



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
April 13, 2022**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, April 13, 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 9:30 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 City Engineering Consultant Art Miller on behalf of City Manager, Jon C. Williams.

Others: 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 30, 2022.

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

9:31 am *Break in Meeting*

9:32 am *Meeting Resumed*

DRC BUSINESS

Agenda Item #3: Sweet Fish Media – PCD Rezoning

Orange West Blvd - 1125

Civil Corp Engineering Inc

James Carbary of Sweet Fish Media, Paul Medley of PNM Architecture, Jeffery Dyal of

Newcastle Construction, Edwin Guerrero of Civil Corp Engineering LLC; representatives for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING

4. **The plan shows a go-cart track and a “lazy river” feature which may require additional approvals.** This comment was clarified by staff. The Planning staff are currently reviewing approval uses and this aspect was explained during the Project Feasibility stage of project review.
17. **Provide traffic study for Planning Department review.** City staff clarified that a Traffic Study would be required during the Site Plan process. Applicants understood.

PLANNING

18. **A traffic impact analysis will be required. Staff must approve the methodology prior to the traffic study.** See Engineering comment #17.
24. **Please provide a more accurate floor plan. The current floor plan is only showing bedrooms, showers, dining, and kitchens. If “office” use is being proposed there needs to be offices.** Applicants explained their intended uses of the work space. City staff asked that applicants provide a detailed narrative of this work space. Applicants will comply.
27. **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. A detail sheet of the proposed wall will be required.** Applicants discussed the building orientation to the neighboring community, roadway, etc. in regards to buffer wall.

Motion by City Engineer Monahan to have the application revise and resubmit the Planned Commercial Development for another full DRC review cycle. Building Official Nemecek, seconded; the motion carried unanimously 4-0.

Agenda Item #4: Vineland Office Remodel – Special Exception

Vineland Road - 1010
JJ Park LLC

Bill Hockensmith of Florida Engineering Group; representative for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING

3. **Show existing and proposed utilities for the site including water meter locations, sizes, sanitary sewer laterals, etc. All utilities shall be underground pursuant to Code (Sec. 18-33) including electrical power, cable, telephone, etc. Separate irrigation meter is required.** Applicant inquired about power line location? City staff explained power lines would be required to be underground as part of new development. Applicant understood.

6. **Drainage: Provide existing drainage pattern and proposed drainage (i.e. existing and proposed grades, etc.). Off-site drainage shall be accommodated. The swale along Morgan Street shall be improved and will require a culvert at the driveway. No fill or runoff will be allowed to discharge onto adjacent properties; existing drainage patterns shall not be altered.** Drainage was discussed on the site, as currently and with new development. City staff requested a topo of the site for clarification. Applicants will be required to maintain current drainage pattern.
8. **Streetlighting, both internally and on all street frontages, is required pursuant to City Code if not existing – dark skies lighting is required. A photometric plan shall be provided for review by the Planning Department.** This comment was discussed and city staff will review and get back to the applicant for clarification.

City staff stated to applicant that this project will require a community meeting. Applicant understood.

Motion by City Engineer Monahan to have the application revise and resubmit the Special Exception Permit for staff review only. City Engineering Consultant Miller, seconded; the motion carried unanimously 4-0.

Agenda Item #5: Florida Paints Expansion - Site Plan

3rd Street – 78
Florida Paints

Rick Strube of Florida Paints, Don Strube of Florida Paints, Derek Ramsburg of Kimley-Horn; representative for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING

6. Sheet C5.0 – PGD Plan:

- a. **Show how the roof drainage will be collected & discharged.** Discussion took place regarding drainage concerns at the intersection of 3rd & Bay Streets. Applicants will need to provide details of original use, proposed use and how this project will not affect the current drainage collection system.

PLANNING

17. **Please provide four-sided, color elevations. All elevations must be approved by the City Manager.** Applicants asked when architectural elevations would be required. City staff stated applicants will need to provide these at this stage of the project review.
21. **If an additional dumpster shall be needed, please provide a dumpster enclosure detail, see Engineering comment #9 and Sec. 118-1529 for enclosure requirements.** Applicants explained they are not planning on adding a dumpster to this site.

Motion by City Engineer Monahan 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 #6: Florida Paints Office/ Warehouse – Site Plan

3rd Street - 79
Florida Paints

Rick Strube of Florida Paints, Don Strube of Florida Paints and Todd Andrew of Andrew General Contractors; representative for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING

6. Sheet C5.0 – Paving, Grading, & Drainage Plan:

- b. What is the site discharge directed into? It appears to be an overgrown ditch on the north side of the railroad. Provide full narrative and description on the plans for the site outfall that is assumed to go to Lake Apopka. Florida Central Railroad approval will be required for any work within their (or CSX) right-of-way.** Applicants discussed discharge on the site and explained no drainage to the north ditch and no work in the Florida Central Railroad right-of-way.
- d. 4th and 5th Street extensions to E. Bay need to be discussed. 4th Street north of the project is unimproved and 5th Street goes thru a commercial property – provide title information showing these rights-of-way haven't been vacated or abandoned.** Applicants were asked to provide title details. Applicants will comply.

PLANNING

- 15. A community meeting is required.** Applicants understood.
- 16. Please provide a Traffic Impact Analysis for review.** City staff explained that TIA Methodology would be required at this time and then a full Traffic Study Report would be required at a later date. Applicants understood.
- 17. Are you proposing to combine these lots? All calculations imply these lots will not be combined, however their status as combined or not will determine the required buffers and setbacks.** Applicants stated yes, they are planning to combine these lots.

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 #7: Lakeview Village Estates – Preliminary Plat

Lakeview Avenue S – 616, 620, 628 & 634
Florida Engineering Group, Inc.

Carl Jacobs of Element Home Builders and Bill Hockensmith of Florida Engineering

Group; representatives for the project, attended for discussion.

Applicant acknowledge receipt of staff comments. He did not have any questions or concerns to address at this time.

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

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 9:56 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 Commercial & Townhome Project – Project Feasibility

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

Atrium Management Company

Adam Wonus of Atrium Management Company, Jeff McComas of Silling Architects, Ray Romano of CBRE; Jody Driggs of Silling Architects and Lake Periman of Atrium Management Company; representative for the project, attended for discussion only.