



**WINTER GARDEN**  
**CITY OF WINTER GARDEN**  
**DEVELOPMENT REVIEW COMMITTEE**  
**MINUTES**  
**May 1, 2013**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, May 1, 2013 in the City Hall Commission Chambers.

**CALL TO ORDER**

Chairman/Community Development Director Ed Williams called the meeting to order at 10:00 a.m. The roll was called and a quorum was declared present.

**PRESENT**

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

**Others:** Assistant City Attorney Dan Langley, Senior Planner Steve Pash, Senior Planner Laura Smith, and Customer Service Representative Maria Michaud.

**APPROVAL OF MINUTES**

**Agenda Item #3:**

Approval of minutes from regular meeting held on April 17, 2013.

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

10:02 am Break in meeting

10:04 am Meeting resumed

**DRC BUSINESS**

**Agenda Item #4:**

**Waterside on Johns Lake Phase II – Preliminary Plat**

Marsh Road - 17001

Waterside at Johns Lake, LLC

Rob Hudson, Tom Sullivan and Scott Stearns from Waterside at Johns Lake, LLC, applicants for the project were in attendance. The following items were reviewed and discussed:

### ENGINEERING

3. **Williams/Marsh Road Intersection (limited sight distance issue): Response indicates this will be addressed with the design of the next phase, including schedule on signalization, etc. As stated at the 2/13/13 DRC meeting, failure to address this issue when needed will not be considered an excuse to not address it.** Applicants acknowledged they have to address this issue and said they are going to address this comment with the next phase.
  
10. **Utilities: The City reviewed a draft master utilities plan dated June 2012, and met with the Design Engineers on 6/29/12. As discussed on a preliminary basis, the project will need to install a minimum 16" water main, 12" sanitary force main, and a 12" reclaimed water main on Marsh Road (or equivalent alignment) to serve the development (along with future 500,000 gallon potable water storage/pumping facility and future 500,000 gallon reuse water storage/pumping facility). These lines will need to be extended to proposed or existing stub-outs from the Waterside development to the east, at the Developer's expense. As the Design Engineers develop the master utility plan, provisions for the following may be necessary due to the size of the development and its location: reclaimed water pumping station and/or storage tank site; water plant and/or water storage tank/pumping facility; master lift station. Coordinate with Assistant City Manager Cochran.** Senior Planner Laura Smith was going to coordinate a meeting with Assistant City Manager Don Cochran and Applicants for next week on Monday or Tuesday.
  
11. **The Fire Department and City Manager need to review the plan for a possible future fire station site (i.e. response times).** This will be reviewed in the same above mentioned meeting.
  
13. **Alleys: to be maintained by HOA; need to provide sufficient width between buildings for driveway/parking space (need 20' minimum driveway parking space from face of garage to 20' wide alley tract (16.5' shown) – 60' total between rear-to-rear of houses). Alley or Lane pavement width shall be 12' minimum, one-way only.** General discussion: Senior Planner Laura Smith is to provide the applicants with the code requirements, and applicants are to provide details with resubmittal (see below under Planning comments).

### PLANNING

25. **REPEAT COMMENT: Lot width is measured at the front building setback line and does not include any portion of the paved alley or ROW. Please review the following lots for compliance with minimum lot size and identify lot width on Preliminary Plat for all lots: 30, 291, 285, 243, 246, 252, 255, 261, 270, 166, 167, 125, 119, 137, 107, 83,**

**77, 95, & 96.** Regarding setback requirements, Senior Planner Laura Smith states that applicant is using the center line of alley as the setback and that is not permitted.

Regarding access tract: fencing needs to be addressed in applicant's design standards. Community Development Director Ed Williams requested it be on the plans to avoid misunderstandings with homeowners putting up fences without permits. One suggestion is to show detailed plan.

Regarding 2 intersecting alleys, Senior Planner Laura Smith stated there is a concern for the placement of driveways: they are supposed to be set back 15-feet from the point of curvature and with the narrower lots, it has been an issue meeting that 15-foot standard; so applicant might want to check where driveways would fall on those lots. Applicant thinks they can meet those requirements. Applicant needs clarification on definitions; Senior Planner Laura Smith will provide him with that information.

Applicant will show an example of the alleys. Community Development Director Ed Williams stated that there are lots of issues with alleys and don't want to recreate the problems here that they are having in other projects.

***Motion by City Engineer Miller to have applicant revise and resubmit the preliminary plat for another full DRC review cycle. Building Official Lukert, seconded; the motion carried unanimously 5-0.***

10:25 am Break in Meeting

10:28 am Meeting resumed

**Agenda Item #5:**

**Oakland Park Phase II - Preliminary Plat**

Oakland Avenue E – 15241

Lake Apopka 2012, LLC

Mark Jacobson, John Classe and John Rinehart from Oakland Park Phase II, applicants for the project were in attendance. The following items were reviewed and discussed:

**ENGINEERING**

- 1. Planning Department shall review and provide comments on the lot sizes, amenities, setbacks, buffering, lighting, signage, etc. including requirements of the amended Developer's Agreement (participation in road improvements, lift station generators, etc.). Pursuant to previous approvals the Preliminary Plat shall identify the building setbacks for each lot and shall include specific details on what primary and auxiliary uses will be allowed such as pools, porches, patios, garages, etc.** Applicant mentioned that Lot envelope plans will come in later. Senior Planner Laura Smith requested information about which lots are in which transect zone because of the layout changing from what is shown in the PD, and requested information about which lots are for which type of house. Applicant will provide that information.

3. **What is planned for Tract I2 – Future Development Tract?** Applicant is going to put 3 lots there; plan will be revised.
4. **The proposed drainage easement on Lot 170 does not appear wide enough to provide a minimum 15' clearance from the proposed storm line and is not recommended (30' minimum width required – see below). Also, storm lines on Lots 138, 142, 162, 175, and 184 will need to be adjusted accordingly.** Applicant will go back and eliminate as many as those easements as they can so that they don't have the conflict on the lots.
7. **Alleys: to be maintained by HOA; need to provide sufficient width between buildings for driveway/parking space (need 20' minimum driveway parking space from face of garage to 20' wide alley tract – 60' total between rear-to-rear of houses). Alley or Lane pavement width shall be 12' minimum, one-way only – as shown.** From the PUD's perspective, Applicant has built two rows of 5' off the alley. Regarding garages: they are 5 feet off the rear property line.
12. **Per previous approvals in Oakland Park, the following are the City's requirements on pavement widths for the various street sections – all roadway widths except the rear lane shall have a 12" concrete gutter in addition to the pavement width shown. Staff will accept the use of a Type "E" mountable curb in lieu of Type "F" curb BUT PREFERS TYPE "F".**
- **Street 20/40\* (one way - parking on one side): 22' roadway width to include parking on one side.** Applicant has a question regarding standard description of streets and alleys – Street 20/40\* is a one way street proposed.
- They are using the section that was in the PD in part of Phase I-A on East Oakland route which was 20' of pavement, not 22' Applicant is hoping they can use the same section. On the rear alley Applicant wants to pursue option for concrete gutter.
14. **A Tree Removal Permit issued by the City of Winter Garden Building Department will be required prior to final plan approval. As required by Code, submittal of the Tree Removal Permit application is required with this preliminary plat submittal. Coordinate with Building Department.** The City requires a tree removal plan: Applicant will include in the package a list of trees and identify which trees will be removed and which ones will remain.
15. **See Public Services comments regarding solid waste access for alley behind Lots 171 – 175.** Applicant mentioned an alley that would have to be 2-way alley and wanted comments: City Engineer Art Miller made the comment that Assistant Director of Operations Mike Kelly had an issue with solid waste garbage trucks not being able to back down or turn around. Applicant mentioned there is another area where there are 3 lots were there would be 3 driveways next to each other – he suggested to put a hammerhead in that area, maybe widen it and put a concrete path for the garbage truck to go out to by the street. And

maybe that could also be done in the 2-way alley. Applicant needs to submit lot layout updated to support changes.

*Motion by City Engineer Miller to have the applicant revise and resubmit addressing all City Staff conditions for the PUD Rezoning for another full DRC review cycle. Community Development Director Ed Williams, seconded; the motion carried unanimously 5-0.*

10:43 am Break in Meeting  
10:45 am Meeting resumed

**Agenda Item #6:**

**Winter Garden Commerce Center – Rezoning – Planned Industrial Development (PID)**

Garden Commerce Parkway – 700

TSG Development, Inc.

Matt Sullivan and Wilson McDowell (TSG Development), applicants for the project were in attendance. The following items were reviewed and discussed:

**ENGINEERING**

1. **Planning Department shall review and comment on proposed zoning, setbacks, landscaping, buffering, lighting, signage, uses, original development requirements (Developer’s Agreement, etc.), etc.** Applicant did not get the staff report until the day of meeting.
  
5. **Fencing shall meet all City requirements for height, type, etc. Chain link fencing shall be vinyl coated per Code (as shown).** Applicant needs clarification on what the City would approve. They are using screen netting for outside storage and that is not approved. It is see-through even in the pictures. It looks more like an industrial park instead of a business park. Applicant needs to come up with other screening proposals; otherwise the City would not be able to support it.  
Buildings need to be dressed up in all areas where it is visible to keep the uniformity.

*Motion by Community Development Director Ed Williams to have the applicant revise and resubmit addressing all City Staff conditions for the PID Rezoning for another full DRC review cycle. Assistant City Manager for Public Services Cochran, seconded; the motion carried unanimously 5-0.*

10:59 am Break in Meeting  
11:01 am Meeting resumed

**Agenda Item #7:**

**Cambridge Home I.D.E.A's – Minor Site Plan**

Dillard Street North - 27

Lakeview Investments, LLC

Nick Asma (Lakeview Investments), Julie Scott, Joan Carson, and Barbara Gold (Cambridge Home I.D.E.A's), applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

**PLANNING**

13. **All parking spaces shall be paved. No gravel parking will be allowed.** Modified: parking spaces should be clearly delineated.

14. **A new sidewalk shall be installed along Dillard Street from the driveway to the south property line.** Deleted.

*Motion by Economic Development Director Tanja Gerhartz to approve the Small Scale Site Plan. City Engineer Art Miller, seconded; the motion carried unanimously 5-0.*

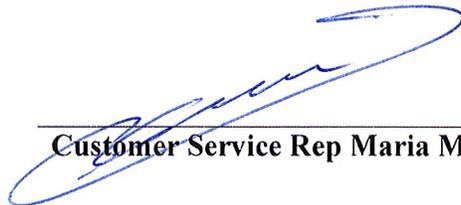
**ADJOURNMENT**

There being no more business to discuss, the meeting was adjourned at 11:11 a.m. by Chairman/Community Development Director Ed Williams

**APPROVED:**

**ATTEST:**

  
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Chairman Ed Williams

  
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Customer Service Rep Maria Michaud