

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

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, July 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*), Assistant to the City Manager for Public Services Don Cochran, City Engineer Art Miller, Assistant City Engineer Mike Kelley, Building Official Harold “Skip” Lukert, and Economic Development Director Dolores Key.

Non-voting Attendees: Chief Planner Tim Wilson, City Attorney Kurt Ardaman, Assistant City Attorney Dan Langley, and Fire Marshal Tom Anderson.

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

1. APPROVAL OF MINUTES

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

Motion by Assistant to the City Manager for Public Services Cochran to approve the above minutes. Seconded by Building Official Lukert, the motion carried unanimously 6-0.

Approval of minutes from regular meeting held July 16, 2008.

Motion by Assistant City Engineer Kelley to approve the above minutes. Seconded by Building Official Lukert, the motion carried unanimously 6-0.

2. Park and Plant - Site Plans

Larry Cappleman, Larry Maynard, Peter Fleck, Jim Crabtree, Albert Banos, Dan Hayes, and Glenn Landry, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the July 17, 2008 memorandum from Development Review Committee were acknowledged and addressed. Discussion took place in regards to comment # 1, per a meeting with the Planning Department regarding the proposed landscape buffers adjacent to the residential and proposed site/parking lot landscaping; staff recommended that the Live Oak trees be replaced with Shumard Oak trees that are a minimum of 12'-14' in height with a 4" caliper at the time of planting to be consistent with the existing Downtown Streetscape landscaping and to meet the minimum required landscape buffers. Discussion took place in regards to comment # 2, concerning the proposed elevations for the building. City Manager Bollhoefer stated that in an effort to improve the appearance of the proposed building, City Staff would like to have a separate meeting with the applicants to discuss the possibility of making some minor exterior changes to the proposed elevations. Discussion took place in regards to comment # 4, diagonal street parking is proposed along Plant Street (8 spaces total). 93 parking spaces are required, with 78 provided; 15 spaces shall be purchased from the City pursuant to the Downtown Parking Ordinance. Pursuant to Staff's previous request, the diagonal street parking spaces shall be brick over 10' soil cement base; City will provide the brick from existing stockpiles. City purchased required 15 spaces need to be included in Developers Agreement. Applicants stated that credit for the number of parking spaces being used at the existing building was not included in the City's calculations. Discussion took place in regards to comment # 6, increase the width of the pedestrian easement required along the Plant Street frontage to provide the minimum 5' wide access route. Easement shall be approved by the City and recorded prior to issuance of the Certificate of Occupancy. Discussion took place in regards to comment # 8, provide a detail in the plan set of the Stormceptor unit, including size/model number. The stormceptor will be privately owned and maintained, not maintained by the City. Discussion took place in regards to comment # 12, provide street lighting plan as discussed in the response for Plant Street, Park Avenue and Smith Street. The street lights must be dark sky lights and shielded from the sides facing residential areas per Code. The parking lot lights proposed on the plans are showing power exceeding 150 watts, the maximum the City allows. Reduce the parking lights to 150 watts or less per lamp. Additional review of the lighting/photometric plans submitted will be provided by the Planning Department. City Manager Bollhoefer suggested the applicant meets with Facilities Director James Dillon to coordinate the process regarding the street lighting requirements.

Motion by City Engineer Miller to place the Site Plan and Developers Agreement on the August 14, 2008 City Commission meeting, provided the applicant resubmits revised plans addressing all City Staff conditions (see attached) by 5:00 p.m on July 30, 2008. Seconded by Economic Development Director Key, the motion carried unanimously 6-0

The committee discontinued the meeting at 9:40 and resumed at 10:00 a.m.

3. Crown Point Business Park Lot 5 - Site Plan

Pete McCauley and Paul Stankey, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the July 3, 2008 memorandum from the Development Review Committee were acknowledged and addressed. Discussion took place in regards to comment #1, provide interior buildout floor plan to calculate required parking for 7,500 s.f. building, i.e. 50% office, 50% warehouse/storage etc. Per City Code Section 118.1345, required parking is calculated at a rate for office of 3/1,000 s.f. and warehouse rate of 1/1,000 s.f. etc. Discussion took place in regards to comment # 2, provide a minimum of 1 tree per 50 linear feet of right-of-way frontage, with a minimum height of 12'-14' and 4" caliper at time of planting. The landscape buffer must also include an opaque screen at least 36" in height at time of planting. All planting materials must meet or exceed Florida No. 1 grades and standards. Discussion took place in regards to comment # 8, Florida Building Code requires an ADA accessible route from the public right of way to the building. Please provide an accessible route. The gate access shown on the plan does not appear to meet ADA code.

Motion by City Engineer Miller to place the Site Plan on the August 14, 2008 City Commission meeting, provided the applicant resubmits revised plans addressing all City conditions (see attached) by 5:00 p.m. on July 30, 2008. Seconded by Assistant City Engineer Kelley, the motion carried unanimously 6-0

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:08 a.m.

APPROVED:

ATTEST:

Chairman Edward Williams

Planning Technician Lorena Blankenship