



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
February 16, 2022**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, February 16, 2022 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Chairman/Community Development Director Steve Pash called the meeting to order at 9:31 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Chairman/Community Development Director Steve Pash, City Engineer Jim Monahan, Economic Development Director Tanja Gerhartz, Building Official Skip Nemecek and City Engineering Consultant Art Miller on behalf of City Manager, Jon C. Williams.

Others: Kelly Carson, Urban Designer; Shane Friedman, Senior Planner; Jordan Kowalchik, Planner I and Tonya Levine, Recording Secretary.

ABSENT

Voting Members: Economic Development Director Tanja Gerhartz

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on February 2, 2022.

Motion by City Engineer Monahan, to approve the above minutes. Seconded by City Engineering Consultant Miller; the motion carried unanimously 4-0.

DRC BUSINESS

Agenda Item #3: Winter Garden Self Storage – FINAL PLAT

Beard Road – 1577 & 894

Klima Weeks Civil Engineering, Inc.

Selby Weeks of Klima Weeks Civil Engineering, Inc; representative for the project, attended for discussion. The following items were reviewed and discussed:

CITY ATTORNEY

17. Please refer to the memo dated February 1, 2022, for City Attorney comments

Attorney Comments

- 2. We have not been provided with the City (reviewing) surveyor's comments to the plat. Prior to approval by the City Commission, the plat must be reviewed for conformity with Chapter 177 of the Florida Statutes by the reviewing surveyor, and evidence of such review must be placed on the plat. Also, the reviewing surveyor should review the plat for consistency with those sections of the City Code pertaining to survey requirements. Please provide us with the reviewing surveyor's comments.** Will provide.
- 4. There were no declaration of covenants, restrictions and easements provided. Are there any shared common area improvements benefitting both the Lots, such as stormwater ponds or joint access driveways? Does a property owners association need to be created and/or a declaration of covenants, restrictions and easements need to be drafted to address cross access and easements on the subject property?** Not needed.
- 6. We have not been provided with the required Joinder and Consent to Plat from the mortgagee. Please provide for review. Also, the original executed version must be provided prior to scheduling the final plat for approval by the City Commission.** City Attorney will send form.
- 7. We have not been provided with the required Affidavit and Indemnity form. Please provide for review. Also, the original executed version must be provided prior to scheduling the final plat for approval by the City Commission.** City Attorney will send form.

CITY SURVEYOR

18. Please refer to the memo dated February 14, 2022, for City Surveyor comment

Surveyor Comments

- 7. On the boundary survey there were some depictions of wetland lines. Are these jurisdictional and being mitigated? The boundary survey does not state or not the specifics of how they were established.** Applicant stated there are no impacts of this.
- 10. If there are any preliminary plans, construction plans for developing the subject property, a review of those plans will be necessary to complete this review.** City Staff will provide a copy of the plans.

Motion by City Engineer Monahan to have the application revise and resubmit the site plan for Full DRC review cycle. Senior Plans Examiner Appoloney, seconded; the motion carried unanimously 4-0.

Agenda Item #4: New Image Office Building – SITE PLAN

Hennis Road – 705

New Image LLC

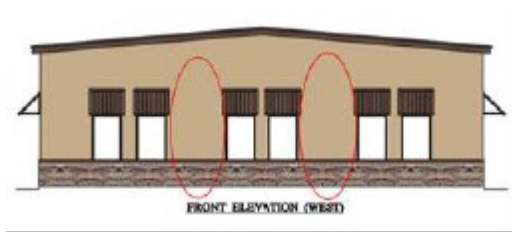
Mike Grandelli of New Image LLC; representative for the project, attended for discussion. The following items were reviewed and discussed:

PLANNING

14. Repeat Comment: Where more than one curb cut is to be located on any single commercial or industrial property, the minimum distance between such curb cuts shall be 75 feet. The proposed curb cuts do not meet this standard. Please revise. Note: This appears to be remedied however, there are conflicting site plan layouts submitted.

Applicant will fix plans to make everything match.

16. Elevations: Can the doors be moved to the front of the façade? The front elevation is very bare and moving the doors to the front can break that up (see below). Applicant plans to alter stones to make a bump out between the windows and will match the elevations. City Staff agreed.



City Staff stated the next steps were to schedule a community meeting. City Staff also stated that applicant was missing signed and stamped plans for review. Applicant agreed to provide.

Motion by City Engineer Monahan to have the application revise and resubmit the site plan for another full DRC review cycle. City Engineering Consultant Miller, seconded; the motion carried unanimously 4-0.

Agenda Item #5: West Crown Point Warehouse – SITE PLAN

West Crown Point Road N – 198 & 175

RCE Consultants, LLC

No representatives were in attendance for this project. This item will be tabled to the next DRC meeting date.

Agenda Item #6: NEI Construction – New Headquarters – SITE PLAN

Garden Commerce Parkway – 751

Cage Realty LLC

Richard Ionelli and Pieter Bockweg of NEI General Contracting; representatives for the project, attended for discussion. The following items were reviewed and discussed:

Applicant did not have any comments from the Staff Report that he wished to discuss. City staff did not have any additional comments.

Motion by City Engineer Monahan to approve the site plan as shown and place on the next City Commission agenda. City Engineering Consultant Miller, seconded; the motion carried unanimously 4-0.

Agenda Item #7: Daniels Professional Park – MINOR SITE PLAN

Daniels Road – 1991

Klima Weeks Civil Engineering, Inc.

Selby Weeks of Klima Weeks Civil Engineering; representative for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING

3. **Provide permit modification from SJRWMD for stormwater.** Applicant will provide.
6. **Based on the latest plan, five 1" water meters are existing along with one, 1" irrigation meter. Confirm there will be no additional meters or provide impact fees for any new meters per the schedule below.**

Irrigation: 1"meters @ \$2,715.00/each

Potable: 1"meters @ \$2,715.00/each

Wastewater: wastewater for 1" meter @ \$4,418.00/each

Applicant is not adding any meters. May get a refund from impact fees.

PLANNING

7. **Landscaping: When the Resolution to change the building was approved by City Commission, a condition that required enough Wax Myrtle, that were tall enough to block the view of the new building from the lot behind it, was required to be planted. Please provide landscape plans showing these required plantings. The Wax Myrtle shall be a minimum 6' tall at planting. Also, please provide more substantial landscaping improvements in the newly created open space area. This should also include a cut sheet of the proposed hardscape (i.e. bench, etc.).** Applicant will comply by adding a shaded amenity per City Staff suggestion.

Motion by City Engineer Monahan to have the application revise and resubmit the site plan for staff review only. City Engineering Consultant Miller, seconded; the motion carried unanimously 4-0.

Agenda Item #8: Cappleman Lot Combination – LOT COMBINATION

Gary Drive – 291 & 279

Lawrence Cappleman Jr.

Larry Cappleman Jr. of 291 & 279 Gary Drive; representative for the project, attended for discussion. The following items were reviewed and discussed:

CITY SURVEYOR

12. **Please see the attached memorandum from City Surveyor dated 2/4/2022.**

Section 110-97. Proposed Lot Combination.

1. **The adjacent land/homeowner information and address are not shown on the survey.** Will need to provide.
2. **The survey needs to be certified to the City of Winter Garden.** Will need to provide.
3. **A title opinion, certified to the City, was not provided.** Will need to provide.
5. **A brief description of utility servicing the property relevant to maintenance of the property.** Not Applicable
6. **A sketch showing the proposed improvements, setbacks, building sizes, etc. (if applicable)** Not Applicable.

Chapter 5J-17.051, Minimum Technical Standards General Survey Requirements.

Chapter 5J-17.052, Boundary, Technical Standards Survey Requirements.

1. **The survey is missing the adjoining plat recording information.** Will need to provide.
2. **The legal description depicts the wrong plat page, it should read page 6.** Will need to provide.
3. **Please provide the overall acreage of the combined lots.** Will need to provide
4. **Please show the overall calculated distance of the south line of lot 47 and the measured distance of the west line of lot 47.** Will need to provide.
5. **What method was used to determine the correct position of the boundary corners found on the surveyed property? Is the position of the corners based on found and tied or was the entire block used to determine the position of the surveyed property? Please provide the methodology used to make this determination.** Will need to provide.

Applicant inquired about needing to re-survey the property as he did not understand the comments. City Staff affirmed that the surveyor would need to fix the current survey to correct the missing items.

Motion by City Engineer Monahan to have the application revise and resubmit the site plan for staff review only. City Engineering Consultant Miller, seconded; the motion carried unanimously 4-0

ADJOURNMENT

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

ATTEST:

APPROVED:

/S/

/S/

DRC Recording Secretary, Tonya Levine

Chairman, Steve Pash

DISCUSSION ITEM ONLY

Agenda Item #9 Avalon Park by Beazer – PROJECT FEASIBILITY

Avalon Road – 1265/1271

England, Thims & Miller (ETM) Inc.

Doug Kelly of ETM, Inc. and Matt Wanzeck of Beazer; representatives for the project, attended for discussion only.