WINTER GARDEN

CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
May 29, 2013

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, May 29, 2013 in the City Hall Commission Chambers.

CALL TO ORDER

Chairman/Community Development Director Ed Williams called the meeting to order at 10:04 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, and Assistant City Manager for Public Services Don Cochran

ABSENT

Economic Development Director Tanja Gerhartz

Others: City Attorney Kurt Ardaman, Assistant City Attorney Dan Langley, Senior Planner Steve Pash, Senior Planner Laura Smith, Planner II Kelly Carson and Customer Service Representative Maria Michaud.

APPROVAL OF MINUTES

Agenda Item #3:

Approval of minutes from regular meeting held on May 15, 2013.

Motion by City Engineer Art Miller to approve the above minutes. Seconded by Building Official Skip Lukert, the motion carried unanimously 3-0. *(Assistant City Manager for Public Services Don Cochran was not present at meeting for this vote.)*

10:05 am No break in Meeting – move to Agenda Item #4

DRC BUSINESS

Agenda Item #4:
Oakland Park– Minor Site Plan
Oakland Avenue E - 15241
Lake Apopka 2012, LLC

John Rinehart from Crescent Resources, Applicant for the project, was in attendance

10:07 am City Attorney Kurt Ardaman arrived late to meeting
10:09 am Assistant City Manager for Public Services Don Cochran arrived late to meeting

SITE SPECIFIC COMMENTS

1. **The asphalt approach aprons on Oakland Avenue and the West Orange Trail crossing do not indicate their length – 100 foot minimum is recommended to prevent tracking of soil onto the adjoining paved surfaces.**
   Applicant brought copies of the set of drawings in response to this item, where it is noted down as a 100-foot apron. Applicant mentioned this had been an oversight to begin with.

2. **The connection of the stabilized road into Lake Brim Drive/Easley Avenue shall also have a minimum 100 foot asphalt apron to prevent tracking of soil onto those paved streets**.
   Applicant brought copies of the set of drawings in response to this item, where it is noted down as a 100-foot apron.

3. **Provide FDEP NPDES NOI is the disturbed area is 1.0 or more acres.**
   Applicant will submit the NOI from FDEP at the preconstruction meeting.

4. **Provide either a signed and sealed Engineer's cost estimate or executed construction contract for determination of the Engineering Inspection fees (2.25%).**
   Applicant will give City Staff the estimate once they receive specific costs from their contractors.

5. **Owner is responsible for obtaining approval for the crossing of the West Orange Trail.**
   Applicant has called the County, spoken with the Staff and tried to get a hold of Bill Thomas to set up a meeting to figure out what they want, what their review process is going to be on this Trail crossing and if there are any changes. In case there are, then Applicant will resubmit those back to the City.
   Applicant had a question based on conversations with some City Staff, since they have proposed this crossing, as a 4-way stop intersection and they understand the City is modifying those to remove the stop signs for the trail, Applicant wants to know if that's something the City wants them to do. If so, Applicant would like to know that before they get into discussions with the County.
   City Engineer Art Miller acknowledged that's been discussed and Senior Planner Laura

Smith mentioned the City has not initiated that at the other crossings yet. Applicant will go forth with this plan which is a 4-way stop consistent with their plan.
Senior Planner Laura Smith mentioned that if the City proceeds with eliminating them, there would be additional signage that's put in place, but at this point that additional signage is not known.
If that happens, Applicant will be glad to comply however the City feels appropriate.

STANDARD GENERAL CONDITIONS

10. **Fencing, if proposed, shall meet all City requirements for height, type, etc. Chain link fencing shall be vinyl coated per Code. All construction shall conform to City of Winter Garden Standards, Specifications and Ordinances.**
There is an existing fence that was installed a couple of years ago for security on Oakland Avenue and the Applicant's intent is to leave that fence in place and then to take out that section where the access is, and to pull that in as shown on the plans and put the gate back so there's some stacking space and they are going to use the same wire fence there.
City Engineer Art Miller asked if they were considering that temporary. Applicant responded in the affirmative, this is temporary for the construction.

13. **After final plan approval, a preconstruction meeting will be required prior to any commencement of construction. The applicant shall provide an erosion control and street lighting plan at the preconstruction meeting and shall pay all engineering review and inspection fees prior to construction. Inspection fees in the amount of 2.25% of the cost of all site improvements shall be paid prior to issuance of the building permit.**
Applicant stated that they were not proposing putting street lighting on the temporary construction roads because most construction occurs between 7am to 6pm. City Engineer Art Miller stated this was a standard comment and would not apply in this case.

Motion by City Engineer Art Miller to approve the Small Scale Site Plan as provided; Applicant will provide 5 full size site plans to Senior Planner Laura Smith. Building Official Skip Lukert, seconded; the motion carried unanimously 4-0.

10:10 am Break in Meeting
10:12 am Meeting resumed

Agenda Item #5:
AutoZone –Site Plan
Walker Street - 1089
CPH Engineers, Inc

Josh Lockhart from CPH Engineers, Inc., applicant for the project was in attendance. The following items were reviewed and discussed.

SITE SPECIFIC COMMENTS

3. **Drainage outfall: The bubble-up discharge structure on Water Street is not acceptable. The outfall shall be piped to the existing structure to the west of existing mitered end section, filling the existing ditch.**

Regarding the drainage outfall, the ultimate outfall is the pond across Water Street. Orange County confirmed that it is their pond and is reviewing it, they will provide determination or a Letter of No Objection.

Applicant also had a question about the stormwater: He asked if they need something else other as far as pre-post for the 25-year, 24-hour storm event.

City Engineer Art Miller mentioned that the drainage calculations need pre-post 25/24.

Applicant said they have resubmitted drainage calculations every time.

Applicant does not have an issue with the comment about the bubble-up.

City Engineer Art Miller mentioned a discrepancy in elevations in the survey (112.98 vs 113.98)

4. **Utilities: Permit exemption from FDEP for water is acknowledged. NPDES NOI shall be provided prior to construction. Water and Sewer impact fees shall be paid prior to issuance of site or building permits.**

Applicant will apply for this.

STANDARD GENERAL CONDITIONS

9. **5' wide concrete sidewalks shall be constructed along all street frontages pursuant to Code. Existing sidewalks will be checked at completion and any damaged sections shall be replaced.**

They were not doing the 5' walks on the Water Street side as agreed to by City Staff.

PLANNING

16. **Signs – The signs shown on the plans do not meet code requirements. All signs shall meet code requirements and be reviewed at time of permit.**

As far as the signage, the last elevations that Applicant submitted showed that the signage didn't match the proposed that was approved. The proposed code changed (that was approved last week).

Senior Planner Steve Pash stated that the Applicant will have to submit for building permits for signs.

Applicant acknowledged and stated that the permits will be submitted separately.

17. **Turning Movement – The plans submitted by the applicant for the turning movement do not show an accurate movement for a WB-67 truck as indicated. Analysis done by the City indicates that WB-50 and WB-62 cannot maneuver on site. Applicant shall revise site to accommodate delivery vehicles.**

On the Turning movement, the default truck that Auto zone would use is a WB-67, that would be the maximum Auto zone would use…sometimes they do use a 50 or a smaller one. Community Development Director Ed Williams questioned why the 67 works when the 62 and the 50 don't. Applicant stated that in their model the truck comes in the site, backs in, makes a few adjustments and comes back out.

Community Development Director Ed Williams mentioned that Fursan with Pegasus Engineering ran the model for the City as a consultant and (according to their model) they're not going to fit there. Community Development Director Ed Williams requested that Applicant's engineers prove to the City and to Pegasus that this works and recommended project not be approved at this point until Applicant gets that to work

Applicant asked if there was any standard for the City as far as how this model is supposed to be shown: Community Development Director Ed Williams stated the Applicant should not use the public right of way for parking and maneuvering area; if Applicant's vehicles have to maneuver in oncoming traffic lanes, that's not going to be approved.

He clarified that Fursan uses the standard DOT approved turning radiuses for each of the vehicles on the site. They ran a number of different sizes to see what was going on there and they're coming up with different information than Applicant has.

City recommends Applicant meet with Fursan of Pegasus Engineering and either someone from planning and engineering to find out what the differences are and how to resolve them. Applicant requested contact information for Fursan and said he would get in touch with him.

Applicant wants to open up a radius off of the road – City Engineer Art Miller suggested that Applicant could request the City Manager to waive drive way requirements 5 or 10 feet towards Colonial to open it up, but this would change other things in the site plan.

Applicant asked if they can resubmit back quickly, can they be scheduled for the Board Meeting on June13, 2013? Community Development Director Ed Williams stated that it would have to come back to another DRC meeting first for the Applicant to show that everything works. Next DRC meeting is on June 12, 2013 – the day before the Board Meeting on June 13, which would be difficult.

Senior Planner Laura Smith proposed holding an additional DRC meeting the following week on Wednesday, June 5, 2013. Community Development Director Ed Williams agreed if Applicant had resolved everything with Fursan by Monday, June 3, 2013. If not, it would be pushed back two weeks; instead of City Commission on June 13, 2013 it would be June 27, 2013.

Motion by City Engineer Art Miller to place the Site Plan on the next available DRC meeting (which will be next Wednesday, June 5, 2013), provided the applicant resubmits special needs addressing all City Staff conditions within 3 days following this meeting (by noon on Monday, June 3, 2013). Building Official Skip Lukert, seconded; the motion carried unanimously 4-0.

10:32 am No break in Meeting

10:33 am Meeting resumed

Agenda Item #6:
Crooked Lake Preserve UVPUD f/k/a Cra-Mar Groves - Rezoning UVPUD
Marsh Road - 16303
June Engineering Consultants, Inc.

Jimmy Dunn and Jeffrey Sedloff from June Engineering Consultant, applicants for the project were in attendance. The following items were reviewed and discussed:

City Engineer Art Miller stated that all engineering comments are basically going to be conditioned to approval.
Applicants are aware of that and were in agreement will all Engineering comments, and had comments on the following:

ENGINEERING

2. **Utilities: As discussed, the project will need to install a minimum 16" water main, 12" sanitary force main, and a 12" reclaimed water main on Marsh Road to serve the development. These lines will need to be extended to proposed or existing stub-outs near the intersection of Avalon and Marsh Roads, at the Developer's expense – coordinate with the Waterside development immediately to the west. Participation in cost-sharing with other developments will be required as discussed at DRC.**
Applicant had a comment about the utility cost share agreement they've been working on with Centerline (the Developer's agreement). Applicant has had a couple of meetings with them and is now waiting for a response back from them.

PUBLIC SERVICES

19. **Per section 22.5, item #5 of the City's Utility Specifications, a permanent generator shall be required at the lift station due to the close proximity of the lift station to the wetland.**

Applicant inquired about having a generator on the lift station.

The City's concern is if it overflows it can go into the wetland – Applicant mentioned that normally they have this one foot above the road, so if anything it would drain to the road, so it wouldn't go into the wetlands. Applicant would have something that would not get used.

City Engineer Art Miller stated that the code states that within 200 ft of an environmentally sensitive area you have to have a generator and that the City is actually looking at changing the whole utility specifications requirement on all the stations.

Applicant asked why this is needed. Assistant City Manager Don Cochran commented that

generators are used frequently during the summer months, as power goes out quite often during the thunderstorms.

PLANNING

20. In response to DRC Comment # 28 of 4/15/2013 "Detailed landscape/buffering plans should be provided including proposed perimeter walls/fencing/landscape buffering" applicant stated that Hickory Hammock (east) has provided a wall and 25' buffer and Waterside (west) has provided 25' landscape buffer. Applicant must request a waiver and provide justification of request for waiver if they are seeking relief from matching the buffering provided by neighboring developments.

Applicant questioned the purpose of the buffer and considers it excessive.

Community Development Director Ed Williams stated that a buffer would make the project very attractive, and would make the area very desirable. Senior Planner Laura Smith suggested Applicant works with the neighboring properties to agree on the size of the buffer.

Applicant questioned matching the 25' buffer from the neighboring community. City Staff proposed they work with each of their neighbors to work this out.

Senior Planner Laura Smith stated that there is buffer not showing on the east and west side of the south property. Applicant acknowledged that they will review..

22. REPEAT COMMENT: Participation in utility extension agreement with Waterside on John's Lake (property to west) and Hickory Hammock (property to east) will be required prior to any public hearing for rezoning to UVPUD.

Applicant asked if there's a way to go around getting the agreement complete prior to public hearings and instead put a condition in the zoning that requires the agreement be complete. City Attorney Kurt Ardaman stated that there was a meeting about this, with the understanding that this was going to be a condition going forward and thought this had been dealt with.

Applicant mentioned they had a phone conversation and an office meeting with Centerline and were waiting to hear back and that the holdup may be related to the final numbers.

Community Development Director Ed Williams mentioned that if Centerline is causing a delay then the City would try to assist to get it resolved.

STANDARD GENERAL CONDITIONS

Applicant inquired about deadlines and timing if they turned the plans around quickly, with regard to getting on the P&Z agenda for June.

Senior Planner Laura Smith stated that she needs to advertise Agenda items for the P&Z for the July 1, 2013 meeting 2 weeks prior, which means Applicant needs a recommendation 2 weeks prior to be on that meeting's agenda.

Motion by Community Development Director Ed Williams to continue until Applicant gets their information resolved. City Engineer Art Miller, seconded; the motion carried unanimously 4-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:50 a.m. by Chairman/Community Development Director Ed Williams

APPROVED:

Chairman Ed Williams

ATTEST:

Customer Service Rep Maria Michaud