



WINTER GARDEN
CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
October 16, 2013

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, October 16, 2013 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Acting Chairman City Engineer Art Miller called the meeting to order at 10:01 am. The roll was called and a quorum was declared present.

PRESENT

Voting Members: City Engineer Art Miller, Building Official Harold (Skip) Lukert, Assistant Director of Operations Mike Kelley on behalf of Assistant City Manager for Public Services Don Cochran

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

ABSENT

Voting Members: Community Development Director Ed Williams, Economic Development Director Tanja Gerhartz and Assistant City Manager for Public Services Don Cochran

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on October 2, 2013.

Motion by Building Official Lukert to approve the above minutes. Seconded by Assistant Director of Operations Kelley, the motion carried unanimously 3-0.

10:02 am Break in Meeting
10:04 am Senior Planner Pash arrived late to meeting
10:05 am Meeting Resumed

DRC BUSINESS

Agenda Item #3: Galvan, Victor M – SMALL SITE PLAN APPROVAL

First Street - 43

Victor M. Galvan

The applicant for this project was not in attendance for discussion. This agenda item was tabled until further notice for a future meeting yet to be determined.

10:06 am Senior Planner Pash left meeting

Agenda Item #4: Hickory Hammock – CONSTRUCTION PLAN SUBMITTAL

Avalon Road – 1000

The Rylan Group, Inc and M/I Homes of Orlando, LLC

John Gilbert of Trammel Webb, Dave Kelly of Macintosh Engineer and Kent Foreman of Foreman Consulting, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

10:10 am Senior Planner Pash returned to meeting.

ENGINEERING

5. Lakefront lot grading requirements shall conform to the seven (7) notes on Sheet 10 and in the previous response letter, requiring engineered individual site plans for those lots. Any house requiring individual sewer pumps will be required to have permanent back-up power installed prior to issuance of the certificate of occupancy for the house. As noted on Sheet 23: "When sewage pumping is proposed, permanent onsite generators will be required by covenant." Staff explained this comment that the surveys per lot are usually submitted with individual house plans but if there is a discrepancy then builder will come back to developer to work out the details. City Staff pointed out the portion of this comment about individual sewer pumps will need a permanent back-up generator. Applicants understand this requirement and are working to limit the number of lots that will need individual sewer pumps but will provide the permanent back-up power to each of the lots that require sewer pumps.

12. Marsh Road shall be 4-laned with divided median/urban section across the project frontage as stated previously. Marsh Road typical section will require 120' wide R/W, 2" minimum asphalt thickness, minimum 12" soil cement base, 12" subbase; 10' minimum width bike trail shall be constructed on north side in lieu of 4' bike lanes on each side, to be coordinated with Orange County. Applicants inquired about timing of Marsh Road; City staff replied that it is coming sooner than later. This comment will remain as a comment to developers per the Developer's Agreement. Staff advised that applicants hold off on landscaping and sidewalk construction and place the money in a bond to use once this aspect is ready to go.

18. Streets G & I – 20' wide pavement required for parking on the one-way sections.

Applicants inquired about this comment since this two-way and is 24'. Staff will review this and perhaps this is an old comment that didn't get updated.

20. Lot 374, etc. – rear drainage easement widths shall be reviewed on final construction plans/plat; may need to be increased depending on pipe size, etc. City staff will check on this comment and may have changed with updated submittals. Confirmed that new lot number is 47, staff will review again and update comment. Discussed pipe length and depth as well as easement width. Staff will follow up on this comment.
21. Since 5 lift stations are proposed for the 490 unit development, the Developer shall provide the City Utilities Department one (1) permanent generator at Lift Station #1 and two (2) portable generators prior to final completion. Size and voltage of the portable generators shown on Sheet 92A need to be sufficient to run lift stations #3, #4 and #5 that have 30 hp and 47 hp pumps. Generator requirement shall be included in the Development Agreement (see below). Lift station tracts shall be conveyed fee simple via warranty deed to the City of Winter Garden. Lift station panels shall be constructed in accordance with the City's latest specifications including SCADA installation. Coordinate with Utilities Department for updated details. This comment was discussed and clarified. Applicants clarified that they have approved for 500 unit and have 490 units in development.
32. Prior to construction, a preconstruction meeting shall be held with representatives of the City, Progress Energy, CenturyLink, BrightHouse, the Owner, Design Engineer, Contractor and Developer. Plans for street lighting, erosion and sediment control shall be submitted at that time, as well as payment of all engineering review and inspection fees. Fees will be based on 2.25% of either an engineer's certified cost estimate or executed construction contract, subject to review by the City Engineer. Engineering review fees are based on actual costs incurred by the City per code. Preconstruction meeting will not be scheduled until the design of the street lighting plans has been initiated by Progress Energy (submit letter from Progress Energy). Staff clarified this comment and explained that City needs to review and approve street lighting plans prior to installation.

PUBLIC SERVICES

33. Extent the under drain in the right of way to front on all sides of retention areas where they border the street. Applicants requested staff to define "immediately adjacent" to the street. City Staff clarified what area of ponds in the plan need to be addressed and clarified that this would need to be addressed with plans moving forward.
34. I do not see any elevations for the tie-ins for under drains into the storm sewer inlets. Please ensure that the inverts for all under drains are higher than the control elevations in the retention pond. Applicants will fix and adhere to this comment.

35. The finished floor elevation for lots 69-78 and 83-88 are lower than the top of lift station 1. This will be a side bar discussion with Public Services Department to work out these details.

37. The minimum depth for sanitary manholes is five feet. Please revise SM1-32, SM1-41, and SM1-40. Applicants will address this concern.

STANDARD GENERAL CONDITIONS

51. 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 site or building permit (less what has already been paid). City Staff emphasized that applicants need to submit Street Lighting plan to Public Services for review and approval of the plans prior to construction.

Motion by Senior Planner Smith to have the applicants revise and resubmit for another full DRC review cycle. Assistant Director of Operations Kelley, seconded; the motion carried unanimously 3-0.

Agenda Item #5: Hickory Hammock – PRELIMINARY PLAT APPLICATION

Avalon Road – 1000

The Rylan Group, Inc and M/I Homes of Orlando, LLC

John Gilbert of Trammel Webb, Dave Kelly of DWMA and Kent Foreman of Foreman Consulting, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

2. All construction shall conform to current City of Winter Garden Standards and Specifications. The typical sections shown on Sheet 2 do not comply for roadway base thickness, etc. The modified curb and gutter detail shall have a minimum 12" gutter width.

Typical Section: Right-of-way width shall be a minimum of 50 feet with minimum roadway pavement width of 24' as required by City Code (12' minimum each lane); 16' minimum lane width for any divided portion (additional width may be required if parking is allowed); 18" of clean fill with no more than 5% passing a #200 sieve required under the subbase (show on typical section); 98% density required on all compaction; 2" minimum asphalt thickness; 10" minimum soil cement base thickness; minimum 24" wide concrete curb and gutter required; 5' wide concrete sidewalks required on both sides of street; minimum 10' wide drainage and utility easements required adjacent to all rights-of-way. All construction shall meet City of Winter Garden requirements for drainage, roadways and utilities. City Staff explained that this is a standard

comment and main point of comment was that the plans were showing 6" base. Applicants stated that this was old and that they would update this on the plans.

5. Since 3 (or possibly 4) lift stations are proposed for the 490 unit development, the Developer shall provide the City Utilities Department two (2) portable generators prior to final completion, due to the overall development size. Size and voltage of generator to be determined at final plan stage – generator requirement shall be included in the Development Agreement (see below). Lift station tract shall be dedicated fee simple to the City of Winter Garden. Again applicants just wanted to clarify that they have been approved for 500 units but the plans have 490 units.
7. Water and sewer impact fees shall be paid pursuant to City Code prior to approval of subdivision plan and City execution of FDEP permits. Review and approval by Fire Department required. This comment was clarified and the common area irrigation fees were explained that they are determined and based on meter size.

PLANNING

11. Phasing is shown in the Pre-Plat Plans, however the notes state that phasing will be determined through the final Engineering Plans. Clarify whether the Phase lines shown in the Pre-Plat are the official Phase lines. Applicant stated yes to this question and City staff requested that applicants reflect this on plan notes on future submittals.
12. Provide lot size mixture table. Applicants had a plan sheet that reflected lot size mixtures and will add this sheet to the revised set of plans. Staff explained that this will help with the phasing staging as well.

PUBLIC SERVICES

14. There appears to be a discrepancy between the 100 year flood elevation for Johns Lake (99.7') and the 100 year flood line depicted on the plans. Please review. How does this affect your compensating storage calculations? Applicants explained that this is based on differences between actual established elevations and the flood map overlay; City Staff were OK with this direction.

FIRE DEPARTMENT

17. Any community, if gated, shall require a Click-2-Enter device to be installed on any and all automatically controlled gate(s) to allow emergency vehicle access. In addition, all gates shall be equipped with a battery backup system which will allow gates to open and remain open due to a power failure. Please submit information on secondary means of entry i.e. Keypad. City Staff explained that this is a Fire Department standard comment. Discussion of an emergency crash gate had been included on past plan submittals, and applicants are being requested to include this aspect in revised submittal plans.

18. 13 D Sprinkler System Requirements for Townhomes

- a. *A sealed set of drawings by a Fire Protection Engineer shall be submitted to the Fire Department showing layout of sprinkler supply, prior to infrastructure.*
This is standard comment.
- b. *The 13 D sprinkler system shall be a dedicated system and supplied by a minimum of two inch service line with an RPZ valve.* Applicants inquired if these are standard City comments? Staff explained yes, this is standard comment and needs to be included in townhomes when there are 3 or more units side by side. Clarified that this is not townhome specific but based on number of attached units. Staff recommended that applicants get with Fire Department for specific questions or concerns.

Also discussion took place about Phase 1A plat situation and explained that all communications need to be routed through the Planning Department contact. Discussion took place on the latest pay application to determine performance bond status and ensure that everyone was on the distribution list of communications.

Motion by Senior Planner Smith to have the applicants revise and resubmit the Preliminary Plat for another full DRC review cycle. Building Official Lukert, seconded; the motion carried unanimously 3-0.

10:37 am Break in Meeting
10:38 am Meeting Resumed

Agenda Item #6: Reserve at Carriage Point Phase 2 – FINAL PLAT APPLICATION

Davenport Road
Taylor Morrison of Florida, Inc

Alex Madison of Taylor Morrison, Chris Tyree of Taylor Morrison and Bill Dowley of Dewberry, Boyer and Singleton, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

City Staff confirmed with applicants that the original bonds were received for this project.

ENGINEERING

- 10. *Approval of Certificate of Completion will be contingent upon having all improvements, fire protection, street lighting, street signs and regulatory signage and striping installed, approved and accepted by the City of Winter Garden. Other than for model homes as specified in Code, no additional building permits and no certificates of occupancy will be issued for any structure until the Certificate of Completion for the Infrastructure has been issued.* City Staff explained that no C of C can be issued for phase 2 until after street lights are installed and operating but probably can issue building permits.

SURVEYING

15. The word 'Detail' and a scale should be applied to the Northwest corner of lot 84, sheet 3. Applicants will switch out this mylar sheet to reflect the word "detail" and a scale will be applied.

LEGAL

16. Pursuant to Fla. Stat. § 177.041(2), every plat submitted must be accompanied by a title opinion or title certification for which we received a copy that was prepared by Chicago Title Insurance Company. However, the title certificate needs to be certified to the City of Winter Garden and to Fishback, Dominick, Bennett, Ardaman, Ahlers, Langley & Geller LLP; please submit a corrected title certificate. Also, an update of this title opinion must be provided within thirty (30) days prior to final plat recording. Applicants inquired about only thing left to do is update the title opinion to reflect Dominick Fishback on the TL. City Staff confirmed applicants need to certify to the City of Winter Garden. Applicants will get this to staff by Friday, October 18, 2013.
19. We have not been provided with a copy of the Statement Of Lien Settlement Requirements For Current Year Of Payable Taxes, Tax Sales, and Capital Improvements. Please provide to us for review. The original executed form must be provided to the City prior to scheduling the final plat for approval. After plat approval, please provide the original Statement of Lien Settlement to my office for plat recording purposes. Applicants have requested this and will get to City staff in a few days.

Discussed insurance certificate submitted and will be pulled from other document and ensure that it covers everyone. Applicants will adjust and comply if needed for insurance certificate. Also discussed impact fees and payment schedule, Duke Energy street light plan and sold signs on lots in phase 2, timing of the review of performance bond documents, reviewed dates of revisions and submittals and then the scheduled dates of City Commission meetings.

Motion by Senior Planner Smith to approve the final plat conditioned on the applicant resubmitting all documents identified in the staff report within one (1) day at close of business on Thursday, October 17, 2013. Building Official Lukert, seconded; the motion carried unanimously 3-0.

10:46 am Break in Meeting
10:47 am Meeting Resumed

Agenda Item #7: Black Lake Preserve PUD – REZONING

Siplin Road- 14362

Hanover Capital Partners, LLC

Major Stacy of BAS Engineering Consultants, Ben Snyder of Hanover Capital and Rick Perkinson of HCP, applicants for the project were in attendance for discussion. The

following items were reviewed and discussed:

Applicants inquired about an update on meeting with City and Orange County regarding 8' right-of-way on Siplin Road. City Staff responded that Community Development Director Williams met with Orange County on this topic. Chairman Williams is out of office until October 31, 2013 but stated that the meeting was positive and just waiting on formal statement/ document from Orange County on this issue.

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.** Clarified this comment and explained that this will be a condition of the rezoning that needs to be resolved prior to preliminary plat approval. It will not hold up the rezoning but will stop applicants from going any further.

The Applicant's response states "...we understand until the agreement is finalized and the Siplin realignment is completed, the Black Lake project will not be cleared to begin sales." As stated above, approval of the preliminary plat, final construction plans, and final plat will not be granted until all of the above items (i.e. Agreement, etc.) have been completed and approved by the City. Sales of lots prior to final plat recording are prohibited. City Staff explained this comment just to clarify that project will not be cleared to begin sales until project gets approval of the preliminary plat, final construction plans, and final plat and all the agreements are finalized with the Developer's Agreement and approved by the City. City does not allow sale of lots prior to final plat being recorded. Pre-sales and model homes are allowed at a certain point and can be built up to a certain number based on Code but cannot be closed until all the above conditions are met.

- 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 shall be a right-in only, with no exit depending on the above stated outcome. Preliminary Plat and Final Construction plans shall address the City's concerns regarding residents using this as an exit.** City Staff emphasized that they are aware of this development's need to have U-turn availability from SunRidge to this development but it is not an exit and will need to be addressed at pre-plat and final construction plans.

Applicants informed City Staff that the Developer's Agreement will be finalized next week and the parties have been instructed to send to Assistant City Attorney.

Staff advised applicants that a Community Meeting needs to be set up during the weekday evening of October 28th, 2013. (October 29th and 31st not available as meeting dates) Applicants will come back with some available dates, so City can set this up and send out notices to Community.

Motion by Senior Planner Smith to approve the PUD rezoning for Black Lake Preserve contingent upon a Community Meeting being held prior to Planning and Zoning hearing, agreement being done prior to the preliminary plat approval and subject to all other staff conditions. Building Official Lukert, seconded; the motion carried unanimously 3-0.

10:55 am Break in Meeting
10:57 am Meeting Resumed

ADJOURNMENT

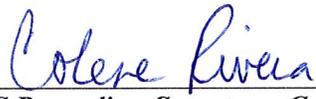
There being no more business to discuss, the meeting was adjourned at 10:58 a.m. by Acting Chairman City Engineer Art Miller.

APPROVED:

ATTEST:



Chairman, Ed Williams



DRC Recording Secretary, Colene Rivera