

**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
APRIL 11, 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

Acting Chairman Brandon Byers called the meeting to order at 9:07 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Acting Chairman Brandon Byers, City Manager Mike Bollhoefer (*tie breaker*), Assistant City Manager Marshall Robertson, City Engineer Art Miller, Public Works Director Designee Don Cochran, and Assistant City Engineer Mike Kelley.

Non-voting Attendees: City Attorney Kurt Ardaman, Assistant City Attorney Dan Langley, Storm Water Engineer Alex Nasser, Fire Marshal Tom Anderson, and Building Official Willie Herbert.

Others: Planning Technician Lorena Blankenship.

ABSENT

Economic Development Director Shelly Weidenhamer, and Utilities Director Charlie Tinch.

1. APPROVAL OF MINUTES

Approval of minutes from regular meeting held March 21, 2007.

Motion by City Engineer Miller to approve the above minutes. Seconded by Public Works Director Designee Cochran, the motion carried unanimously 5-0.

DRC BUSINESS

2. Sun Trust Bank (Avamar) – Site Plan

Justin Polk, applicant for the project was in attendance to discuss the Development Review Committee comments.

Planning and Zoning Department comments from letter dated April 11, 2007 were acknowledged and addressed. Planner Byers asked the applicant to provide a lighting plan.

A discussion followed related to the March 23, 2007 Memorandum from **City Engineer Miller**. All comments were acknowledged and addressed.

Fire Department comments from memorandum dated March 29, 2007 were acknowledged and addressed. **Fire Marshall Anderson** pointed out the comment concerning the fire lanes, which shall be established around Fire Department Connections.

City Engineer Miller stated that Dark Skies Lighting must be installed.

City Engineer Miller moved to approve the Site Plan as shown and place the item on the next available Planning and Zoning Board meeting with DRC and Staff conditions (see attached). In addition, any required revisions should be submitted for Staff review and approval prior to the Pre-Construction meeting. Seconded by Assistant City Engineer Kelley the motion carried unanimously 5-0.

3. Chick-fil-A at Winter Garden Village at Fowler Groves - Site Plan

Monica Ransom, Eileen Graf, and Ken McCoig, applicants for the project were in attendance to address Development Review Committee comments.

Planning and Zoning Department comments from letter dated April 02, 2007 were acknowledged and addressed. Concerning comment # 10, the applicant agreed to install portable planters in the eating areas.

Comments from the March 29, 2007 memorandum from **Storm Water Engineer Nasser** were acknowledged and addressed.

Discussion followed pertaining to the March 23, 2007 memorandum from **City Engineer Miller**. All comments were acknowledged and addressed.

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

Planner Byers requested the applicants to include elevations in the next submittal.

City Engineer Miller moved to place the Site Plan on the next available DRC meeting provided the applicant resubmits revised plans to the Planning and Zoning Department by noon on Monday April 16, 2007. Seconded by Assistant City Engineer Kelley, the motion carried unanimously 5-0.

4. StarChild Academy – Site Plan

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

Planning and Zoning Department comments from letter dated April 04, 2007 were acknowledged and addressed.

Comments from the March 30, 2007 memorandum from **City Engineer Miller** were acknowledged and addressed.

Motion by City Engineer Miller to recommend approval of the Site Plan as shown and place the item on the next available Planning and Zoning Board meeting with DRC and Staff conditions (see attached). Seconded by Assistant City Engineer Kelley the motion carried unanimously 5-0.

5. Oakland Park Phase 1A – Final Plat

Dave Kelly, Scott Grossman, and Mathew Bullion, applicants for the project were in attendance to address Development Review Committee comments.

City Surveyor comments from letter dated March 30, 2007 were acknowledged and addressed.

General discussion followed pertaining to the March 28, 2007 Memorandum from **City Engineer Miller**. All comments were acknowledged and addressed. Concerning Comment # 4, the applicant answered the questions included, and Mr. Miller required that notes of clarification be specified on the next re-submittal. Concerning comment # 5, the alleys need to be shown as separate tracts that will be owned and maintained by the HOA, providing an easement for ingress-egress, drainage, utilities and city services. Final Plat and CCR's shall address provisions for maintenance of the alleys by the Homeowners Association. Concerning comment # 6, the cost certification provided for determination of the performance bond amount shall be revised to include streetlighting, street and regulatory signage, landscaping, irrigation, wall, amenities, etc. Concerning comment # 7, additional 10' utility easements shall be provide on both sides of Oakland Park Boulevard from Oakland Avenue to Lake Brim Drive and on the west side of Lake Brim Drive to Easley Avenue for third party utility providers (power, telephone, cable, etc.).

General discussion followed pertaining to the March 30, 2007 Memorandum from **Storm water Engineer Nasser**. All comments were acknowledged and addressed. Concerning comment # 1, the Project Engineer and Surveyor will need to determine the need, and provide on the plat, side or rear lot drainage easements where those areas will have shared drainage from adjoining lots. Emphasis was also placed on comments # 4, # 5, and # 6.

Comments from the March 30, 2007 Memorandum from **City Attorney** were acknowledged and addressed.

Motion by City Engineer Miller to have the applicant revise and resubmit the plat for another full DRC review cycle. Seconded by Public Works Director Designee Cochran, the motion carried unanimously 5-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:00 a.m.

APPROVED:

ATTEST:

Chairman Edward Williams

Planning Technician Lorena Blankenship