

**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
DECEMBER 28, 2011**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, December 28, 2011 in the City Hall 3rd Floor Conference Room.

CALL TO ORDER

Chairman/Community Development Director Ed Williams called the meeting to order at 9:00 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Community Development Director Ed Williams, City Engineer Art Miller, Economic Development Director Tanja Gerhartz, Assistant Operations Director Mike Kelley (for Assistant to City Manager for Public Services Don Cochran), and Building Official Harold (Skip) Lukert.

Others: City Attorney Kurt Ardaman, Assistant City Attorney Dan Langley, City Manager Mike Bollhoefer (*Item # 7*), Assistant City Engineer Nicolle Van Valkenburg, Senior Planner Steve Pash, Senior Planner Laura Smith, Planner I Alejandra Fazekas, and Planning Technician Lorena Blankenship.

APPROVAL OF MINUTES

Approval of minutes from regular meeting held December 07, 2011.

Motion by Building Official Lukert to approve the above minutes. Seconded by Economic Development Director Tanja Gerhartz, the motion carried unanimously 5-0.

Approval of minutes from regular meeting held December 14, 2011.

Motion by City Engineer Miller to approve the above minutes. Seconded by Building Official Lukert, the motion carried unanimously 5-0.

DRC Business

3. Waterside on Johns Lake – Pre-Plat

Scott Sterns, Nicholas Gluckmen, and Robert Hudson, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the December 23, 2011 memorandum from the Development Review Committee were acknowledged and addressed.

Discussion took place regarding **Engineering comment # 3:** *A 12" reclaimed water main is required on Marsh Road from near the intersection of Avalon Road to the western property line, per City Code.* Discussion took place regarding **Engineering comment # 7:** *Minimum width for drainage and utility easements between lots shall be 30 ft. Narrower easement widths (20 ft minimum) will be allowed for shallow drainage pipes, 12" diameter or less. Additional drainage and utility easements will be required adjacent to proposed rights of way for telephone, electrical power, gas, and cable tv facilities (10 ft minimum width pursuant to code).* Discussion took place regarding **Engineering comment # 9:** *A Developers Agreement addressing the phasing, utilities and other commitments of the development's master plan shall be approved by the City Commission and recorded prior to the issuance of any site or building permits. City staff will draft the D.A. that shall include, but not be limited to the following: project phasing; utilities; R/W conveyances; adherence to all City Codes and Standards; etc.* City Engineer Miller suggested the applicant meet with the adjacent property owners to discuss the possibility of creating a "Pioneer Agreement", although Staff was not in support of such agreement. City Staff will also be available to meet to discuss all of the utility requirements and upsizing determinations.

Discussion took place regarding **Planning comment # 12:** *A Developer's Agreement addressing phasing, utilities, design standards, impact fees, recreation fund contribution, and other commitments of the Preliminary Development Plan shall be approved by City Commission and recorded prior to approval of Preliminary Plat.* Discussion took place regarding **Public Services comment # 18:** *Review City Code on drainage easements and follow the formula provided, most easements are 30 ft not 20 ft.* Discussion took place regarding **Building Department - comment # 23:** *The topographic survey shows interior lots with Finished Floor Elevations of 123 next to lots with Finished Floor Elevations of 115, is this due to the topography of the property or is this due to fill?*

Motion by City Engineer Miller to place the Preliminary Plat on the next available Planning and Zoning Board meeting, provided the applicant resubmits revised plans addressing all City Staff conditions (see attached). Seconded by Building Official Lukert, the motion carried unanimously 5-0.

4. Bojangles Restaurant, Site Plan

David Axel, applicant for the project was in attendance to discuss the Development Review Committee comments.

Comments included in the December 23, 2011 memorandum from the Development Review Committee were acknowledged and addressed.

Discussion took place regarding **Planning Comment # 8:** *The shared parking access/driving isle shown on the south side of the development needs to have a 5' wide landscape buffer or an F type curb along the southern edge of the driving isles. This is to prevent cars from driving out of the parking area and into the vacant neighboring lot.* Discussion took place regarding **Standards Comment # 17:** *100% of all required water and sewer impact fees shall be paid prior to City execution of FDEP permits and issuance of building permits. Provide flow calculations for Utility Department verification of impact fees. Final plans will not be approved for construction until utility impact fees have been paid and FDEP permits have been issued.*

Motion by City Engineer Art Miller to approve the Site Plan, provided the applicant resubmits revised plans addressing all City Staff conditions (see attached); if satisfactory to City Staff the applicant may proceed to the pre-construction meeting. Seconded by Economic Development Director Gerhartz, the motion carried unanimously 5-0.

5. 12801 W. Colonial Drive – Site Plan

William Chase, Elield Sousa, and Ellen Sousa, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the December 23, 2011 memorandum from the Development Review Committee were acknowledged and addressed. The applicants stated that they concur with all City Staff conditions.

Motion by City Engineer Miller to approve the Site Plan with City Staff conditions (see attached) and place the item on the next available City Commission meeting. Seconded by Building Official Lukert, the motion carried unanimously 5-0.

6. Grace Church, 13036 Roper Road – Special Exception Permit

Selby Weeks, applicant for the project was in attendance to discuss the Development Review Committee comments.

Comments included in the December 23, 2011 memorandum from the Development Review Committee were acknowledged and addressed.

Discussion took place in regards to **Planning Comment # 18:** *The parking area shown on the Conceptual Site Plan is located within approximately 10 ft of the east side property line. At time of Site Plan submittal a Landscape Plan will be required; the Landscape Plan*

should include all proposed buffering and screening methods to be used on the property and should comply with Chapter 114, Article II of the City Code of Ordinances.

Motion by City Engineer Art Miller to approve the Special Exception Permit as shown and place the item on the next available Planning and Zoning Board meeting with DRC and/or City Staff conditions (see attached). Seconded by Building Official Lukert, the motion carried unanimously 5-0.

7. Beez Early Learning Academy & Preschool, 730 9th Street – Special Exception Permit

Dondrea Clark Stevens and Wayne Gandy, applicants for the project were in attendance to discuss the Development Review Committee comments. City Manager Mike Bollhoefer was present during the discussion on the subject item.

Comments included in the December 27, 2011 memorandum from the Development Review Committee were acknowledged and addressed.

Discussion took place in regards to **Engineering Comment # 1**: *City's stormwater requirements need to be met. SJRWMD permit or exemption will be required prior to issuance of site plan permit. No fill or runoff will be allowed to discharge onto adjacent properties; existing drainage patterns shall not be altered.* Discussion took place in regards to **Engineering Comment # 7**: *Verify that car can make the left turn from the entrance drive to the drop-off drive, radius appears to be too tight.*

General discussion took place among the applicants and City Staff in regards to the proposed site; the applicants were advised that that the proposed site is too small to accommodate the intended use. City Staff recommends the applicant find another location, and Economic Development Director Gerhartz will meet with the applicant and will provide assistance finding an appropriate site for the proposed Daycare.

Motion by Community Development Director Williams to continue the item and allow the applicant to work with City Staff and find an appropriate site for the proposed Daycare. Seconded by City Engineer Miller, the motion carried unanimously 5-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 11:17 a.m.

APPROVED:

ATTEST:

Chairman Ed Williams

Planning Technician Lorena Blankenship