



WINTER GARDEN
CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
July 24, 2013

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, July 24, 2013 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Chairman/Community Development Director Ed Williams called the meeting to order at 10:03 am. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Community Development Director Ed Williams, City Engineer Art Miller, and Assistant City Manager for Public Services Don Cochran; Building Official Lukert's designee Senior Planner Steve Pash.

Others: City Attorney Kurt Ardaman, Assistant City Attorney Dan Langley, Senior Planner Laura Smith, Planner II Kelly Carson and Customer Service Representative Colene Rivera.

ABSENT

Voting Members: Building Official Harold (Skip) Lukert and Economic Development Director Tanja Gerhartz

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on July 10, 2013.

Motion by City Engineer Art Miller to approve the above minutes. Seconded by Voting for absent member Building Official Harold (Skip) Lukert; Senior Planner Pash, the motion carried unanimously 4-0.

10:03 am Break in meeting

10:04 am Meeting resumed

DRC BUSINESS

Agenda Item #3: Alexander Ridge– FINAL PLAT

Avalon Road – 2203

Rob Bonin and Ben Gainer of Lennar Homes, LLC; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

2. **Payment for the Tilden/Avalon intersection improvements and other provisions of the Annexation Agreement shall be made pursuant to those agreements. (Based on previous payments made by Foundation Academy and Avalon Reserve, the Alexander Ridge South amount would be \$306,460.)** Amount was discussed and clarified. Applicants requested a breakout of fees that are owed. City Engineer provided them with detailed numbers for amount due.
3. **Five foot wide utility and drainage easements shall be added to each side lot line; minimum 10 foot wide utility and drainage easement required adjacent to street right-of-way. Although the response letter says this comment from Public Services was "noted", we did not see it called out on the plat.** Discussion took place regarding 5 foot wide utility and drainage easements required on each side lot line pursuant to City Code. Applicants expressed concern about placement of easements on side of lots regarding possible future use. Concern was for holding the Utility Company to a strict standard to return the lot grading back to the original condition. City Staff emphasized that the developers and HOA will have to set guidelines to ensure that should side lot easement area be disturbed for future improvements, then they will have to hold the Utility company to these guidelines/ standards. Pursuant to Section 110-203 of the City Code, the City Engineer determined that these easements were necessary and shall be so noted on the plat prior to recording.
4. **Repeat Comment: Since the Phase 1 construction will result in 2 dead-end street sections, provide temporary cul-de-sac easements on Sheet 5, west of Lot 61, and on Sheet 12, south of Lots 118/168. 50 foot minimum easement/R/W radius, 40' minimum pavement radius. The temporary easements can either be shown on the plat or via separate instrument.** Discussion took place about how to implement this "temporary easement" since the development is being platted as a whole development but the developers are building in phases with Performance Bond in place for future phases. City and Developer's legal counsel will work on wording the easement language and submit separate instruments, including legal description and sketch for the two easement agreements.
7. **City Attorney shall review and approve the Dedication, HOA/CCR's, and Surveyors Notes for maintenance responsibilities and City's ability to lien individual lot owners if City performs maintenance, etc. See City Attorney's comments.** Staff was good with the above documents that were submitted previously, but will need to review any revisions being proposed by Developers once submitted.
10. **Maintenance Bond: A maintenance bond or letter of credit is required in the amount**

of 20% of the cost of the Phase 1 improvements and shall comply with the City's ordinance concerning duration (2 years from Certificate of Completion). This item can be delayed until the improvements have been installed as a condition of issuing the Certificate of Completion. Based on the latest pay application received by the City, the Phase 1 costs are \$3,377,718.23 and the maintenance bond amount would be \$675,543.65. Applicants requested clarification on when City will need to review the Maintenance Bond and determined that applicants will need to submit this as soon as possible.

LEGAL

20. **See attached memorandum from Dan Langley, City Attorney.** Discussion took place about the Quit Claim Deed; City Manager has final approval but wording for this document is still being addressed.

Motion by City Engineer Miller to place the revised Final Plat on the next available City Commission meeting provided the applicant resubmits revised plans addressing all City Staff conditions within 2 days following this meeting (by noon on Friday, July 26, 2013); Community Development Director Williams made an amendment/clarification that the developer is to have all items submitted by noon Friday, July 26, and Staff is to have their reviews and comments completed by the following Friday, August 2. The amendment was accepted by City Engineer Miller; the motion was seconded by Community Development Director Williams and the motion carried unanimously 4-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:35 a.m. by Chairman/Community Development Director Ed Williams.

APPROVED:

ATTEST:

For 
Chairman Ed Williams


DRC Recording Secretary, Colene Rivera