



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
September 16, 2020**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session virtually on Wednesday, September 16, 2020 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Chairman/Community Development Director Steve Pash called the meeting to order at 9:32 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: Assistant City Attorney Dan Langley, City Engineering Consultant Art Miller, Senior Engineer Rob Heaviside, Urban Designer Kelly Carson, Senior Planner Shane Friedman and Customer Service Representative Edlyn Gonzalez.

ABSENT

Voting Members: Economic Development Director Tanja Gerhartz

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from meeting held on September 9, 2020.

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: Winter Garden Self Storage – Preliminary Plat

1577 & 894 Beard Rd
Klima Weeks Civil Engineering, Inc.

Selby Weeks; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

- 3. The minimum width for an easement within the City of Winter Garden is 30', with the facility centered within the easement. Easements having more than one pipe shall adhere to Section 110-203 of the City Code requiring easement widths based on the following: Minimum Easement Width = (2) x (Depth of Pipe) + (Pipe Diameter + 7'). Revise Utility easement width from 20' to 30'.** Per applicant request, a separate meeting will be scheduled to discuss the utility easement width on the East side.

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

Agenda Item #4: Winter Garden Self Storage – Site Plan

1577 & 894 Beard Rd

Klima Weeks Civil Engineering, Inc.

Selby Weeks and Phillip Hollis applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

PUBLIC SERVICES COMMENTS

- 19. Please provide another dumpster enclosure in the area of buildings A-D and include a dumpster enclosure detail ensure a 12' minimum inside clearance (each way inclusive of bollards).** City Staff expressed concern with the location of the dumpster and a separate meeting will take place to discuss this further.

Applicant also noted that they would like to discuss the Roper Reserve easement at the agreed upon meeting.

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

Agenda Item #5: The Peoples Plaza – Final Plat

Colonial Drive W – 12301

Allen & Company

Ed Johnson and Dale Parsons; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

- 9. 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. Provide Design Engineer's certification of cost of any incomplete improvements and contractor's contract for the work. Final plat will not be forwarded to the City Commission for approval without performance bond (unless C of C has been issued). Applicant asked for clarification regarding the improvements to be included in the Performance Bond. City Staff explained that all infrastructure would be included such as ponds, water, sewer, reclaimed, landscaping, etc. City Staff also stated that the Plat Performance Bond may include on site and Carter Road improvements.

12. **Approval of Certificate of Completion will be contingent upon having all improvements, fire protection, street lighting, street signs and regulatory signage and striping installed, approved and accepted by the City of Winter Garden. Other than for model homes as specified in Code, no additional building permits and no certificates of occupancy will be issued for any structure until the Certificate of Completion for the infrastructure has been issued.** City Staff confirmed with applicant that a Certificate of Occupancy will not be issued prior to the Certificate of Completion for the infrastructure. However, City Staff will modify the condition to allow for building permits.
13. **Sidewalks internal to the development shall be constructed adjacent to all lands not containing building lots prior to final acceptance. This shall include all stormwater, conservation, lift station, or recreation tracts, abutting roadways, pedestrian walkways, etc. Sidewalks external to the development shall be constructed upon final completion.** Applicant received clarification on the time frame for sidewalk completions.

CITY ATTORNEY COMMENTS

16. **Please see attached memorandum dated September 1, 2020 for City Attorney comments.**

Applicant received clarification on wording for the final plat.

Applicant and City Staff agreed to schedule a separate meeting to discuss project phases and cost sharing.

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

Agenda Item #6: Larsen Residence – Easement Vacation

English Lake Drive – 427

Adam Smith

Adam Smith applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

CITY ATTORNEY COMMENTS

3. **The applicant needs to use the attached drainage and utilities easement for the replacement easement. A sketch and legal description for the replacement easement area needs to be prepared and submitted for review. The replacement easement needs to be recorded as a condition of the effectiveness of the proposed easement vacation.** Applicant confirmed the submittal of the sketch and legal description for the replacement easement. Applicant also received clarification on the time frame for the recording of the replacement

easement in correlation to their closing.

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

ADJOURNMENT

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

APPROVED:

ATTEST:

/S/

Chairman, Steve Pash

/S/

DRC Recording Secretary, Edlyn Gonzalez