



**WINTER GARDEN**  
**CITY OF WINTER GARDEN**  
**DEVELOPMENT REVIEW COMMITTEE**  
**MINUTES**  
**June 08, 2022**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, June 8, 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:** City Attorney, Dan Langley; Senior Engineer, Rob Heaviside; Urban Designer, Kelly Carson; Senior Planner, Shane Friedman; Planner I, Jordan Kowalchik; Recording Secretary, Colene Rivera; and Recording Secretary, Ellen King.

**ABSENT**

**Voting Members:** City Manager, Jon C. Williams and Economic Development Director, Tanja Gerhartz

**APPROVAL OF MINUTES**

**Agenda Item #2:**

Approval of minutes from regular meeting held on May 25, 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: West Crown Point Warehouse – SITE PLAN**

West Crown Point Road N – 198 & 175  
RCE Consultants, LLC

Larry Poliner of RCE Consultants LLC and Pete Fleck of Trec Development; representatives for the project, attended for discussion. The following items were reviewed and

discussed:

**ENGINEERING:**

**7. Geotechnical Data:**

**a. Provide updated report from Yovaish Engineering for the site to support the underground exfiltration system (previous report was from 2018). The soil borings note peat (muck) and organics as well as clayey soils and a high estimated seasonal water table that is not conducive to an underground exfiltration system (see above).** Applicant will need to provide these details in next submittal.

**PLANNING:**

**14. Repeat comment: Landscape buffers are missing along the project boundary and building perimeter. 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.** Applicants will need to provide landscaping buffer details on the plans. Applicants will comply.

**15. The minimum front building setback in C-2 (Arterial Commercial District) is 40 feet. The proposed site plan is showing a front setback of 10 feet from the public right-of-way. This will require a variance approval.** The applicant will need to submit revised plans with a 40' setback and will have to apply for a variance. Applicants understood.

***Motion by City Engineer Monahan to have the applicate 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: Winter Garden Grove – SITE PLAN**

Colonial Drive W - 14909

RCE Consultants, LLC

Larry Poliner of RCE Consultants LLC and Daljit Chall of Winter Garden Associates, LLC; representative for the project, attended for discussion. The following items were reviewed and discussed:

**ENGINEERING**

**1. The Planning Department shall review and approve proposed uses/zoning, setbacks, parking, landscaping, buffering, lighting, and signage requirements including C-2 zoning requirements. Maximum impervious surface for C-2 zoning is 70% (74.8% shown).** Applicant proposed impervious area options, and will submit a plan for staff review. Pavers will not count toward impervious calculations.

**7. 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.** Applicant

questioned the Utility Easement permit of the neighboring property. City staff requested that applicant submit the easement detail on the project property site.

**8. Sheet C-5 – Grading & Drainage Plan:**

- b. Maximum impervious surface for C-2 zoning is 70% (74.8% shown).** Maximum impervious surface was discussed under Engineering comment #1 but City staff stated that pavers will not be allowed. Applicant understood.
- e. No proposed stormwater treatment system is shown. A drainage outfall for this site was provided with the Brandy Creek plat, located between Lots 15 & 16 immediately to the north, including a pipe that directly discharges to Lake Brandy (outfall not shown on the survey or plans).** Stormwater and drainage were discussed during meeting. Concerns were discussed that the details for this specific project need to be submitted. Applicants were asked to provide details for staff to re-review the calculations. Applicant will need to submit the drainage easement for this site for staff review.

**PLANNING**

- 17. Side and 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. Please provide the wall detail.** Applicant discussed the project site being higher than the neighboring residential properties. This is a concern that will need to be addressed with buffering, etc. This will be discussed in an additional meeting.
- 24. Please review Sec. 118-1501 for additional requirements regarding development of this size. This includes an increased setback to adjacent residential and additional pedestrian enhancements.** Staff discussed the need to add a buffer to the neighboring community. An additional meeting will be arranged to discuss this in more detail.
- 29. Please provide a Traffic Impact Analysis methodology for review.** Staff clarified that applicant will need to provide a Traffic Impact Analysis methodology.

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

**Agenda Item #5: Winter Garden Self Storage – FINAL PLAT**

Beard Road – 1577 & 894

Klima Weeks Civil Engineering, Inc.

Selby Weeks of Klima Weeks Civil Engineering, Inc and Phillip Hollis of Flagship Companies Group; representatives for the project, attended for discussion. The following items were reviewed and discussed:

**ENGINEERING**

- 6. Performance Bond: The improvements are not completed (C of C not issued). A Performance bond or letter of credit in the amount of 120% of the cost of all incomplete**

**improvements shall be provided to the City, based on the Design Engineer's certification and executed construction contract (final pay application). Performance Bond/LOC amount shall include cost of street lighting from Duke Energy (if not already paid or installed); street and regulatory signs, final lift of asphalt, required landscaping, walls, amenities, etc. City Attorney shall approve the form of the bond or letter of credit prior to final plat recording.**

**Based on the Design Engineer's certification of construction costs of \$153,753.00 the performance bond shall be \$184,503.60, representing 120% of the cost (unless C of C is issued prior to final plat approval).** Applicant gave an update on status of Performance Bond.

7. **Maintenance Bond: A maintenance bond or letter of credit is required in the amount of 20% of the cost of the improvements and shall comply with the City's ordinance concerning duration. This item can be delayed until the improvements have been installed as a condition of issuing the Certificate of Completion.**

**Based on the Design Engineer's certification of construction costs of \$153,753.00 the maintenance bond shall be \$30,750.60, representing 20% of the cost.** Applicant gave update on status of Maintenance Bond and this will be completed soon.

#### **CITY SURVEYOR COMMENTS**

15. **Please refer to the memo dated June 6, 2022, for City Surveyor comments Sheet 1**

1. **In the plat dedication it states that each entity owns a portion of the lands being platted. Who owns the other portion of each lot?** Applicant noted that the owner of Lot 1 is Flagship Companies Group and Lot 2 is Denmark. City staff will review.

#### **Sheet 2**

2. **No preliminary plans, construction plans for developing the subject property, was provided for review. Therefore, a determination of easements or any additional stipulations required for this property could not be determined.** City staff will submit project plans to the Surveyor for review.

**Note: As to the previous comment regarding the existence of wetlands on the property, the City will need to make the final decision as to address whether there is a need for a conservation easement.** City staff stated there is not a need for an easement.

***Motion by City Engineer Monahan to have the applicate revise and resubmit the site plan for staff review only. City Engineering Consultant Miller, seconded; the motion carried unanimously 4-0.***

#### **ADJOURNMENT**

There being no more business to discuss, the meeting was adjourned at 9:47 a.m. by Chairman/Community Development Director Steve Pash.

**ATTEST:**

**APPROVED:**

/S/  
*DRC Recording Secretary, Ellen King*

/S/  
*Chairman, Steve Pash*

**DISCUSSION ITEM ONLY**

**Agenda Item #6: McKey Woods Homes – PROJECT FEASIBILITY**

Palm Drive  
Newcastle Construction Services

Jeff Dyal of Newcastle Construction Services; representative for the project, attended for discussion only.

**Agenda Item #7: Boyd Consulting Inc Connector – PROJECT FEASIBILITY**

Crown Park Circle – 1103 & 1123  
Boyd Construction Inc

Rick Arnold of PCS – Boyd Consulting; representative for the project, attended for discussion only.