

**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
OCTOBER 08, 2008**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, October 08, 2008 in the City Hall 3rd 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, and Fire Marshal Tom Anderson.

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

1. APPROVAL OF MINUTES

Approval of minutes from regular meeting held September 24, 2008.

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

2. Bright Horizons Daycare - Site Plans

Russell Ottenberg and Robert Ewald, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the October 03, 2008 memorandum from Development Review Committee were acknowledged and addressed. Discussion took place in regards to comment # 1, the sidewalk on the north side of the project appears to be off of the parcel; provide documentation that this encroachment will be allowed (easement, etc.). The sidewalk connecting to the Daniels Road sidewalk shall also connect to the building for ADA compliance and shall be handicap accessible. Staff suggests this sidewalk be moved to the south side of south buildings. Discussion took place in regards to comment # 7, provide information on the sanitary lateral shown on the north side of the site (pool room?). Pool discharges are not allowed into the sanitary system; must be dechlorinated and discharged into the storm system. Assistant to the City Manager for Public Services Cochran stated the applicant must submit documentation explaining the process to fill/drain the pool, the procedure and maintenance of the pool. Discussion took place in regards to comment # 8, the fire and domestic water lines need to be separated with a backflow preventor, etc. A double detector check valve assembly is required and well as showing all FDC's and Point of Service (POS). All work downstream of the POS shall be performed by a licensed fire sprinkler contractor (note on plans). After discussion, it was determined that the applicant must revise the plans to run public water north on Daniels Road for separate connections by each parcel. Assistant to the City Manager for Public Services Cochran stated that the applicant must provide more detailed information in regards to the Fire and Domestic systems. Discussion took place in regards to comment # 14, the landscaping specifications do not meet the special exception permit conditions of approval. Please provide a 4'' canopy tree spaced every 50' on center along the front and side property lines. A continuous hedge, reaching a minimum 36'' one year from planting, shall be provided along the property lines. In addition, 1 understory tree shall be provided in between each canopy tree. Discussion took place in regards to comment # 19, please label and provide details of all buildings on the site plan. Please relocate the accessory buildings in the front yard setback to another location. Planning Director Williams stated that the proposed sheds must be relocated to maintain the aesthetic appearance of structures along Daniels Road.

3. Birket Properties - Site Plans

Bob Ziegenfuss and Jonathan Moore, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the October 03, 2008 memorandum from Development Review Committee were acknowledged and addressed. Discussion took place in regards to comment # 2, provide recorded easements for cross access, parking, drainage and utilities that are required between the “parent” parcel and the other proposed lots. Easements shall be provided prior to issuance of the Certificate of Occupancy for any building (hold-harmless agreement required). *Note: It is Staff’s understanding that the Bright Horizons parcel will be leased, not purchased, and that a lot split will not be required for this outparcel. However, the overall parent tract shows 4 proposed lots, master stormwater and utility systems, and shared access. The parent tract will require platting prior to any further lots being developed in the future, pursuant to City Code. This will include submittal of a preliminary plat, etc.* Discussion took place in regards to comment #3, this property is subject to the Developer’s Agreement that requires payment to the City for utilities that were installed previously. Based on the City’s cost, the share for the Birket parcel is \$78,949.19. City Staff shall research when payment is due. Recording of the 30’ wide utility easement is also required. Emphasis was placed in regards to comment # 7, provide sanitary laterals needed for the Phase 1 outparcel (4 total) with the installation of the sanitary main; coordinate with the Bright Horizons site plan by others. Discussion took place in regards to comment # 11, all reuse water shall be metered; temporary jumpers to domestic are required until reclaimed water is available. All utilities required for the development shall be run to the site at the Developer’s expense, including potable water, reclaimed water and sanitary sewer. All irrigation on the site shall be designed to be supplied by reclaimed water when available and shall be served by a jumper to potable water until that time. Discussion took place in regards to comment # 13, the project does not appear to have a positive outfall. Provide documentation for the outfall of the existing wetland; if the project does not have a positive outfall then the retention criteria shall meet the SJRWMD 25 year 96 hour storm event (retain difference in pre/post volume). Assistant City Engineer Kelley stated that a positive outfall model must be reflected in the next submittal. Discussion took place in regards to comment # 14, there appears to be a pipe entering the existing wetland area at the north east corner. This pipe is connecting the area north of the drainage easement; provide documentation on how the property to the north is affected by the proposed project. Consider installing a control structure in the wetland area. Discussion took place in regards to comment # 17, this project is

proposing to impound water adjacent to the internal roadway. The pavement section calls out the base material as 6” of limerock. Consider revision the base to a more water tolerant material. Limerock shall not be used in the City Right of Way. Discussion took place in regards to comment # 18, 100% of all water and sewer impact fees shall be paid prior to City execution of FDEP permits and issuance of site or building permits.

Planner Byers provided the applicants with comments from the Fire Department dated October 02, 2008. Fire Marshal Anderson stated that Fire Lanes must be shown on plans.

Birket Properties – Site Plan

Motion by City Engineer Miller to have the applicant revise and resubmit the Birket Properties Site Plan addressing all City Staff conditions (see attached) for another full DRC cycle. Seconded by Assistant to the City Engineer Kelley, the motion carried unanimously 6-0.

Bright Horizons Daycare – Site Plan

Motion by City Engineer Miller to have the applicant revise and resubmit the Bright Horizons Daycare Site Plan addressing all City Staff conditions (see attached) for another full DRC cycle. Seconded by Assistant to the City Manager for Public Services Cochran, the motion carried unanimously 6-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:02 a.m.

APPROVED:

ATTEST:

Chairman Edward Williams

Planning Technician Lorena Blankenship