



**WINTER GARDEN**  
**CITY OF WINTER GARDEN**  
**DEVELOPMENT REVIEW COMMITTEE**  
**MINUTES**  
**August 18, 2021**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, August 18, 2021 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:** Dan Langley, Assistant City Attorney; Art Miller, City Engineering Consultant; Rob Heaviside, Senior Engineer; Shane Friedman, Senior Planner; Jordan Kowalchik, Planner I and Urban Designer, Kelly Carson (serving as recording secretary).

**ABSENT**

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

**APPROVAL OF MINUTES**

**Agenda Item #2:**

Approval of minutes from regular meeting held on August 4, 2021.

***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: Walker Residence – Lot Split**

Markel Drive - 1439  
Clifford & Carla Walker

Clifford & Carla Walker; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Discussion took place regarding Title Search, dividing the property as part of the Lot Split, Utilities available on this lot, etc. Also discussed addressing for the two parcels. Chairman stated that the applicants will need to respond to the staff comments in writing. Applicants understood.

#### CITY ATTORNEY COMMENTS

13. **If the property is encumbered by a mortgage, an executed joinder and consent to the proposed lot split from the mortgage holders is required.** City attorney explained since property will be under a mortgage until sale of property after the Lot Split, applicants will need to get permission from Mortgage Company.
14. **The applicant needs to submit the existing (or proposed) ingress/egress easement shown on the boundary survey for review. Also, the applicant needs to address utility easement reservations for proposed parcel 1 through the ingress/egress easement for utility service to the existing residence. Any proposed ingress/egress easement and other easements needed for the proposed lot(s) must be executed and recorded as a condition of the lot split approval.** Applicants inquired about survey submittal for review. City Staff stated applicants will need to show all the details, easements, etc. on the survey for the lot split and provide the recorded document from the title company. Applicants understood.

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

#### **Agenda Item #4: Shoppes at Lake Butler – Site Plan**

Winter Garden Vineland Rd – 4016, Unit 4  
Shoppes at Lake Butler LLC

Lauren Kaplus of Real Property Specialist, Inc; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

#### ENGINEERING COMMENTS

- 3a. **Sheet C-4.00 – Utility Plan: Show location and size of irrigation meter (shown as 1" on irrigation plan).** Discussed irrigation meter size and location on the plans and will show in resubmittal.
- 3b. **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 (1) ¾" potable meter and (1) 1" irrigation meter. Based on the above, the utility impact fees are as follows:**

<u>3/4" Potable Meter 1 ea. @ \$1,086.00</u>	<u>= \$1,086.00</u>
<u>Wastewater for 3/4" meter 1 ea. @ \$1,767.00</u>	<u>= \$1,767.00</u>

1" Irrigation meter 1 ea. @ \$2,715.00 = \$2,715.00  
TOTAL = \$5,568.00  
(does not include connection/installation fee)

Understood.

7. **Permit modification from SJRWMD is required as well as permits or exemptions from FDEP for water, wastewater and NPDES.** This was discussed and clarified as to what is needed from the St. John's River Water Management District.

#### PLANNING COMMENTS

14. **The small (1'?) segment of mulch between the sidewalk and the storefronts seems like wasted space. What is the purpose of this? Are you intending to install vines that climb up the building walls?** This was an error that will be corrected in the next submittal.

***Motion by City Engineer Monahan to revised and resubmit for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 4-0.***

#### **Agenda Item #5: WG Commerce Center Ph. 2 – Final Plat**

Garden Commerce Parkway  
Winter Garden Commerce Center, LLC

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

#### SURVEYOR COMMENTS

13. **The construction plans reflect a 40'x40' access easement on lots 24 and 25, which in not delineated.** Applicant asked about this comment as to why it was not shown. Applicant was confused on comment as to whether to show or not to show as it is temporary. The project planner will get with city surveyor to clarify this comment.

Applicant inquired about timeline for City Commission meeting for this item for review. This would probably be on the September date meeting. Applicant understood.

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

#### **Agenda Item #6: Golden Pond Phase II ALF – Final Plat**

Lakeview Road – 450  
Jenelle Schmidli

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

## CITY ATTORNEY COMMENTS

1. **Legal description matches the plat but not the survey. Surveyor Comments: states they do not match.** These do need to match, applicants were asked to get with surveyor for clarification. City Attorney responded that legal description on the final plat needs to match legal description on the survey. Applicants stated an example where they created an affidavit stating that the two descriptions were the same property. City Attorney stated this would be acceptable.
2. **In June 2021, a waiver of the property owner' association requirement for this plat was approved by the City Manager and Community Development Director subject to submittal of a declaration instrument addressing the intent of declaration/ POA requirements of Chapter 110, City Code and giving the City enforcement rights to ensure maintenance of the common infrastructure improvements.** Applicants were inquiring for clarification on this comment. Attorney asked about intent of the property. This was discussed and applicants understood.

## ENGINEERING COMMENTS

6. **Per the Pre-plat approval: The stormwater pond that is shown as a Drainage Easement on Lot 1 shall be shown as a Tract to be owned and maintained by the POA (to include all stormwater treatment facilities). The final boundary of this Tract shall encompass all pond slopes and maintenance berms (10' maintenance berm required).** Clarification was given as to Tracts and Easement Rights to drain from road to retention pond. Plat note will be needed on the plans giving City rights to access.
7. **The Amended and Restated Cross Drainage, Access, and Temporary Construction Easement does not address any of the shared utilities (i.e. fire line from Plant to the ACLF site, etc.).** Clarification was given on this comment as to utility easement for city access for clearance from lot 1 to lot 2. Utility and sidewalk easements need to be called out as private or public for access rights. Also discussed the Lift Station on the Golden Pond property new phase.

***Motion by City Engineer Monahan to revised and resubmit for a full DRC staff review. Building Official Nemecek, seconded; the motion carried unanimously 4-0.***

## ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:08 a.m. by Chairman/Community Development Director Steve Pash.

## DISCUSSION ONLY

### **Agenda Item #7: Westside Station – Project Feasibility**

Colonial Drive W - 12623  
West Side Station LLC

There were no applicants for this project in attendance for discussion. This item was tabled until next meeting.

**ATTEST:**

**APPROVED:**

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*Urban Designer, Kelly Carson serving  
as Recording Secretary on behalf of  
Edlyn Gonzalez*

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*Chairman, Steve Pash*