



**CITY OF WINTER GARDEN  
DEVELOPMENT REVIEW COMMITTEE  
MINUTES  
July 8, 2020**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session virtually by conference call on Wednesday, July 8, 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 9:31 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:** Assistant City Attorney Dan Langley, City Engineering Consultant Art Miller, Senior Engineer Rob Heaviside, Senior Planner Shane Friedman, Planner I Soraya Karimi and Customer Service Representative Edlyn Gonzalez.

**ABSENT**

**Voting Members:** Economic Development Director Tanja Gerhartz

**APPROVAL OF MINUTES**

**Agenda Item #2:**

Approval of minutes from regular meeting held on June 24, 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: Office Addition & Renovation – Minor Site Plan**

Plant St E - 646  
WG Plant LLC

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

The Engineering comments were not addressed. The Applicant explained that the submitted site plan was not the correct version from his Architect/Engineer and would be resubmitted.

### **PLANNING COMMENTS**

**13. A site plan must be provided. Please add to this site plan the site data that was in the approved PUD. The site plan should include the following:**

**b. Please provide data on the required setbacks. Indicate on the site plan the distances from the building to each property line.** Applicant acknowledged the addition of details with the next submittal.

**f. The seating area/courtyard should be indicated on the plan. Please provide data showing that the required 5% of area for park use has been met.** Applicant confirmed with City Staff that this comment refers to 5% of the total area of the site, and that the walkways and patio area may be used to comply with this requirement.

**18. A photometric plan is required. Dark skies requirements will need to be met. In addition to a photometric plan, please provide light fixture specifications. Please refer to Code Chapter 118, Article X, Division 4 for External Site Lighting requirements.** Applicant confirmed with City Staff the submittal of lighting details with the next submittal.

***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 #4: 7-Eleven at People's Plaza – Site Plan Approval**

Colonial Drive W – 12301

Common Oak Engineering

Jeremy Anderson and Dale Parsons; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

### **ENGINEERING COMMENTS**

**Please have the Applicant address the following underlined comments in future submittals; non-underlined comments will become conditions of approval (applies only to 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):**

- 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 is working with City Staff regarding the Carter Road cost share.

**3. Sheet C5.0, Grading Plan:**

- b. Drainage Compliance Letter is acknowledged. Provide permit modification from SJRWMD; correspondence from FDOT that drainage permit is exempt is acknowledged. Applicant confirmed that the submittal of the St. Johns permit modification will be sent with the next submittal.

4. Sheet C6.0 – Utility Plan:

- b. Based on the above, the utility impact fees are as follows:

<u>1" Irrigation meter</u>	<u>1 ea. @ \$2,715.00</u>	<u>= \$2,715.00</u>
<u>2" Potable water meter</u>	<u>1 ea. @ \$8,688.00</u>	<u>=</u>
<u>\$8,688.00</u>		
<u>Wastewater for 2" meter</u>	<u>1 ea. @ \$14,136.00</u>	<u>= \$14,136.00</u>
	<u>TOTAL</u>	<u>= \$25,539.00</u>

(Does not include connection/installation fee; check with Utility Billing to verify any pre-payments) Applicant clarified that impact fees must be paid before FDEP applications are signed.

- 7. The overall development shall receive approvals for drainage improvements from Orange County (42" RCP on east side) prior to final approval by the City. Applicant is working with Orange County and will provide permits upon receipt.
- 8. 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. City Staff clarified that the site approval does not include tree removal review and permitting and will coordinate with Planning/Building staff.
- 11. Permit modification from SJRWMD for stormwater is required. Permits or exemptions from FDOT are acknowledged (driveway, utilities, and drainage); permits or exemptions from FDEP for water and sewer and FDEP NPDES NOI as may be applicable are required. Applicant confirmed the submittal of all applicable exemption letters.
- 15. All dumpsters shall be enclosed and shall provide 12' minimum inside clearance (each way inside of bollards), and access by solid waste vehicles. Coordinate additional requirements (compactors, locations, etc.) with Public Services Department, Solid Waste Division. City Staff clarified the requirements that the project needs to adhere to.

PLANNING COMMENTS

- 16. Please indicate what the dark grid-shaped structure on the west and east elevation is. This appears to be metal framing or some other type of façade treatment—please specify what this is. Applicant understands that specifications need to be included with the resubmittal.
- 17. Landscaping comments:
  - a. The southern perimeter of the building (entrance façade) is required to have a landscaping buffer. This should consist of at least a 5 foot landscaping area, with the remaining 5 feet permitted to be a sidewalk area. Please revise. City Staff confirmed that a 5 foot landscaping area is a code requirement that may not be waived.
  - b. Canopy trees are required to be planted along the rear buffer at a rate of 2 per 100 LF. The rear buffer does not meet this requirement. Please revise. Applicant inquired about a landscaping buffer rather than Canopy trees

specifically. City Staff requires a detailed plan for review and consideration prior to approving this request.

18. **Repeated Comment: Please provide sign details for all signage including monument signs, building signs, and any signage or canopy proposed.** Applicant understands that these details are to be resubmitted.
19. **Repeated Comment: The PCD Ordinance requires the hotel construction to begin prior to 7-Eleven. This site plan shall not be approved prior to the hotel construction starting.** City Staff recommended a separate meeting to discuss this comment further.
20. **Repeated Comment: 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 reiterated that approval of the Developers Agreement by City Commission is required prior to moving forward.
21. **Repeated Comment: Please provide your cost estimate for the proposed road improvements for review, as soon as possible.** Applicant acknowledged.
22. **Note: The maximum height and depth of the awning over the primary pedestrian entrance is 8'. A separate permit will be required from the Building Department.** Applicant acknowledged.
23. **Note: All light poles and fixtures shall be black, dark green or some similarly dark color that is consistent with the architectural design scheme of the property. Please indicate color of light fixtures in future permitting submittals.** Applicant understands & will show that the lighting will remain consistent.

*Motion by Chairman/Community Development Director Pash to have the applicants revise and resubmit the Site Plan for staff review only. City Engineer Monahan, seconded; the motion carried unanimously 4-0.*

#### **Agenda Item #5: Palm Coast Collision – Site Plan Approval**

Carter Road – 945  
Palm Coast Collision

Due to technical difficulties Chairman/Community Development Director Pash pushed this item back to the end of the meeting in order to assist the project engineer with a webinar login.

#### **Agenda Item #6: Firestone Complete Auto Care – Site Plan Approval**

Colonial Drive W – 14170  
Rock WG, LLC

No items were discussed for this project. The applicant was forewarned of the rescheduled meeting that was tabled to the next DRC meeting.

*Motion by Chairman/Community Development Director Pash to have the item tabled until the next DRC meeting. City Engineer Monahan, seconded; the motion carried unanimously 4-0.*

#### **Agenda Item #7: Lizzi Warehouse – Site Plan Approval**

Business Park Blvd – 776  
Universal Development & Construction Inc.

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

**ENGINEERING COMMENTS**

**7. Sheet C4 – Specs & Details:**

- a. **The dumpster enclosure gate is shown as a two part gate totaling 6' 8" wide, but needs to accommodate the 12' wide dumpster - revise.** Applicant clarified that the dumpster enclosure gate does meet this requirement and the next submittal will display this properly.
- b. **All dumpsters shall be enclosed and shall provide 12' minimum inside clearance (each way inside of bollards and gate hardware), and access by solid waste vehicles. Coordinate additional requirements (location, access, compactors, etc.) with Public Services Department, Solid Waste Division.** City Staff clarified the required 12ft by 12ft inside area with no obstructions.

**PLANNING COMMENTS**

16. **Please provide four-sided color elevations.** City Staff will accept photographs from the next door building given that the color elevations will remain the same.

**FIRE SAFETY COMMENTS**

19. **Fire Department Connections shall be a minimum of 40 ft. off the building. Fire Hydrants shall be no more than 150 ft. away from Fire Dept. Connections. Both FDC's and hydrants shall be on the same side of the road or driveway. FDC's shall be stand alone off the backflow.** Applicant acknowledged.

***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: Tilden Road PUD – Subdivision Construction Plans**

Tilden Road – 14908 & 14950  
Laga Enterprises, LLC

John Laga, Ricardo Diaz, David Kelly, and Darin Lockwood; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

**ENGINEERING COMMENTS**

**3. Sheet C1.00 & C2.00 – Geometry, Signage & Striping Plan & Master Site Plan:**

- a. **Revise drainage easement widths to comply with the following (per the Pre-plot approval): 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').** Applicant inquired if the 30ft easement may overlap into the pump station tract. City Staff noted that this would be checked

against the easement formula to see if it meets the requirement without encroaching into the lift station infrastructure.

6. **Any areas developed within the 100 year flood plain shall be compensated for; LOMR with FEMA is required for any development within the 100 year flood zone and shall be applied for prior to final plat approval.** City Staff clarified that if applicable, the applicant would need to show that they have applied by the time of final plat process.
9. **Walls and landscaping shall be located within a landscape and wall tract, to be maintained by the HOA. Any screen walls or retaining walls shall require a separate permit from the Building Department.** City Staff confirmed that the purpose for a separate tract is to ensure maintenance by the HOA.

*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 #5: Palm Coast Collision – Site Plan Approval**

Carter Road – 945

Palm Coast Collision

After delay - Tom Ramsammy and Albert Flores; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

#### **ENGINEERING COMMENTS**

##### **6. Sheet C-003 – Site Plan:**

- c. **The 5' wide sidewalk between the two driveways shall be within a dedicated right-of-way or easement to be recorded prior to issuance of the certificate of occupancy.**

City Staff clarified that in order to line up with the property to the north, it needs to be in an easement or must dedicate an additional right of way.

##### **7. Sheet C-004 – Grading & Drainage Plan (a written response letter might have answered these previous comments):**

- a. **Provide easements for cross access to the north and drainage to the east (see above).** City Staff requested that the approval of the binding lot agreement be included with the next submittal.

#### **PLANNING COMMENTS**

##### **2. Sheet L.01: Project is missing the 5' wide landscape buffer on southern property boundary. Please follow Ch. 118, Article X., Division 3. - Landscape Design Standards of the City Code.**

City Staff will not allow an exemption for this buffer.

#### **FIRE COMMENTS**

9. **Fire Hydrants shall be no more than 150 ft. away from Fire Dept. Connections. Both FDC's and hydrants shall be on the same side of the road or driveway.** Applicant was provided with the contact information for the city's Fire Inspector for clarification on this comment.

*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.*

**ADJOURNMENT**

There being no more business to discuss, the meeting was adjourned at 10:17 a.m. by Chairman/ Community Development Director Steve Pash.

**APPROVED:**

**ATTEST:**

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*Chairman, Steve Pash*

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*DRC Recording Secretary, Edlyn Gonzalez*