

**CITY OF WINTER GARDEN  
DEVELOPMENT REVIEW COMMITTEE  
MINUTES  
SEPTEMBER 24, 2008**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, September 24, 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 9:00 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, and Assistant City Attorney Dan Langley.

**Others:** Community Relations Manager Andrea Vaughn, Planner Brandon Byers, Planner Regina McGruder and Planning Technician Lorena Blankenship.

**Absent:** Fire Marshal Tom Anderson.

**1. APPROVAL OF MINUTES**

Approval of minutes from regular meeting held September 10, 2008.

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

**2. Belle Meade Commercial Outparcel # 2 - Site Plans**

Jonathan Martin, Chris O'Kelley, Jorge Magdaleno, and Blaine Miller, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the September 19, 2008 memorandum from Development Review Committee were acknowledged and addressed. Discussion took place in regards to comment # 1, final plans shall accommodate the Right-of-Way and grading needs of the proposed C.R. 545 widening and Tilden Road intersection improvements. Discussion took place in regards to comment # 2, since the proposed commercial areas will drain into the HOA ponds (residential), this development shall provide provisions for participation in the pond maintenance by the commercial tract(s). The City is in receipt of a letter dated September 16, 2008 from Charles Gallagher regarding the maintenance agreement. The developers must provide recorded easement agreement or amendment to easement showing this provision has been met. City Attorney has provided the owner's attorney with the legal (Code) justification for this request. The applicants stated that they are working with the Belle Meade Residential Homeowners Association in regards to the easement agreement, and requested the committee to allow them to proceed with the condition that the Certificate of Completion would not be issued and no CO's (*Certificate of Occupancy*) would be issued prior to City receipt of the recorded easement agreement. Mr. Miller stated that the developer must sign a Hold-harmless Agreement prior to obtaining a site or building permit, and added that if the Belle Meade HOA refuses the sign the easement agreement the City will need a letter from them (HOA) stating that they do not desire the commercial development's participation in regards to the pond maintenance. City Engineer Miller pointed out that the City will not execute the DEP permit until the Developer pays the appropriate water and sewer impact fees.

*Motion by City Engineer Miller to place the Site Plan on the next City Commission meeting, provided the applicant resubmits revised plans addressing all City Staff conditions (see attached) by noon on Monday September 29, 2008. Seconded by Assistant to the City Manager for Public Services Don Cochran, the motion carried unanimously 6-0.*

**3. 12751 W. Colonial Drive (Quality Health Care Center) - Parking lot addition Site Plan**

Greg Hudak, Tarry Harbilas, and Jim Harbilas, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the September 19, 2008 memorandum from the Development Review Committee were acknowledged and addressed. Discussion took place in regards to comment #2, the plans do not provide any detail for the property to the north. The developer needs to explain what the impact will be to the adjacent property to the north since the proposed pond discharges over the emergency overflow weir. Where will the discharge flow? Since the developer is changing the character of the discharge from the site (sheet flow to a point discharge), provide a drainage easement for the discharge to the north. After discussion, Assistant City Engineer Kelley agreed to perform a site inspection to confirm the outfall. Discussion took place in regards to comment # 3, provide an original signed and sealed copy of the storm water calculations and the geotechnical report. Discussion took place in regards to comment # 4, the ICPR input data for the pre-development soil type states that the soils are Type A. The Geotechnical report indicates Smyrna and Zolfo soils. These soil types are B and C respectively. Revise the curve numbers used in ICPR for the pre and post development. Provide information supporting your curve numbers. Emphasis was placed in regards to comments #5, the developer must provide data supporting the pre and post development time of concentration. Emphasis was placed in regards to comment # 6, on page three of the geotechnical report, the last paragraph lists some recommendations if dry retention is selected for the pond. These recommendations do not appear to be reflected on the plans. If the dry pond does not function as designed after it is completed then the owner will be responsible for ensuring that the pond functions as permitted by SJRWMD.

*Motion by City Engineer Miller to have the applicant resubmit revised plans addressing all City conditions (see attached). Assistant City Engineer Kelley will perform a site inspection to confirm the outfall. Seconded by Building Official Lukert, the motion carried unanimously 6-0.*

### **ADJOURNMENT**

There being no more business to discuss, the meeting was adjourned at 9:40 a.m.

**APPROVED:**

**ATTEST:**

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**Chairman Edward Williams**

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**Planning Technician Lorena Blankenship**