

**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
JUNE 24, 2009**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, June 24, 2009 in the City Hall 3rd Floor Conference Room.

CALL TO ORDER

Community Development Director/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: Community Development Director/Chairman Tim Wilson, 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: Planning Consultant Ed Williams, City Attorney Kurt Ardaman and Assistant City Attorney Dan Langley

Others: Community Relations Manager Andrea Vaughn, Planner Brandon Byers, Planner Regina McGruder, Business Analyst Nicole Stout, Business Analyst Marc Hutchinson and Planning Technician Lorena Blankenship.

Absent: Fire Marshal Tom Anderson.

1. APPROVAL OF MINUTES

Approval of minutes from regular meeting held May 27,2009.

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

DRC Business

2. Hommes Masonry, 334 E. Bay Street – Site Plan

John Kirby and Homian James, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the June 19, 2009 memorandum from the Development Review Committee were acknowledged and addressed. Discussion took place in regards to comment # 3: *Per Section 118-773 (5), all outdoor storage “shall have an opaque screen on all sides.” How is this being accomplished along 5th Street and E. Bay Street as well as to the adjacent properties?* Discussion took place in regards to comment # 4: *Please provide a 3’ tall opaque hedge along the 5th Street and E. Bay Street public right-of-ways.* Discussion took place in regards to comment # 9: *Provide dumpster enclosure accessible to solid waste trucks. All dumpsters shall be enclosed and shall provide 10’ minimum inside clearance (each way inclusive of bollards). Please screen proposed dumpster with landscaping to include understory trees.* Applicant informed that they have a roll-up container and did not need a dumpster. Assistant to the City Manager for Public Services Cochran stated that a supervisor will be sent to the site to determine what type of container will be appropriate for their operations. Discussion took place in regards to comment # 6: *Provide pedestrian easement for construction of 5’ wide concrete sidewalk on E. Bay Street.* City Engineer Miller stated that if a pedestrian easement is provided, a recommendation to wave the Code requirement to construct a sidewalk will be issued. He also stated that the applicant must pay into the City’s sidewalk fund. Discussion took place in regards to comment # 8: *Provide on-site lighting plan; dark skies lighting is required. Please see Section 118-1536 – 118-1538 of the City Code.* Discussion took place in regards to comment # 8: *Provide on-site lighting plan; dark skies lighting is required. Please see Section 118-1536 – 118-1538 of the City Code.*

Chairman Wilson stated that the applicant has also submitted a Variance application, but no building permits should be issued until the variance is approved by the Planning and Zoning Board.

Motion by City Engineer Miller to have the applicant revise and resubmit the Site Plan addressing all City Staff conditions (see attached). If after reviewing, City Staff finds the Site Plan satisfactory, the applicant may proceed to the preconstruction meeting subject to approval of Variance by the Planning and Zoning Board. Seconded by Assistant to the City Manager for Public Services Cochran, the motion carried unanimously 6-0.

3. Winter Garden Commerce Center, Lots 13 & 14 – Site Plan

John Kirby and Jeff Sherron, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the June 15, 2009 memorandum from the Development Review Committee were acknowledged and addressed. Discussion took place in regards to comment # 1: *Please provide interior buildout plan indicating proposed office/warehouse square footage for each building. Please note; the proposed building square footage layout/use may have an impact on future tenant lease space and permitted use of the buildings. Parking needs to be reviewed in light of proposed uses.* Discussion took place in regards to comment # 6: *Provide curbs and/or wheel stops to protect landscape areas and edge of asphalt pavement, direct drainage, etc.* Discussion took place in regards to comment # 7: *Easements for cross access and drainage may be required for the shared central driveway. Provide information on how these buildings will be owned (condo? Separate owners? Etc.).*

Planning Consultant Williams noted that if the percentage of office spaces changes, impact fees will need to be adjusted.

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 review cycle. Seconded by Assistant to the City Manager for Public Services Cochran, the motion carried unanimously 6-0.

ITEM FOR DISCUSSION ONLY

4. Tandem Housing Project, 78 North Street

The committee discussed concept layouts for the Tandem project. Issues discussed included: setbacks; driveway design; access roads; drainage, utility and pedestrian easements; carports and garages; architectural features; the 50 % lot coverage; porch zones; and whether or not the project needs to go through the platting process.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:04 a.m.

APPROVED:

ATTEST:

Chairman Tim Wilson

Planning Technician Lorena Blankenship