

**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
DECEMBER 26, 2007**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, December 26, 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: City Manager Mike Bollhoefer (*tie breaker*), Planning Director Ed Williams, Assistant City Manager Marshall Robertson, Utilities Director Charlie Tinch, Public Works Director Designee Don Cochran, City Engineer Art Miller, and Assistant City Engineer Mike Kelley.

Non-voting Attendees: Economic Development Director Dolores Key, and City Attorney Kurt Ardaman.

Others: Executive Assistant to City Manager Andrea Vaughn, Planner Brandon Byers, and Planning Technician Lorena Blankenship.

Absent: Assistant City Attorney Dan Langley, Stormwater Engineer Alex Nasser, and Fire Marshall Tom Anderson.

1. APPROVAL OF MINUTES

Approval of minutes from regular meeting held December 12, 2007.

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

DRC BUSINESS

2. 510 Winter Garden Vineland Road (Chaldyshev) – Pre-Plat

Galina Chaldyshev, Ted Buckley, Alex Chaldyshev, and Nadia Vlasenko, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the December 12, 2007 letter from **Planning and Zoning Department** were acknowledged and addressed.

Comments included in the December 11, 2007 memorandum from **City Engineer Miller** were acknowledged and addressed. Discussion took place regarding comment # 03, minimum roadway pavement width shall be 24'; the City's pending new standards require the soil cement base to be 10" thick. Discussion took place regarding comment # 15, permit approvals from St. Johns River Water Management District and FDEP are required; off-site flows must be accommodated. Drainage design will be reviewed with final plan submittal.

Comments included in the December 12, 2007 memorandum from **Assistant City Engineer Kelley (Stormwater issues)** were acknowledged and addressed. Discussion took place regarding comment # 5, describe the outfall structure route before discharging into Black Lake. If stormwater discharge pass through private properties, easements may be required.

Comments included in the December 12, 2007 memorandum from **Building Official** were acknowledged.

Comments included in the December 13, 2007 memorandum from **Fire Department** were acknowledged.

Motion by City Engineer Miller to have the applicant revise and resubmit the Pre-Plat 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 Don Cochran, the motion carried unanimously 6-0.

3. West Orange Business Center – Final-Plat

Todd South, applicant for the project was in attendance to discuss the Development Review Committee comments.

Comments included in the December 19, 2007 memorandum from **City Engineer Miller** were acknowledged and addressed. Discussion took place regarding comment # 01; Lot 5

does not appear to be a developable lot. Discussion took place in regards to comment # 3, Tract B, the lift station, needs to be conveyed to the City fee simple via warranty deed. Provide draft warranty deed for the lift station for review by City Attorney and City Surveyor prior to execution; to be recorded concurrently with final plat. Discussion took place in regards to comment # 5; concerning the outfall maintenance. It does not appear that the Declaration of Ingress-Egress, Drainage and Utility Easement Agreement provides for the off-site easement maintenance.

Comments included in the December 11, 2007 memorandum from **Assistant City Attorney Langley** were acknowledged and addressed.

Comments included in the December 10, 2007 letter from **City Surveyor** were acknowledged.

Motion by Assistant City Engineer Kelley to place the Final Plat on the next available Planning & Zoning Board meeting provided the applicant revises and resubmits the Final Plat addressing all City Staff conditions (see attached) to the Planning and Zoning Department before noon on Wednesday, January 02, 2008. Seconded by City Engineer Miller, the motion carried unanimously 6-0.

4. Capstone Business Center – PCD Rezoning

John Kirby and Jim Burt, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the December 19, 2007 letter from **Planning and Zoning Department** were acknowledged and addressed. Discussion took place regarding comment # 1; a complete traffic study will be required for the project prior to being presented before the Planning and Zoning Board. Discussion took place regarding comment # 6; provide a circulation diagram indicating the proposed movement of vehicles, goods and pedestrians and all cross access easements. Discussion took place also in regards to community meetings being held to inform the adjacent communities about the subject development and the possible traffic and noise impacts. Applicant requested a list of permitted uses.

Comments included in the December 11, 2007 memorandum from **City Engineer Miller** were acknowledged and addressed. Discussion took place regarding comment # 4, as required of other developments along East Crown Point Road; this site will be required to contribute towards the future widening improvements of East Crown Point Road in lieu of constructing a left turn lane now. The amount of the contribution will need to be adjusted to reflect current construction prices. The traffic concurrency issues on Plant Street, East Crown Point Road and West Crown Point Road will need to be addressed in

the traffic study and may require contributions or improvements in addition to the normal impact fees to meet concurrency requirements.

Motion by Planning Director Williams to have the applicant revise and resubmit the PCD Conceptual Plan addressing all City Staff conditions (see attached), provide a Traffic Study, and hold a community meeting prior to the item being presented before the January 23, 2008 DRC meeting. Seconded by City Engineer Miller, the motion carried unanimously 6-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:02 a.m.

APPROVED:

ATTEST:

Chairman Edward Williams

Planning Technician Lorena Blankenship