



WINTER GARDEN
CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
May 26, 2021

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, May 26, 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: Dan Langley, Assistant City Attorney; Art Miller, City Engineering Consultant; Kelly Carson, Urban Designer; Shane Friedman, Senior Planner 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 May 12, 2021.

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: Mainstreet PCD – Planned Commercial Development

Colonial Drive W – 12950, 12962 & Magnolia St - 648
Highland Engineering, Inc.

Applicant from Mainstreet Community Bank and Jeff Banker of Highland Engineering Inc., applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

PLANNING

18. Tracts are typically common area parcels that are intended for specific common purposes (drainage, recreation, etc.), but not for commercial development. The way the new proposal is shown, it appears as though you are setting up Tract A to remain undeveloped indefinitely. Is this the intention? Applicant confirmed there is no proposed use at this time.
19. If you are not intending Tract A to remain undeveloped forever, it should be called out as Lot 2 and you should show how it could be built out, at least at a conceptual level (subject to change in the future). It can be labeled as “Phase 2” or “Future Phase”. Cross-access will need to be provided. Given that there is no defined use for “Tract A” at this time, staff will take a look and consider options prior to suggesting “Tract A” or “Lot 2” designation. A separate discussion will take place at a later date.
20. A community meeting is required. Applicant received clarification that the community meeting is still required.
21. A traffic study is required. Please submit TIA Methodology for City review.
Note: If the scope of the project has been changed to only include the bank, the TIA will not be required. Staff confirmed the TIA will not be required.
22. Landscape:
- a. REPEAT COMMENT: The landscaping plan is does not meet City code requirements. The landscape plans shall clearly depict how it adheres to the requirements of Chapter 118, Article X, Division 3. – Landscape Design Standards. Irrigation plans are not required until Site Plan Approval. Irrigation system shall utilize reclaimed water and include a building-mounted weather station. Front and rear buffers do not meet code. 9th Street is also considered a “front” for buffering purposes. Also, sabal palms do not count towards the canopy tree requirements in parking islands. Applicant will revise with the landscaper to address the number of trees.
23. REPEAT COMMENT: A min. 5’ wide sidewalk shall be constructed along 9th Street, with pedestrian connections to each proposed building. Please show this in the plans. The length of the sidewalk will be discussed at the separate meeting to be scheduled.
24. REPEAT COMMENT: Please provide crosswalks across all driveways. At vehicular entrances to properties abutting State Road 50, pedestrian crosswalks shall provide a specialty design which delineates said crosswalks in a decorative manner such as texture paving, brick pavers or other surface treatments; simple striping shall not be sufficient. Applicant received clarification that there is no alternative to the decorative crosswalks required per code. Staff will advise applicant of existing locations to serve as examples.
26. REPEAT COMMENT: Unless otherwise submitted for review as part of this PCD, all signage shall adhere to City Code Chapter 102 – Signs. Response indicated that a specific type of monument sign is proposed, but the applicant should ensure it meets the requirements of Chapter 102 so any deviations can be included in the PCD ordinance. Applicant received clarification on signage requirements.

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

Agenda Item #4: Ultimate Exotics – Special Exception Permit

Colonial Drive W - 12374

Ultimate Exotics

John Sullivan of JBTM LLC; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

- 2. Provide topographic survey of the site verifying drainage flow, existing utilities, etc.**
Applicant inquired if a topographic survey would still be required if there will be no alterations to the site. Staff confirmed this will not be required.

PLANNING COMMENTS

- 10. A landscape plan was not submitted. Landscaping shall adhere to the requirements of Chapter 118, Article X, Division 3. – Landscape Design Standards. Plans are required to be signed & sealed by a Landscape Architect. Irrigation plans are also required.**

Applicant is working on the landscaping.

- 11. Please provide a detail of the proposed fence where the cars will be parked.** Applicant will provide fence details once they are able to secure a fence contractor.
- 12. Is paved parking being proposed?** Applicant will be updating the parking lot by delineating parking spaces, adding parking blocks & handicap signs, etc.

STANDARD GENERAL CONDITIONS

- 15. Fencing, shall meet all City requirements for height, type, etc. Chain link fencing, if used, shall be vinyl coated per Code.** Applicant understands the fence requirements and mentioned the proposed design will include a 20ft. wide electric, rolling fence.

Applicant clarified the new proposed use would involve online luxury car rentals with a maximum of six vehicles on site. No vehicle maintenance would take place on site. No flags, balloons or grand marketing items will be displayed on site.

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

Agenda Item #5: Zion Lutheran Church Ph. 2 – Special Exception Permit

Marsh Road – 16161

Zion Evangelical Lutheran Church Inc.

McGregor Love of Lowndes Law, Jeff Studt of Zion Lutheran Church, Matthew Messier of Foundry Commercial and Thomas Skelton of American Civil Engineering Co.; applicants for the project were in attendance for discussion. The following items were reviewed

and discussed:

ENGINEERING

2. **The City has allowed grass parking spaces on these types of uses with the drive aisle paved with asphalt or concrete. Planning shall determine ratio of grass vs. paved parking.** Applicant received clarification that this item is to be addressed at time of final engineered plans.

PLANNING COMMENTS

19. **This special exception permit request will require a community meeting.** Applicant received clarification that City Staff will arrange this in-person meeting.
20. **Does the applicant plan to use the proposed Lot 2 parking area for overflow parking?** Applicant confirmed there are no formal plans for this space as of yet. The church intends to leave this area as recreational open space. Any future changes will be included in the plans for review.
22. **The 24 x 24 garage is encroaching into the 25' setback and sitting on the proposed property boundary. Any accessory building larger than 160 sf must have the same setbacks as the primary structure.** Applicant confirmed the 25-foot setback.
23. **If site lighting is proposed, a photometric plan for site lighting will be required. Site must comply with City Code dark skies requirements - Code Section 118-1536(k).** Site lighting is to be addressed at time of final engineered plans.
26. **Note: This will require major site plan approval.** Applicant received clarification that a major site plan requirement is standard protocol due to the size of the project, and the approval process will continue all the way through City Commission.

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

Agenda Item #6: Zion Lutheran Church Ph. 2 – Lot Split

Marsh Road – 16161

Lowndes Law

McGregor Love of Lowndes Law, Jeff Studt of Zion Lutheran Church, Matthew Messier of Foundry Commercial and Thomas Skelton of American Civil Engineering Co.; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

CITY ATTORNEY COMMENTS

3. **The proposed Declaration of Easements needs to be completed with its referenced exhibits, executed and recorded as a condition of the lot split approval. Such Declaration of Easement should be recorded prior to the conveyance of Lot 2 to The Nest Schools, Inc. or to any other purchaser.** Applicant inquired about the status of the Declaration of Easements previously submitted. Staff advised it has missing exhibits, and

blank sections to complete prior to recording. Applicant will revise.

CITY SURVEYOR COMMENTS

- 8. **A title opinion was not provided for review.** Applicant will provide documentation with the resubmittal.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Lot Split for another full DRC review cycle. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 4-0.

Agenda Item #7: Britt Business Center, Lot 15 – Site Plan Approval

Susan B Britt Court – 571
Empire Developers, LLC

No representatives attended for discussion. Chairman/Community Development Director Pash tabled this item to the next DRC meeting scheduled for June 9, 2021.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:08 a.m. by Chairman/Community Development Director Steve Pash.

ATTEST:

APPROVED:

/s/
DRC Recording Secretary, Edlyn Gonzalez

/s/
Chairman, Steve Pash