



WINTER GARDEN
CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
November 27, 2013

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, November 27, 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 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 Laura Smith and Planner Kelly Carson.

ABSENT

Voting Members: 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 November 13, 2013.

Motion by City Engineer Miller to approve the above minutes. Seconded by Building Official Lukert, the motion carried unanimously 4-0.

DRC BUSINESS

Agenda Item #3: Hickory Hammock (Amenity Center) - SSPA

Avalon Road – 1000

Donald W. McIntosh Associates, Inc.

John Gilbert of Tramell Webb Partners, Kent Foreman of Foreman Consulting and David Kelly of Donald W. McIntosh Associates, Inc., applicants for the project were in

attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

1. **Fire Department shall review and comment on fire protection system.** Applicants understood and will be reviewed with Building Plans for the building.
3. **Provide information on the pool discharge (location, size, etc.). The pool discharge will be allowed into the storm sewer system, provided all pool water is de-chlorinated prior to discharge pursuant to Chapter 106 of the Winter Garden City Code and FDEP allowable discharge requirements. Provide method of de-chlorination.** City Staff explained that this is a FDEP requirement and described various options and explained that it is also part of the City Code.
4. **The grass overflow parking is shown to be sod of compacted "base", minimum FBV 40. Was this intended to be compacted sub base or base (soil cement)? Also, the grass overflow parking cross section (Sheet 6) does not specify what is under the sod (type, thickness, density, etc.).** Applicants explained that they plan to compact the soil and sod over it; will address on the revised detail.
5. **The 10' wide utility easement to be granted to the City for the fire hydrant (Sheet 7) may not be wide enough. Coordinate with Public Services Utilities.** Verified that no easement will be needed since this water line will now be privately owned and maintained by the HOA.

PLANNING

8. **4-side color elevation of proposed structures should be provided with future submittal.** Applicants will resubmit plans in color.
10. **10ft vinyl coated chain link around tennis courts will require a variance for a fence exceeding 6ft in height.** Applicants will submit for a variance on the fence height.
11. **Overflow grass parking needs to include wheel stops or some other method to delineate spaces.** Applicants stated they are planning to add wheel stops to delineate the spaces.

PUBLIC SERVICES

12. **All HDPE pipe shall be installed per the City of Winter Garden specifications. This is to include class I backfill.** City Staff explained that applicants will need to use class I backfill for what is under the pavement area.
15. **Relocate the water service for the building to the 8" water main in the right of way. The water meter shall be placed at the right of way line.** Applicants understand and will relocate the water main.
18. **All shower drains must be covered if they are to be connected to the sanitary sewer. Shower drains that are open to the air shall not be permitted.** Applicants understood what needed to be covered and what the intent of this comment was about.

Motion by City Engineer Miller to approve the Small Scale Site Plan, provided the applicant resubmits a revised plan addressing all City Staff conditions to the Planning and Zoning Department whenever they can, once staff has approved, applicant can proceed with fence variance. Building Official Lukert, seconded; the motion carried unanimously 4-0.

Agenda Item #4: Hickory Hammock Phase 1D-CPS

Avalon Road – 1000

Donald W. McIntosh Associates, Inc.

John Gilbert of Tramell Webb Partners, Kent Foreman of Foreman Consulting and David Kelly of Donald W. McIntosh Associates, Inc., applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

PUBLIC SERVICES

33. *The invert elevation for the under drain in structure I-62 is 101.41. The normal water level for the pond that I-62 drains to is 103.5. How is the under drain going to work if it is surcharged with more than two feet of water? Please verify that all the under drains are not being surcharged by the ponds to which they drain.* Applicants understood and will revise.

34. *There is a discrepancy between the call out for Manhole SM1-59 on Sheet 44 and the call out on lift station detail on Sheet 92.* Typo and will revise.

35. *Please confirm that there is only three inches of fall between the bottom of the treatment swales and the top of BU-SMA1B. Was this intended to only have three inches or is this an error?* Applicants acknowledged that it should be 6” and will revise based on Geotech report and applicants understood that these need to be addressed and operate/ function properly.

36. *I see no mention of a concrete apron or any sediment control around BU-SMA1B? Why not install a mitered end section to eliminate the maintenance issues with bubble up structures?* Applicants will review velocity and address with erosion and debris prevention methods.

BUILDING DEPARTMENT

37. *Driveways on pie-shaped lots in the cul-de-sacs need to be designed carefully for setbacks and proximity.* Applicants understood comment and explained that they have taken to comment into consideration.

38. *Separate building permits will be required for:*

a. *Retaining walls*

b. *Fences*

- c. Signs
- d. Gates
- e. Tree removal
- f. Electrical for pumps and lift stations
- g. Accessory structures

Applicants understood comment and will follow Building permitting process.

Discussion took place about the widening of the entrance and requested that applicants review and resubmit plan for this area.

Motion by City Engineer Miller to approve the Construction Plans, provided the applicant resubmits revised plans addressing all City Staff conditions to the Planning and Zoning Department when possible. Building Official Lukert, seconded; the motion carried unanimously 4-0.

Agenda Item #5: Florida Hospital – SPA

~~Donald W. McIntosh Associates, Inc.~~

Item tabled until further notice for a later scheduled DRC Meeting.

Agenda Item #6: Black Lake Preserve – PPA

Siplin Road – 14362

Hanover Black Lake, LLC

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

ENGINEERING

- 3. *SunRidge Boulevard has been constructed with two lanes, to be expanded as designed, to four lanes. This project, along with others along this corridor shall be required to participate in the funding of the widening to four lanes. 5' wide concrete sidewalk will be required along the frontage of SunRidge Boulevard if not constructed with the road widening.* Reviewed this comment and discussed that applicants have complied and good with current plans.
- 6. *The "A Modified" drainage on Lots 47 – 56 should be revised to be "A" graded lots without draining to the lots in the rear (south). Same for the "A Modified" and "B" graded Lots 69 – 80. Provide a 10' wide drainage easement in the rear of these lots for both blocks, 5' wide on each rear lot line.* City Staff discussed this comment further and explained. Applicants understand what is being requested and will revise accordingly.
- 11. *All proposed easements shall be 30' minimum width for sanitary, water and storm; improvements shall be centered within the easement. Common areas not abutting right-of-way shall include a tract (not easement) for access and maintenance.* Standard comment and verified that all easements on the current plans are in compliance.

15. Some of this property appears to be “A” type soils and may require adherence to the Wekiva protection regulations. Wekiva Protection requirements as outlined in the Comprehensive Plan shall be met, especially for drainage and Karst protection. Future submittals shall provide geotechnical study showing limits of any Karst feature with the required buffering. Standard comment as well.

PUBLIC SERVICES

21. Water mains shall be looped on all cul-de-sacs. City Staff explained that this is a 4” loop and needs to be looped back into itself so that there is not a blowout or dead-end issue. Applicants will comply with this comment.
24. Bubble up structures will not be permitted as they are a maintenance issue for the HOA. Applicants will modify to show weep holes and other modifications.

City Staff inquired about status of the Developer’s Agreement and Agreement with the Mathews Grove project. Applicants updated City staff that the lawyers on both sides are reviewing and going back and forth to finalize it but getting close to final draft.

Motion by City Engineer Miller to have the applicant revise and resubmit the Preliminary Plat, and with the Developer’s Agreement as part of that review, for another full DRC review cycle. Building Official Lukert, seconded; the motion carried unanimously 4-0.

Agenda Item #7: Oakland Park Phase 2B - CPS

Oakland Park Blvd – 866
Dewberry/Bowyer-Singleton

John Rinehart of Crescent Communities and Scott Stearns of BSA, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

Applicants understood Engineering comments 1-10 were conditions of approval and will comply.

1. The expanded Off-site Interim Pond will require amended drainage easement prior to or with final platting.
2. There is a Temporary Drainage Easement shown crossing this parcel from SE to NW. Based on the response from the Applicant, this will be vacated with the final plat.
3. 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, as noted.
4. Permits from Orange County will be required for work within the West Orange Trail right-of-way.
5. Street lighting shall be pursuant to City Code, meeting dark skies requirements (Code Section 118-1536(k)). Submit street lighting plan from Duke Energy prior to preconstruction meeting. C of C for the subdivision infrastructure will not be issued

- until street lights have been installed and are operating.
6. Water and sewer impact fees shall be paid pursuant to Code, prior to City execution of FDEP permits and issuance of site or building permits.
 7. Permits from SJRWMD and FDEP (water, wastewater and NPDES) are required prior to issuance of site or building permits.
 8. Alleys: to be maintained by HOA; Alley or Lane pavement width shall be 16' minimum, as shown. Due to the excessive cracking that has been experienced with the existing alleys, the City recommends that the concrete thickness be increased.
 9. 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).
 10. 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.

PUBLIC SERVICES

12. With regard to Public Services Comment # 17: The beginning of the alley running along between Lots 207, 208, 209, and 210 still appears to have a width less than 16 feet wide where it transitions into Alley B. Please confirm to ensure that it is all 16 feet wide as it appears to be 14 feet wide at the transition. Applicants will double check on this.
17. The abandonment of water and reuse services shall be as follows. In areas where there is no existing infrastructure, the service shall be excavated to the main. The corp stop shall be turned off and the service pipe shall be disconnected and removed. In areas where the infrastructure exists and the main and services are on the same side of the street, the service shall be excavated to the main and the corp stop shall be turned off and the service pipe shall be disconnected and removed. In areas where there is existing infrastructure present. The service shall be excavated at the main and the corp stop shall be closed. The service pipe shall be disconnected from the main and caps installed on both ends of the service line. The end of the service line adjacent to the right of way shall be capped and buried at least two feet deep. Applicants will modify.

Discussion took place about drainage issues in development, concerns about grading and where the product type is being placed on the lots in 1A, 2A and 2B. Discussions about possible options to improve the drainage issues were installing underground drainage and gutters. The City emphasized that they will be coming back to developers and engineers to fix this issue and will be scrutinizing summited plans for future development phases regarding this issue.

Motion by City Engineer Miller to approve the Subdivision Construction Plans, provided the applicant resubmits revised plans addressing all City Staff conditions to

the Planning and Zoning Department when possible. Building Official Lukert, seconded; the motion carried unanimously 4-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:53 a.m. by Chairman/Community Development Director Ed Williams

APPROVED:

ATTEST:



Chairman, Ed Williams



DRC Recording Secretary, Colene Rivera