

**CITY OF WINTER GARDEN  
DEVELOPMENT REVIEW COMMITTEE  
MINUTES  
MARCH 26, 2008**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, March 26, 2008 in the City Hall Commission Chamber.

**CALL TO ORDER**

**Chairman/Planning Director Designee Tim Wilson** called the meeting to order at 9:19 a.m. The roll was called and a quorum was declared present.

**PRESENT**

**Voting Members:** Chairman/Planning Director Designee Tim Wilson, City Manager Mike Bollhoefer (*tie breaker*), 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:** City Attorney Kurt Ardaman and Assistant City Attorney Dan Langlely, Building Official Harol "Skip" Lukert, and Fire Marshal Tom Anderson.

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

**ABSENT:**

Planning Director Ed Williams, and Economic Development Director Dolores Key.

**1. APPROVAL OF MINUTES**

Approval of minutes from regular meeting held March 12, 2008.

***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. Bright Horizons Daycare - Special Exception Permit**

Steven Geller, Bob Ewld, and Demond Hazley, applicants for the project were in attendance to discuss the Development Review Committee comments.

The applicants stated that they have addressed all City Staff comments including the Traffic Study comments.

Comments included in the March 24, 2008 letter from **Planning and Zoning Department** were acknowledged. In regards to the Traffic Study, Planner Byers recommended that the daycare be analyzed separately from the proposed retail, to avoid adverse impact from this project.

Comments included in the March 24, 2008 memorandum from **City Engineer Miller** were acknowledged.

Comments included in the March 17, 2008 memorandum from **Assistant City Engineer Kelley** (storm water issues) were acknowledged.

*Motion by City Engineer Miller to place the Special Exception Permit on the next available Planning and Zoning Board meeting provided the applicant resubmits revised plans addressing all City Staff conditions (see attached) to include the amended Traffic Study within 3 days following this meeting, by noon on Monday March 31, 2008. Seconded by Assistant City Engineer Kelley, the motion carried unanimously 6-0.*

### **3. Avamar, Final Plat**

Mike Staesche and Earl Kurtz, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the March 19, 2008 memorandum from **City Engineer Miller** were acknowledged and addressed. Discussion took place in regards to comment # 3, the Maintenance Bond; the maintenance bond amount of \$60,678.43 is acceptable, but the form of the bond shall be revised pursuant to the City Attorney's comments. Discussion took place in regards to comment # 4, the Performance Bond; the public improvements are near completion, any remaining improvements are private and are not subject to a performance guarantee; the developer shall pay the City for the streetlighting of adjacent streets (Avalon and Marsh) and incomplete sidewalks prior to final plat recording. Discussion took place in regards to comment # 6, the utility easement for City access to the lift station and force main from lift station shall be a minimum 29 feet in width. After discussion, the Utilities Department agreed to accept the easement width of 24 feet instead of 29 feet.

Comments included in the March 19, 2008 memorandum from **Assistant City Engineer Kelley** (storm water issues) were acknowledged and addressed.

Comments included in the March 19, 2008 letter from **Assistant City Attorney Langley** were acknowledged and addressed.

Comments included in the February 21, 2008 letter from the **City Surveyor Blankenship** were acknowledged.

***Motion by City Engineer Miller 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) within 3 days following this meeting, by noon on Monday March 31, 2008. Seconded by Utilities Director Charlie Tinch, the motion carried unanimously 6-0.***

#### **4. Church of Christ of West Orange, Special Exception Permit**

Bob Miller, applicant for the project was in attendance to discuss the Development Review Committee comments.

Comments included in the March 19, 2008 memorandum from **City Engineer Miller** were acknowledged and addressed. Discussion took place in regards to comment # 2, the temporary portable buildings shall be removed at the earlier of 30 days after issuance of the Certificate of Occupancy for the Church addition , or 18 months after issuance of the building permit for the Church. The applicant clarified that the temporary portable buildings will be used for offices and classrooms (Sundays only) during the construction phase. Discussion took place in regards to comment # 3, the sewage holding tanks for the temporary portable buildings; Applicant to provide Health Department approval and contract with sanitary waste disposal company prior to issuance of site or building permits.

Comments included in the March 24, 2008 memorandum from **Assistant City Engineer Kelley** (storm water issues) were acknowledged and addressed.

Planner Byers indicated that the Utility Sheet needs to be amended.

***Motion by City Engineer Miller to place the Special Exception Permit on the next available Planning and Zoning Board meeting, provided the applicant resubmits revised plans addressing all City Staff conditions (see attached) 3 days following this meeting, by noon on Monday March 31, 2008. Seconded by Public Works Director Designee Cochran, the motion carried unanimously 6-0.***

#### **5. West Orange Business Center, Dry Cleaners Special Exception Permit**

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

The applicants informed the committee that they held a community meeting to inform the adjacent property owners of their proposed operations, including details of the machinery and chemicals to be used.

City Manager Bollhoefer instructed City Staff to generate written conditions to be included in the Special Exception Permit report to be included in the Planning and Zoning Agenda Package.

*Motion by City Engineer Miller to place the Special Exception Permit on the next available Planning and Zoning Board meeting with the conditions to be generated by City Staff and provided to the Planning and Zoning Department by Tuesday April 1, 2008. Seconded by Public Works Director Designee Cochran, the motion carried unanimously 6-0.*

**6. Winter Garden Village Residential, Site/Parking Plan**

Michael Mulhall, Brian Metzler, Tom Hareas, and Dave Davis, applicants for the project were in attendance to discuss issues related to their proposed Condominium Development.

The applicants provided the Committee with some photographs of a similar community and explained details of their proposed development.

Intensive discussion followed among the applicants and the Committee Members in regards to the parking issue and the “for sale” issue. They also discussed a list of Legal Comments provided to the applicants. After discussion it was determined that the applicant will provide City Staff with documentation and information in regards to the type of parking used on their similar developments. The Committee also asked the developers to provide City Staff with a detailed plan identifying the location of the buildings, the number and size (# of bedrooms) of units and parking spaces for each building, and all the parking spaces located in common areas. City Engineer Miller also asked the applicants to provide City Staff with Construction Level Engineering Plans (“Final Construction Plans”) for review by the Development Review Committee, as required by the City Code for site plan review and approval.

**ADJOURNMENT**

There being no more business to discuss, the meeting was adjourned at 10:34 a.m.

**APPROVED:**

**ATTEST:**

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**Chairman Edward Williams**

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**Planning Technician Lorena Blankenship**