

**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
MARCH 21, 2007**

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

CALL TO ORDER

Planning Director/Chairman Edward Williams called the meeting to order at 9:00 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 Langlely, Economic Development Director Shelly Weidenhamer, Storm Water Engineer Alex Nasser, Assistant to the City Manager for Public Services Don Cochran, Fire Marshal Tom Anderson, and Building Official Willie Herbert.

Others: Planner Brandon Byers, and Planning Technician Lorena Blankenship.

1. APPROVAL OF MINUTES

Approval of minutes from regular meeting held March 07, 2007.

Motion by City Engineer Miller to approve the above minutes. Seconded by Public Works Director Smith, the motion carried unanimously 6-0.

DRC BUSINESS

2. Windward Cay Office Phase 3 – Site Plan

Jeff Sedloff, applicant for the project was in attendance to discuss the Development Review Committee comments.

Planning and Zoning Department comments from letter dated March 06, 2007 were acknowledged and addressed. Mr. Sedloff inquired about having an additional sign in the location. Planner Byers explained that approval of a variance will be necessary in order to have an additional monument sign in the property. Mr. Sedloff also stated that they would

like to record the subject property as condominium offices and inquired about the City requirements. **City Attorney Ardaman** responded that further documentation will be requested.

A discussion followed related to the March 07, 2007 Memorandum from **City Engineer Miller**. All comments were acknowledged and addressed.

Assistant City Engineer Kelley moved to have the applicant revise and resubmit the Site Plan for another full DRC review cycle. Seconded by City Engineer Miller the motion carried unanimously 6-0.

3. Zion Lutheran Church – Site Plan

Thomas Skelton and Everette Fisher, applicants for the project were in attendance to address Development Review Committee comments.

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

Comments related to the February 12, 2007 Memorandum from **Building Official Herbert** were acknowledged and addressed.

Comments from **Storm Water Engineer Nasser** were acknowledged and addressed.

Discussion followed pertaining to the March 07, 2007 Memorandum from **City Engineer Miller**. All comments were acknowledged and addressed. Concerning Comment # 3, Mr. Miller emphasized that the grass overflow parking for phase I, as well as the required paved driveway to the grass parking area must be reflected in the next re-submittal.

Comments from the March 05, 2007 Memorandum from the **Fire Department** were acknowledged and addressed.

City Engineer Miller moved to have the applicant revise and resubmit the Site Plan for another full DRC review cycle. Seconded by Utilities Director Tinch the motion carried unanimously 6-0.

4. Lake Roberts Landing – Final Plat

John Kirby, Travis Rentz, and Shane Cox, applicants for the project were in attendance to address Development Review Committee comments.

Discussion followed pertaining to the March 07, 2007 Memorandum from **City Engineer Miller**. All comments were acknowledged and addressed. Concerning Comment # 19, the applicant needs to provide the City Attorney with the easement documentation concerning the area outside the development which will be draining into the Lake Roberts Landing system.

General discussion followed in regards to the March 05, 2007 Letter from **Assistant City Attorney Langley**. All comments were acknowledged and addressed. It was decided that the HOA documents, the easement documentation, and a complete performance bond approving the amount need to be submitted for review.

Motion by City Engineer Miller to recommend the Final Plat to move forward to the next available Planning and Zoning Board meeting with all DRC conditions (see attached) and subject to receiving all revisions by noon on Friday March 23, 2007; if said revisions are not sufficient to City Staff the item will be placed on the next available DRC meeting. Seconded by Assistant City Engineer Kelley the motion carried unanimously 6-0.

5. Stoneybrook West Tract 19 – Final Plat

Jerry Hart, applicant for the project was in attendance to address Development Review Committee comments.

General discussion followed pertaining to the March 11, 2007 Memorandum from **City Engineer Miller**. All comments were acknowledged and addressed. Concerning Comment # 2, designating the “Shopping Center Parcel” as “Parcel 3” on the face of the plat, it was decided that both statements should be printed on the face of the plat. Concerning Comment # 4, the developer agreed to resolve the issue concerning the 27’ additional right-of-way. Concerning Comment # 5, the developer must provide the City Attorneys with documentation (Declaration, etc.) of easements for parking, cross access, drainage and utilities.

Mr. Hart stated that at the time of the recording of the storm water easement, Orange County asked him to amend the section of the plat where a County easement is located. City Engineer Miller asked Mr. Hart to add a note of clarification on the plat.

Concerning the water easement on the water meters, Utilities Director Tinch stated that the as-builts he received showed different locations for the easements. City Engineer Miller stated that a blanket easement would be satisfactory for the access needed to access and maintain the meters.

Motion by City Engineer Miller to place the Site Plan on the next available DRC meeting provided the applicant resubmits the plat with the revised changes within 3 days following this meeting. Seconded by Assistant City Engineer Kelley, the motion carried unanimously 6-0.

6. Winter Garden Fire Station # 22 – Site Plans

Project Manager Marc Black, approached the committee and stated that he would like to withdraw his application and come back before the committee at a later time.

7. Star Child Academy – Site Plan

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

Comments identified on the **Planning & Zoning Department** letter dated March 16, 2007 were acknowledged and addressed. Concerning Comment # 5, the applicants requested to relocate the dumpster to the south side of the property. **Public Works Director Smith** reviewed and approved the proposed location of the dumpster.

Discussion followed pertaining to the March 14, 2007 Memorandum from **City Engineer Miller**. All comments were acknowledged and addressed. Comment # 4, indicates that the Developer shall coordinate with Lake Apopka Natural Gas for coordination of sidewalk connection and needed right-of-way for the turn lane. Mr. Miller stated that the applicant's traffic consultant TPD needs to provide a letter justifying the reduction of the speed limit on C.R.535 to 35 mph, and also providing certification that the proposed turn lane configuration will comply with the Green Book safety and acceptability requirements.

Planning Director Williams stated that pedestrians' access off C.R.535 into the site needs to be identified in the next re-submittal.

Assistant City Engineer Kelley moved to place the Site Plan on the next available DRC meeting provided the applicant resubmits the plans with the revised changes within 3 days following this meeting. City Engineer Miller Seconded.

General discussion followed among the committee in regards to the right-of-way for the turn lane and whether or not a Warranty Deed was necessary and the applicant's time frame to provide the appropriate documentation. The applicant agreed to provide a Memorandum of Understanding from the parties involved stating that the Deed will be completed prior to the issuance of any building permits. City Engineer Miller stated that the Traffic Study and Memorandum of Understanding need to be submitted within 3 days following this meeting. Mr. Miller also stated that the subject property shall be platted and the Certificate of Occupancy will be held if the plat is not recorded. A hold-harmless agreement shall be submitted prior to the issuance of any site or building permits.

The motion carried unanimously 6-0.

8. Avalon Marsh Retail (Avamar) – Site Plan

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

Comments identified on the **Building Official Herbert** Memorandum dated March 15, 2007 were acknowledged and addressed. Concerning the retaining wall, the developer agreed to add a note to the plans on that effect.

Discussion followed pertaining the March 19, 2007 Memorandum from **City Engineer Miller**. All comments were acknowledged and addressed.

Motion by City Engineer Miller to place the Site Plan on the next available Planning and Zoning Board meeting with all DRC conditions, and clarifying that the Marsh Road Agreement and Developers Agreement need to be finalized prior to Final Plat approval and issuance of any Certificate of Completion. Seconded by Utilities Director Tinch, the motion carried unanimously 6-0.

9. Winter Garden Village at Fowler Groves – Final Plat

Mike Harding, Tom Hareas, Becky Furman, Greer Scoggins, and David Davis, applicants for the project were in attendance to address Development Review Committee comments.

Discussion followed pertaining to the March 15, 2007 Memorandum from **City Engineer Miller**. All comments were acknowledged and addressed. Concerning Comment # 10, Mr. Miller stated that the Performance Bond must be submitted prior to the item being presented before the Planning and Zoning Board.

Assistant City Attorney Langley stated that a Hold Harmless Agreement for the 5th 3rd Bank must be submitted prior to the item being presented before the Planning and Zoning Board.

Motion by City Engineer Miller to place the Final Plat on the next available Planning and Zoning Board after the applicant submits a revised Plat with all DRC conditions. In addition, the developer needs to submit the Performance Bond and a Hold-Harmless Agreement by Wednesday March 28, 2007 at noon. Seconded by Assistant City Engineer Kelley, the motion carried unanimously 6-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 11:30 a.m.

APPROVED:

ATTEST:

Chairman Edward Williams

Planning Technician Lorena Blankenship