



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
October 28, 2020**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, October 28, 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 9:31 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 regular meeting held on October 14, 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: Golden Pond Phase II ALF – Preliminary Plat

Plant Street W – 1001

Whitestone Construction Group LLC

Jenelle Schmidli of The Platting Queen, Scott Ryan of Whitestone Construction and Dave Schmitt of DES; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

1. **Submit plans and supporting data conforming to Sections 110-121 thru 110-124 of the City Code pertaining to preliminary plats.** Applicant received clarification on the order of submittals & approval process.

PLANNING COMMENTS

25. **It looks as though the Construction Plans were submitted for Preliminary Plat review. These plans give no indication that this is a preliminary plat with none of the sheets being labeled as such. Please follow Chapter 110 – Subdivisions, Division 3. – Preliminary Plat, Sec. 110-124. - Preliminary plat; application, supplementary materials, contents and data required for conditional approval.** Applicant asked for clarification from City Staff on submittal requirements.

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

Agenda Item #4: Golden Pond Phase II ALF – Site Plan

Plant Street W – 1001

Whitestone Construction Group LLC

Jenelle Schmidli of The Platting Queen, Scott Ryan of Whitestone Construction and Dave Schmitt of DES; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

4. **Sheet 7 of 20 – Overall Site Plan (and all other appropriate sheets):**
 - a. **Clearly show the property boundaries – what is shown is very confusing: Original project boundary is to a proposed water line; ACLF property and project boundary do not match; etc.** Applicant explained the property line discrepancies to City Staff.
5. **Sheet 9 of 20 – Grading & Drainage Plan:**
 - a. **18” RCP pipes are shown stubbed out to the east from D-8 & D-9 – are these for future connection? Are they to be capped/temporarily blocked?** Applicant acknowledged and will add a note for clarification.
6. **Sheet 10 of 20 – Utility Plan:**
 - a. **Show the existing 6” water connection at Plant Street – is this metered? DDCV?** City staff inquired about the meter location. Applicant will revise and confirm with city staff at a later time.
 - c. **Since the lift station is shown to only provide service for the ALF, it shall be private. If this is to be expanded to serve the Church in the future it will need to be public and owned and maintained by the City.** Applicant confirmed a private lift station.

PLANNING COMMENTS

25. **The construction plans are showing 29,420 square feet and the proposed ALF in the PUD rezoning is showing 32,570 square feet. Please revise.** Applicant advised that the latest square footage is 29,420 sq. ft.
26. **The landscaping and irrigation plan is missing. Please provide the proposed landscaping and irrigation plan.** Applicant acknowledged and will include with resubmittal.
27. **A photometric plan for site lighting will be required. Site must comply with City Code dark skies requirements - Code Section 118-1536(k).** Applicant acknowledged and will include with resubmittal.

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

Agenda Item #5: WG Plant, LLC – Site Plan

Plant Street E – 646

WG Plant, LLC

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

ENGINEERING COMMENTS

4. **Sheet C2 – Geometry, Parking & Striping Plan:**
 - a. **The visibility triangles shown need to be 25’ X 25’, not 15’ X 15’.** Applicant acknowledged the 25’ X 25’ requirement.
5. **Sheet C3 – Paving, Grading & Drainage Plan:**
 - a. **The plans show the south invert of the existing inlet at the NW corner to be plugged/abandoned, yet this provides drainage for this section of 6th Street per the attached photos. The proposed cross section of the added street parking show this draining to a gutter curb that appears to have no collection point in the existing storm system.** Applicant discussed placement for a collection point with city staff.
6. **Sheet C4.0 - Utilities Plan:**
 - a. **Add a sanitary cleanout at the connection to the existing 10” sanitary.** Applicant acknowledged.
 - c. **This sheet shows the building electric supply being overhead using “existing” poles/wiring originating on private property. The electric power supply shall be underground per Code (Section 18-33), not overhead as shown. The existing power supply to the building is overhead from 6th Street (see attached photo).** Applicant will clarify the electric supply on the resubmittal.
 - d. **Provide sizes of all existing water meters for determination of credits/impact fees. Relocation of any existing meters shall be by the City, not the Owner. Show size of irrigation meter (1” per Irrigation Plans).** Applicant acknowledged.

PLANNING COMMENTS

15. **The landscape plans show plant quantities that have been significantly reduced from the quantities exhibited with the CAPUD. Please provide, at a minimum, the same**

plant quantities shown in the CAPUD. Applicant understands city requirements and advised that the plants should be added back to the site plan.

16. The pavement will need to be extended to meet the min 12' width required by the East Plant Street Character Area Overlay (see area outlined in red, next page), while maintaining the existing utilities. City staff will take a look on site to consider buffering options for the utilities.

PUBLIC SERVICES COMMENTS

17. Please have the applicant revise the dumpster enclosure detail to provide a 12'W x 12D' minimum inside clearance for a single enclosure each way (excluding the offset from the back wall of the enclosure to bollards). Applicant received clarification on dimensions for the dumpster enclosure.

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

Agenda Item #6: Butterfly Park – Site Plan

Plant Street W
City of Winter Garden

City Staff present; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

City staff commented that this is a preliminary plan to lay out the landscaping and general design guidelines.

Recommendation by City Engineer Monahan to approve the general layout pending meetings with the design consultant to work out details. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 4-0.

Agenda Item #7: Wawa Center at Avalon Marsh – Special Exception

Avalon Road – 1504
Kimley-Horn and Associates, Inc.

Tim Phillips (virtual attendance), Regan O’laughlin of Kimley-Horn & Associates Inc, Jimmy Dunn of June Engineering Consultants, Inc, and Scott Kearney of Wawa; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

2. The project shall be platted, with easements for cross access, parking, utilities and drainage provided, as well as providing a Property Owners Association for the operation and maintenance of shared common facilities (stormwater ponds, driveways, utilities, etc.). Plat shall be recorded prior to issuance of a certificate of occupancy of any building. Submit a preliminary plat application prior to formal site plan submittal. Applicant received clarification on submittal process.

PLANNING COMMENTS

22. Repeat comment: A photometric plan for site lighting is required. Site must comply with City Code dark skies requirements - Code Section 118-1536(k). Understanding the lighting impacts to abutting residential properties should be addressed at this stage and not Site Plan. Applicant received clarification on the timeline for a photometric plan submittal, and the information necessary for a community meeting.

FIRE COMMENTS

24. Any commercial building over 6000 Sq. Ft shall be provided with a dedicated Fire Sprinkler System and a monitored Fire Alarm System. Applicant advised they are working with staff on this requirement.

Motion by City Engineer Monahan to place the Special Exception Permit request on the next available Planning & Zoning Board meeting pending a community meeting; Building Official Nemecek, seconded; the motion carried unanimously 4-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 9:56 a.m. by Chairman/Community Development Director Steve Pash.

ATTEST:

APPROVED:

/S/

/S/

DRC Recording Secretary, Edlyn Gonzalez

Chairman, Steve Pash