

**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
OCTOBER 10, 2007**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, October 10, 2007 in the City Hall Commission Chamber.

CALL TO ORDER

Chairman Edward Williams called the meeting to order at 9:05 a.m. The roll was called and a quorum was declared present.

PRESENT

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

Non-voting Attendees: Fire Marshall Tom Anderson, Assistant City Attorney Dan Langlely, and City Attorney Kurt Ardaman.

Others: Planner Regina McGruder and Planning Technician Lorena Blankenship.

Absent: Assistant City Manager Marshall Robertson, and Stormwater Engineer Alex Nasser.

1. APPROVAL OF MINUTES

Approval of minutes from regular meeting held September 26, 2007.

Motion by City Engineer Miller to approve the above minutes. Seconded by Utilities Director Tinch, the motion carried unanimously 5-0.

DRC BUSINESS

2. Southlake Exchange Packinghouse – Site Plan

Peter Fleck and Mark Maciel, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the October 05, 2007 memorandum from the **Planning and Zoning Department** were acknowledged and addressed. Discussion took place regarding comment # 1, the permitted and prohibited list of uses. The applicant agreed to the City Staff approved permitted and prohibited uses upon Site Plan approval. It was determined that the applicant will submit at a later time, a redevelopment plan for the rear property (*the yard*), in the meantime the applicant is allowed to maintain the existing uses. Discussion took place in regards to comment # 7, dumpsters will need to be buffered with large tall growing bushes such as read tips.

Comments included in the September 27, 2007 memorandum from **City Engineer Miller** were acknowledged and addressed. Discussion took place regarding to comment # 5, connection to Tildenville School Road on the north side of the site. Emphasis was placed in regards to comment # 9, provide parking calculation based on total building square footage. Emphasis was placed on comment # 10, show ingress-egress, utility and drainage easements required by the lot split. **City Engineer Miller** stated that the conditions included in his email dated October 08, 2007 concerning the easements for the lot split must be addressed and incorporated into the record. The applicants and the committee also discussed comment # 12, in regards to the traffic circulation and the existing entrance on the west side of the property and the possible conflicts with the required access for emergency vehicles.

Comments included in the September 25, 2007 memorandum from **Storm Water Engineer Nasser** were acknowledged and addressed. Discussion took place regarding comment # 1, the minimum slope on paved surfaces, **City Engineer Miller** asked the applicants to provide calculations demonstrating that there are sufficient storm inlets and the streets or adjacent properties will not be overflowed. Emphasis was placed on comment # 7, provide copies of permits or exemptions from the SJRWMD (*St. Johns River Water Management District*) and from FDEP (*Florida Department of Environmental Protection*), for Water, Wastewater & NOI for SWPPP (*Storm Water Pollution Prevention Plan*).

Comments included in the September 05, 2007 e-mail from **Building Official Herbert** were acknowledged.

Motion by City Engineer Miller to have the applicant revise and resubmit the site plan addressing all City Staff conditions (see attached) to the Planning and Zoning Department for another full DRC review cycle. Seconded by Public Works Director Designee Cochran, the motion carried unanimously 5-0.

3. Walkers Grove Townhomes – Final Plat

Kevin Roy and Steve Blankenship, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the October 05, 2007 memorandum from **City Engineer Miller** were acknowledged and addressed. Emphasis was placed in regards to comment # 5, a maintenance bond or letter of credit is required in the amount of 20 % of the cost of the improvements. **City Engineer Miller** stated that there is a \$482,515.67 difference between the pay application and cost certification that needs to be explained.

Comments included in the October 08, 2007 memorandum from **Storm Water Engineer Nasser** were acknowledged and addressed. Discussion took place concerning comment # 1, storm drainage pipes running within the 12 foot Utility and Pedestrian Easement in front of Lots 7-15 and Lots 28-35. The applicant explained that the storm drainage pipes run through Tract I, and agreed to add the requested “drainage” note to the plat. In regards to comment # 2, the 20 foot drainage easement shown on the plat is not enough for the storm inlet and/or the pipes. It was decided that the existing 20 foot easement will be increased to a 22 foot easement.

Comments included in the October 04, 2007 letter from **Assistant City Attorney Langley** were acknowledged and addressed.

Comments included in the October 09, 2007 letter from **Consultant Surveyor Osborne** were acknowledged and addressed.

City Engineer Miller moved to place the Final Plat on the next available Planning and Zoning Board meeting provided the applicant resubmits a revised plat addressing all City Staff comments (see attached) within 3 days following this meeting, by noon on Monday October 15, 2007. Seconded by Utilities Director Tinch, the motion carried unanimously 6-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:08 a.m.

APPROVED:

ATTEST:

Chairman Edward Williams

Planning Technician Lorena Blankenship