



**CITY OF WINTER GARDEN  
DEVELOPMENT REVIEW COMMITTEE  
MINUTES  
September 2, 2020**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, September 2<sup>nd</sup>, 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, 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 August 19, 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: Wawa – Special Exception Permit**

Avalon Road - 1504

Kimley-Horn and Associates, Inc.

Regan OLaughlin of Kimley-Horn and James Dunn of Tip Top Properties; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

### **ENGINEERING COMMENTS**

9. **5' wide concrete sidewalks shall be constructed along all street frontages pursuant to Code, including the full frontage of Marsh Road, and shall have handicap ramps and crosswalk striping at the two Marsh Road driveways. Existing sidewalks, pavement and curbs will be checked at completion and any damaged sections shall be replaced.** Applicant confirmed that a 10ft. wide sidewalk is being requested.

### **PLANNING COMMENTS**

20. **Sheet MP2.0:**

- a. **Because this proposal affects future commercial development at this site, and impacts to neighboring properties, it is essential that the proposal shows all future development. The current site plan shows three proposed buildings labeled Future Lot 2, Lot 3, and Lot 4. These buildings do not show proposed uses. Please revise to include all proposed uses.** Applicant stated that the current depiction is based on general commercial use. City Staff suggested a separate discussion to review approved uses. Future resubmittals must have proposed uses labeled.
- c. **The proposed second entrance has a skewed drive aisle creating a potential hazard for those leaving and coming into the development. Please revise.** Applicant understands and will revise.

21. **Sheet L1.00:**

- a. **Landscape buffers in the rear of commercial properties that abut residential or noncommercial uses require a 6' high masonry wall that is placed 6" from the applicant's property line along with a 10' wide landscape buffer. A masonry wall already exists on the residential property side. Staff will not require another masonry wall for maintenance reasons, however this should be compensated with a wider and more opaque landscape buffer.** A separate meeting will take place to discuss landscaping details.
- b. **Please provide botanical name and common name for all proposed trees and shrubs in the plant schedule and not just the "concept plant selection".** To be discussed in the separate landscaping meeting.
- c. **The 15' wide landscape buffer, along Marsh Road and Avalon Road, is not meeting the 50 percent requirement for ground cover. This is shrubs and groundcovers versus sod.** To be discussed in the separate landscaping meeting.
24. **A photometric plan for site lighting is required. Site must comply with City Code dark skies requirements - Code Section 118-1536(k).** To be provided with Site Plan.
25. **Applicant will be required to have a community meeting.** Applicant clarified that all DRC comments are to be addressed prior to scheduling a community meeting.

### **PUBLIC SERVICES COMMENTS**

27. **Please have the applicant provide a dumpster enclosure detail to provide a 12'Wx 12D' for a single enclosure and 24'W x 12'D minimum inside clearance for a double enclosure each way (excluding the offset from the back wall of the enclosure to bollards).** Applicant confirmed with City Staff that this will be revised further along in the process.

## **FIRE COMMENTS**

29. **Any commercial building over 6000 Sq. Ft shall be provided with a dedicated Fire Sprinkler System and a monitored Fire Alarm System.** Applicant was provided with proper contact information to address this comment with the City's Fire Inspector.

*Applicant and City Staff agreed to schedule a separate meeting in the next several days to discuss the following:*

- *Marsh Road Expansion – Consulting with Pegasus Engineering*
- *Proposed uses for future development*
- *Landscaping comments*

*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 #4: Oakland Park Ph. 5 Common Areas – Site Plan Approval**

Oakland Park Blvd. – 866  
Landeavor, L.L.C.

Debra Dremann of Landeavor and Danny Rogers of Bonnett Design Group; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

## **PLANNING**

12. **REPEAT COMMENT: Consistency with Preliminary Plat: The Oakland Park Phase 5 Preliminary Plat (PPA), which was approved by the Planning & Zoning Board on December 4, 2017, included exhibits that are not consistent with the Common Area plans submitted (please see attached exhibits at the end of this memorandum).**
- a. **Regarding the wet pond on the north side of Phase 5 - Staff accepts the elimination of the pedestrian connection on the north side due to slope & infrastructure concerns. However, the perimeter of the pond was also shown in the pre plat as being heavily landscaped with various "passive / seating amenities".** City Staff reiterated the importance of heavier landscaping and the applicant understood.
  - b. **Tract Y is shown in the pre plat as having a loop path and seating amenities.** Applicant inquired about heavier landscaping on this tract with no seating. City Staff will review and consider the proposed change.
  - c. **The loop path behind the lift station on the north side is shown with seating amenities – an easy fix would be to relocate the adjacent proposed bench to somewhere along this loop path to give it a purpose.** Applicant acknowledged.
  - d. **Seating is also shown on the north and south sides of Tract X.** Applicant acknowledged the addition of seating on Tract X.
9. **Please provide final streetscape and mews model layouts as requested by the City and agreed to by the Developer. The streetscapes are labeled as "pre-programmed" in the latest lot book, but the mews are also subject to specific porch and massing requirements that are best kept track of via preprogramming.** Applicant clarified that this is a building permit condition rather than a landscaping plan approval condition.

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

**Agenda Item #5: Oakland Park Ph. 6B – Construction Plans**

Tildenville School Road – 1200  
Poulos & Bennett, LLC

Debra Dremann of Landeavor and David Kelly of Poulos & Bennett; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

City Staff and applicant agreed to schedule a pre-construction meeting on site. Applicant received clarification on submittal requirements for construction plan sets.

*Motion by City Engineer Monahan to approve the construction plan set as shown. 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 10:05 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*