



**WINTER GARDEN**  
**CITY OF WINTER GARDEN**  
**DEVELOPMENT REVIEW COMMITTEE**  
**MINUTES**  
**November 6, 2013**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, November 6, 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 10:02 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

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

**ABSENT**

**Voting Members:** Economic Development Director Tanja Gerhartz

**APPROVAL OF MINUTES**

**Agenda Item #2:**

Approval of minutes from regular meeting held on October 30, 2013.

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

10:02 am Break in Meeting

10:04 am Meeting Resume

**DRC BUSINESS**

**Agenda Item #3: Waterside on John's Lake Phase II – CONSTRUCTION PLAN SUBMITTAL**

Marsh Road - 17001  
Standard Pacific Homes of Florida

Scott Stearns of Dewberry-Bowyer, Singleton, Bobby Johnson of Dewberry-Bowyer, Singleton and Sarah Maier of Dewberry-Bowyer, Singleton; Drew Abel of Standard Pacific and Clark Sprinkel of Standard Pacific and Robert Hutson of Thoh Development; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Assistant City Manager for Public Services Cochran arrived late at 10:05 am

City Staff inquired about why this development has not built a home on this site as of now? Applicants responded that the development company wants to upgrade the product for this development and make it a flagship standard for the company, so this process is taking longer than expected. City reminded applicants that new product design will need to go through City review process.

## **ENGINEERING**

1. **Proposed roundabout on Marsh Road: Per the last pre-plat review and DRC discussion:**

**Size and configuration will be determined at time of final engineering; radius, number of lanes, etc. shall safely accommodate traffic and be reviewed by the City's Roundabout Consultant. Additional right-of-way may be required. The roundabout shown on this preliminary plat is somewhat different than the one being constructed for Waterside 1 (no right turn lanes?). Final configuration shall be discussed. The roundabout plans are not approved at this time, pending review by the City's Roundabout Consultant.** Applicants inquired about the status of the roundabout study. Staff reported back that they have not submitted to the roundabout consultant. City Engineer will consult with City Manager about this specific roundabout plan if the roundabout consultant is needed based on previous roundabout study. City will get back to applicants on this topic.

**Add right turn lanes in both east and west directions per DRC discussion.** Applicants were advised to submit revised plans to include right turn lanes for the east and west bound sides.

3. **Williams Road Improvements: Williams Road south of Marsh Road shall be improved from the south property line of Phase B to Marsh Road, including 24' pavement width, left turn lane at Marsh Road, curbing and sidewalk. The section north of Marsh Road in Phase C shall be designed per City Standard (urban roadway) when construction commences on that phase.**

**Williams/Marsh Road Intersection (limited sight distance issue): Previous 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.** This comment was

discussed and clarified to applicants that based on phasing stages of this project the Williams Road improvements must be included as part of the final construction plan to bring this road up to City standard. City Staff suggested that applicants need to address wording of what will trigger this road improvement but advised that once traffic starts on this road the improvements need to be in place.

8. **Proposed 5 ft building setbacks will only be approved provided that no obstructions of any kind are allowed within the 5 ft setback area – staggered air conditioning equipment will be allowed, provided they do not impede the flow of stormwater within the drainage easement. Minimum 5 ft wide utility and drainage easements shall be provided on each side lot line.** City staff discussed for clarification that nothing would be placed or allowed in the 5 foot easement space. Applicants agreed that there would be nothing in the 5 foot easement space.
16. **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 potable water storage/pumping facility and future 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. Previous response indicates the process is ongoing and will be addressed in the DA, prior to the public hearing.** Applicants confirmed this comment and will comply. A separate meeting will be needed to outline what will be required in the Developers Agreement.
17. **The Fire Department and City Manager need to review the plan for a possible future fire station site (i.e. response times). Response indicates the process is ongoing and will be addressed in the DA, prior to the public hearing.** Applicants confirmed this comment and will comply. A separate meeting will be needed to outline what will be required in the Developer’s Agreement.

City staff inquired about status of this project with the Orange County School Board. Applicants replied that they have bought seats with the school board and are set for all phases of this project. City Staff advised applicants to stay ahead of this topic in light of school board meeting regarding overcrowding and building of relief high school.

***Motion by City Engineer Miller to have the applicants revise and resubmit the subdivision Construction Plans for another full DRC review cycle. Seconded by Building Official Lukert, seconded; the motion carried unanimously 4-0.***

10:18 am Break in Meeting  
10:19 am Meeting Resumed

**Agenda Item #4: Four Corners - UVPUD**  
Marsh Road - 17500

Scott Stearns of Dewberry-Bowyer, Singleton, Bobby Johnson of Dewberry-Bowyer, Singleton and Sarah Maier of Dewberry-Bowyer, Singleton; Drew Abel of Standard Pacific and Clark Sprinkel of Standard Pacific and Robert Hutson of Thoh Development, Tom Sullivan of Lowndes, Drosdick, Doster Kantor & Reed, P. A and John Florio of Donald W. McIntosh Associates and Ashley Boyd of McKinnon Corporation; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

## **ENGINEERING**

2. **Traffic Study: The Traffic Impact Analysis that was submitted recommends improvements to the Marsh Road/Williams Road intersection, including left turn lanes and signalization. Staff needs to determine when these improvements will be required prior to project build-out and addressed in the Developers Agreement.** Applicants are willing to meet with other parties and propose concepts to City including who is committing to what, timeframes and funds. Applicant needs to address the site distance, elevation changes, signal installation and round-a-bouts addressed and included in the Developer's Agreement.
6. **This project will be required to meet the City's adopted Comprehensive Plan Amendment including the Wekiva Protection Act provisions for open space, drainage and protection of Karst features. Based on the information received to date, total retention of the 25 year, 24 hour storm event will be required if a positive outfall is available; retention of the 100 year, 24 hour storm event will be required if a positive outfall is not available.** Applicants confirmed and will acknowledge comment.
7. **Provide an environmental report regarding threatened or endangered species (i.e. gopher tortoises active on site; sand skinks, etc.). Provide approvals from FFWCC prior to construction that these species have been addressed.** Applicants will provide in resubmittal.
8. **Project phasing needs to be discussed with the Developer regarding the transportation/roadway system, utilities, stormwater, schools, etc.** Applicants confirmed this will be addressed.

## **PLANNING**

9. **JPA 6 stipulates that the neighborhood center may include residential and civic uses in addition to those uses permitted in the C-4 Neighborhood Commercial District. The following proposed uses are not permitted within the C-4 Zoning District: Day Care, Gasoline Station, Storage & Warehousing.** Advised applicants that since they are working on architectural concepts for housing development, this would be a good time to work on architectural design for commercial buildings as well to ensure that these are blended. Discussion of this comment and advised that applicants will need to have a Community Meeting and present at this meeting if they are requesting exceptions to have agreement from Community.
10. **Building architectural features are simply duplication of commercial development at the intersection of Marsh Road and Avalon Road. This site must blend with the character**

and architecture of the surrounding residential areas. Staff further explained this comment and applicants will comply with concept motifs of the planned development.

11. Complete landscape/buffer plan was not provided, provide with re-submittal. Applicants will comply (buffers along Marsh and Williams Roads).
12. The proposed 10 foot buffer between commercial/office and residential is completely inadequate. There must be at least a 20 foot buffer for one-story and 40 foot buffer for 2-story. City Staff explained this comment and applicants understand what is needed to comply. Also discussed restricting the area to one-story only along the perimeter of house areas.
13. A signal is not shown at the intersection of Marsh Road and Williams Road. Signalization of that intersection is absolutely necessary for commercial/office development. Applicants will comply.

Also discussed were various meetings that need to be set up including a scheduled working session to address fire station and utilities and a second meeting to address transportation issues.

Applicant (John Florio) representing the property owner (McKinnon Corp.) requested that all meetings being set up relating to any of this property to please include him and his client (owner) to these meetings. City Staff will comply.

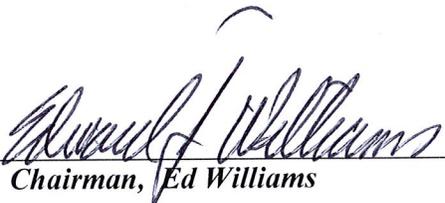
*Motion by City Engineer Miller to have the applicant revise and resubmit plans addressing all City Staff conditions for another full DRC review cycle. Assistant City Manager for Public Services Cochran, seconded; the motion carried unanimously 4-0.*

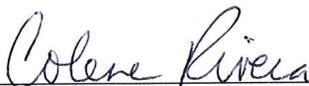
## ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:39 a.m. by Chairman/Community Development Director Ed Williams

APPROVED:

ATTEST:

  
\_\_\_\_\_  
Chairman, Ed Williams

  
\_\_\_\_\_  
DRC Recording Secretary, Colene Rivera