

**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
OCTOBER 22, 2008**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, October 22, 2008 in the City Hall 3rd Floor Conference Room.

CALL TO ORDER

Acting Chairman Tim Wilson called the meeting to order at 9:00 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Acting Chairman Tim Wilson, City Manager Mike Bollhoefer (*tie breaker*), City Engineer Art Miller, Assistant City Engineer Mike Kelley, Building Official Harold (Skip) Lukert, and Economic Development Director Dolores Key.

Non-voting Attendees: City Attorney Kurt Ardaman, Assistant City Attorney Dan Langle, and Fire Marshal Tom Anderson.

Others: Planner Brandon Byers, Planner Regina McGruder and Planning Technician Lorena Blankenship.

Absent: Planning Director Ed Williams and Assistant to the City Manager for Public Services Don Cochran.

1. APPROVAL OF MINUTES

Approval of minutes from regular meeting held October 08, 2008.

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

2. 707 W. Plant Street (Karr) - Small Scale Comp Plan Amendment

This was a discussion only item, and the committee determined to do so at a later time.

3. Dillard Pointe Subdivision - PUD

This was a discussion only item, and the committee determined to do so at a later time.

4. 78 North Street, Tandem Housing - Lot Split – (Discussion only)

City Manager Bollhoefer explained that the proposed development is located in East Winter Garden and it will consist of 8 single family residential tandem housing units. He added that the City and the CRA (Community Redevelopment Agency) have been working with the applicant in regards to the redevelopment of the site. Mr. Bollhoefer stated that the applicant is requesting a one-time waiver that will allow the parcel to be split without the required platting process. City Engineer Miller stated that easements for cross access, drainage and utilities shall be created and recorded prior to construction on, or sale of, any lot. The Planning Department has requested that an updated survey with legal descriptions be provided.

5. Gardenia Plaza - Pre-Plat, Site Plan and Special Exception permit

Rick Blecha, Kam Shah, Aranya Mom, Jim Dombrowski, Scott Glass, Mahammed Abdallan, and Ryan Cunniggham, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the October 15, 2008 memorandums from Development Review Committee were acknowledged and addressed. In regards to the Site Plan, discussion took place in regards to comment # 4, per City Code Section 118.1421, requires a minimum 10' landscape buffer for all adjoining parcels, residential parcels shall also be designed with a six foot masonry wall. The wall shall be of a decorative "split face" concrete masonry wall, 'Norman brick' or standard concrete masonry clad with painted stucco or other masonry veneer. The wall shall be placed a minimum of 6" inches from the adjoining property line. The

applicants provided the Committee with photographs of the adjacent community and the property lines, where landscaping is required. Intensive discussion took place in regards to the buffer and landscaping. Discussion took place in regards to comment # 5, all outstanding issues regarding the proposed DOT shared retention pond shall be satisfied and approved by staff prior to site plan approval. This matter may require community meeting with the surrounding neighborhood associations and community. Discussion took place in regards to comment # 6, per City Code 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. Discussion took place in regards to comment # 8, as it relates to the internal driveway circulation. Staff has concerns about the center driveway with the south of the roundabout being one-way to the north. This driveway needs to be two-way to prevent undue stacking. Discussion took place in regards to comment # 9, provide agreement and/or other documentation from FDOT for the joint use of the FDOT stormwater pond, including easements and maintenance responsibility. As discussed previously, a portion of one of the buildings and adjacent parking/drive is within property owned by FDOT. The Applicant is to provide the Maintenance Agreement with FDOT when finalized (prior to final approval or construction). Discussion took place in regards to comment # 17, 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 # 18, access rights to S.R. 50 shall be dedicated to the City of Winter Garden (on final plat). Discussion took place in regards to comment # 19, cross access between the outparcels needs to be provided pursuant to the S.R. 50 overlay requirements.

In regards to the review for the Preliminary Plat, emphasis was placed regards to comment # 2, plat shall be approved by the City and recorded prior to the issuance of any Certificate of Occupancy (CO) for any building. Although infrastructure construction will be allowed to begin after site plan approval (with a hold harmless agreement), no certificate of occupancy or certificate of completion will be issued until the final plat has been approved by the City and recorded. Discussion took place in regards to comment # 3, the plat notes shall contain the language required by the City Code regarding maintenance of common areas, provision for emergency maintenance by the City, etc. Discussion took place in regards to comment # 5, easements are not labeled on the preliminary plat, the applicant must provide

easements for cross access, parking, drainage and utilities. The City will require a utility easement for the force main from the lift station to the S.R. 50 right-of-way. Also, a drainage easement for the existing ditch along the south property line shall be provided on the final plat.

Site Plan

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

Special Exception Permit

Motion by City Engineer Miller to have the applicant revise and resubmit the Special Exception Permit Plan addressing all City Staff conditions (see attached) for another full DRC cycle. Seconded by Building Official Lukert, the motion carried unanimously 6-0.

Preliminary Plat

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

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:06 a.m.

APPROVED:

ATTEST:

Chairman Edward Williams

Planning Technician Lorena Blankenship