



**WINTER GARDEN**  
**CITY OF WINTER GARDEN**  
**DEVELOPMENT REVIEW COMMITTEE**  
**MINUTES**  
**March 31, 2021**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, March 31, 2021 in the City Hall Commission Chambers.

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

Chairman/Community Development Director Steve Pash called the meeting to order at 9:30 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 Assistant City Manager for Public Services Jon Williams.

**Others:** Kurt Ardaman, City Attorney; Art Miller, City Engineering Consultant; Rob Heaviside, Senior Engineer; Kelly Carson, Urban Designer; Shane Friedman, Senior Planner; Chad Morrill, IT Director and Edlyn Gonzalez, CSR.

**ABSENT**

**Voting Members:** Economic Development Director Tanja Gerhartz

**APPROVAL OF MINUTES**

**Agenda Item #2:**

Approval of minutes from regular meeting held on March 17, 2021.

***Motion by City 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: Riegl USA Helipad – Site Plan**

Colonial Drive W – 14525  
Riegl Real Estate Inc

Kelly Martin & Matthew Licari of Riegl USA; Tracy Thom-Palumbo of Cushman &

Wakefield; and Greg Crawford of Florida Engineering Group, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

**ENGINEERING COMMENTS**

**4. Sheet C-8 – Paving Grading & Drainage Plan:**

- a. Show more detail on where the pond outfall ultimately goes.** Applicant received clarification on the type of details requested by Staff.

**PLANNING COMMENTS**

**19. Please provide landscaping along the northern buffer per Chapter 118, Article X, Division 3. – Landscape Design Standards, as well as, additional screening along the driveway in front of the storage units.** Applicant inquired if landscaping plans may be submitted at time of Phase 2 submittal. City Staff will consider and confirm on a separate phone call.

**20. A tree survey will be required showing size and type of all trees over 12" DBH, etc. meeting all Code provisions. The site plan application should include a table listing all trees to be removed, and how the proposed landscape plan will satisfy the 2-to-1 replacement requirements.** Applicant confirmed with City Staff that palm trees are of no concern.

**22. Although not provided in this review cycle, staff is aware of the request for the applicant to install a 6' tall security fence. The proposed location of this fence will need to be brought farther back onto the property. Similar to the location at the office building site. The fence will not be directly abutting State Road 50.** Applicant will show details in the following resubmittal.

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

**Agenda Item #4: Tilden Place – Final Plat**

Tilden Road – 14908 & 14950  
M/I Homes of Orlando, LLC

Diana Cabrera of M/I Homes attended physically and Nicole Smith of Allen & Company attended via webinar. The following items were reviewed and discussed:

**ENGINEERING COMMENTS**

**5. Any areas developed within the 100 year flood plain shall be compensated for; LOMR with FEMA is required for any development within the 100 year flood zone and shall be applied for prior to final plat approval. Previous response states that the site is not within the 100 year flood plain, although some areas may be adjacent to it and may be subject to flood insurance by their mortgage or homeowner's insurance company. Any lots receiving notice of flood insurance after platting or home construction, shall be provided proof, either by LOMA/LOMR/Elevation Certificate, that their lot is not subject to flood insurance. This condition shall survive development of the property by the**

**developer and will be the responsibility of the Design Engineer.** Applicant will confirm.

***Motion by City Engineer Monahan to have the applicant revise and resubmit the Final Plat for staff review. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 4-0.***

**Agenda Item #5: Vineland Road Christian Fellowship – Lot Split**

Lakeview Avenue S - 859

Vineland Road Christian Fellowship Inc. of Winter Garden Florida

Pastor Matthew Chester; applicant for the project was in attendance for discussion.

*An offline meeting will take place to discuss City Attorney requirements with the applicant and their attorney.*

***Motion by City Engineer Monahan to have the applicant revise and resubmit the Lot Split for another full DRC review cycle pending offsite meeting Building Official Nemecek, seconded; the motion carried unanimously 4-0.***

**Agenda Item #6: Bodine Property – Easement Vacation**

Trail Brodge Court – 208

Taylor & Cynthia Bodine

Cynthia & Taylor Bodine; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

**ENGINEERING COMMENTS**

- 1. The Planning Department shall review and approve proposed setbacks, etc. that may be affected by the easement vacation.*** Applicant received setback clarification.

**PLANNING COMMENTS**

- 6. Per the City Attorney's comment 11 below, an easement agreement will be required for the replacement easements (5' side and 10' rear). This will include a sketch and legal description of the new easements.*** Applicant will inform Staff of their selected Surveyor.

**CITY ATTORNEY COMMENTS**

- 11. Replacement rear and side drainage and utility easements should be provided so that easements wrap around the new boundaries of the lot consistent with other lots in this subdivision.*** Applicant understands and will work with a Surveyor to include a sketch and legal description of the new easements.

***Motion by City Engineer Monahan to have the applicant revise and resubmit the Easement Vacation for staff review. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 4-0.***

**ADJOURNMENT**

There being no more business to discuss, the meeting was adjourned at 9:44 a.m. by Chairman/Community Development Director Steve Pash.

**ATTEST:**

**APPROVED:**

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*DRC Recording Secretary, Edlyn Gonzalez*

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*Chairman, Steve Pash*