WINTER GARDEN

CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
November 9, 2016

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, November 9, 2016 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER
Chairman/Community Development Director Steve Pash called the meeting to order at 10:01 a.m. The roll was called and a quorum was declared present.

PRESENT
Voting Members: Chairman/ Community Development Director Steve Pash, City Engineer Art Miller, Building Official Skip Nemecek, Economic Development Director Tanja Gerhartz and Director of Operations for Public Services Rich Fasano on behalf of Assistant City Manager for Public Services Don Cochran

Others: City Attorney Kurt Ardaman, Assistant City Attorney Dan Langley, Senior Engineer Jim Monahan, Senior Engineer Brian Warren, Urban Designer Kelly Carson, Planner Jessica Frye and Customer Service Representative Colene Rivera.

ABSENT
Voting Members: Assistant City Manager for Public Services Don Cochran

APPROVAL OF MINUTES

Agenda Item #2:
Approval of minutes from regular meeting held on October 26, 2016.

Motion by City Engineer Miller to approve the above minutes. Seconded by Building Official Nemecek, the motion carried unanimously 4-0. (Economic Development Director Gerhartz was not at meeting during this vote).

10:01 am Break in Meeting
10:02 am Meeting Resumed

DRC BUSINESS

Agenda Item #3: Tremaine Boyd – LOT SPLIT

Boyd Street S – 109
Applicant: City of Winter Garden

Steve Blankenship of Atlantic Surveying; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

1. ***Easements for access to water tower, and utilities need to be provided. Per the attached, there is a Duke underground power line running along the east property line and transformers at the NE corner of the property; a CenturyLink telephone line; and a water line serving the Old Fire Station/SOBO building. These facilities need to be located on the drawings and provisions made for easements and/or relocation. (The existing electric power transformers at the NE corner of the property need to be located and shown on the drawings.)*** Applicant had questions regarding utility location in easement and addressing existing pipes, lines and access for easement to parcel C. City staff will need to determine a plan for movement of these items and get back to applicant how to address these concerns. Applicant understood.

Motion by City Engineer Miller to have the applicant revise and resubmit revised Lot Split addressing all city staff conditions pending staff's determination of necessary easements for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 4-0. (Economic Development Director Gerhartz was not at meeting during this vote)

10:06 am Break in Meeting
10:07 am Meeting Resumed

Agenda Item #4: Daniels Professional Park – SITE PLAN
Daniels Road - 423
Applicant: Klima Weeks Civil Engineering, Inc.

Selby Weeks of Klima Weeks Civil Engineering, Inc., Jay Hembree of Hembree Construction, Inc., Ryan Kingry of Millenia Partners and John Hembree of Hembree Construction Inc.; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

1. ***The grading plan indicates the area north of the buildings will discharge north onto the adjacent residential properties, which is not acceptable. Consider a yard drain collection system or combination with the roof drain piping shown in this area.*** Applicants explained their plan to create a swale to capture the drainage collection and drain flow to Daniels Road. Applicants understood they will not be allowed to have any off-site run off into the residential properties.

2. ***Provide direction to video inspect all connections to public storm and sewer utilities.*** Applicants understood they will need to provide video inspection for utilities.

4. ***Potential costly impact fees for nine separate water meters plus landscape meter; coordinate approval from Public Services Utilities.*** After discussion, applicants understood what was needed and will plan for potential additional meters installed based on tenant's uses.

5. ***Inlet DS-1 is shallow at approx. 0.67' from top of pipe to bottom of 8" base course (approx. 1.5' of cover to finished grade)*** Applicants will address this comment.

6. ***Inlet DS-2 is very shallow, approx. 0.2' from top of pipe to bottom of 8" base course (approx. 1.0' of cover to finished grade).*** Applicants explained their process for addressing this concern and city staff was ok with this plan. Design Engineer will be responsible.

7. ***Along the north boundary of the pond the elevation(s) of the mean annual peak stage and the 25/24 peak stage are above the adjacent property's existing elevations, if pond berm fails where does this discharge flow?*** Applicants explained their process for addressing this concern and city staff was ok with this plan. Design Engineer is responsible for any flooding issues that may result.

10. ***Permits or exemptions from SJRWMD for stormwater and FDEP for water, wastewater, and NPDES NOI is required.*** Applicants explained these permits were dropped off with their submittal but will provide again with submittal.

10:15 am *Economic Development Director Gerhartz arrived to meeting late*

12. ***The 8" sanitary between SM-3 and SM-2 is very close to the SE corner of Building #2. Are there provisions to safely access this line in case a repair is ever needed (casing, etc.)?*** Applicants will review.

PLANNING

14. ***Has a joint use maintenance agreement been prepared for the pond? If so, please submit it for review.*** Applicant explained the agreement and was addressed on plat. City staff understood the explanation and will research the details thereof.

17. ***Informational Item: Unless otherwise requested, Road Impact Fees for the buildings will be charged at the Medical Office rate.*** City staff discussed with applicants their plan for use of commercial space. It was explained that city staff with need this info to determine what rate to charge for road impact fees.

PUBLIC SERVICES

20. ***Plans do not include a dumpster location for each building. Only one dumpster for all five buildings is listed. Also, enclosure size and dimensions are not included. Enclosure must be a minimum of 12' x 12' inside enclosure.*** Applicants explained use of dumpster and understood if tenant requires more waste use they will build accordingly.

Applicants inquired about sprinkler system requirements and it was explained that applicants will need to verify with Fire Inspector, but it is required for buildings over 6,000 square feet.

Motion by City Engineer Miller to have the applicants revise and resubmit the site plan addressing all city staff conditions for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 5-0.

10:22 am Break in Meeting
10:23 am Meeting Resumed

Agenda Item #5: Kelso Investments Building – SITE PLAN
Boyd Street S - 161
Applicant: Kelso Investments, LLC

Brett Claflin of Kelso Investments, LLC; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

1. ***Sheet 3:***
   - ***Indicate size of existing water meters and size of water service to new building. Will the northernmost meter be removed?*** The size will be determined based on use in the space. Advised that applicant get with utilities for determination of existing meter size.
2. ***Sheet 4:***
   - ***It appears most of the roof drainage will fall to the rear, with the swale elevation being above the surrounding property to the east. Provide cross section of rear and south swales showing no runoff off-site; provide gutters/downspouts on building to direct roof flow to south swale and toward Boyd Street. Include location of viburnum hedge and trees that will fall within the swale.*** Applicants understood and will address this comment.
   - ***Any roof-mounted equipment shall be screened from view; show any roof-mounted equipment on building elevations.*** Applicant understood, and stated no roof-mounted equipment was proposed.
5. ***Will the building have fire sprinklers? If so, Point of Service (POS) for fire protection system shall be shown on final engineering plans with note stating that any work downstream of the POS shall be performed by a licensed Fire Sprinkler Contractor. Fire Line design and construction must meet Fire Department approval.*** Applicant stated that there will not be any fire sprinklers because less than 6,000 square feet.
6. ***The surface treatment of the area behind the building is not noted. Provide on landscape plan (sod, ground cover, etc?) and include location of hedge and trees that are located in the proposed swale.*** Applicant plans to sod and will note on revised plans.
8. ***No parking is being provided. Per the plans, 14 parking spaces are required. Payment into the City's Parking Fund will be required.*** Applicant understood and will comply.

9. ***Permit or exemption from SJRWMD is required***. Applicant understood.

PLANNING

10. ***The project was approved by the ARHP Board on 7-19-16. However, the revised rear elevation is not what was approved by the Board. The approved rear elevation shows a stucco façade and brick trim along the top and bottom of the windows. Please revise.*** City staff stated they would confirm with the approved minutes from ARHP Board of what was required and get back to applicant on what architectural elements are required for the back side of building.
11. ***How / where will garbage be handled on this site?*** Garbage pickup was discussed and determined that tenants could use residential carts for garage pick up service.
12. ***Repeat Comment: Site plan data: The property is zoned C-1, not R-2. And the property's FLU is Traditional Downtown.*** Applicant will update these details on plan for resubmittal.
13. ***Repeat Comment: Please show proposed site lighting and a photometric plan with specifications for all proposed fixtures. All lighting shall meet dark skies requirements.*** This comment was discussed and applicant understood, he will need to provide spec sheet with fixture details to ensure that fixtures meet dark skies requirements.
14. ***Please note the hardscape materials on the plans. By the details, I assume the walks to the front doors will all be concrete, but please verify this with a call-out on the plans.*** Applicant stated that the walks will be concrete and will note on plans.
15. ***Per Code, all edges of buildings shall have a foundation planting of shrubs and groundcovers as a minimum. Shrubs and groundcovers shall comprise at least 30 percent of the required green space. Please make this change and indicate which areas will be sodded.*** Applicant understood and will submit landscaping plan with details of shrubs/ groundcover and sod, etc.
16. ***Please note, if this is a shell building, road impact fees will still need to be paid at the Professional Office level. If a more intense use ever occupies any of the suites, the applicant or owner will need to pay the difference in the road impact fee amounts.*** Applicant understood this comment. He stated that he would report back on type of tenants for space and understood that he may have to pay higher impact fees based on use.

PUBLIC SERVICES

18. ***Each unit must have its own water and sewer service.*** This comment was discussed and applicant plans to have a master meter for the building.
19. ***Water meters shall be either 1" or 2" (plans indicate 1.5").*** Applicant understood comment.

City staff inquired if applicant had tenants for space? Applicant stated not at this time and would

follow up with Economic Development Director on this.

Motion by City Engineer Miller to have the applicant revise and resubmit the site plan addressing all city staff conditions for staff review only. Economic Development Director Gerhartz seconded; the motion carried unanimously 5-0.

10:36 am Break in Meeting
10:36 am Economic Development Director Gerhartz left meeting
10:36 am Meeting Resumed

Agenda Item #6: Oxford Chase – FINAL PLAT
Avalon Road – 505 & 807 and Siplin Road - 14966
Applicant: Mattamy Orlando, LLC.

Tyler Sears of Donald W. McIntosh Associates, Inc. and Clark Sprinkel of Mattamy Orlando, LLC; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

9. ***Maintenance Bond: A maintenance bond or letter of credit is required in the amount of 20% of the cost of the improvements and shall comply with the City's ordinance concerning duration (2 years). Final cost shall be provided by the Design Engineer, including any change orders, and shall be backed up by the Contractor's final pay application, for verification of warranty amount. This item can be delayed until the improvements have been installed as a condition of issuing the Certificate of Completion. The form of the bond or letter of credit shall be approved by the City Attorney (see City website for form).*** Applicants stated they will provide the cost for determination of fee for Maintenance Bond.
14. ***Documentation that all outstanding fees owed the City for review by legal, surveying and engineering consultants shall be provided prior to final plat recording.*** Applicants stated they were ready to pay the owed fees; City Staff will check with Finance Department.

PUBLIC SERVICES

17. ***Lift Station is still not included in the plans. Plans must include collection and transmitting to the sanitary sewer.*** This comment was discussed and clarified. Comment can be deleted.

Applicants clarified that some originals have already been submitted. City staff stated that she is aware of original documents submitted, will check off what items are still needed and follow up with applicants on what is still needed.

Motion by City Engineer Miller to have the applicant revise and resubmit the Final Plat addressing all staff conditions for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 4-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:40 a.m. by Chairman/ Community Development Manager Steve Pash.

APPROVED:

Chairman, Steve Pash

ATTEST:

Colene Rivera

DRC Recording Secretary, Colene Rivera