

**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
APRIL 23, 2008**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, April 23, 2008 in the City Hall Commission Chamber.

CALL TO ORDER

Chairman/Planning Director Ed Williams called the meeting to order at 9:00 a.m. The roll was called and a quorum was declared present.

PRESENT

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

Non-voting Attendees: Chief Planner Tim Wilson, City Attorney Kurt Ardaman, Assistant City Attorney Dan Langley, Building Official Harold “Skip” Lukert, and Economic Development Director Dolores Key.

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

ABSENT:

Assistant City Manager Marshall Robertson and Fire Marshal Tom Anderson

1. APPROVAL OF MINUTES

Approval of minutes from regular meeting held April 09, 2008.

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. Beulah Boat & RV Storage - Site Plan

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

Comments included in the April 23, 2008 memorandum from Development Review Committee were acknowledged and addressed. Discussion took place in regards to comment # 1, provide pedestrian cross walk striping on the driveway. The applicants explained that they have some difficulties meeting the ADA requirements on a particular section on the south east sidewalk in the property. After discussion it was determined that a sidewalk was not needed on that particular section of the south east side of the property. Discussion took place in regards to comment # 7, right-of-way vacation: based in the applicant's response, the R/W in question is apparently not City right-of-way. The applicant is pursuing this with the R/W owner, not the City. As requested, any subsequent R/W vacation shall be subject to retaining a 10' wide utility easement adjacent to the Stagg Road R/W. This project will not receive approval until the R/W vacation is resolved by the applicant. Discussion took place in regards to comment # 8, stormwater/drainage permit approval by St. Johns River Water Management District, FDOT (Turnpike) and Orange County (Beulah Road) shall be provided prior to issuance of site or building permit.

Motion by City Engineer Miller to place the Site Plan on the next available City Commission meeting provided the applicant resubmits revised plans within 3 days following this meeting, by noon on Monday April 28, 2008, addressing all City Staff conditions (see attached), and reflecting the change in regards to comment # 2, delete the sidewalk south of the driveway and the cross walk striping on the driveway. The applicant also needs to have all permits or exemptions stated on comment # 8 prior to construction. The applicant also needs to follow up with the R/W vacation issue by providing the City with a deed from the Turnpike for the City Attorney's review and a formal Right-of-Way Vacation must be presented before the City Commission, subject to retaining a 10' wide utility easement adjacent to the Stagg Road right-of-way. Seconded by Assistant City Engineer Kelley, the motion carried unanimously 5-0.

3. Gardenia Plaza, Site-Plan

Jim Dombrowski, Aranta Mom, Rick Blecha, Mohammed Abdllah, Kam Shah, and Steve Ashdji, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the April 23, 2008 memorandum from Development Review Committee were acknowledged and addressed. Discussion took place in regards to Comment # 3, per section 106.2: the maximum impervious surface ratio is 70% for property zoned C-2. Wet pond surface areas at normal or control elevations must be included in your total impervious surface calculations. Discussion took place in regards to comment # 7, based on the phasing, the project will require platting. If platting is required, final site plans will not be approved for construction until the preliminary plat has been approved; Certificates of Occupancy for any building will not be issued until the Certificate of Completion has been issued by the City Engineer and the final plat has been approved and recorded. Discussion took place in regards to comment # 5, the existing elevation grade along the retention pond is 102-105; the proposed elevation grade is 109/110. Discussion took place in regards to comment # 8, per section 118.1440: the architectural treatment of all sides of buildings facing neighboring properties public roads, pedestrian ways, vehicular drives and parking areas and public spaces, must be compatible with the design theme applied to the main façade of each building. All buildings shall incorporate sloped roofs. Discussion took place in regards to comment # 19, provide agreement and /or other documentation from FDOT for the joint use of the FDOT stormwater pond, including easements and maintenance responsibility. It appears from the survey that a portion of one of the buildings and adjacent parking/drive is within property owned by FDOT. Discussion took place in regards to comment # 20, provide a complete loop of the 8” fire line water main around the south and west sides of the project. Discussion took place in regards to comment # 24, provide calculations for the proposed lift station. If the lift station serves more than one property owner, it shall be designed to City Standards and shall be dedicated to the City for ownership and maintenance. Lift station site (minimum 30’ X 30’) shall be conveyed to the City fee simple via warranty deed. An existing City lift station is located at the southeast corner of the Stagestop campground. Gravity sanitary collection system connecting to the existing lift station for this development is encouraged, with necessary upgrades to the existing lift station as determined during final design. Discussion took place in regards to comment # 28, the main (central) driveway shows a roundabout coming off of S.R. 50. Provide traffic circulation study to ensure that sufficient stacking is provided on-site and that vehicles will not back up onto S.R. 50. Provide traffic impact analysis addressing traffic concurrency. Discussion took place in regards to comment # 40, verify that the velocity in the 48” pipe discharging into to the pond is at least 2.5 fps. Discussion took place in regards to comment # 50, verify the grading on the south side of the stormwater pond. There appears to be a bust in the grading contours. It is noted that the conveyance swale adjacent to the south pond berm conveys a significant amount of flow. Provide erosion protection on the pond slope.

Motion by City Engineer Miller to have the applicant revise and resubmit the Site Plan addressing all City Staff comments (see attached) for another full DRC review cycle and a Special Exception Permit application. Seconded by Public Works Director Designee Cochran, the motion carried unanimously 5-0.

4. Winter Garden Commerce Center, Final Plat

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

Comments included in the April 11, 2008 memorandum from **City Engineer Miller** were acknowledged and addressed. Mr. Miller placed emphasis in regards to comment # 7, the following off-site easements will be required to be recorded concurrently with the plat. Provide legal description and sketch of description with an easement document to be reviewed by the City Attorney and City Reviewing Surveyor:

- Off-site easement for drainage outfall.
- Additional 15' of drainage easement on the south side of Lot 10 (off-site) to ensure that a 30' drainage easement will be created.
- R/W, drainage and utility easement for the temporary cul-de-sac that will be required at the south terminus of Garden Commerce Parkway.
- Any other easements that will be required to make this phase a stand-alone project if the future phases are not constructed.
- Design Engineer shall provide revised construction plans addressing the phased construction as it relates to drainage, access, and utilities (looped water lines, etc.).
- Off-site easements may also be required for any drainage conveyance or stormwater ponds that are not within this plat, but are necessary for the functioning or permitting of the overall development.

Comments included in the April 10, 2008 letter from **City Attorney Langley** were acknowledged and addressed. Discussion took place in regards to comment # 7, concerning the proposed Declaration of Easements, Covenants, Conditions and Restrictions for Winter Garden Commerce Center.

Comments included in the March 18, 2008 email from **The Fire Department** were acknowledged.

Comments included in the April 10, 2008 letter from **City Surveyor** were acknowledged.

Motion by City Engineer Miller to have the applicant revise and resubmit the Final Plat addressing all City Staff comments (see attached) for another full DRC review cycle. Seconded by Public Work Director Designee Cochran, the motion carried unanimously 5-0.

Item for Discussion Only

5. Stoneybrook West Parcel 17, Landscape/Buffer Plans

John Valantasis, Dave Kelly and John Ewseychik, applicants for the project were in attendance to discuss the Development Review Committee comments.

Intensive discussion took place among the Committee members and the applicants in regards to a side walk constructed all the way up to the brick wall located on the property line adjacent to the commercial site (*Stoneybrook West Village*). It was apparent that a discrepancy between the Engineering Plans and Landscape Architectural Plans occurred. The applicants provided the Committee with a conceptual drawing illustrating their new landscaping proposal. After discussion it was determined that City Staff will perform a Site inspection before making a decision.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:40 a.m.

APPROVED:

ATTEST:

Chairman Edward Williams

Planning Technician Lorena Blankenship