



CITY OF WINTER GARDEN

DEPARTMENT OF PLANNING, ZONING & DEVELOPMENT
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CITY OF WINTER GARDEN DEVELOPMENT REVIEW COMMITTEE MINUTES FEBRUARY 21, 2007

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, February 21, 2007 in the City Hall Commission Chamber.

CALL TO ORDER

Planning Director/Chairman Edward Williams called the meeting to order at 9:06 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Planning Director/Chairman Edward Williams, City Manager Mike Bollhoefer (*tie breaker*), Assistant City Manager Marshall Robertson, City Engineer Art Miller, Public Works Director Bob Smith, Utilities Director Charlie Tinch, and Assistant City Engineer Mike Kelley.

Non-voting Attendees: City Attorney Kurt Ardaman, Assistant City Attorney Dan Langley, Economic Development Director Shelly Weidenhamer, Storm Water Engineer Alex Nasser, Building Official Willie Herbert, and Assistant to the City Manager for Public Services Don Cochran.

Others: Planner Brandon Byers, and Planning Technician Leontyne James.

1. APPROVAL OF MINUTES

Approval of minutes from regular meeting held February 7, 2007.

Motion by Utilities Director Tinch to approve the above minutes. Seconded by Assistant City Engineer Kelley, the motion carried unanimously 6-0.

DRC BUSINESS

2. Avalon Marsh Retail – Site Plan

David Stokes, Earl Kurtz and Mike Staesche, applicants for the project were in attendance to address Development Review Committee comments.

Planning and Zoning Department comments from letter dated February 9, 2007 were acknowledged and addressed.

General discussion followed related to the February 8, 2007 Memorandum from **Storm Water Engineer Nasser**. Mr. Nasser stated that the landscape plans submitted with the site plan used the 1/16 architects scale which need to be converted to an engineering scale.

A discussion followed related to the February 1, 2007 Memorandum from **City Engineer Miller**. All comments were acknowledged and addressed. Concerning comment # 7, the Applicants stated the small drive thru lane will be used for the customers of Barney's Coffee. The applicants need to address the turning radii for the drive thru lane. Emphasis was also placed on Comment #9 that all meter and backflow preventor locations should be more detailed since the locations were not clear on the plans. City Engineer Miller suggested that the applicants coordinate with **Utilities Director Tinch** and **Fire Marshal Anderson** in regards to the meters and the fire connections, respectively. Also the revised drawings shall show where the proposed easements will be located. Mr. Tinch stated that the City would be responsible for maintaining the meters and the applicants will be responsible for maintaining the lines.

Discussion then followed in regards to the Developer's Agreement, which according to **City Manager Mike Bollhoefer**, are in the process of being completed and a draft will be ready as soon as possible. The percentages will be re-calculated sometime early next week.

Motion by City Engineer Miller to have the applicants resubmit revised plans for City Staff to review, and depending on that, the item could be presented before the next subsequent DRC meeting. Seconded by Assistant City Engineer Kelley, the motion carried unanimously 6-0.

After the motion was made, further discussion followed related to the applicants moving on to the next Planning & Zoning Board meeting which would be April 2, 2007. **City Planner Williams** stated the agreements will need to be done before the applicants are able to go before the Planning & Zoning Board Meeting for site plan approval. **Assistant City Attorney Langley** stated that the Marsh Road Agreement is being drafted by the Hickory Hammock attorney who is waiting on additional items. The Developer's Agreement is also tied into the Marsh Road Agreement which may take a few weeks to complete. **City Manager Bollhoefer** stated that the Marsh Road Agreement should be finalized before the April Planning & Zoning Board Meeting.

3. John's Lake Pointe – Final Plat

Max Suter and Jennifer Tobin, applicants for the project were in attendance to address Development Review Committee comments.

Comments identified on a Letter from **Legal Counsel Lionel Rubio** dated January 22, 2007 were acknowledged and addressed.

All comments from **City Engineer Miller's** memorandum dated February 9, 2007 were acknowledged and addressed.

Discussion followed related to the February 9, 2007 Memorandum from the **Planning and Zoning Department**. Most comments were acknowledged and addressed, but further discussion was needed to address Comment #1 in regards to the normal high water elevation (NHWE) and the ordinary high water mark. The City uses these figures to determine setbacks and for determining the boundary between sovereign and private lands. A meeting needs to be scheduled with St. John's River Water Management District, County Staff, City Staff and the applicants, in order to determine if the lots are buildable at its current NHWE of 98.4.

City Engineer Miller inquired about the status of the easement for the roadway tract required by the Developer's Agreement and right-of-way maintenance agreements. The applicants stated they are completed and need to be submitted.

Motion by City Planner Williams to have the applicants set up a meeting with City Staff, County Staff and the St. John's River Water Management District to clarify the normal high water elevation, the ordinary high water mark, the conservation and lake areas, and depending on that, the applicants can resubmit revised plan for City Staff to review and then be presented before the next subsequent DRC meeting. Seconded by City Engineer Miller, the motion carried unanimously 6-0.

4. StarChild Academy – Site Plan

John Kirby, Darand Williams, Anil Sant and Peter W. Zimmerman, applicants for the project were in attendance to address Development Review Committee comments.

Discussion followed in regards to the February 5, 2007 Letter from the **Planning and Zoning Department**. All comments were acknowledged and addressed. Concerning Comment #2 related to a detailed buffering plan along the south property line, the applicants stated they will put a 6' chain link vinyl coated fence inside the 6' PVC fence the property behind them (KB Homes development – The Orchard) has installed. The applicants will also provide an additional 10' landscape buffer where every 50' a live oak and holly tree will be planted. Comment #3 was addressed in regards to the retention pond, which will be wet. Comment #13 was acknowledged and will be satisfied in regards to the bus parking location and the dumpster being accessed by Public Works.

General discussion followed in regards to the February 9, 2007 Memorandum from **City Engineer Miller**. All comments were acknowledged and addressed. Mr. Miller put emphasis on Comment # 6 in regards to the sizing calculations for the proposed 450 gallon grease trap to be provided to the Utilities and Building Departments. Discussion

followed related to Comment # 4 of the proposed sidewalk on C.R. 535 and the new R/W line in which the City will arrange with Lake Apopka Natural Gas.

Comments from **Storm Water Engineer Nasser's** memorandum dated January 31, 2007 were acknowledged and addressed.

Fire Department comments from memorandum dated January 30, 2007 were acknowledged and the applicants stated the items will be addressed.

Further discussion followed related to the **Planning & Zoning Department's** letter dated February 5, 2007 Comment #1 in regards to the platting of the property as a condition of the lot split that was granted on February 5, 2007 by the Planning & Zoning Board.

Motion by City Engineer Miller to have the applicants resubmit revised plans for City Staff to review, and depending on that, the item could be presented before the next subsequent DRC meeting. Seconded by Utilities Director Tinch, the motion carried unanimously 6-0.

After the motion was carried, City Staff emphasized that as a condition of the Special Exception Permit, which was granted during the February 5, 2007 Planning & Zoning Board meeting, the developers would have to install a southbound right turn deceleration lane into the StarChild Academy property in addition to the northbound left turn lane shown on the plans.

The Board took a five-minute recess and reconvened at 10:18 a.m.

5. Winter Garden Village at Fowler Groves – Final Plat

Mike Harding, Rebecca Furman, and Greer Scoggins, applicants for the project were in attendance to address Development Review Committee comments.

City Engineer Miller and **Legal Counsel Lionel Rubio** will have the comments ready before noon on March 2, 2007 in order for the applicants to go before the next subsequent DRC meeting which will be held on March 7, 2007.

Comments identified from the Memorandum dated February 9, 2007 from **Assistant City Engineer Kelley** were acknowledged and addressed.

General discussion followed in regards to the release of permits from the Building Department.

Motion by City Engineer Miller to have the applicants come before the next subsequent DRC meeting to address all comments from City Staff. Seconded by Utilities Director Tinch, the motion carried unanimously 6-0.

6. Exotic Car Transport – Site Plan

Tom Meunier, Michael Paul Bahor, and Wood Dortch, applicants for the project were in attendance to address Development Review Committee comments.

Comments identified on the **Planning & Zoning Department** letter dated February 16, 2007 were acknowledged and addressed. General discussion followed concerning Comment # 2 in regards to the building walls being broken up through color, shapes, materials, varying height and forms.

A discussion followed related to the February 1, 2007 Memorandum from **City Engineer Miller**. All comments were acknowledged and addressed. Emphasis was placed on Comment # 5 concerning the need to revise the fence proposed along the east side; Comment # 6 in regards to the dumpster location and access; and Comment #7 related to drainage – required off-site easements, roof drain lines, permitting and Story Road turn lanes.

Further discussion followed concerning **Storm Water Engineer Nasser's** memorandum dated February 9, 2007. All comments were acknowledged and addressed. Both Storm Water Engineer Nasser and **Planner Byers** stated that the applicants would have to submit a boundary survey as referenced in Comment #1. Emphasis was also placed on Comment #4, Comment #5, Comment #11, and Comment #12.

City Engineer Miller stated that gravel parking was sufficient since it has been allowed in the past by other trucking companies for overflow parking.

Motion by Assistant City Engineer Kelley to have the applicants resubmit revised plans for City Staff to review, and depending on that, the item could be presented before the next subsequent DRC meeting. Seconded by Utilities Director Tinch, the motion carried unanimously 6-0.

REPORT FROM CITY MANAGER / CITY STAFF / NON AGENDA ITEMS

City Manager Bollhoefer brought up some issues related to 132 E. Plant Street and the issuance of Certificate of Occupancy.

A discussion followed amongst the committee members related to the Marsh Road agreements.

Further discussion followed related to the Winter Garden Village at Fowler Groves project and the amount of dust the site is producing.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 11:12 a.m.

APPROVED:

ATTEST:

Chairman Edward Williams

Planning Technician Leontyne James