



WINTER GARDEN

CITY OF WINTER GARDEN DEVELOPMENT REVIEW COMMITTEE MINUTES October 2, 2013

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, October 2, 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 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 Director of Operations Mike Kelley (representing Assistant City Manager for Public Services Don Cochran)

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

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on September 18, 2013.

Motion by City Engineer Miller to approve the above minutes. Seconded by Building Official Lukert, the motion carried unanimously 4-0. (Economic Development Director Gerhartz not present at meeting during this vote.).

10:03 am Break in Meeting
10:05 am Meeting Resumed

DRC BUSINESS

Agenda Item #3: Oakland Park Phase 2B – CONSTRUCTION PLAN APPROVAL

Oakland Park Blvd – 866
Lake Apopka 2012, LLC

John Classe of Crescent Communities, Richardo Montalvo of Dewberry/ Bowyer-Singleton and Scott Stearns of Dewberry/ Bowyer-Singleton, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

1. **The expanded Off-site Interim Pond will require amended drainage easement prior to or with final platting.** Applicants will adjust the drainage easement for the pond size.
2. **Address the drainage on the north side of Lots 201 – 208 adjacent to the West Orange Trail. Will this be swaled?** Discussion took place on this comment. City Staff is concerned about the water flow along the front of the lots and applicants were not planning to address the grading of the existing swales along this area and the swales on the existing trail right of way. City is requesting to see cross sections of these lots along the trail with details at various locations along these lots. Applicants presented some rough concept renderings of this phase and will present formally once further developed. Also discussed the development's park as part of this phase; applicants requested to bond this aspect of the project and discussed timeline for the park.
3. **There is a Temporary Drainage Easement shown crossing this parcel from SE to NW. How will this be addressed?** Applicants stated that this would be vacated with plat and will clear up on the plans.
4. **The over-excavation area shown on Sheet 9 around lots 207-208-209, will require an Engineer's signed and sealed completion report (i.e. Terracon) prior to issuance of the C of C.** Applicants understand and will comply.
 - **Sheet 10 – general comment: this drawing is very busy and hard to read; suggest separating the storm and underdrain from the utilities and/or use a larger scale. Underdrains need to be shown on profile.** City Staff is requesting larger size of plans to be able to read easier and separate various aspects so that they are simplified and clearer to read. City Staff requested separate profile sheet with storm and underdrains with details, and then a second sheet with Utilities (water, reuse, sanitary). Too much detail to be all combined and applicants will clean up the plans and scale back.
 - **Sanitary manholes require minimum 5 foot depth (S5).** Applicants are requesting 4' manhole for consideration to minimize the amount of grade and land fill. Staff requested that they submit detail for review and consideration by Don Cochran and Mike Kelley, and definitely include a flat top style manhole.
 - **Explain how the existing sanitary laterals, mains, etc. are to be abandoned (Note #3); show their locations. The plan shows each lot will have a single sanitary lateral instead of using doubles(?).** Discussed pro and cons. City Staff explained why city uses doubles and requesting development keeping single sanitary lateral to a bare minimum and will need to review the details of which lots are being proposed as single lines for consideration only. Suggested that applicants review the location and positioning of transformers and expressed that City prefers the double lines for long term maintenance ease.
 - **Show top and invert elevations on the storm and sanitary structure table.** Will

comply.

10. Alleys: to be maintained by HOA; Alley or Lane pavement width shall be 12' minimum, one-way only – as shown. Discussion took place about having this be a 2-way alley and 16' wide concrete; staff will review this and get back to applicants on this proposal; applicants confirmed that these alleyways would be maintained by the HOA.

Economic Development Director Gerhartz arrived late at 10:23 am to meeting

11. 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 except where lots are served by a rear alley). This comment was discussed and clarified.
12. 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. Discussed various trees on this phase that applicants are planning to remove. Staff requested that applicants review lot positioning to see if they can save the 25" and 30" larger oak trees if possible. Applicants will review the tree removal plan again and follow up with Senior Planner Pash.

PUBLIC SERVICES

17. Please revise the pavement width of the alley to 16' adjacent to lots 207, 208, and 209. The 12' wide alley is not adequate for the solid waste vehicles. Applicants requested to expand the surface area to 16' in the 20' easement and leave the right of way alone.
18. The minimum storm sewer pipe size shall be 18". Please revise. City Staff advised applicants to review the Roadway specs for this requirement.
19. All water mains and reuse mains shall be 8". Applicants will need to follow up with City Assistant Manager for Public Services on this concern and side bar discussions on this comment as they are requesting an alternate size of water mains and reuse mains from the City Standard.
21. Delete all 2" blow off on the reuse main. Applicants were requesting to keep the blow off on one particular lot back side and this same lot already has a hydrant on the front of the lot. City Staff requested that they look to see if this could be connected or have a looping in the line. Applicants will review this and present alternate option.
24. All existing sewer lines that are to be removed shall include the removal of the sanitary manholes, the sewer main, and the sewer laterals. Applicants agreed to remove as requested in this comment.

Applicants and staff confirmed that all wooden dumpster were removed off site and that the condition of development have been returned to prior condition from event last weekend. City

Staff will conduct random inspections to ensure that condition of the development are maintained to the standard that is acceptable to the City.

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

Agenda Item #4: Decorative Concrete Experts – SMALL SCALE SITE PLAN

APPROVAL

Smith Street – 313

Jimmy Gillman – Central Florida Landscape Solutions

Jimmy Gillman of Central Florida Landscape Solutions and John Kirby of Kirby Engineering, LLC applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

2. **The grading plan shows stormwater runoff being directed to the northeast corner of the site, onto private property. Revise grading to direct stormwater runoff to the street, not to adjacent parcels.** Applicant will address this comment and comply.
4. **The survey shows the property boundaries as 100' X 65', but the site plan shows 100' X 75' as part of the occupied area is within platted right-of-way. This right-of-way area cannot be used unless it has been vacated by the City.** Applicants assured City Staff that they were working off of the property boundaries of 100'x 65'. They also requested advisement on process to request vacation of the 15' easement space. City Staff explained there is a very detailed procedure for this request and applicant will submit vacation request.

PLANNING

7. **All parking and drive aisles are required to be paved.** City Staff confirmed that applicant will have to pave the parking and drive aisles and maintain the under the 4,000 feet requirement.
8. **Architect plans for structure which will function as the cover for the storage area were not included with the Site Plan. Provide 4 side color elevation of proposed structure.** Applicant explained that he is planning to use this proposed storage area as parking for one vehicle and as protected storage area for his small skidded equipment. City Staff advised that this storage area will need to be built to an acceptable standard (something more than just a metal roof carport) that is consistent with the architectural look of the existing building as advised that this area will need to be screen from neighboring view with slatted fencing and preferred enclosure of the proposed storage area but at a minimum 3 sides will need to be enclosed.
10. **A number of variances will be necessary to develop this property for industrial use:**
Discussion and clarification took place about the number of variances for this project.
 - a. **the covered storage area does not comply with the minimum side or rear yard**

requirements. Applicant understands that they would need to submit for a request for variance.

- b. required yards may not be used for off-street parking or for the storage of materials. City Staff explained that this is a city standard and clarified this comment.
- c. The structure for the covered storage area must be separated from the principal structure by a minimum of ten feet, also walls shall not exceed nine feet in height, and roof peaks shall not exceed 12 feet in height. Applicant understands that they would need to submit for a request for variance.
- d. Each parking space shall be a minimum of 180 square feet, with minimum dimensions of nine feet by 20 feet. Applicant understands this request for variance and will try to work on parking space dimensions to see if they can make the 9'x20' work prior to requesting this variance allowance.

City Staff has advised applicants that they need to address Code Enforcement violations for this property concerning piles of debris, loose gravel piles and overgrown grass. Applicant was also advised that since the proposed structure is a separate building and that they would need to incorporate an ADA compliant restroom facility. Discussion took place about footage requirements for separation of existing building and new structure.

Motion by City Engineer Miller to place the Small Scale Site Plan on the next available DRC meeting provided the applicant resubmits revised plans addressing all City Staff conditions, along with the Variance Applications, within 2 days following this meeting (by 5:00 pm on Friday, October 4, 2013). Building Official Lukert, seconded; the motion carried unanimously 4-0. (Economic Development Director Gerhartz was not present at the meeting for this vote).

10:38 am Break in Meeting
10:39 am Meeting Resumed

Agenda Item #5: Alexander Ridge Recreation Tract – SMALL SCAL SITE PLAN
APPROVAL

Avalon Road – 2203
Lennar Homes, LLC

Luke Classon of IBI Group, Inc applicant for the project was in attendance for discussion.
The following items were reviewed and discussed:

10:48 am Economic Development Director Gerhartz returned to meeting
10:49 am Building Official Lukert left meeting

ENGINEERING

- 4. 6" sanitary sewer lateral shall be SDR 26 PVC, 1.00% minimum slope. Water and sewer impact fees shall be paid prior to issuance of building permit. Coordinate with Utilities Department. Applicant will side bar with Utilities

10:53 am Economic Development Director Gerhartz left meeting

- 6. Repeat comment: The location and size of the driveways do not meet Code. Driveways

within residential areas must be at least 15 feet from the point of curvature of the intersecting roadway. Move the driveways 15' east, to provide 15' from the curb cut (as defined in Code) to the point of curvature of the intersection. Applicant will comply with this comment.

Motion by City Engineer Miller to approve the Small Scale Site Plan, provided the applicant resubmits revised plans addressing all City Staff conditions to the Planning and Zoning Department within 2 days following this meeting (by 5:00 pm on Friday, October 4, 2013). Assistant Director of Operations Kelley seconded; the motion carried unanimously 4-0. (Economic Development Director Gerhartz was not present at the meeting for this vote).

Agenda Item #6: Black Lake Preserve - PUD

Siplin Road - 14362

Hanover Capital Partners, LLC

Ben Snyder of Hanover Land, Rick Perkinson of Hanover Land and Major Stacy of B&S Engineering Consultants applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

4. *A draft agreement between this project and the Mathews Grove project to the east has been submitted but has not been finalized or approved. The two projects will share in roadway and sanitary sewer facilities to (1) realign Siplin Road within the Mathews Grove project and (2) have a joint lift station within the Black Lake project. The City will need assurances that the improvements of one project affecting the other project will occur and be guaranteed by a surety bond or letter of credit in favor of the City, and that the right-of-way or easements needed will be provided. Outcome of Siplin Road with Orange County and title issues remain to be addressed.* Discussed Developer's Agreement for Siplin Road. Applicants inquiring if it would be the final construction plans that would not be approved or the PSP approval until this agreement is finalized? City Staff stated that this needs to be discussed and determined prior to zoning and preplat approval. City Staff proceeded to explain the city perspective. The city doesn't care about the financial terms of agreement between the two developments but do care about if one party moves forward and the other doesn't, they have the ability to do the lift station and road and if other party move forward and first party doesn't, they have the ability to do the lift station and the road. Suggested that this go into one agreement with all three parties agreeing and then this agreement would go into both projects. Stated that this can be two party agreement but City would need to review and approve.

10:55 am Economic Development Director Gerhartz returned to meeting.

5. *The "Primary Entrance" layout on SunRidge Boulevard will be pending the outcome of the Mathews Grove/Siplin Road improvements (see above). As discussed previously, this access could end up being a right-in only, with no exit depending on the above stated outcome.* Discussed the plan for how the applicant's plan to ensure that this is a right-in, right-out entrance only in the subdivision and ensure that the home owner's don't try to exit

the neighborhood from this entrance only area? Applicants will review their plan and develop a plan to make this extremely difficult for the property owners to go against the proposed entrance only plan. Need detail on plans somewhere and will become a condition of PUD.

10:56 am Building Official Lukert returned to meeting.

6. **5' wide concrete sidewalk will be required along the frontage of SunRidge Boulevard if not constructed with the road widening.** City Engineer will follow up with applicants if this aspect is covered in the road project agreement.
7. **The road stub-out location to the west is not approved. This location is very steep and likely will not be useable by the property to the west in the future and needs to be moved north.** Discussion took place about the location of this road stub-out. Applicants agreed to move this location to a usable location further to the north and will revise the plans accordingly.

PLANNING

16. **The lot mixture noted in the project information table references "Width & Length Lots" please provide clarification of what constitutes a "Width & Length Lot."** This was a typo and the applicants will correct it.
17. **The building elevations/renderings of proposed homes to be constructed within the proposed development are primarily 2-story structures. Rear elevations of 2-story product types shall include architectural features similar to those of the front elevation. One of the proposed homes (Baldwin) was noted as not meeting required setbacks, please clarify.** Clarified this comment and explained that the banding work needs to apply to the back side of the two story homes along the entrance area of the project and visible along Sun Ridge Boulevard. Applicants discussed the Baldwin home style and ensured that it will comply and satisfy the garage set back requirements.
18. **The perimeter fencing shown along the southern portion of the east boundary is identified as 6' tall vinyl coated chain-link; chain-link fencing is not permitted for subdivision perimeter fencing.** Discussed plan for perimeter fencing and confirmed that it will need to be aluminum type fencing with landscaping.
19. **Perimeter wall detail for the SunRidge Blvd frontage is labeled as brick or pre-fabricated brick. Please specify which type will be used. If pre-fabricated brick wall is used, then additional landscape material will be required.** Applicants confirmed that they will be using brick on the perimeter wall.

10:58 am Economic Development Director Gerhartz and City Planner Pash left meeting

Discussed Community Meeting scheduling and planning. Applicants inquired about the lift station details and requirements. They were informed that they could find these details on the City of Winter Garden website under forms – Public Services Department. Applicants will have to provide the plug for transformer of Lift Station.

Motion by City Engineer Miller to place the Rezoning on the next available DRC meeting provided the applicant resubmits revised plans addressing all City Staff

conditions within 2 days following this meeting (by 5:00 pm on Friday, October 4, 2013). Building Official Lukert, seconded; the motion carried unanimously 4-0. (Economic Development Director Gerhartz was not present at the meeting for this vote).

11:21 am Break in Meeting
11:23 am Meeting Resumed

Agenda Item #7: Family Dollar – DISCUSSION ONLY

11th Street – 111

BOOS Development

Wright Barrs of BOOS Development, Matt Clement of Boos Development and Robert Grassman of Creech Engineers, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

- Road Improvement on Plant Street
- Dumpster location on property of project
- Concern about turning point for truck traffic

11:26 am City Attorney Ardaman left meeting.

- Architectural look of building and addressing all sides of building
- Landscape buffer and amount of footage required for this project
- ISR
- Staff recommended that applicants submit both Site Plan and Variance at the same time for review and comments

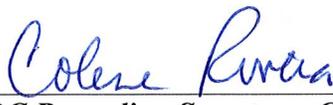
ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 11:53 a.m. by Chairman/Community Development Director Ed Williams

APPROVED:

ATTEST:


For Chairman, Ed Williams


DRC Recording Secretary, Colene Rivera