



WINTER GARDEN
CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
March 17, 2021

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, March 17, 2021 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Urban Designer, Kelly Carson called the meeting to order at 9:30 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: City Engineer Jim Monahan, Building Official Skip Nemecek and Assistant City Manager for Public Services Jon Williams.

Others: Kurt Ardaman, City Attorney; Dan Langley, Assistant City Attorney; Art Miller, City Engineering Consultant; Rob Heaviside, Senior Engineer; Kelly Carson, Urban Designer; Shane Friedman, Senior Planner; Chad Morrill, IT Director and Edlyn Gonzalez, CSR.

ABSENT

Voting Members: Chairman/Community Development Director Steve Pash and Economic Development Director Tanja Gerhartz

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on March 3, 2021.

Motion by Assistant City Manager for Public Services Williams, to approve the above minutes. Seconded by, Building Official Nemecek; the motion carried unanimously 3-0.

DRC BUSINESS

Agenda Item #3: Russell & Jane Gay – Site Plan

Bay Street W - 700

Masterline USA

Jay Hembree of Hembree Construction & Robert Roche of Masterline USA; applicants

for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

2. **Provide existing recorded easements for cross access (ingress/egress), drainage, and utilities that may exist for the parcel. The survey and landscape plan shows encroachments onto property of others.** Applicant will coordinate with surveyor and attorney to discuss easements and submit documentation to the City.
6. **Minimum 5' wide concrete sidewalks shall be constructed along all street frontages pursuant to Code. Any damaged, broken or cracked sections (including existing curbs and pavement) shall be replaced prior to issuance of certificate of occupancy.** City Staff confirmed a 5' wide sidewalk is required & must join the parking lot to the street.
13. **Provide location of dumpster. All dumpsters shall be enclosed and shall provide 12' minimum inside clearance (each way inside of bollards), and access by solid waste vehicles. Coordinate additional requirements with Public Services Department, Solid Waste Division.** City Staff will look at the existing dumpster to confirm enclosure requirement.

PLANNING COMMENTS

16. **Please follow CHAPTER 118, ARTICLE VIII., of the City Code for all parking requirements. The off-street parking being provided should be paved and striped according to City standards. Each parking space shall be a minimum of 180 square feet, with minimum dimensions of nine feet by 20 feet. This should be shown on the site plan.** Applicant received clarification that a full Site Plan submittal is required with drainage and parking details.
17. **Please follow CHAPTER 118, ARTICLE X, of the City Code for all landscaping requirements and buffers. The landscape plan should provide a plant schedule detailing type of plant, height, caliper, and count. This should also include a detailed irrigation plan. All landscape plans should be sealed by a licensed Landscape Architect.** City Staff restated Ch. 118, Article X, must be referenced for landscaping requirements.
18. **Staff recommends elevation option "B3" as proposed by the applicant.** Applicant confirmed preferred elevation and inclusion of building plans with the next submittal.

BUILDING COMMENTS

20. **Be advised that building permits are required for all interior work and exterior changes. Any more changes to the exterior will also need to be permitted.** City Staff reiterated there have been two stop-work orders issued and inspections are required for the work previously done. An off-line meeting will take place after DRC to discuss permitting requirements. Applicant inquired about storing materials towards the back of the building and Staff advised they would consider after current, required inspections are completed.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Site Plan for another full DRC review cycle. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 3-0.

Agenda Item #4: Shoppes at Lake Butler – Special Exception Permit

Winter Garden Vineland Rd – 4012 & 4016

Shoppes at Lake Butler

Bob Kaplus, Lauren Kaplus and Alan Charron were in physical attendance. Timothy Schutz and Turgut Dervish attended via webinar. The following items were reviewed and discussed:

20. A parking analysis was submitted, however it was not sufficient to address Staff's concerns:

a. The survey was only conducted for 4 hours over two days. This would not reflect the peak parking hours for two of the development's largest uses: the daycare/school (which has the most parking demand on weekday mornings) and the church (which has the most parking demand on Sunday mornings). Please submit an analysis that includes weekday hours from 6am – 9pm, and also for Sunday during those times. City Staff reiterated the required time period for the parking analysis.

b. The parking analysis takes into account some of the existing parking demand, but not how the new development will impact it. Please include this information as well. Applicant will submit full calculations from the parking study.

22. REPEAT COMMENT: The site must adhere to the requirements of City Code Chapter 118, Article X. While a landscape plan was not provided with this submittal, it is clear that the following requirement has not been met:

a. A minimum ten-foot wide landscape area shall be located around all buildings. A five-foot sidewalk may be included in this buffer area. Only 5' is provided on the south side and 8.5' on the east side of the proposed building. Please revise. Applicant is to provide justification in writing for Staff consideration.

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 3-0.

ADJOURNMENT

There being no more business to discuss, Urban Designer, Kelly Carson, on behalf of Chairman/Community Development Director, Steve Pash, adjourned the meeting at 10:00 a.m.

ATTEST:

APPROVED:

/S/

DRC Recording Secretary, Edlyn Gonzalez

/S/

Chairman, Steve Pash