



WINTER GARDEN

CITY OF WINTER GARDEN DEVELOPMENT REVIEW COMMITTEE MINUTES December 4, 2013

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, December 4, 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 10:00 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 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 November 27, 2013.

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

10:00 am Break in Meeting

10:04 am Meeting Resumed

DRC BUSINESS

Agenda Item #3: Canopy Oaks - PPA

Roper Road – 12900

Sift Oaks Investments, LLC

Andrea Jernigan-Gwinn of Civil/Site Engineering Inc., Jim Golden of HSA Golden, Tom Carver of AR Bailey Homes, Mason Simpson of Windermere Development Company, and Max Spann of Image Landscape, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

City Staff emphasized to applicants that we need a 100 year flood elevation shown as part of the plan submittal to determine the number of lots, drainage, etc. that would be allowed in this development. City Staff needs to have this aspect to approve plans, etc. to recommend approval for next steps.

3. **Provide geotechnical report, including location and depth of organic soils are present. Provide the muck delineation overlay on the final construction plans to ensure that these areas will not fall on building lots without the muck being removed.** City stated that they will need a certification that muck on lots and roadways have been removed.
4. **Provide preliminary drainage calculations including preliminary compensating storage calculations, etc. The geotechnical report shall address the "dry" stormwater areas, seasonal high groundwater table, etc. Per the Applicant's response, drainage and compensating storage calculations will be provided following approval of the revised lot layout.** Discussion of 100 year flood elevation plan to include the elevation 108.2 lay out on the plans and how it will affect the various lots, etc. Design Engineer presented preliminary drainage calculations to City Engineer during meeting for review to follow.
6. **Eastern Entrance Cross Section Detail (Sheet C-4): The section shows an 8' wide sidewalk on the west side, but callout "A" shows this as 5' wide. All pavement structure types and thicknesses (subbase, base, asphalt) shall be per City Standard Detail.** Applicants stated that this has been corrected on revised plans.
7. **What is the purpose of the recreation tract (10' width?) between Lots 16 & 17? No sidewalk is shown there to connect to the walking trail.** Applicants stated that they are planning a path and is shown on revised plans.
8. **Sheet C-6: List soil types in a legend.** Applicants stated that this has been added on the revised plans.
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.** Applicants stated that this has been corrected so that all proposed easements are 30' on revised plans.

PLANNING

21. On the Title Sheet, Total Project Development Information, please exclude the compensating storage and wetland buffers from the Net Developable Land Area calculations. City Staff acknowledged that this was adjusted and acceptable.
22. On the title sheet, you do not need to provide a contact name and email address for the cable provider (Tracey Domostoy). City Staff acknowledged that this was adjusted and acceptable.
24. On sheet C-3, please remove or screen back the parcel labels- they are confusing when trying to locate the tracts, which are also labeled by letter. Also, the landscape & wall tracts are all shown with different hatches, although the other tract types are graphically consistent. Applicants have labeled on revised submitted plans.
25. Sheet C-3- there is an area south of tracts B & C that is not labeled or hatched. Is this a separate tract? This comment has been accommodated.
27. If tract E is planned to be a neighborhood feature (fountain, etc.), why not combine this with the adjacent park tract? Applicants have added and on revised submitted plans.
28. Why are there no landscape & wall tracts at the east neighborhood entrance like there are at the west entrance? Applicants have redefined on revised submitted plans.
30. On all sheets- the dashed easement lines and lot lines are graphically very similar. For clarity's sake, please change the line weight or type of one of these. Applicants have adjusted to make clearer on revised plans.
31. Please verify that lots 3 and 29 are min.7,500 square feet. Applicants have clarified the square footage stating that Lot 3 is 7726 sq. feet and Lot 29 is 7728 sq. feet.
36. There are many trees that are shown on the plans above 12" caliper that are not labeled- please identify these trees as either removed or retained on the plans. This does not include trees within the wetland conservation area or Parcel D- only those within the project development area. Applicants stated that they have made this layer visible and is included in the revised plans.
38. Please remove the hatching within the "HOA tract" on sheet TR-2. Applicants stated that they have updated this is in the revised plans.
40. Given the plan as shown, why can't the following trees be retained?
- a. Lot 1 - 32" oak - Applicants stated that they are able to save this tree
 - b. Lot 4 - 18" oak
 - c. Lot 5 - three 18" oaks on the northeast area of the lot.
 - d. Lot 9 - 26" oak
 - e. Lot 43 - 22" oak
 - f. Lot 48 - 22" oak

g. Lot 50 – 14” & 15” oaks

Items b. - g. listing above trees are not being saved due to grating of the lots.

42. NOTE- the plans show 94 trees above 18” caliper to be removed. Per City Code, these trees must either be relocated on site or be replaced on a 2 to 1 basis. These replacement trees can be used to help meet the requirement of 3 new or existing trees per every new single-family residential lot. The replacement trees must be a minimum of 10’ in height at time of planting and shall have equal shade potential as the trees they are replacing. These calculations must be submitted with the development landscape plans (construction set). Please see the Trees section of Code for more information: Part II, Chapter 114, Article III. Applicants stated that this has been changed to be consistent with City of Winter Garden code.
43. Please provide the muck delineation overlay as part of the Preliminary Plat submittal. Applicants understand and will comply – similar with Engineering comment #3.
44. Please provide the preliminary drainage and compensating storage calculations- we need to verify the calculations prior to approving the revised subdivision layout. Applicants need to ensure that the 108.2 elevations are shown on plans and City will require LOMA information.
46. Please provide a draft of the HOA documents (Covenants, Conditions & Restrictions). City Staff explained to applicants why this was being requested and what details need to be included. Applicants understood comment and will comply.
47. Regarding the three foot wall and landscape easement along Roper Road- the HOA documents will need to explicitly state that any repairs or routine maintenance required for the walls and landscaping within this easement will be the sole financial responsibility of the homeowner. Correction to comment that easement will be the sole financial responsibility of the homeowners association. Applicants understand comment.
49. The response to comment 39 states, “A copy of the [LOMR-F] application will be provided once fill operations have been completed.” Is “operations” correct, or did you mean calculations? Discussion took place about St. John’s requirements and will not be subject to City comp plan requirements because they are following the Wekiva requirements. Applicants understand comment.

PUBLIC SERVICES

51. Given the high ground water table and soil types noted in the Geotechnical Report, under drains shall be installed behind the curb on both sides of the street throughout the subdivision. Under drains shall also be installed in the areas noted as dry ponds. Applicants need responds back from Public Services on status of proposed plans to have them formally documented.

Also discussed was the wording of Section 12 of Development Agreement for Parcel D of this development. Applicants explained what direction they plan to go with this agreement but

requested that should in the future, property owners would like to clean up the land, could they develop it in the future. Wording is being worked on to be acceptable for all parties but this direction is acceptable for this agreement.

Motion by City Engineer Miller to place the Preliminary Plat on the next available DRC meeting provided the applicant resubmits revised plans addressing all City Staff conditions within 3 days following this meeting (by noon on Monday, December 9, 2013); Assistant City Manager for Public Services Don Cochran, seconded; the motion carried unanimously 4-0.

10:45 am Break in Meeting
10:46 am Assistant City Manager for Public Services Cochran left the meeting
10:48 am Meeting Resumed

Agenda Item #4: Mathews Grove PUD – PUDZFA

Siplin Road – 14365
Dewberry/ Bowyer- Singleton

Jessa Anderson of ALICF, Jim McNeil of Akerman, Chris Tyree of Taylor Morrison, Justin Campbell of Taylor Morrison, Scott Stearns of Dewberry/ Bowyer- Singleton, Dwight Saathoff of ALICF and Robert Zlakiss, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

10:49 am Assistant City Manager for Public Services Cochran returned to the meeting

Applicants did not have anything further to discuss about the City Staff report comments that were distributed. Applicants did want to discuss the Developer’s Agreement. They gave an update on status and stated that this should be completed within a couple of days. City Staff did discuss that the City will need a provision added to memorialize the project that ensures the City that if one party should stop project that other can continue without delay and will have the rights and access to do so accordingly as agreed upon by both private parties and the City.

ENGINEERING

We recommend approval of the re-zoning, subject to the following conditions and comments, including resolution of the agreement with the Black Lake Preserve project and execution of a hold harmless agreement indemnifying the City if one or both of the projects does not go forward. Applicants wanted to discuss this statement about the hold harmless agreement. They wanted to clarify that the Mathew’s Grove is self-sufficient with regards to the Lift Station and realignment of Siplin Road. Both of these aspects are on this development’s property and not dependent on other development except for two corner points in which the street cross onto their property.

16. ***A draft agreement between this project and the Hanover/ Black Lake Preserve project to the west has been submitted and needs to be discussed. The two projects will share in roadway and sanitary sewer facilities to (1) realign Siplin Road within the Mathews***

project and (2) have a joint lift station within the Black Lake Preserve 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. Clarification was made on this comment by City Staff in which point 2) was adjusted to reflect a correction of (2) have a joint lift station within the Black Lake Preserve project. Applicants understood and are in agreement.

Applicant attorney did request a discussion about the logistics and mechanics of the Developer's Agreement for Sunridge Boulevard, inquired about the timeframe for construction. City replied within a 5 year timeframe for this construction. Applicant's attorney also wanted to discuss proportionate assessment and fees. City Staff explained that the proportionate fee assigned to the various developers was based on acreage and not on number of lots. It was confirmed that the acreage would be checked and recalculated if necessary. Also discussed were property owners having a license vs. easement rights for Sunridge Road.

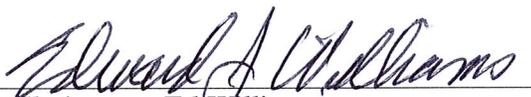
Motion by City Engineer Miller to recommend approval of the rezoning subject to all City Staff conditions and be placed on next available Planning and Zoning Board Agenda, with the change of Engineering comment #16 noted and receiving the agreement for staff review; Assistant City Manager for Public Services Cochran, seconded; the motion carried unanimously 4-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 11:16 a.m. by Chairman/Community Development Director Ed Williams

APPROVED:

ATTEST:


Chairman, Ed Williams


DRC Recording Secretary, Colene Rivera