



WINTER GARDEN
CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
May 11, 2022

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, May 11, 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 9:29 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: City Attorney, Dan Langley; City Attorney, Kurt Ardaman; Urban Designer, Kelly Carson; Senior Planner, Shane Friedman; Planner I, Jordan Kowalchik 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 April 27, 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: Stokes Lot Combination – LOT COMBINATION

Lakeview Avenue N – 418

David Stokes

David Stokes; representatives for the project, attended for discussion. The following items

were reviewed and discussed:

ENGINEERING

- 5. Easements for cross access, drainage and utilities may be needed depending on the proposed uses, and will need to be considered when development plans have been submitted. The survey notes an apparent drainage easement crossing Parcel B which is a major outfall discharging into Bradford Park. Provide existing drainage easement or grant a new one to the City for review.** Applicant inquired about having the man-hole exposed on the west side of the property off of Highland Avenue. He explained that he would have the topo and standard form for easement completed for resubmittal.

PLANNING

- 8. A Lot Combination agreement will be drafted by the City and signed by the applicant. The Lot Combination will go to City Commission for approval and be finalized by the applicant at Orange County.** Applicant referred to Lot Combination Agreement and inquired about page 2, item 4 of this document.
- 4. "JOINDER AND CONSENT. Simultaneously with the execution of this Agreement, the Owner hereby agrees to obtain any necessary Joinder and Consent to this Agreement from any superior interest, right, title, mortgage, lien, or encumbrance to the Property and record the same in the public records of Orange County, Florida concurrently with the recording of this Agreement. The Joinder and Consent shall subordinate the particular interest to this Agreement. A violation of this provision by Owner shall be a material default of this Agreement."** This item was discussed for clarification. Applicant was given direction to include legal description of the two lots as described in the mortgage. Applicant will comply.

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

Agenda Item #4: Circle K – LOT SPLIT/ RECONFIGURATION

Colonial Drive W – 14920

Kimley-Horn and Associates Inc

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

PLANNING

- 7. Because of the size of the change in acreage, which is greater than ten percent of the parent lot, this will require approval based on Sections 110-96 and 110-97 of City Code. The lot split will be approved at the Planning & Zoning Board meeting with the Lot Combination being approved at City Commission. Staff will provide the lot combination agreement, however the applicant must provide the survey showing all required**

information described in Section 110-97 of City Code. Applicant inquired about submitting and reviewing the Lot Split and PCD projects together? City staff stated yes, this could be done but some aspects will be on hold as other aspects are moving through the reviews and approvals. Applicant understood.

CITY ATTORNEY

1. **The applicant has not complied with the submittal requirements set forth in Sections 110-96 and 110-97 of the City Code, which requires:**

f. **A title opinion from a licensed attorney or title certificate from a title company certified to the city showing the ownership, easement, mortgage, and other lien and encumbrance information for the existing lots or parcels.** Applicant requested clarification of this comment. City staff stated the applicant will need to provide the title work on the land being reconfigured with full parent tracks of each existing piece. Applicant will comply.

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 #5: Circle K – SITE PLANS APPROVAL

Colonial Drive W – 14990
Kimley-Horn and Associates Inc

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

ENGINEERING

4. **All utilities shall conform to Chapter 78 of the City Code. Impact fees will be required for any utility connections and shall be paid prior to issuance of building permit and City execution of FDEP permit applications. The site shall be served by City water, sewer and reuse. All utilities required for the development shall be run to the site at the Developer’s expense, including potable water, reclaimed water and sanitary sewer. 100% of all required water, irrigation and sewer impact fees shall be paid prior to City execution of FDEP permits and issuance of site or building permits.**

According to the plans it is assumed there will be (1) 2” potable meter, and (1) 2” irrigation meter. Based on the above, the utility impact fees are as follows (confirm meter sizes):

<u>2” Potable water meter</u>	<u>1 ea. @ \$8,688.00</u>	<u>=</u>	<u>\$8,688.00</u>
<u>Wastewater for 2” meter</u>	<u>1 ea. @ \$14,136.00</u>	<u>=</u>	<u>\$14,136.00</u>
<u>2” Irrigation meter-to be verified</u>	<u>1 ea. @ \$8,688.00</u>	<u>=</u>	<u>\$8,688.00</u>
	<u>TOTAL</u>	<u>=</u>	<u>\$31,512.00</u>

(does not include connection/installation fee; coordinate with Utility Billing for any credits, etc.) Applicant stated that he is working on check payment for impact fees.

6. **Streetlighting, both internally and on all street frontages, including SR 50, is required pursuant to City Code – dark skies lighting is required. A photometric plan shall be provided for review by the Planning Department.** City staff stated that applicant will need to install lighting along SR 50 along property line to match the existing lighting up to this property. Duke Energy would be able to assist applicant with details to meet City of Winter Garden Code requirements. Applicant understood.

PLANNING

14. **This site plan will require rezoning to a Planned Commercial Development (PCD) zoning district designation. Staff is reviewing the applicant's PCD rezoning application concurrently with this site plan review. The PCD rezoning ordinance must be approved by City Commission and effective prior to any site plan approvals.** Applicant stated this is a similar comment as in their Lot Split project and will plan on having the Lot Split and PCD project run together.

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

This item was pushed back to the end of the agenda line up per request of applicants.

Agenda Item #6: Duppenthaler Property - PUD REZONING

Winter Garden Vineland Road - 721 & 3 more

Pulte Group

Bill Whitegan of DWMA and Bill Tew of Pulte Group; representatives for the project, attended for discussion. The following items were reviewed and discussed:

PLANNING

17. **Please show the 5' wide sidewalk along Roper Road and Winter Garden Vineland Road.** This comment was discussed and applicants will need to provide sidewalk on Roper Road and Winter Garden Vineland Road along their property line. Applicants proposed an alternate option and city staff will review this but more than likely applicants will be required to build the sidewalk.
19. **There is a discrepancy between the survey/project boundary, and right-of-way, as shown on the property appraiser at the corner of Roper Road and Winter Garden Vineland Road (see below). It appears that 842 square feet was granted to the City in 2005. Please revise.** Applicant explained this discrepancy and will provide documentation for city staff review. Applicants were asked to provide details and location of landscape wall as well.



22. Residential Site Data: Under PD Boundary, please add the text a minimum 25-foot yard shall be maintained between the walls or edges of all accessory structures such as screen rooms and any PUD perimeter that is adjacent to a public right-of-way. This is per Section 118-924.

Applicant asked for clarification on accessory structures of screen enclosures? This requirement would include screen enclosures but not if there is not a cage over the pool area. Applicants were asked to include these very specific details in their site plan footnotes, so it is clear. Applicants will comply.

23. Note: The wall, landscape, and hardscape plan will require separate minor site plan approval after rezoning. Applicants asked about separate minor site plan for this project? City staff confirmed this would be a separate process and can be done at the same time as rezoning or submitted now if they would like. Applicant understood and will comply.

24. Note: This request will require a follow up community meeting to show the community the removal of the commercial component. Applicant inquired about scheduling a community meeting for this project. Applicants were asked to coordinate with planner for this project.

Applicant asked about timeline for Board approvals? City staff stated that they would need to submit the details of the TIA report, address staff comments and have the community meeting. Then, it would go before the Planning & Zoning Board and City Commission and after these steps, applicants could set up a pre-app meeting. Applicants understood.

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

3. Agenda Item #7: Target Drive-Up Expansion – MINOR SITE PLAN

Daniels Road - 3343

Kimley-Horn and Associates Inc

Katie Fitzjarrald of Kimley-Horn and Associates Inc; representative for the project, attended for discussion.

Chairman Pash stated to the applicant that this project is being postponed to a future date after a meeting has been set up with the Target Representatives to discuss this project. Applicant understood. This project was tabled.

Agenda Item #8: Ascend Wireless Networks – SITE PLAN

Garden Commerce Parkway - 741

Z Construction LLC

Alex Zuendt of Zuendt Engineering, Chip Bell of Z Construction LLC and Veronica Carmean of Ascend Wireless Networks; representative for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING

- 8. 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.**

Assuming there will be (1) 2" potable meter, and (1) 2" irrigation meter, the utility impact fees are as follows:

<u>2" Potable water meter</u>	<u>1 ea. @ \$8,688.00</u>	<u>= \$8,688.00</u>
<u>Wastewater for 2" meter</u>	<u>1 ea. @ \$14,136.00</u>	<u>= \$14,136.00</u>
<u>2" Irrigation meter</u>	<u>1 ea. @ \$8,688.00</u>	<u>= \$8,688.00</u>
	<u>TOTAL</u>	<u>= \$31,512.00</u>

(does not include connection/installation fee)

Applicants stated they are planning on using a 1" meter.

- 13. Site lighting is required as well as street lighting on all street frontages if not existing; all lighting shall meet dark skies requirements per City Code. A photometric plan has been provided for review by the Planning Department.** Applicants stated they would adjust to meet the city requirement.

PLANNING

21. Landscape Plan:

- a. The required ten-foot landscape area around the building has not been addressed:**
- i. REPEAT COMMENT: Per Sec. 118-1522, a minimum ten-foot wide landscape area shall be located around all buildings. A five-foot sidewalk may be included in this buffer area.** Applicants inquired about the 10 foot wide landscaping area around the buildings and concerns with the loading docks. City staff stated they need to see the layout of the buildings on the site and will work with applicants to address these concerns.

26. This property can likely only support a single driveway:

- a. Per Sec. 2.10, there must be 75 feet between curb cuts for a single property zoned for industrial use.** Applicants explained that they would like to propose a one-line traffic pattern around the building and having challenges with meeting the 75 foot between curb cuts requirement. Staff will review their proposal and discuss options after this review.

28. Chain link fence is not consistent with the design standards of the PID. No outdoor storage

has been proposed, so Staff is unsure why a fence would be required. If screening is essential to the site design, it should follow Ordinance 13-42 (Sec. 2 (e)), which requires walls (concrete block, brick, masonry, stone, prefabricated concrete fence panels). If security fence, it shall be placed on the interior side of the wall. City staff explained chain link fencing and gates are not allowed and they will need to construct a block wall to obscure the view of loading areas. Applicants understood and will comply.

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.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:01 a.m. by Chairman/Community Development Director Steve Pash.

ATTEST:

APPROVED:

/s/

/s/

DRC Recording Secretary, Colene Rivera

Chairman, Steve Pash

DISCUSSION ITEM ONLY

Agenda Item #9: Boyd Consulting Inc Connector – PROJECT FEASIBILITY

Crown Park Circle - 1103 & 1123
Boyd Consulting, Inc.

This item was tabled to the next DRC Meeting.

Agenda Items #10: Avalon Reserve Village 6 – PROJECT FEASIBILITY

Avalon Road – 1504
WMG Development, LLC

Jordan Draper of Kimley-Horn and Associates, Leah Fitzpatrick and Davey Brown of WMG Development, LLC; representative for the project, attended for discussion only.