



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
January 18, 2023**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, January 18, 2023 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Chairperson/Planning Director Kelly Carson called the meeting to order at 9:31 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Chairperson/Planning Director Kelly Carson, City Engineer Jim Monahan, Building Official Skip Nemecek, Assistant City Manager for Public Services Steve Pash, and City Engineering Consultant Art Miller on behalf of Economic Development Director Tanja Gerhartz.

Others: City Attorney, Dan Langley; Rob Heaviside, Senior Engineer; Shane Friedman, Senior Planner; Amber McDonald, Planner I; Ellen King, Recording Secretary; and Phil Baker observer for ARHPB.

ABSENT

Voting Members: Economic Development Director Tanja Gerhartz

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on January 4, 2023.

***Motion by City Engineering Consultant Miller, to approve the above minutes.
Seconded by Building Official Nemecek; the motion carried unanimously 5-0.***

DRC BUSINESS

Agenda Item #3: WG West Colonial Commercial Dev – PRELIMINARY PLAT APPROVAL

Colonial Drive W – 12565

Scott Holder

Jim Fraser of Central Florida Engineering, Inc.; and Scott Holder of WG Commercial, LLC; representatives for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING

5. **The minimum width for an easement within the City of Winter Garden is 30'; facility centered within easement.** Discussion was had, and applicant understood.

PLANNING

14. **Repeat comment: Lot 3 is barely the size of a residential lot at 0.30 acres. This size does not lend itself to future commercial development requirements such as the 40' front yard setback, landscaping buffers, and parking. This lot needs to be larger or removed altogether and reconfigure the stormwater ponds.** Discussion was had. Applicant to submit a proposed sketch of Lot 3 for staff review.
15. **The front yard setback is 50' from SR-50 and 40' for the side corner in C-2 (Arterial Zoning).** Applicant understood to show setbacks on plan.
16. **Although the site layout is conceptual it is not showing cross-access to the north or east. This will be required in the Final Plat approval.** Discussion was had. Applicant understood to show tie-in access to the north and east lots for development and/or future redevelopment of the properties.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Preliminary Plat for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 5-0.

Agenda Item #4: Tilden Reserve – PRELIMINARY PLAT APPROVAL

Tilden Road

G L Summitt Engineering, Inc.

Geoff Summitt of G L Summitt Engineering, Inc.; representative for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING

2. **Sheets 11& 12 – Utility Plan:**
 - d. **Confirm existing water, reclaim, and force main for connections on Tilden Road. All utilities required for the development shall be run to the site at the Developer's expense, including potable water, reclaimed water and sanitary sewer.** Applicant to show at time of Final Engineering Plan submittal.
 - e. **A lift station will be required as shown – permanent generator required per City standard. The 4" force main will be allowed within the subdivision but shall be 6" on Tilden Road.** Applicant to show at time of Final Engineering Plan submittal.
15. **Drainage methodology and preliminary calculations shall be submitted with the next submittal. Potential adverse impacts to surrounding properties shall be avoided. Any offsite drainage coming onto the site shall be accommodated.** Applicant to show at time of Final Engineering Plan submittal.

Staff informed the applicant that this project would not be able to move forward until annexed into the city and rezoned.

Motion by City Engineer Monahan to have the applicant revise and resubmit the site plan for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 5-0.

Agenda Item #5: Image Builders - Office Warehouse – SITE PLAN APPROVAL

Garden Commerce Parkway – 680 & 690

Unroe Engineering, Inc.

This item was removed from the agenda, no action required.

Agenda Item #6: Atrium Winter Garden – SITE PLAN APPROVAL

Bay Street W – 304, 310 & 314, & Plant Street W – 419 & 429

Atrium Capital Group

Adam Wonus of Atrium Capital Group; Ema Maury of Atrium Capital Group; and Vijaysimha Seelam, PE of Atwell, LLC; representatives for the project, attended for discussion only.

ENGINEERING

2. **Platting will be required providing easements for cross access, drainage and utilities, as well as providing an entity (HOA or POA) for maintenance of shared facilities (stormwater, etc.). Final site plans will not be approved for construction until the preliminary plat has been approved; Certificates of Occupancy for any building will not be issued until the Certificate of Completion has been issued by the City Engineer and the final plat has been approved and recorded. Show proposed cross access, drainage and utility easements per the current site plan. Submit preliminary plat application following all City Code provisions. Refer to Section 110 for subdivision requirements. The Preliminary Plat shall be submitted and approved prior to Site Plan Approval.**
9. **All utilities shall conform to Chapter 78 of the City Code. Impact fees will be required for any utility connections and shall be paid prior to issuance of building permit and City execution of FDEP permit applications. The site shall be served by City water, sewer and reuse. All utilities required for the development shall be run to the site at the Developer's expense, including potable water, reclaimed water and sanitary sewer. 100% of all required water, irrigation and sewer impact fees shall be paid prior to City execution of FDEP permits and issuance of site or building permits. Show size of existing water meter(s); separate irrigation meter required. The plan shows a 1.5" potable meter. The City only provides 1" or 2" meters – revise as necessary. Provide irrigation plan showing size and location of irrigation meter.**

According to the plans it is assumed there will be (1) 2" potable meter, (8) ¾" potable meters, and (1) 1" irrigation meter. Based on the above, the utility impact fees are as follows (confirm meter sizes):

<u>3/4" Potable Meter</u>	<u>8 ea. @ \$1,086.00</u>	<u>= \$8,688.00</u>
<u>Wastewater for 3/4" meter</u>	<u>8 ea. @ \$1,767.00</u>	<u>= \$14,136.00</u>
<u>2" Potable water meter</u>	<u>1 ea. @ \$8,688.00</u>	<u>= \$8,688.00</u>
<u>Wastewater for 2" meter</u>	<u>1 ea. @ \$14,136.00</u>	<u>= \$14,136.00</u>
<u>1" Irrigation meter</u>	<u>1 ea. @ \$2,715.00</u>	<u>= \$2,715.00</u>
	<u>TOTAL</u>	<u>= \$48,363.00</u>

(does not include connection/installation fee; coordinate with Utility Billing on any credits for existing meters) Applicant to coordinate with Utility Billing. Impact Fee Credits will be figured at demo permit.

PLANNING

- 20. Approval from the City's Architectural Review and Historic Preservation Board is required. All new buildings in the Downtown Historic District shall adhere to the standards and requirements of the City of Winter Garden Historic Downtown District Overlay code as well as the Design Standards & Guidelines Manual.**
 - a. Staff notes that an ARHPB application has been submitted and is currently under review. A separate meeting is required with Staff to discuss various details of the architectural elevations. The Community Meeting is required to take place before the item can be scheduled for ARHPB approval.** The required separate meeting will be held after this DRC meeting is adjourned.
- 22. While the setbacks for the Plant Street oriented (commercial) building can be waived administratively, the Bay Street oriented buildings (townhomes) do not meet the R-2 setbacks, which is required by Ordinance 17-22. Variance approval is required.**
 - a. A separate meeting is needed to discuss.** Same as item 20.a.

FIRE

Applicant to contact Vicky Rutherford, Fire Inspector of Winter Garden Fire and Rescue Department for specific questions to her comments.

Motion by City Engineer Monahan to have the applicant revise and resubmit the site plan for another full DRC review cycle. City Engineering Consultant Miller, seconded; the motion carried unanimously 5-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 9:50 a.m. by Chairperson/Planning Director Kelly Carson.

ATTEST:

APPROVED:

/s/

DRC Recording Secretary, Ellen King

/s/

Chairperson, Kelly Carson