

**CITY OF WINTER GARDEN  
DEVELOPMENT REVIEW COMMITTEE  
MINUTES  
NOVEMBER 14, 2007**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, November 14, 2007 in the City Hall Commission Chamber.

**CALL TO ORDER**

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

**PRESENT**

**Voting Members:** Planning Director Ed Williams, City Manager Mike Bollhoefer (*tie breaker*), Assistant City Manager Marshall Robertson, Public Works Director Designee Don Cochran, 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:** Planner Brandon Byers and Executive Assistant to City Manager Andrea Vaughn.

**Absent:** Utilities Director Charlie Tinch and Fire Marshall Tom Anderson.

**1. APPROVAL OF MINUTES**

Approval of minutes from regular meeting held October 24, 2007.

***Motion by City Engineer Miller to approve the above minutes. Seconded by Assistant City Engineer Kelley, the motion carried unanimously 5-0.***

## **DRC BUSINESS**

### **2. Oakland Park Phase 1B - Final Plat**

Chairman Williams stated that the applicants for Oakland Park Phase 1B have requested that the item be postponed to a later date.

### **3. Ranger Park PCD - PCD Rezoning**

Terry Wiler and Cas Suvongse, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the November 02, 2007 letter from **Planning and Zoning Department** were acknowledged and addressed. Discussion took place in regards to comment # 3, signage, landscaping, lighting and building design standards must comply with the S.R. 50 Commercial Corridor Overlay Standards. Discussion took place in regards to comment # 6, the permitted, prohibited and special exception uses proposed on the plan. Developers expressed desire to operate light industrial uses on the site. It was determined that the Planning Department will investigate past history of the subject property in regards to a possible lawsuit about keeping the property commercial. Discussion took place regarding comment # 4, provide additional right-of-way on Gilard Avenue and Beulah Road.

Comments included in the October 31, 2007 memorandum from **City Engineer Miller** were acknowledged and addressed.

Comments included in the October 26, 2007 letter from **Stormwater Engineer Nasser** were acknowledged and addressed.

*City Engineer Miller moved to postpone the item to a later date, after City Staff researches past history of the property and applicant revises access point. Planning and Zoning Department will meet with the developers prior to the item being presented before the Development Review Committee (DRC). Seconded by Public Works Director Designee Cochran, the motion carried unanimously 5-0.*

### **4. StarChild Academy – Final Plat**

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

Comments included in the October 24, 2007 memorandum from **City Engineer Miller** were acknowledged and addressed. Discussion took place regarding comment # 1, a Quit-Claim Deed regarding the 20' right-of-way was included in the package, but did not include Exhibit "A", legal description. Discussion took place regarding comment # 2, no additional building permits and no certificates of occupancy will be issued until the right-of-way has been acquired and conveyed to the City via fee simple warranty deed, including all required turn lane improvements. Emphasis was place regarding comment # 3, signature block for City Engineer must be removed from Sheet P-1. Discussion took place in regards to comment # 9, streetlighting plan submitted will be reviewed by Public Services. Streetlighting must be installed and operating as a condition of issuing the Certificate of Completion. No certificates of occupancy will be issued until the Certificate of Completion has been issued.

Comments included in the November 02, 2007 memorandum from **Stormwater Engineer Nasser** were acknowledged and addressed.

Comments included in the October 10, 2007 letter from **Assistant City Attorney Langley** were acknowledged and addressed. Discussion took place regarding comment # 5, the original letter of credit or performance bond in form and amount acceptable to the City must be provided within a reasonable time for City staff review prior to the Planning and Zoning Board hearing on the plat. Discussion took place regarding comment # 9, the developer must provide the original corrected and executed version of the Quit-Claim Deed with legal description and sketch exhibit of the right-of-way property, and the required DR-219 form prior to final plat approval and recording. Discussion took place in regards to comment # 14, the developer has submitted a Phase I Environmental Site Assessment (ESA) dated March 2007, however the ESA appears to only cover a portion of the property being platted, and does not seem to cover the proposed Lot 2 and the right-of-way property being conveyed to the City of Winter Garden.

Comments included in the November 02, 2007 letter from **City Surveyor Blankenship** were acknowledged.

*City Engineer Miller moved to place the Final Plat 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 November 19, 2007. Seconded by Public Works Director Designee Cochran, the motion carried unanimously 5-0.*

## **5. West Orange Business Center – Final Plat**

Winston Schwartz and Todd South, applicants for the project were in attendance to discuss the Development Review Committee comments.

The developers expressed concerns in regards to Certificates of Occupancy being hold until the plat is recorded. Planning Director Williams stated that a Temporary Certificate of Occupancy might be granted, but specific provisions and timeframes will be imposed to ensure the platting process is completed.

Comments included in the October 31, 2007 memorandum from **City Engineer Miller** were acknowledged and addressed. Discussion took place in regards to comment # 2, show easement on plat for City access to lift station and utility easement for force main from lift station. Discussion took place in regards to comment # 3, all easements for ingress-egress, drainage, lift station and utilities that are described in the Declaration of Easement Agreement shall be shown on the face of the plat. Discussion took place in regards to comment # 10, streetlighting plan shall be submitted for Public Works Department review. Streetlighting must be installed and operating as a condition of issuing the Certificate of Completion. No certificate of occupancy will be issued until the Certificate of Completion has been issued. City Engineer Miller stated that a certified cost estimate of the force main and the lift station should be included for review by City Staff as the basis for the Maintenance Bond amount.

Comments included in the October 26, 2007 letter from the **Stormwater Engineer Nasser** were acknowledged and addressed. Discussion took place regarding comments # 2 and comment # 3, concerning the 18” pipes located between structures. Discussion took place regarding comment # 4, pipes are going under Building 9 before discharging to the stormwater pond. Building 9 has not been constructed by the pipes had. No pipes should be installed under buildings. Drainage pipes under buildings are the developer’s responsibility not the City’s.

Comments included in the October 19, 2007 letter from **Assistant City Attorney Langley** were acknowledged and addressed. Discussion took place regarding comment # 5, the original letter of credit or performance bond in form and amount acceptable to the City must be provided within reasonable time prior to the Planning and Zoning Board hearing on the plat.

Comments included in the October 11, 2007 memorandum from **City Surveyor** were acknowledged.

Planning Director stated that since there are utility lines in the landscape area, 5’ or 6’ bushes and shrubs should be planted instead of trees to provide sufficient buffer for the adjacent residential area.

***City Engineer Miller moved to have the applicant revise and resubmit the final plat addressing all City Staff conditions (see attached) for a short review cycle. 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 10:50 a.m.

**APPROVED:**

**ATTEST:**

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**Chairman Edward Williams**

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**Planning Technician Lorena Blankenship**