



WINTER GARDEN

CITY OF WINTER GARDEN DEVELOPMENT REVIEW COMMITTEE MINUTES December 11, 2013

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, December 11, 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 9:58 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 on behalf of 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 and Assistant City Manager for Public Services Don Cochran

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on December 4, 2013.

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

9:58 am Break in Meeting
9:59 am Meeting Resumed

DRC BUSINESS

Agenda Item #3: Main Street Mower, Inc. – LS

Colonial Drive W – 12403
Main Street Mower, Inc.

Stan and Sherri Hawthorne of Main Street Mower, Inc., Jim Willard of Shutts & Bowen and Rick Merkel of Highland Engineering, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Applicants gave an overview of project and plans for lot split. They are requesting a lot split of the property into two smaller lots – sell about 3.2 acres to the north and operate their business on the remaining 3.6 acre south lot. The owners are planning to construct a shared driveway between the properties from Carter Road. Discussion took place and applicants confirmed that code requirement for setback is being met for the proposed lot split.

ENGINEERING

3. **Provide information for both proposed lots, on where utilities such as sanitary sewer, potable water, and storm water are supplied and/or discharged, to determine if additional easements will be required (Section 110-96(b)(2)).** Discussed future relocation of existing power easement and other utilities, water and sewer, that could be affected by the lot split. Applicants explained this would be a condition for sale of property, that utilities and stormwater would not have access through the south lot and would be served from Carter Road. City Staff will check to see if potential buyers would have access to all necessary utilities from Carter Road.

PLANNING

6. **A 6 foot easement is located just west of the existing structures on the property; the easement also runs through the structure located on the proposed northern parcel. This easement may prevent future development on the west side of both proposed parcels.** Applicants explained their intent for access points for the north lot.

City Staff explained to the applicants that they will need to pull Building permits for the renovations and other work to be done as a result of the lot split process. City Staff inquired when cross access easement would be available for review. Applicants explained that they will be submitting this in the next week.

Motion by City Engineer Miller to recommend the lot split be placed on the next available Planning and Zoning Board Agenda, provided the applicant resubmits revised plans and information addressing all City Staff conditions to the Planning and Zoning Department within 7 days following this meeting (by noon on Wednesday, December 18, 2013.). Building Official Lukert, seconded; the motion carried unanimously 4-0.

10:10 am Break in Meeting
10:11 am Committee Chair left the meeting and assigned Senior Planner Pash as acting Chair
10:12 am Meeting Resumed

Agenda Item #4: Oakland Park Phase 2A – CPS

Lake Brim Drive – 951

Dewberry/ Bowyer-Singleton

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

ENGINEERING

1. **The Off-site Pond and outfall pipe will require drainage easement or be part of the final plat as a tract, to be owned and maintained by the HOA.** Applicants understand and will ensure easement is 30' wide and intend to have this as a separate instrument, not on the final plat.
2. **Show the proposed construction access with notes directing construction traffic to use it, not through the existing subdivision.** Applicants agreed and will comply and include a note on plans directing construction access via the temporary road.
5. **Sheet 8: Provide a stormwater collection/conveyance system for the swale/berm proposed behind Lots 159 – 167. Where does the runoff go after the proposed “dry pond” at the north end of the swale fills up?** Discussed that this is not going to perc, so need under drain and a positive outfall. Applicants ensured that it will connect and will offer options for city to review.
6. **Sheet 9A: If groundwater is an issue and requiring underdrains, we suggest they go behind the sidewalk to prevent seepage over the sidewalk.** City Staff expressed concern about seepage issues. Applicants ensured that they would review conditions, and if during construction water levels are not maintained as currently reported, then they will address this issue with under drains during construction. Applicants were in agreement that this will be addressed.
8. **Sheet 10: Extend erosion protection from the mitered end section (D101) down the 4:1 slope to at least where it matches existing grade.** Applicants will provide conservation swale/erosion protection to address this comment.
9. **Sheet 10: Has a seepage analysis been performed on the pond berm? Is a clay core and/or toe drain needed to prevent the berm from blowing out?** Applicants will provide spec information.
10. **Sheet 11: Extend the sidewalk on Tract H2 around the corner to connect to the West Orange Trail on the west side of Tildenville School Road.** Applicants explained that they would like to have landscaping package as part of the park construction at which time this sidewalk would be part of park construction. Applicants discussed timeline of this project and explained that it would be concurrent with home construction but would be completed prior to first home Certificate of Occupancy.
11. **Sheet 17A: Alleys shall be one-way only, with necessary signage. Also, the intersection with Tildenville School Road (TSR) needs to be shown in more detail and shall have advance warning sign(s) for westbound TSR.** Applicants will comply.

12. Sheet 24 – Typical Sections:

- Approved base materials are soil cement or crushed concrete – remove limerock from the specification of pavement structure #2. City Staff emphasized this comment with removal of limerock.
- Pavement structure #4: This shall be 18” thickness – not 12” as noted. City Staff emphasized this comment with thickness being 18”.

PLANNING

21. 2 lots are shown to share a border with the West Orange Trail; will these lots have any direct connection to the West Orange Trail and/or fencing? City staff inquired about this border and applicants stated that they intend to have landscaping and fencing as a border. City staff requested that this be installed prior to home construction so that it can be consistent along all these lots. Applicants agreed.
23. Tree removal plan does not located trees to be protected even though a protection plan is detailed. Also, tree removal plan does not identify size or type of trees proposed for removal. Discussion took place about tree removals and to better define tree plan. City advised applicants to ensure that the tree removal plan is consistence on both the tree permit and submitted plans.

PUBLIC SERVICES

25. As previously discussed at DRC on November 25, 2013, the city requires double utility service connections for all lots. Please revise the utility connection configurations. Please refer to comment number 16 under the Public Services heading and dated November 25, 2013. Discussion took place about requires double utility service connections and placement on the lots. Applicants will make changes and submit for City to review per discussion.
27. Is there a reason why Lot 150 cannot be connected to the existing sanitary sewer? This would eliminate the need for the skewed service lateral. Applicants will take a look at this and get back to City on this comment.
28. Please connect all sanitary sewer laterals to the sewer main and not to the manholes. Adjust the location of sewer manholes to avoid skewed sewer laterals. Applicants will comply.
29. There appear to be several areas that would require under drain that do not have it. As development occurs in close proximity to Lake Apopka, it is imperative that the high ground water be addressed. Please submit a post-development ground water study indicating the proposed ground water levels as they relate to the proposed road profiles. Applicants will comply with this comment.

Motion by City Engineer Miller to conditionally approve the Subdivision Construction Plans, provided the applicant resubmits revised plans addressing all City Staff conditions when possible to be reviewed for staff level for approval. Building Official Lukert, seconded; the motion carried unanimously 4-0.

10:40 am Break in Meeting

Agenda Item #5: Mathews Grove – PPA

Siplin Road – 14365

Dewberry/ Bowyer-Singleton

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

ENGINEERING

2. **Siplin Road abandonment and proposed cul-de-sac shall be coordinated with Orange County and finalized prior to preliminary plat approval. Any right-of-way required for a minimum 40' radius cul-de-sac (50' minimum R/W radius) shall be dedicated with the project.** Applicants were assured that timing of Siplin Road would not delay their project and would be a condition of preliminary plat approval.
3. **Sheet 6: There is an existing 12" X 18" ERCP culvert crossing Siplin Road. This is one of the stormwater outfalls for the SunRidge schools and this off-site flow will need to be accommodated with the Mathews Grove drainage system.** City Staff want to see this addressed and shown on the plans.
4. **Coordinate the connection between the Mathews Grove project and the Black Lake Preserve project. Black Lake is showing a divided entrance and the Mathews project is just showing a 2 lane connection.** Applicant stated this has been resolved and will show revised connection in the plan re-submittal.
5. **Final construction plans may need to show a sanitary manhole at the connection point for Black Lake Preserve depending on timing of the two projects, etc.** City staff advised applicants that the first one to build will have in install manhole.
6. **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 (signed agreement required as discussed at DRC).** Applicants stated that they will be compliant.
8. **A preliminary geotechnical report was provided with the initial preliminary plat submittal; final geotechnical report shall be submitted with the new preliminary plat/final construction plans addressing groundwater table, presence of organic soils, Karst features, etc.** City Staff requested that applicant double check muck levels and show muck overlay on plans. City Staff is good with geotechnical report for now. Applicants requested that City staff review and determine if any comments as applicant plans to start engineering from this report and want to know if good to move forward with existing report.
15. **A Developers Agreement addressing the phasing, utilities and other commitments of the development's master plan shall be approved by the City Commission and recorded prior to the issuance of any site or building permits. City staff will draft the D.A. that shall**

include, but not be limited to the following: widening of SunRidge Boulevard; project phasing; utilities upsizing; R/W conveyances; adherence to all City Codes and Standards; etc. Applicants reported that there are actually three agreements that are being worked on and very close to being submitted to the city. (1) Cost share agreement, (2) PD Development agreement and (3) Cooperation agreement with Hanover.

18. The 100 year flood plain for Black Lake and the adjacent wetlands, including the on-site canals is Elevation 99.70 (NAVD '88). Any areas developed within the 100 year flood plane shall be compensated for; LOMR with FEMA is required for any development within the 100 year flood zone. Show elevation 99.7 contour on next submittal. Applicants will show on re-submitted plans.

19. 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 with the Black Lake Preserve project. The City will need assurances that the improvements of one project affecting the other project will occur and be c or letter of credit in favor of the City, and that the right-of-way or easements needed will be provided. Applicant wanted to ensure that City knew there would not be a guaranteed by a surety bond. City responded that once they review the Developer's Agreement and are in agreement with this, then this could possibly be removed from comments. City is still waiting to see agreements that were promised "in a few days."

PLANNING

22. Tree removal plan needs more detail. Which trees are to be removed and which are to be protected. Of the trees to be removed, provide detail of size and type of tree. Applicants will submit.

23. Provide justification for all proposed wetland removal. Discussion took place about use and options. Applicants will provide.

24. Revise entry geometry for SunRidge Blvd/Siplin Road to match the detail provided by the City's consultant. Applicants stated this is reflected on revised plans yet to be submitted.

Discussed Siplin Road right of way and vacation. Plans and legal descriptions were given to the City Attorneys and requested to be sent to Planner via email as a PDF.

Motion by City Engineer Miller to have applicant revise and resubmit the Preliminary Plat including the various agreements for another full DRC review cycle. Building Official Lukert, seconded; the motion carried unanimously 4-0.

11:00 am Break in Meeting
11:03 am Meeting Resumed

Agenda Item #6: Crooked Lake Preserve – CPS

Marsh Road - 16303

June Engineering Consultants, Inc.

Randy June, Jeff Sedloff and Jimmy Dunn of June Engineering, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

2. Sheet 3 (repeat comment): Swale "D" - conservation swale. Show that these swales will be within a drainage and conservation tract/easement, not on the lots, and maintained by the HOA. Also show this on the plan showing the swales. See below from the preliminary plat conditions of approval: City Staff need to see this on plans, along with proposed wording for the Declaration and HOA documents. Applicants will comply.

"The Lakefront water quality BMP will need further definition and detail on final construction plans (slopes, depth, location, maintenance entity, etc.). Typical section of Swale "D" has been provided, which shall be a tract/drainage easement maintained by the HOA."

3. Sheet 4 (repeat comment): Swales SWM-4 and SWM-5 shall be within a tract, owned and maintained by the HOA (see above). City Staff need to see this on plans, along with proposed wording for the Declaration and HOA documents. Applicants will comply.
5. All lots shall have the minimum required 35 foot frontage at the curb line pursuant to Code. City Staff pointed out that is a slight change from previously stated R/W line to curb line. Applicants will double check that they are compliant with Code.
7. Stormwater/Drainage (repeat comment): The stormwater calculations need further clarification. Suggest breaking up the overall site plan into two sheets at a larger scale so it is more legible.

Any land-locked basins will require pre-post volume retention for the 25 year, 96 hour storm event (Narrative only mentions 25 year, 24 hour). This includes any drainage into Lake Avalon or the Karst feature north of Marsh Road.

There are several long runs with no street drainage (inlets) provided – provide spread calculations for all streets.

Applicants requested to meet with City Engineer and discuss this comment. City Engineer emphasized that he needs to see 25 year 96 hour pre-post volume for the land-locked basins, but agreed to meet to discuss this comment.

PLANNING

24. What is the timing of the retention pond being turned over to the City? Applicants stated this would be at final plat.

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 4-0.

11:09 am Break in Meeting
11:10 am Meeting Resumed

DISCUSSION ITEM:

Agenda Item #7: Florida Hospital

Winter Garden Vineland Road

George Huddleston of Littlejohn Engineering Associates, applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

1. Applicant wanted to discuss flow and process from today to door's open of hospital
 - a. Applicant explained that the hospital's intent is to build emergency center and offices on Northeast corner of property as construction phase 1.
2. City Staff inquired about off-site road approvals as phase 1 improvements – noted that this was contingent as part of the original agreement.
3. Discussed relocation of retention pond.
 - a. Applicant was advised to review Developer's Agreement with Fowler's Grove shopping center as it affects the timeframe of the agreement.
4. Applicant was advised to review approved zoning – City Staff will send to applicant.
 - a. Landscaping plan was discussed and explained that it is tied into the zoning.
5. City Staff advised that they could not comment further until a site plan was submitted.

ADJOURNMENT

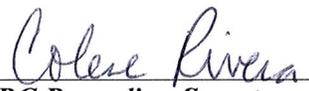
There being no more business to discuss, the meeting was adjourned at 11:28 a.m. by Chairman/Community Development Director Ed Williams

APPROVED:

ATTEST:



Chairman, Ed Williams



DRC Recording Secretary, Colene Rivera