



**CITY OF WINTER GARDEN  
DEVELOPMENT REVIEW COMMITTEE  
MINUTES  
March 18, 2020**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, March 18, 2020 in the City Hall Commission Chambers.

**Agenda Item #1: CALL TO ORDER**

Acting Chairperson/Urban Designer Kelly Carson on behalf of Chairman Pash called the meeting to order at 9:33 a.m. The roll was called and a quorum was declared present.

**PRESENT**

**Voting Members:** Acting Chairperson/Urban Designer Kelly Carson on behalf of Chairman/Community Development Director Steve Pash, City Engineer Jim Monahan, Building Official Skip Nemecek and Assistant City Manager for Public Services Jon Williams.

**Others:** City Attorney Kurt Ardaman, Assistant City Attorney Dan Langley, City Engineering Consultant Art Miller, Senior Planner Shane Friedman, Planner I Soraya Karimi and Customer Service Representative Colene Rivera.

**ABSENT**

**Voting Members:** Economic Development Director Tanja Gerhartz and Chairman/Community Development Director Steve Pash.

**APPROVAL OF MINUTES**

**Agenda Item #2:**

Approval of minutes from regular meeting held on March 4, 2020.

*Motion by Assistant City Manager for Public Services Williams to approve the above minutes. Seconded by Building Official Nemecek; the motion carried unanimously 4-0.*

**DRC BUSINESS**

**Agenda Item #3: Belle Meade Subdivision Outparcel #2 – SITE PLAN**

Avalon Road - 1905

Brent Lenzen, PE of Kimley-Horn and Associates, Inc.; applicant for the project was in attendance through conference call for discussion. The following items were reviewed and discussed:

## ENGINEERING COMMENTS

2. Confirm that the following previous requirements have been met: As required by the PCD and Developers Agreement, final plans shall accommodate the R/W and grading needs of the proposed CR 545 widening and Tilden Road intersection improvements. According to the City's Design Engineer for the CR 545 work, the plans accommodate the CR 545 design.
  - As shown on the PCD plan, Developer's Agreement, and site plan, a 25' "corner clip" is to be conveyed to the City at the NE corner of the intersection of CR 545 and Tilden Road (SW corner of the site). Provide draft warranty deed (to be submitted under separate cover) for review by the City; conveyance shall be made pursuant to the Developer's Agreement, but in any case shall be made prior to release of the Certificate of Occupancy for any building; a hold-harmless agreement is required prior to issuance of any site or building permits. This comment was clarified and understood.
  - Temporary construction and slope easements are also needed for the CR545/Tilden improvements. Easements shall be granted to the City pursuant to the Development Agreement. Draft easement descriptions have been provided that shall be reviewed and approved by the City Attorney prior to recording. In any case, easements shall be granted to the City prior to release of the Certificate of Occupancy for any building; a hold-harmless agreement is required prior to issuance of any site or building permits. City staff asked that applicant confirm these items have been completed.
3. Confirm that the following previous condition of approval has been completed: Since the proposed commercial areas will drain into the HOA ponds (residential), this development shall provide provisions for participation in the pond maintenance by the commercial tract(s). Provide recorded easement agreement or amendment to easement showing this provision has been met. Recorded easement shall be provided to the City prior to release of the Certificate of Occupancy for any building; a hold-harmless agreement is required prior to issuance of any site or building permits. Applicant will submit in their next submittal.
6. Utilities: The water system shows a fire line master meter, water loop serving the fire protection and domestic services with individual water meters for the buildings. All on-site utilities shall be privately owned and maintained (as noted on the plans). Applicant inquired about when the utility easement would need to be conveyed? City staff stated this would need to happen prior to CO. Provide a utility easement for the water meters located outside of the right-of-way prior to issuance of any C of O. Applicant understood and will provide a 5' clearance on all sides.
8. 100% of all required water and sewer impact fees shall be paid prior to City execution of FDEP permits and issuance of building permits, and shall include all proposed buildings shown on the site plan. Flow calculations shall be approved by the Utility Department prior to issuance of building permit or execution of FDEP permit. Final plans will not be approved for construction until utility impact fees have been paid and FDEP permits have

been issued. Any new water, sewer, or irrigation connections are required to pay utility impact fees, to be paid prior to issuance of site or building permits or execution of FDEP permits. According to the plans there will be (3) 2" potable meters, (1) 2" irrigation meter. Based on the above, the utility impact fees are as follows (confirm the meter sizes listed above):

<u>2" Potable water meter</u>	<u>3 ea. @ \$8,688.00</u>	<u>= \$26,064.00</u>
<u>Wastewater for 2" meter</u>	<u>3 ea. @ \$14,136.00</u>	<u>= \$42,408.00</u>
<u>2" Irrigation meter</u>	<u>1 ea. @ \$8,688.00</u>	<u>= \$8,688.00</u>
	<u>TOTAL</u>	<u>= \$77,160.00</u>

(does not include connection/installation fee)

Applicant stated this project had paid the meter fees and their permits expire in late September 2021. He will submit copies of the DEP permits in the next resubmittal.

15. Streetlighting both internally and on all street frontages is required pursuant to City Code – dark skies lighting is required. Provide a lighting plan for the Avalon & Tilden Road frontages on or before the pre-con. This comment was clarified. If there are not any lights currently on the street, these would need to be added.
17. Previous permit modification approval by St. Johns River Water Management District and FDEP NPDES NOI is acknowledged. Permit application copies for the FDEP for water and sewer were included in the past - FDEP permits will not be executed by the City until water and sewer impact fees have been paid in full. Applicant will provide these permits in their next submittal.

#### PLANNING COMMENTS

19. Pedestrian access from Tilden Road must be made per the PCD. Please install a sidewalk along Tilden Road. Applicant plans to extend the sidewalk and show cross walk details in next submittal.
20. Please indicate locations of trash receptacles and monument signs on the Site or Architectural Plan. There should be a trash receptacle and bike bollards for every building. Staff clarified signage code and indicated that locations need to be specified at this point in the process. Applicant stated he did not realize these details were needed at this time. They will include in next submittal.

#### FIRE DEPARTMENT COMMENTS

30. (In regards to the updated Utility Plan) FDC's shall be stand alone off the backflow. Applicant inquired about this comment. Staff indicated for applicant to contact Fire Inspector Rutherford directly about his questions on this comment. Applicant will comply.

#### BUILDING COMMENTS

31. Both dumpster details included with the plans do NOT meet city standards for inside clear depth. Must has 12 feet from face of rear internal bollards to gates in closed position. This can be addressed at plan review. Applicant will review dumpster details and ensure or update if needed to meet current building code requirements.

#### SITE SPECIFIC ENGINEERING COMMENT (DATED 10/24/2014)

53. The City is still waiting on the street light cost estimates for the lights that are to be

**installed on Avalon and Tilden Roads from Duke Energy Florida. The city will forward the estimate for payment once received (provide status).** Applicant inquired about status on this comment? City staff clarified that applicant will need to coordinate details with Duke Energy and city on lighting plan and type of fixtures. Project developer will be required to pay for installation and first year of lighting and then city takes over after this period. Applicant understood and will coordinate.

***Motion by City Engineer Monahan to have the applicants revise and resubmit the Site Plan for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 4-0.***

**Agenda Item #4: West Market (fka Gardenia Plaza) – PLANNED COMMERCIAL DEVELOPMENT AMENDMENT**

Colonial Drive W – 14180 & 14230  
Gardenia Plaza, LLC.

Ryan Blaida of CWI and Mark Maciel of Gardenia Plaza, LLC; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

**PLANNING**

2. **All lots have been formally platted. Please update the PCD master site plan to reflect the lots and tracts that currently exist (i.e. Lot 1 should read Tract E, etc.). Please remove Lot 1 references in the Site Data table and update lots accordingly.** Applicants will update Lot 1 Tract E.
3. **Please update all Lots showing proposed building footprints of known endusers such as Lot 3 which is proposed to be automotive related.** Applicants explained they plan to include a drive through on Lot 3 that has always been shown and for the bank on Lot 5.

Applicants inquired about process if they want to change or add proposed uses to this PCD? They are thinking about wanting to add Self-Storage and AFL uses. City staff stated that applicants will need to provide a narrative of proposed uses and what items they wish to add along with if they would like these to be permitted or only through a Special Exception process and review. Applicants will need to amend the PCD either as a resolution or amendment to update the uses. Applicants understood and will submit in their next revised submittal.

***Motion by City Engineer Monahan to have the applicants revise and resubmit the Planned Commercial Development Amendment for staff review only. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 4-0.***

9:50 am Break in Meeting  
9:51 am Meeting Resumed

**Agenda Item #5: Winter Garden Commerce Center PH. 2 – CONSTRUCTION PLANS**

Garden Commerce Parkway  
Scott Holder

Scott Holder of Winter Garden Commerce Center and Joseph Holder of Winter Garden Commerce Center; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

**ENGINEERING**

4. **Typical roadway section shall comply with City standards and include the following: Right-of-way width shall be 60 feet with minimum roadway pavement width of 28' as required by City Code (14' minimum each lane); 18" of clean fill with no more than 5% passing a #200 sieve required under the 12" thick stabilized subbase (LBR 40); 98% density required on all compaction; 2" minimum asphalt thickness; 10" minimum soil cement or crushed concrete base thickness (limerock still shown); minimum 24" wide concrete curb and gutter required; minimum 5' wide concrete sidewalks required on both sides of street; minimum 10' wide drainage, utility and sidewalk easements required adjacent to all rights-of-way (show on typical sections). All construction shall meet City of Winter Garden requirements for drainage, roadways and utilities (see City Standard Details available on-line at cwgd.com). If requested by the Developer, 1" of asphalt can be installed prior to C of C, and the second lift of 1" can be installed after building construction, if covered by a performance bond or letter of credit.** Applicant inquired about when the sidewalks need to be installed? City staff confirmed sidewalks would be installed during construction of the buildings.
6. **Sheet C2 - Plan & Profile – Utilities and Storm:**
  - e. **How will fire protection (i.e. fire sprinklers) be provided for the lots on the east side? Suggest installing some 8" water line stubs across the road with fire hydrant for future connection.** This comments was clarified to the applicant.
10. **100% of the water/sewer impact fees shall be paid prior to site or building permit issuance or execution of FDEP permit applications by the City. Sanitary laterals, fittings, and pipes shall be SDR 26 per City standards. Use City Standard Detail Sheets for utilities and public works. Provide the proposed uses of the 5 lots and anticipated meter sizes for impact fee payment. When building plans are submitted, a true-up of fees will be calculated.**

**Based on the plans (Sheet C2), a (5) 1" irrigation meters and (5) 2" potable meters are proposed, the impact fees are listed below.**

<u>2" Potable water meter</u>	<u>5 ea. @ \$8,688.00</u>	<u>= \$43,440.00</u>
<u>Wastewater for 2" meter</u>	<u>5 ea. @ \$14,136.00</u>	<u>= \$70,680.00</u>
<u>1" Irrigation meter</u>	<u>5 ea. @ \$2,715.00</u>	<u>= \$2,715.00</u>
	<b><u>TOTAL</u></b>	<b><u>= \$116,835.00</u></b>

**(does not include connection/installation fee)**

Applicant inquired if these Impact Fees are paid during construction? City staff stated this needs to be paid prior to site and building permitting. Applicant asked if this was a new requirement? City staff stated this has been in place for about 15 years. For clarification to the applicant, it was explained that there may also be impact fees at time of building permits based on use or capacity needed as well. Applicant stated he did not remember paying this at time of site plan in the past. City staff asked applicant to check with his engineer about the use of 2" water meters. This may be more than needed. Applicant will discuss with his engineer.

