



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
May 27, 2020**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met by **remote electronic attendance** on Wednesday, May 27, 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, City Engineering Consultant Art Miller, Urban Designer Kelly Carson, Senior Planner Shane Friedman, Planner I Soraya Karimi and Customer Service Representatives Colene Rivera and Edlyn Gonzalez.

ABSENT

Voting Members: Economic Development Director Tanja Gerhartz

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on May 13, 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: Medina Residences – LOT SPLIT

West Crown Point Rd N – 1288
Medina, Iban

Iban Medina and Fernando Medina; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

CITY ATTORNEY COMMENTS

8. **Please refer to attached memorandum dated May 6, 2020 for City Attorney comments.**
Applicant had questions regarding specific details from attorney? City staff stated it would be best to set up side bar meeting to review these details, etc. Applicants will comply.

CITY SURVEYOR COMMENTS

9. **Please refer to attached memorandum dated May 21, 2020 for City Surveyor comments.** These concerns will be discussed at side bar meeting as well.

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

Agenda Item #4: Wash & Go Winter Garden – SITE PLAN

Colonial Drive W – 14580
Wash & Go Winter Garden LLC

Preston Bolt, Mike LoSchiavo, Bill Merckel, Don Bieger, Lauren Valentine; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

4. **Note that Orange West Boulevard is private, not City of Winter Garden.** Applicants acknowledged.
5. **Sheet C1.1, General Notes: General Notes #1: Add FDOT to agencies requiring review.**
Applicants understood. They stated they had submitted the 10-2 but will submit again. Staff questioned if the FDEP 10-2 self-certification is accepted by FDOT? Applicants explained they are not changing ponds, etc. Staff requested written acknowledgement from FDOT. Applicants will comply.
6. **Sheet C4.0, Drainage:**
 - a. **Provide permits or modifications from SJRWMD and FDOT. Off-site drainage shall be accommodated.** Applicant inquired for this comment? City staff stated that applicant will need to submit DOT exemption and details of changes made.
 - b. **ADS pipe is shown on the plan. Thermoplastic pipe shall meet all City material and installation requirements as specified in the City's Standards & Specifications including Class I bedding, HP polypropylene pipe (not HDPE or**

ADS N12), laser profiling, installation per ASTM D2321, etc. (see under on-line forms on website). City staff emphasized importance of including Class I bedding and ASTM D2321 within the details on the plans in the next submittal.

- d. Provide detail of thermoplastic pipe terminating thru the stacked block wall.
Applicants understood.

7. Sheet C5.0, Utility Plan:

- a. The plans show an existing 2" potable meter and 1 1/2" irrigation meter – only 1" or 2" meters are provided by the City. Irrigation plan shows 1" meter. 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. Below are the City's utility impact fees (coordinate/confirm existing meter sizes and any existing credits with the Utility Billing Department):

<u>1" Potable meter</u>	<u>\$2,715.00</u>
<u>1" Irrigation meter</u>	<u>\$2,715.00</u>
<u>2" Irrigation meter</u>	<u>\$8,688.00</u>
<u>2" Potable water meter</u>	<u>\$8,688.00</u>
<u>Wastewater for 2" meter</u>	<u>\$14,136.00</u>

(does not include meters for future development sites or connection/installation fee) Applicants confirmed they will change from a 1 1/2" irrigation meter to a 1" only. The next resubmittal will also include a permit exemption letter from FDEP.

10. Minimum 5' wide concrete sidewalks are required along all project frontages to include S.R. 50 and Orange West Blvd. Existing sidewalks will be checked at completion and any damaged sections shall be replaced. Internal sidewalks shall connect to the public sidewalks in the right-of-way per ADA. Applicants discussed sidewalk width requirements to meet ADA compliance.

PLANNING

19. Benches, bicycle racks, and trash receptacles should be located at the entrance to the building, and indicated on the site plan. Applicants confirmed they would provide benches, trash receptacles and bike rack requirement details in their next submittal.

21. Landscaping:

- b. In reference to the parking landscaping requirements: Canopy trees should be planted at a rate of one tree per ten spaces. The parking area directly north of the building does not meet this requirement. Please revise.
Applicants requested waiver for 3rd canopy tree on south side of property and requested a waiver. City staff stated this would be discussed and considered in a side bar meeting.
- i. Additionally, there may not be more than 12 parking spaces without a tree island break. The northern-most parking area does not meet this requirement. Please revise. This will be addressed in the side bar meeting as well.
- d. A minimum ten foot wide landscape buffer is required for rear property boundaries. Applicants inquired about allowing a 5' buffer instead of minimum

10' buffer that still meets the landscaping requirement? City staff stated this could be discussed in side bar meeting for consideration.

Applicants stated that they are planning to replace the entire lift station and will include these specifics in their next submittal.

Motion by City Engineer Monahan to have the applicants revise and resubmit the site plan pending an in-person landscaping meeting for staff review only. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 4-0.

Agenda Item #5: Tesla Charging Station – MINOR SITE PLAN

Colonial Drive W - 13501

David Hernandez

David Hernandez and Sheryl Blasi; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

PLANNING COMMENTS

3. **Parking spaces 1A and 2A measures only 8 feet in width—however, if the equipment clear space is included in this measurement, they would measure 9 feet and meet code requirements. Can you describe what “equipment clearing space” entails—is it flush with the adjacent asphalt? Will it be paved with asphalt as well?** City staff clarified the vertical curb dimensions cannot be included as part of the nine feet required parking space measurement. Applicants will need to adjust spaces 1A and 2A and label clearly. Applicants will comply.
4. **It looks like two trees are being removed and replaced with items like the tesla charging cabinets, switchgear assembly, and pad mounted electrical utility transformer. How are you planning to mitigate the loss of these trees?** City staff stated the applicants will need to determine with property owner how best to address this comment.
5. **From looking at the proposed landscape plans and visiting the site, it appears as though the approved landscaping for the northern buffer was not installed with the site. This mainly includes the required shrub count—the row of sweet viburnum that was supposed to be along the northern property line has not been installed. Please add the required number of shrubs to the proposed landscaping plan, and provide the calculations for the shrub count. The approved landscaping plans (dated 01/07/2016) for Wawa have been attached for your reference.** Applicants will need to resolve landscape concerns with property owners and include these details in next submittal. Wawa landscaping layout available for reference.

Applicant indicated the various review fees for this project will be paid locally. City staff explained the invoices are being sent to the contact person and address on the application. Applicant stated she would address this concern and have the invoices paid.

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 #6: 30 N Park – PRE PLAT

Park Avenue N - 30

30 N Park, LLC

Joe Hoffer, Brian Denham, Vernon Priest & Ed Crowley; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

City staff emphasized that the Engineering comments are for future submittals and will be part of the Site Plan submittals. Applicants acknowledged.

1. **According to the Finance Department, there are past due review fees owed to the City (see attached). Per City Code, these fees shall be paid prior to further reviews, issuance of building permits or certificates of completion.** This comment was discussed and applicant will need to provide payment verification.
2. **Sheet PP301 – Dimension Plan:**
 - b. **All sidewalks shall be 5’ minimum width – 4’ shown in front – revise.** This comment will need to be reviewed for consistency with PUD. Applicants confirmed.
 - c. **A generator pad is shown – please provide more information.** Applicants inquired about what detail city is requesting. This was explained and applicants understood.
3. **Sheet PP401 – Grading, Drainage & Utility Plan:**
 - c. **The gravity sanitary line proposed for the property will need to be owned and maintained by the City, as well as the [8”] water main, and the relocated 18” force main & 12” reclaim water main. The required utility easement on the north side of the buildings will need to be at least +33 feet in width to accommodate all proposed utilities (including gas, cable, etc.).** City staff directed applicants to locate utilities on the east side of Park Avenue to accommodate all proposed utilities and allow for city access for maintenance.
 - d. **Work is shown within the West Orange Trail right-of-way (fill in existing swale; storm pipe; etc.) which will require approval from Orange County Parks & Rec and possibly FDEP.** Applicants gave an update on status of communication with Orange County Parks & Rec.
 - e. **No drainage report was provided. We question the callout that says “half of site’s drainage to City system”. The City has no permit or provision to handle this untreated runoff which will need to be included in the project’s stormwater management system & permit.** Applicants confirmed they are not in the city’s permitted storm water basin.
 - f. **The minimum width for an easement within the City of Winter Garden is 30’, per Code, 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’). Provide cross-sections showing pipes, etc.** City staff explained that city utility workers need easement access to perform repairs and expressed concerns if this area is wide enough to accomplish this requirement. Applicants will review and provide details.

10. Landscaping shall not encroach on required sight lines at intersections or driveways. Design Engineer shall provide certification that sight distance requirements are being met. 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. City staff confirmed that reclaimed water is not available at this time. Low pressure lines not for distribution.

14. Streetlighting, both internally and on all street frontages, is required pursuant to City Code – dark skies lighting is required. Provide a photometric plan to be submitted for review by the Planning Department. Streetlights shall match the City’s “downtown” decorative streetlights at the Developer’s expense. Applicants will provide details.

19. Internal sidewalks shall connect to the public sidewalks in the right-of-way per ADA.

Applicants had concerns for construction plans and city staff advised a side bar meeting to further discuss.

PLANNING

20. Per Code Sec 110-124: specifically related to pre-plat

b. Please show: Location, width and purpose of existing and proposed easements and rights-of-way. City staff request that applicants submit a clean separate sheet with these details.

c. On site data sheet, please list provided recreation space in acres (active recreation – different from open space). Applicants will need provide 5% active recreation (or pay into a fee) and need to provide these details in their next submittal. There was some discussion on what is considered active recreation areas. Applicants will discuss in detail with staff at a side bar meeting.

21. Sheet PP301 – specifically related to pre-plat

a. The corner of lot 1 measures 9.7’ to the edge of the front property line. Per the PUD, the front setback for buildings is min. 10’, which is consistent with what was shown in the preliminary plans for rezoning. The lot may remain as shown, but the building still needs to maintain the min. 10’ setback. This comment was reviewed as a note for applicants to include in their plans.

b. A brick paved area that was proposed for recreation space (?) in the PUD and Sheet L-101 is now shown as parking. Please explain the inconsistency. Applicants explained that the space will now be used for additional parking.

BUILDING

26. A single ADA parking space is required for visitor parking per FBC 6th Edition Accessibility 208-2.3.3. close to the building. City staff stated that an ADA parking space will be required.

STANDARD GENERAL CONDITIONS

27. The Owner is responsible for meeting all provisions of ADA and Florida Accessibility Code. A separate meeting will be scheduled to discuss ADA requirements prior to Site Plans

and Construction Plans submittals.

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

Agenda Item #7: Smith St Luxury Studios – SITE PLAN

Main Street S – 199

Florida Engineering Group, Inc.

Bill Hockensmith, Debbie Rodriguez and Franco Scala; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

2. Sheets C-5 – Site Geometry Plan:

- b. The impervious surface is shown as 85.06% and shall be approved by the Planning Department for consistency with the zoning approval.** Applicants confirmed this is what was on the PD plan and what they have on their submitted plans. Staff confirmed this is good.

Applicants inquired about next steps and timeframe for project? City staff stated that next steps are Planning and Zoning Board approval on Monday, June 1, 2020 and then City Commission Board approval on June 11, 2020.

- 10. No trees may be planted over or within 5 feet of any utility lines. Only sod or shrubs may be planted over utility lines.** Applicants inquired if they might be able to move sanitary laterals further south and away from tree? City staff affirmed this movement would be approved and they will need to see these details in next submittal.

PLANNING

17. Landscape Plan: An offline meeting may be needed to discuss. A few concerns:

- a. No landscaping is shown on the north side of the site (adjacent to the parking lot/driveway) or within right-of-way areas directly adjacent and connected to the site development. The north buffer needs to be addressed, and plantings should be provided in the landscape areas adjacent to the site in the rights-of-way. A Right-of-Way Maintenance agreement will need to be drafted & executed.** This comment was clarified.
- b. I'd like to discuss the proposed planting plan, specifically along the adjacent streets. There were many comments and concerns from staff, board members, and the public during various meetings regarding the removal of the existing oaks and what that will do to the character of the street. We had discussed the need to reestablish a street tree canopy along both Smith St. and Main St. to try and mitigate the loss of these oaks. The proposed planting plan will not achieve this.** This comment was discussed and will schedule an offline meeting to discuss landscaping details.

19. **Please provide the latest building elevations. I had sent additional architectural comments previously as items to discuss during the Site Plan review. Those comments are attached – I’m not sure if they were ever addressed.** Applicants will provide elevation in next submittal.
25. **Note: The proposed lot combination will require City Commission approval.** City staff explained the process for binding lots and will provide application.
27. **Note: An on-site meeting is required to discuss all trees proposed for removal. Please coordinate this meeting with Steve Pash, Community Development Director.** This will be reviewed at landscaping side bar meeting.

There was discussion regarding the proposed elevation drawings regarding the porch with arches on the Smith Street elevation. City staff suggested to break up the sides of the porch wall with an architectural detail such as a cut out breeze way or façade windows. Applicants agreed and will get with their architect to review options.

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

Agenda Item #8: UCP Winter Garden – PUD

Winter Garden Vineland Road – 1441

UCP of Central Florida, Inc.

Christine Hall; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

PLANNING

19. **REPEAT COMMENT: A safe pedestrian connection from the sidewalk along Winter Garden Vineland Road to the main entrance of the building is required.** City staff stated that there needs to be additional connections added to plan. Applicants agreed upon the additional cross walk connection on Winter Garden Vineland Road in addition to Palm Avenue. Applicant will update in resubmittal.
20. **As discussed previously, it is recommended that you show a proposed monument sign elevation to include with the PUD, or you will be required to adhere to the residential sign regulations per Chapter 102.** Applicant agreed to include the proposed sign elevation with their next submittal.
21. **Landscape Plans: Understory trees (in conjunction with root barriers), or palms may be used near utility lines adjacent to the building perimeter and in the parking islands to meet the tree requirements. Please revise.** City staff clarified that the north side of building perimeter will need additional trees (understory or palms) to meet the perimeter landscaping requirements.
22. **Please relocate the dumpster to an area not directly adjacent to Winter Garden Vineland Road. Also, the dumpster is required to be designed and screened by**

