



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

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

Agenda Item #1: CALL TO ORDER

Acting Chairman/Urban Designer Kelly Carson called the meeting to order at 9:30 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Senior Engineer Rob Heaviside; Building Official Skip Nemecek and City Engineering Consultant Art Miller on behalf of City Manager Jon C. Williams.

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

ABSENT

Voting Members: Chairman/Community Development Director Steve Pash, City Engineer Jim Monahan, and Economic Development Director Tanja Gerhartz

APPROVAL OF MINUTES

Agenda Item #2:

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

***Motion by City Engineering Consultant Miller, to approve the above minutes.
Seconded by Building Official Nemecek; the motion carried unanimously 4-0.***

DRC BUSINESS

Agenda Item #3: 739 Vineland Office Building – SITE PLAN

Vineland Road – 739

Dave Schmitt Engineering, Inc

Mack Saredidine of Dave Schmitt Engineering, Inc; representative for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING

8. Sheet 8 – Utility Plan:

- a. **Show location and size of irrigation meter – 5/8" irrigation meter is shown on irrigation plan that the City doesn't provide – 3/4" meter is the smallest provided.**
- b. **Verify size of existing potable meter.**
- c. **Show required restoration of Palmetto Street pavement/curb for sanitary connection.** Applicant will provide the plans for these comments.

11. Sheet 9 – Fire Truck Route Plan:

- a. **Plan states the building will be sprinkled. Show fire line; Point of Service (POS), backflow prevention, etc. All work downstream of the POS shall be performed by a licensed fire sprinkler contractor.** Applicant will fix plans to show sprinkler system.

PLANNING

21. **Please include a sidewalk connection from S Main St. to the building.** Applicant will add to plans.

22. **A tree mitigation table will be required showing trees to be removed and how the landscaping will satisfy the 2-to-1 replacement requirements for all non-invasive trees over 12" diameter at breast height (DBH).**

- a. **Preserving the existing trees should be a priority. All efforts should be made to save these trees, including redesigning the site.** Applicant inquired about applying for a Variance for this comment. City Staff affirmed.

23. **Please submit four-sided, color elevations. The architecture must be consistent with the surrounding community which is primarily residential in character. The elevations must be reviewed and approved by the City Manager.**

- a. **If setbacks for single-family residences in R-NC are going to be utilized, the maximum height will be 30'. During feasibility review, a height of 35' was allowed if utilizing C-4 setback requirements.** Applicant inquired about the use of setbacks. City Staff explained they would discuss the elevations once the applicant submitted them.

Motion by Senior Engineer Heavside to have the application revise and resubmit the site plan for another full DRC review cycle. Building Official Nemecek, seconded; the motion carried unanimously 4-0.

Agenda Item #4: Mainstreet PCD – REZONING

Colonial Drive W – 12950, 12962 & Magnolia Street - 648
Mainstreet Community Bank

Jeff Banker of Highland Engineering, Inc; representative for the project, attended for discussion. The following items were reviewed and discussed:

PLANNING

18. Please provide a separate legal description for the area to be annexed, and a separate legal description for the right-of-way to be vacated. Applicant stated they would provide a separate description.

19. Landscape:

a. REPEAT COMMENT: The landscaping plan is does not meet City code requirements. The landscape plans shall clearly depict how it adheres to the requirements of Chapter 118, Article X, Division 3. – Landscape Design Standards. Irrigation plans are not required until Site Plan Approval. Irrigation system shall utilize reclaimed water and include a building mounted weather station. Applicant will review and adjust plans.

b. Note: If any trees are proposed to be removed, please provide tree removal & mitigation information for any tree over 12” caliper. All efforts should be made to retain large existing trees on site. Are you removing any trees on site?
Applicant will comply.

20. 9th Street Sidewalk: Sidewalk shall be configured so there is landscape area between the sidewalk and the curb to create a more pedestrian friendly corridor. Applicant will comply and adjust plans.

Motion by Senior Engineer Heaviside 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 #5: Circle K – REZONING

Colonial Drive - 14990

Kimley-Horn & Associates Inc

Jarod Stubbs of Kimley-Horn & Associates Inc; representative for the project, attended for discussion. The following items were reviewed and discussed:

Applicant did not have any comments on this item.

Motion by Senior Engineer Heaviside 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 #6: Circle K – SITE PLAN

Colonial Drive - 14990

Kimley-Horn & Associates Inc

Jarod Stubbs of Kimley-Horn & Associates Inc; representative for the project, attended for discussion. The following items were reviewed and discussed:

PLANNING

16. The applicant will need a lot split/reconfiguration approval with the adjoining lot prior to a PCD rezoning and Site Plan approval. Staff has not received this application yet.

Applicant stated that the lot split application has been submitted and is pending.

19. Signs: This project will not be allowed three monument/pole signs. There is an existing monument sign at the corner of the development and the applicant is proposing two new signs. One of the signs will need to be removed. Applicant will keep existing signs and adjust plans to reflect comment. City Staff explained there cannot be 3 monument signs.

BUILDING

22. The dumpster shown does not meet city standards. It does provide clear 12'2" between gate post as required, BUT the required 12' min of clear space from interior of closed gate to face of the required interior bollards is only 8'2". We must be able to store a 12' x 12' square behind closed gates per public serviced requirements. Applicant will enlarge dumpster size to meet city standards.

Applicant also commented about traffic complications and wanted to coordinate with the county and a third party consultant regarding Avalon Road traffic.

They also confirmed the scheduled community meeting for April 11, 2022 and inquired if they should resubmit site plans before the community meeting or wait until after. City Staff affirmed they should wait until after the meeting.

Motion by Senior Engineer Heaviside to have the application revise and resubmit the site plan for full DRC review cycle. Building Official Nemecek, seconded; the motion carried unanimously 4-0.

Agenda Item #7: West Orange Boys & Girls Club – SITE PLAN

9th Street - 459

June Engineering Consultants, Inc

Jeff Sedloff of June Engineering Consultants, Inc; representative for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING

2. Sheet 3 – Grading Plan:

a. The soils report submitted shows areas of unsuitable soils that need to be over-excavated/removed as recommended by the Geotechnical Engineer and as noted on the plans. During construction, the Design or Geotechnical Engineer shall certify that this has been completed as required. The system will be monitored periodically by the City and if not functioning as designed, provisions shall be made to correct it. Applicant will add to plan.

11. All dumpsters shall be enclosed and shall provide 12' minimum inside clearance (each way inside of bollards or gate hardware), and access by solid waste vehicles. Coordinate additional requirements with Public Services Department, Solid Waste Division. Applicant commented that they were going to share dumpsters with the neighboring church. City Staff explained that if it becomes a problem, they would have to bring in their own dumpsters.

Applicants agreed.

PLANNING

13. Repeat comment: Please provide a landscape and irrigation plan. Landscape shall adhere to the requirements of Chapter 118, Article X, Division 3. – Landscape Design Standards. Plans are required to be signed & sealed by a Landscape Architect. Note: Staff is aware that a signed and sealed set of plans are forthcoming. This will be made available to the Planning & Zoning Department prior to City Commission approval. This will become a condition of approval. Applicant will comply.

14. Elevations:

- a. **The elevations are not labeled correctly. The entrances for the building and the “west, south, etc.” elevations labels are not matching.**
- b. **Please provide an entry feature, awnings, and sidewalk entrance for the façade facing 9th Street. Please refer to the neighboring property, Shepard’s Hope, as an example.** Applicant will revise and resubmit the elevations.

15. A community meeting will be required. Applicant will schedule with City Staff.

16. Note: Signs are permitted separately. Please follow Chapter 102 – Signs. Applicant will comply.

FIRE SAFETY

17. Both FDC’s and hydrants shall be on the same side of the road or driveway. FDC’s shall be stand alone off the backflow. Applicant will comply.

Motion by Senior Engineer Heaviside 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: CFP Medical Office– SITE PLAN

Marcel Drive - 1680

CF Pulmonary Real Estate Winter Garden, LLC

No representatives for the project were in attendance for this project. This item was tabled until the next scheduled DRC meeting.

Agenda Item #9: Long, Lance – MINOR SITE PLAN

Main Street S – 203

Lance Long

Lance Long of 203 S Main Street; representative for the project, attended for discussion. The following items were reviewed and discussed:

Applicant questioned whether he could avoid tearing down the small building in the back yard to accommodate the required parking spaces. City Staff affirmed he needed to coordinate with his engineer and redesign plans to revise and resubmit.

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

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:01 a.m. by Acting Chairman/Urban Designer Kelly Carson.

ATTEST:

APPROVED:

/S/

/S/

DRC Recording Secretary, Colene Rivera

Chairman, Steve Pash

DISCUSSION ITEM ONLY

Agenda Item #10: Plant Street Subdivision – PROJECT FEASIBILITY

Plant Street W – 735, 743 & 751

Nicholas Burden

No representatives for the project were in attendance for this project. This item was tabled.