testing and building permit application.*

Note on final construction plans: Building Permit application for any pads in the muck removal area shall be accompanied by a detailed report, signed and sealed by a Florida Professional Engineer, that these areas are suitable for construction, and shall contain special foundation requirements or designs as appropriate. Provide to the Building and Engineering Departments. Applicants inquired where on the plans this note needs to be included? City staff stated that it needs to be included on all pertinent sheets of the resubmittal. Applicant understood.

PLANNING COMMENTS

19. No revised landscape, tree removal/preservation, photometric, or irrigation plans were included with this latest submittal. I need to review these plans before I can approve and schedule the site plan for City Commission Approval. In addition:

- a. **Please include details for the proposed wall along the wetland line.** Applicants were asked to provide spec sheet on the wall along the wetland line. Applicant stated he would include a copy of the signed and sealed Engineering drawings in the resubmittal.
- b. **Please include any wetland-related plantings, including upland buffer plantings, and restoration plantings for any areas of likely disturbance during construction.** Applicants were asked to respond in written detail what they are proposing. Applicants will comply.

20. Likewise, I did not receive any revised elevations in this most recent submittal. A comment about the elevations generated from the last review:

An offline meeting is required to discuss the architectural elevations. Staff has some concerns about the length of the two buildings fronting on Daniels Road (170' +/-) that do not appear to have any variation in horizontal massing (i.e. recesses or projections of the building footprint) and limited variation in vertical massing.

City staff gave an update of offline meeting regarding architectural elevations. This will be a conditional approval for site plan during the building permitting process due to the project architect not accepting new work at this time.

Applicants will submit their landscaping plan details and their revised photometric plan. There was discussion about mass grading; no impact fees. They will need to submit their DEP permits and pay these impact fees. Discussed silt fencing after site plan approval. City staff advised that they will probably need to seed and mulch the area to prevent erosion if going to remain up in the area longer than 30 days. Applicants will comply.

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: 7-Eleven / Winter Garden – SITE PLAN

Colonial Drive W - 12301

Common Oak Engineering

Jeremy Anderson of Common Oak Engineering was in attendance through conference call for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

1. **The “Master” Developer agreed at the 11/29/06 DRC Meeting to pay his one-half share of the improvements to Carter Road along the project’s frontage, including, but not limited to, the following (which has now been reduced since FDOT installed the traffic signal):**
 - d. **A developer’s agreement, drafted by the City Attorney, shall be prepared to allocate the Carter Road improvements’ cost share, as well as further defining other commitments of the development including, but not limited to, easement requirements, etc.** Applicant acknowledged this comment is being addressed as part of the overall master project.

- 11. Tree removal shall adhere to the City's Tree Protection Ordinance – separate review, approval and permit is required. Coordinate with the Building Department (Steve Pash) on any tree removal and protection. Additional landscaping and tree replacement may be required with final plan. Pursuant to Code (Chapter 114-70), a tree survey will be required with the preliminary plat submittal showing size and type of trees, trees that will be removed/saved, etc. meeting all Code provisions.** This will be included in the resubmittal.

PLANNING COMMENTS

- 23. Sheet C8.0 containing the photometric plan was not included with the submitted construction drawings. A photometric plan, along with specifications of the light fixtures to be used, must be provided. Lighting and fixtures must comply with the design standards, requirements, and regulations specified in Chapter 118, Article X, Division 4 of Code, including dark skies requirements.** Applicant apologized for not submitting this photometric plan but will include in resubmittal.
- 26. The Developers Agreement must be reviewed and approved by City Commission before any site plan, preliminary plat, or final plat will be scheduled for board approval.** City staff emphasized this comment and stated that the hotel must first break ground before this project can be approved. Applicant understood.

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

Agenda Item #8: Tilden Road Pre-Plat – PRE-PLAT

Tilden Road – 14908 & 14950
Laga Enterprises, LLC

David Kelly of Poulos and Bennett Engineering and John Laga of Laga Enterprises, LLC were in attendance through conference call for discussion. The following items were reviewed and discussed:

Applicants acknowledged receipt of staff report and did not have any specific comments they wished to discuss. They explained that there were a few comments for them to clean up and resubmit. City staff did not have any additional comments to rely regarding this project either.

Applicants did want to inquire about Planning & Zoning Board meeting and next steps for this project? City staff explained that due to COVID-19 and social distancing constraints the May 4, 2020 P&Z Board meeting had been cancelled. The next regularly scheduled board meeting is planned for Monday, June 1, 2020. There may be a later May P&Z meeting yet to be determined. Applicants understood.

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

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:58 a.m. by Chairman/Community Development Director Pash.

APPROVED:

ATTEST:

/S/

/S/

Chairman, Steve Pash

DRC Recording Secretary, Colene Rivera

PROJECT FEASIBILITY; DISCUSSION ONLY

Agenda Item #9: Diocese of Orlando – PFMR

Winter Garden Vineland Road - 1211

Cycorp Engineering Inc.

No one from this project attended through conference call for discussion on this item. Therefore, this items was postponed and will be rescheduled to a future date.