

**CITY OF WINTER GARDEN  
DEVELOPMENT REVIEW COMMITTEE  
MINUTES  
AUGUST 13, 2008**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, August 13, 2008 in the City Hall 3<sup>rd</sup> Floor Conference Room.

**CALL TO ORDER**

**Chairman/Planning Director Ed Williams** called the meeting to order at 9:08 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 Designee Dennis Turner, and Economic Development Director Dolores Key.

**Non-voting Attendees:** Chief Planner Tim Wilson, City Attorney Kurt Ardaman, and Assistant City Attorney Dan Langley.

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

**Absent:** Fire Marshal Tom Anderson

**1. APPROVAL OF MINUTES**

Approval of minutes from regular meeting held July 23, 2008.

***Motion by City Engineer Miller to approve the above minutes. Seconded by Assistant to City Manager for Public Services Cochran, the motion carried unanimously 6-0.***

## **Non- Agenda Items:**

The committee discussed a petition by the developers of Garden Plaza to extend their Site Plan approval. After discussion, the committee determined that a year extension from the date of City Commission approval could be granted to them. The project will be subject to comply with all previously established City Staff conditions.

A settlement agreement in regards to the Nugent property was discussed and it is being reviewed by the City Attorneys.

Planning Director Ed Williams informed the Committee that the applicant for 228 Seminole Street is requesting approval to have access to Henry Street. After discussion the committee determined that the petition could be granted subject to the applicant signing an access agreement between them and the City. City Attorneys were directed to prepare the access agreement.

## **2. Winter Garden Commerce Center - Final Plat**

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

Comments included in the July 25, 2008 memorandum from Engineering Department were acknowledged and addressed. Discussion took place in regards to comment # 5, the 20' wide utility easement along the north side of Lots 1 and 20 shall be 30' width per Code. Applicant is to submit as-built of sanitary line with cross-section for City Staff review. Discussion took place in regards to comment # 9, provide access tract to Tract "A" for maintenance access. Access via the drainage easement cannot be guaranteed since fencing or other obstructions could be constructed in the easement. Applicant is to provide documentation (approved pre-plat, etc.) for City Staff review that the required access tract will be provided with a subsequent phase and that the "temporary" easement provided for access in the interim could not be blocked by fences or other improvements.

City Engineer Miller stated that prior to this item being presented before the Planning and Zoning Board, the applicants must provide the City with a Performance Bond, including the basis of the bond amount (latest pay application, etc.).

Comments included in the letter from City Attorney Langley dated July 11, 2008 were acknowledged and discussed.

Comments included in the letter from City Surveyor Blankenship dated July 22, 2008 were acknowledged.

***Motion by City Engineer Miller to place the Final Plat on the next available Planning & Zoning Board meeting provided the applicant resubmits revised plat and requested information addressing all City Staff conditions (see attached), by Friday August 29, 2008. The applicant also needs to submit by the same date the signed Mylar and the Performance Bond or Letter of Credit. 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 10:33 a.m.

**APPROVED:**

**ATTEST:**

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**Chairman Edward Williams**

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**Planning Technician Lorena Blankenship**