



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
March 30, 2022**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, March 30, 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, Building Official Skip Nemecek and Engineering Consultant Art Miller on behalf of City Manager, Jon C. Williams.

Others: City Attorney Dan Langley; Kelly Carson, Urban Designer; Shane Friedman, Senior Planner; Jordan Kowalchik, Planner I and Colene Rivera, Recording Secretary.

ABSENT

Voting Members: Economic Development Director Tanja Gerhartz

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on March 16, 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: CFP Medical Office – SITE PLAN

Marcel Drive - 1680
CFP Real Estate Winter Garden, LLC

James A Garritani of TSG Associates, David McKee of Central Florida Pulmonary and Allen Lane of CPH, Inc; representatives for the project, attended for discussion. The following

items were reviewed and discussed:

ENGINEERING

2. **No trees may be planted over or within 5 feet of any utility lines. Only sod or shrubs may be planted over utility lines.** Applicants acknowledged.
3. **Landscaping shall not encroach on required sight lines at intersections or driveways. Design Engineer shall provide certification that sight distance requirements are being met. All irrigation on the site shall be designed to be supplied by reclaimed water.** Applicant explained that the drive way entrance is on the north side and understood comment.
5. **As noted on previous plans for this development, organic soils were present at the time. Building Permit application for any lots in the muck removal area shall be accompanied by a detailed report, signed and sealed by a Florida Professional Engineer, that these lot(s) are suitable for construction, and shall contain special foundation requirements or designs as appropriate. Provide to the Building and Engineering Departments.** Applicants will submit certification details with their next submittal.
6. **Sheet C-5 – Grading & Utility Plan:**
 - a. **Show the location of the 30' wide utility (force main) easement (on all plans) running along the south lot line. No improvements other than pavement, sidewalks and curbs shall be constructed within this area including stormwater pipes, exfiltration system, etc. Show location of existing 6" force main.** Applicant explained concern about this comment regarding 30' wide utility easement and will review options to comply. City staff stated that applicants will need to include landscaping in this 30' easement excluding large trees which will be required elsewhere on the site. Applicants understood.
 - c. **The plan shows an underground exfiltration system for the remaining treatment required by the overall SJRWMD permit. Per the geotechnical report this area has a high water table. We question the use of the underground exfiltration system considering the soils and high water table encountered but will accept it as certified by the Design & Geotechnical Engineers. The system will be monitored periodically by the City and if not functioning as designed, provisions shall be made to correct it at the Owner's expense.** Applicants will need to provide additional details on the plans.
 - d. **Call out size and type of storm pipe from S-3 to S-6.** Applicants understood.
 - e. **The domestic water feed to the building shall be connected to the service which should have been installed with the overall development – not off of the fire line. Provide size and location of domestic and irrigation meters. Provide irrigation plan.** Staff verified tie in of water lines from the northeast corner will be an acceptable location.
 - f. **Fire line shall have a double detector check valve and is subject to review and approval by the Fire & Building Departments.** Applicant explained they plan to have one water line running to the building and then plan to T-off from this for fire line. Staff clarified that the back flow location will need to be near street.

8. **Traffic study may be required – see Planning Dept. comments.** Applicants will provide details from Daniels Commerce Center traffic study.
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. Use City Standard Detail Sheets for utilities and public works. All on-site utilities shall be privately owned and maintained. Provide sizes of potable and irrigation meters for determination of utility impact fees.** Applicants were directed to city website for meter details, impact fees and specs, etc. Applicants understood.
11. **Permit modification shall be provided from SJRWMD for stormwater and FDEP for water, wastewater and NPDES NOI. Drainage shall comply with the overall development design.** City staff explained these permits will not be needed.

PLANNING

22. **The sidewalk should go along the entire frontage of the property. Not along the side of the property abutting the dry pond. Please revise.** Applicant will adjust to Right of Way location.
23. **The landscape buffer along Marcel Drive and the abutting drive aisle is the property's frontage and should be 10' wide at a minimum. The Sidewalk can be included in this buffer.** Applicants were asked to provide these details for staff to review.
24. **Landscape plan:**
 - f. **Side or rear buffers adjoining noncommercial or residential parcels, churches or institutional uses shall also require a six-foot masonry wall in addition to the minimum ten-foot wide landscape buffer requirement.** Applicants will provide details for staff to review.
The landscape plan is showing a 10' wide buffer from the property line; however, the site plan is showing only 5' wide. Please make sure the widths are consistent on all plans. Standard comment; staff will review need to additional fencing.

FIRE SAFETY

31. **Both FDC's and hydrants shall be on the same side of the road or driveway.** Applicants were directed to contact Fire Inspection directly for clarification.
32. **FDC's shall be stand-alone off the backflow.** Applicants were directed to contact Fire Inspection directly for clarification.
33. **Fire Lanes shall be established around Fire Dept. Connections.** Applicants were directed to contact Fire Inspection directly for clarification.

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 #4: Britt Mansion Park – CAPUD/REZONING

Plant Street E – 1305
PS Glory, LLC

Joe Ort of PS Glory, LLC; representative for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING

3. **Platting of the property may be required depending on ownership status of the buildings and shared infrastructure. Refer to Section 110 of the City Code for subdivision requirements.** Discussed Engineering requirements and advised applicant of the process.

PLANNING

17. **A community meeting is required.** City staff explained when this meeting would occur and steps that need to be addressed prior to coordinating this meeting. Applicant understood.
19. **This property is part of the Gateway District located within the Plant Street Character Area Overlay area. The following comments are related to the regulations codified in the Plant Street Character Area Design Plan as well as City Code Chapter 118, Article XIV:**
 - a. **Per the Plant Street Character Area Design Plan, Page 23: The parking that is shown directly adjacent to East Crown Point Road is located within Zone IV, which is not permitted in the Gateway District. The site has too much parking per other sections of this code (see below comment "d"), so one suggestion would be to remove this row directly against the street and turn it into part of the required park space (see comment 'c' below) or use it as an increased buffer area. The building that is shown on the northeast corner could also be relocated here, which could also save the large oak that is within the proposed building footprint.** City staff explained that the wall with landscaping is prohibited in the code per the overlay district and would need to see about an alternative layout to save the large tree on property. Applicant will provide tree plan for development and discussed parking concerns.

Also discussed with applicant potential options for building placement with parking lot location options that work within the overlay district guidelines.

City staff explained that a Traffic Study would also be required for this project.

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

Agenda Item #5: Ascend Wireless Networks – SITE PLAN

Garden Commerce Parkway – 741
Z Construction LLC

Alan Zirkelbach and Chip Bell of Z Construction; representative for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING

6. Sheet C1.01 – Site & Landscape Plan:

- a. **Show driveway connections to Garden Commerce Parkway – radii; width; etc. All driveways shall meet the City’s driveway requirements as specified in Code: 24’ minimum width – 36’ maximum, including transitions; 15’ minimum side setback from property line; 75’ minimum distance between double driveways. See Section 2.10 of Appendix A of the City Code concerning commercial/industrial driveways.** City staff stated that the turning radius requirement will depend upon the intended uses of the site; minimum would be 25’ but if having heavy truck traffic it could be 30’ – 50’. Applicant understood.

PLANNING

20. Landscaping (The PID follows Sec. 118, Article X, Division 3 for landscaping requirements with modifications shown in Exhibit D of Ordinance 13-42). As submitted, this site does not comply with any of the buffer requirements, plant sizes, or building perimeter planting requirements.

- g. **The landscape plan should include a table listing all trees to be removed and how the proposed landscape plan will satisfy the two-for-one replacement requirements for all trees 12” DBH or greater. Relocation of the existing trees is preferred over replacement.**

- ii. **There are seven trees shown on the survey but only six in the signed and sealed plans. The plans do not show a 30” oak at the center of the lot. Has this been removed already?** Applicant asked for clarification on the 30” oak tree at the center of the lot. City staff provided these details. Applicant understood.

24. If there will be any signage, please include in plan set. Signs must adhere to Ch. 102 of City Code. Signage will require a separate permit

25. Please provide a dumpster enclosure detail (Sec. 118-1529):

- a. **All storage or dumpster/solid waste areas shall be designed with a six-foot masonry wall. The wall shall be of a decorative "split face" concrete masonry, "Norman" brick or standard concrete masonry clad with painted stucco or other masonry veneer. The wall shall include a continuous cap feature and closing gate.** Dumpster will be a separate permit and will need to include these details on their plan submittal.

26. Engineering shall determine whether or not the permeable concrete proposed at the dumpster enclosure will provide sufficient drainage. If not, this site will be above the allowable maximum 80% impervious area. Applicant will resubmit with details.

FIRE INSPECTOR

37. Any new construction over 6,000 sq. ft. of construction type IIb or higher, or specialty use structure as determined by the AHJ; shall provide a site survey test to determine the available signal strength for Two-way radio communication compliance per State Statute 633.202 (18) and NFPA-1 (2018 Edition). Applicants were advised to contact the Fire Inspector directly for clarification on this comment.

STANDARD GENERAL CONDITIONS

46. After final plan approval, a preconstruction meeting will be required prior to any commencement of construction. The applicant shall provide an erosion control and street lighting plan at the preconstruction meeting and shall pay all engineering review and inspection fees prior to construction. Inspection fees in the amount of 2.25% of the cost of all site improvements shall be paid prior to issuance of the building permit. Engineering department explained the process for pre-con meeting.

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 #6: Elboc Expansion – MINOR SITE PLAN

Elboc Way – 1180

Capital Group of Central Florida

Sabastian Vasquez of Capital Group; representative for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING

2. The existing dumpster is shown to be removed - Approval from Public Services Solid Waste Division is required to ensure proper disposal of solid waste is provided. Applicant inquired about changing from dumpster to hobo trash pickup? Applicant was advised to reach out to the Director of Public Services Rich Fasano for details of this request. Applicant will comply.

PLANNING

6. Please provide a landscape plan.

a. Shrubs and trees must be replaced as shown in Exhibit A – the original Site Plan Approval for this location. Applicant will be required to have landscaping and will be required to replant in areas where the existing foliage has either died or is too sparse.

STANDARD GENERAL CONDITIONS

13. Fencing, shall meet all City requirements for height, type, etc. Chain link fencing, if used, shall be vinyl coated per Code. Applicants plan to use the existing fence on site.

- 14. 5' wide concrete sidewalks shall be constructed along all street frontages pursuant to City Code.** City staff stated that these are standard comments and this will not be needed.
- 18. After final plan approval, a preconstruction meeting will be required prior to any commencement of construction. The applicant shall provide an erosion control and street lighting plan at the preconstruction meeting and shall pay all engineering review and inspection fees prior to construction. Inspection fees in the amount of 2.25% of the cost of all site improvements shall be paid prior to issuance of the building permit.** The erosion control and street lighting plan are existing. City staff will review.

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 #7: Tilden Reserve - ANNEX, REZONING, FUTURE LAND USE

Tilden Road

GL Summitt Engineering, Inc.

John Laga of SCMS, LLC and Geoff Summitt of GL Summitt Engineering, Inc; representative for the project, attended for discussion. The following items were reviewed and discussed:

PLANNING

- 19. Architectural examples were provided but an offline meeting to establish design standards for the community will be required.**
- a. The example elevations do not appear to have recessed garages, as required.**
 - i. Several examples have protruding, street facing garages which will not be accepted.** City staff requested that applicant provide design elevation details at this time with project submittal. Applicant understood.
- 22. Will the pond be amenitized in any way, such as having a walking path?** Applicants stated they would look into this option.
- 25. Please provide a detail of the decorative wall. See section 118-1297 (i) for requirements.** Applicants discussed concepts and city staff requested that they submit materials and narrative details for city staff review.
- 29. Is the 10' wall and landscape easement separate from lots 1 and 2? Is the 6' sidewalk part of this easement or beyond? Is the sidewalk on the verge? The Master Site Plan is not clear on this.** Applicants explained the 10' wall location as along the back of these lots.

Motion by City Engineer Monahan to have the application revise and resubmit the Planned Unit Development for another 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 10:30 a.m. by

Chairman/Community Development Director Steve Pash.

ATTEST:

APPROVED:

/S/

DRC Recording Secretary, Colene Rivera

/S/

Chairman, Steve Pash

DISCUSSION ITEM ONLY

Agenda Item #8: Plant Street Subdivision – PROJECT FEASABILITY

Plant Street W – 735, 743, 751

Nicholas Burden

No representatives for the project were in attendance for this project.