

**CITY OF WINTER GARDEN  
DEVELOPMENT REVIEW COMMITTEE  
MINUTES  
OCTOBER 24, 2007**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, October 24, 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:** Planning Director Designee Brandon Byers, City Manager Mike Bollhoefer (*tie breaker*), Assistant City Manager Marshall Robertson, Public Works Director Designee Don Cochran, Utilities Director Charlie Tinch, City Engineer Art Miller, and Assistant City Engineer Mike Kelley.

**Non-voting Attendees:** Economic Development Director Dolores Key, Assistant City Attorney Dan Langley, City Attorney Kurt Ardaman, and Stormwater Engineer Alex Nasser.

**Others:** Planning Technician Lorena Blankenship and Executive Assistant to City Manager Andrea Vaughn.

**Absent:** Fire Marshall Tom Anderson, and Planning Director Ed Williams

**1. APPROVAL OF MINUTES**

Approval of minutes from regular meeting held October 10, 2007.

***Motion by Public Works Director Designee Cochran to approve the above minutes. Seconded by Utilities Director Tinch, the motion carried unanimously 5-0.***

## **DRC BUSINESS**

### **2. Windward Cay Phase III – Site Plan**

Jeff Sedloff and Randy June, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the October 08, 2007 memorandum from the **Planning and Zoning Department** were acknowledged and addressed. Discussion took place regarding comment # 4, Ordinance 00-36 requires pedestrian connections; the site plan does not include pedestrian connections between the various phases of the development.

Comments included in the September 28, 2007 memorandum from **City Engineer Miller** were acknowledged and addressed. Discussion took place in regards to comment # 1, either to install a master potable water meter or extend the 8" main to provide water meters at each building. Discussion took place regarding comment # 7, issues related to the lift station. Emphasis was placed on comment # 8, parking spaces for this phase (Lot 1) are shown across the boundary of Lot 3, provide cross access easement acceptable to the City Attorney for this encroachment.

Comments included in the October 22, 2007 memorandum from **Assistant City Engineer Kelley** were acknowledged and addressed. Discussion took place in regards to comment # 3, the dumpster enclosure on the west of Lot 1 is too close to the sanitary line, the dumpster enclosure must be relocated outside of the utility easement. It was determined that if the dumpster enclosure is not relocated, the developer must provide the City with an easement agreement stating that the property owner will be responsible for the possible cost involved with the maintenance or repair of the sanitary line and any permanent structures located within the easement.

Comments included in the October 22, 2007 letter from **Assistant City Attorney Langley** were acknowledged.

Comments included in the October 08, 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 Utilities Director Tinch, the motion carried unanimously 5-0.*

### **3. Stoneybrook Mini-Storage – Final Plat**

Randy June and Jeff Sedloff, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the October 03, 2007 memorandum from **City Engineer Miller** were acknowledged and addressed. Emphasis was placed in regards to comment # 2, note # 7 on Sheet 1 references the easement agreement and First Amendment, but needs to be revised to include the aforementioned Second Amendment currently under review. Discussion took place regarding comment # 3, the Maintenance Bond; provide revised cost information showing actual contract prices/payment for the water/sewer improvements since these have been installed. Costs on certified estimate appear too low as compared to current prices. Bond/LOC shall be reviewed and approved by the City Attorney prior to submittal. Maintenance Bond amount shall be 20% of the cost of the improvements being dedicated to the City. Discussion took place regarding comment # 9, concerning the streetlighting requirements.

Comments included in the October 18, 2007 letter from **Assistant City Attorney Langley** were acknowledged and addressed.

Comments included in the October 15, 2007 letter from **City Surveyor Blankenship** were acknowledged and addressed.

*Assistant City Kelley 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 29, 2007. Seconded by City Engineer Miller, the motion carried unanimously 5-0.*

### **4. Winter Garden Commerce Center – Construction Plans**

Randy June and Jeff Sedloff, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the October 19, 2007 letter from the **Planning and Zoning Department** were acknowledged and addressed.

Comments included in the October 03, 2007 memorandum from **City Engineer Miller** were acknowledged and addressed. Emphasis was placed in regards to comment # 3, several matters related to overall utilities. Discussion took place regarding comment # 13, provide an alternate streetlighting plan designed to City Lighting Standards to determine cost differential to be paid by the Developer and POA. The Applicant is to schedule a meeting with Staff (Engineering & Utilities) to coordinate the requested revisions.

*City Engineer Miller moved to have the applicant resubmit revised plans addressing all City Staff conditions (see attached) to the Planning and Zoning Department; if plans are satisfactory to City Staff, the applicant can proceed to the Pre-Construction meeting. Seconded by Assistant City Engineer Kelley, the motion carried unanimously 5-0.*

**5. People of Faith Lutheran Church – Daycare Special Exception Permit**

Johan Bergh, John Morris, James Willard, Harry Brumley and Fritz Depenthal, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the October 15, 2007 letter from the **Planning and Zoning Department** were acknowledged and addressed. Discussion took place regarding comment # 1, the existing parking does not appear sufficient to handle the increased number of children. Applicant stated they would add parking spaces.

Comments included in the October 10, 2007 memorandum from **City Engineer Miller** were acknowledged and addressed.

Comments included in the October 11, 2007 memorandum from **Storm Water Engineer Nasser** were acknowledged and addressed. Discussion took place concerning comment # 2, there are no street lights on Windermere and Warrior Roads within the vicinity of this project at the present time; the final plans of this project should include, in addition to internal parking lot lighting street lights for Windermere Road and Warrior Road within the vicinity of the project area. It was determined that the developer shall install two street lights at the intersection of Windermere Road and Warrior Road.

*City Engineer Miller moved to place the Special Exception Permit petition on the next available Planning and Zoning Board meeting provided the applicant resubmits revised plans addressing all City Staff conditions (see attached) to the Planning and Zoning Department within 3 days following this meeting (by noon on Monday, October 29, 2007). Seconded by Public Works Director Designee Don Cochran, the motion carried unanimously 5-0.*

**ADJOURNMENT**

There being no more business to discuss, the meeting was adjourned at 10:07 a.m.

**APPROVED:**

**ATTEST:**

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**Chairman Edward Williams**

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**Planning Technician Lorena Blankenship**