



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
October 14, 2020**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session with optional virtual attendance on Wednesday, October 14, 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 9:33 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, and Building Official Skip Nemecek.

Others: 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: Assistant City Manager for Public Services Jon Williams and Economic Development Director Tanja Gerhartz.

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on September 30, 2020.

Motion by City Engineer Jim Monahan to approve the above minutes. Seconded by Building Official Nemecek; the motion carried unanimously 3-0.

DRC BUSINESS

Agenda Item #3: Smith & Boyd Commercial Building – Site Plan

Smith Street W - 21

Brett Claflin

Brett Claflin and Art Stitzel; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

5. *Streetlighting, both internally and on all street frontages, is required pursuant to City Code – dark skies lighting is required. A photometric plan shall be submitted for review by the Planning Department. Streetlights on Boyd Street shall match the City’s “downtown” decorative streetlights at the Developer’s expense.* Applicant confirmed Photometric Plan requirement.

PLANNING COMMENTS

11. *Note: Although building elevations were not provided, the building footprint mirrors that of the building north of the subject property (161 S Boyd Street). The ARHPB may find that two buildings totaling 200 linear feet of the same brick style and massing along the façade too institutional looking. The Historic District Overlay specifically speaks to scale and massing to prevent architectural monotony. Staff requires the proposed building has a façade that is unique to this development.* A separate meeting will be scheduled to discuss façade options.
14. *Setbacks: The front yard setback is required to be two to 12 feet when fronting on a secondary street other than West Plant Street. The site plan is showing a 15 foot front yard setback. Please revise.* A separate meeting will be scheduled to discuss ways to meet setback requirements.
15. *All new buildings shall have the main entrance oriented to the principal street and in full view from the public right-of-way. The main address will need to be changed to Boyd Street to reflect the fronting of the building. As a corner lot this will also require that the building side facing Smith Street have an entrance as well with proper fenestration.* City Staff clarified that this item is required by the Architectural Board and may be further discussed at the separate meeting to collaborate on a plan.
16. *Parking: Parking has not been provided on this site plan proposal and the City has no parking agreement with applicant allowing the use of public parking to meet their parking requirements. Please provide a parking plan. This can include on-street parking proposals such as parallel parking spots.* This item will be further discussed on a separate scheduled meeting to confirm if parallel parking spots may be suitable.
17. *Sidewalk: A 5’ sidewalk is required along all street frontages for new development. Please provide a 5’ sidewalk along West Smith Street.* Applicant confirmed with City Staff that this requirement may not be waived.

Motion by City Engineer Monahan to have the applicants revise and resubmit the Site Plan for another full DRC review cycle pending a separate meeting. Building Official Nemecek, seconded; the motion carried unanimously 3-0.

Agenda Item #4: Cedar Bay Veterinary Hospital – Site Plan

Story Road E – 32

Holly Valentine of Hv Re Holdings LLC, Darcy Unroe of Unroe Engineering, and Susan Allen of TC Architects; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

3. Sheet C2 – Site Grading Plan:

b. The stormwater outfall is shown to be sheet flow out of the driveway trench drain into the gutter which is prohibited by Chapter 106-7 (e): In all cases, outfall from retention/detention facilities must be connected by approved means to the city storm drainage system. Where the outfall cannot be connected to the city storm drainage system, stormwater management shall be designed according to the criteria established by the city engineer. In any event, no overflow through the city curbs and gutters or streets (overland) shall be permitted. Applicant is to obtain a Survey and a separate meeting will be scheduled to discuss this item in further detail.

5. Sheet SE101 – Site Electrical Plan:

a. Repeat comment: This sheet shows the building electric supply being overhead using “existing” poles/wiring originating on private property. All of the existing wiring that was located on the adjacent private property to the east has been disconnected/removed when the site was demolished and no longer exists. See photos attached. All utilities to the site shall be underground per Code including telephone, electric and cable. Applicant clarified that the Electrical Plan will be updated accordingly.

PLANNING COMMENTS

14. No street lights are currently located adjacent to the site along E Story Road. Please provide street lighting. City Staff will review the existing street lighting once more to confirm.

15. Site Plan (Sheet C1):

a. Cross access is required between this lot and the adjacent properties on all sides. Please indicate cross-access easement on the south side of the property as well. Applicant acknowledged.

16. Landscape Plan (Sheet L100).

a. Based on the number of non-invasive canopy trees over 12” cal. proposed to be removed (5), they must be mitigated on site with a minimum of 10 replacement trees. Applicant advised that the landscaping items will be addressed with their landscape architect. Per City Staff request, the applicant will reflect existing trees on the plans for proper replacement calculation from City Staff.

STANDARD GENERAL CONDITIONS

27. After final plan approval, a preconstruction meeting will be required prior to any commencement of construction. The applicant shall provide an erosion control and street lighting plan at the preconstruction meeting and shall pay all engineering review and inspection fees prior to construction. Inspection fees in the amount of 2.25% of the cost of all site improvements shall be paid prior to issuance of the building permit. Applicant received clarification on the site improvements that apply for the 2.25% fee amount.

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 3-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 9:57 a.m. by Chairman/Community Development Director Steve Pash.

ATTEST:

APPROVED:

/S/

DRC Recording Secretary, Edlyn Gonzalez

/S/

Chairman, Steve Pash

DISCUSSION ONLY

Agenda Item #5: ISS/CPG – Project Feasibility

East Crown Point Rd – 340
Terra-Max Engineering, Inc.

Scott Kimbrell of Clarke Property Group LLC & Momtaz Barq of Terra-Max Engineering, Inc.; applicants for the project were in attendance for discussion only.