

**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
JANUARY 28, 2009**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, January 28, 2009 in the City Hall 3rd Floor Conference Room.

CALL TO ORDER

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

PRESENT

Voting Members: Planning Director/Chairman Ed Williams, City Manager Mike Bollhoefer (*tie breaker*), City Engineer Art Miller, Assistant City Engineer Mike Kelley, Assistant to the City Manager for Public Services Don Cochran, Building Official Harold (Skip) Lukert, and Economic Development Director Dolores Key.

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

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

Absent: Fire Marshal Tom Anderson.

1. APPROVAL OF MINUTES

Approval of minutes from regular meeting held January 14, 2009.

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

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

Kam Shah, Jim Dombrowski, and Scott Glass, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the January 23, 2009 memorandums from Development Review Committee were acknowledged and addressed. Regarding the **Site Plan**, discussion took place in regards to comment # 1, *per City Code Section 118-1440; the architectural treatment of all sides of building facing neighboring properties, public roads, pedestrian ways, vehicular drives and parking spaces, must be compatible with the design theme applied to the main façade of each building. As stated in the DRC meeting on 10/22/08, staff would like to see additional architectural treatments and details on the sides of the buildings facing the residential parcels, public roads, and pedestrian ways etc; that is similar to the design theme applied to the main façade of each building. Please provide more architectural treatments and details to the proposed south retail building elevations that may include additional windows, window treatments, and other architectural details and designs similar to those located on the proposed east and west retail building elevations.* The Architect is to meet with City Staff (Regina) to try and resolve this issue. Discussion took place in regards to comment # 2, *per City Code Section 118-1421 (Division 3); the landscape buffer adjacent to the residential parcels shall be a minimum 10' wide with 3 canopy trees (100 gallon, 14'-15' x 6'-7': 4'' caliper), 4 understory trees (65 gallon, 11'-12' x 5'-6': 3'' caliper), and a 48'' high, continuous opaque hedge at the time of planting, for every 100 linear feet. Acceptable canopy and understory trees can be found in the appendix of the Commercial Corridor Overlay Ordinance. However, palm trees and/or slash pines shall not be used as canopy or understory trees. In addition to the required 10' landscape buffer; a six foot high decorative concrete masonry wall shall be constructed with the proposed wall elevation located up near the pond berm instead of being located near the property lines. Provide details of any proposed walls on the site plan.* The applicant stated that they have agreed to install the required masonry wall, to be constructed on top of the pond berm. Planning Director Williams, in response to the applicant's question, stated that the landscaping along the wall (between the wall and south property line) shall meet the code, not to exceed the code. Discussion took place in regards to comment # 7, *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. Applicant to provide. Discussion took place in regards to comment # 14, permits from SJRWMD and FDOT for drainage are acknowledged. FDOT driveway and utility permits are required prior to issuance of site or building permits. Permits or exemptions shall also be required from FDEP for water and sewer and FDEP NPDES NOI as may be applicable. Discussion took place in regards to comment # 16, pursuant to city code, please provide street lights on State Road 50 adjacent to the project site. The comment response did not address streetlights on SR 50. Discussion took place in regards to comment # 19, the pond berm shall not encroach into, or block in any way, the existing drainage ditch along the south side of the project. The clay core/liner shall be shown on the typical pond berm detail section, showing the depth, etc. All recommendations from the Nodarse and Associates report "Seepage Barrier and Berm Construction Recommendations" dated 10/23/08 shall be incorporated into the construction plans.

Regarding the review for the **Preliminary Plat**, emphasis was placed regards to comment # 4, the plat notes shall contain the language required by the City Code regarding maintenance of common areas. Final Plat shall provide for emergency maintenance by City with reimbursement by Owner' (s) pursuant to City Code. Discussion took place regarding comment #8, Tree removal permit. Building Official Lukert stated that a tree mitigation plan will be required, due to the large number of trees shown to be removed. Discussion took place in regards to comment # 9, prior to Final Plat approval, City Attorney shall review and approve the Surveyor's Notes, Dedication and POA/CCR documents. Easements for cross access, utilities, signage, parking, and drainage shall be reviewed by the City Attorney.

In regards to the review for the **Special Exception Permit**, discussion took place regarding comment # 3, Traffic Impact Analysis to be discussed relative to comments by the City's Transportation Consultant.

Motion by Assistant to the City Manager for Public Services Cochran to place the Gardenia Plaza project on the February 11, 2009 DRC meeting provided the applicant resubmits revised Site Plan, Preliminary Plat, and Special Exception Permit Plan addressing all City Staff conditions (see attached) within one week. 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 9:35 a.m.

APPROVED:

ATTEST:

Chairman Edward Williams

Planning Technician Lorena Blankenship