

**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
JULY 22, 2009**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, July 22, 2009 in the City Hall 3rd Floor Conference Room.

CALL TO ORDER

Community Development Director/Chairman Tim Wilson called the meeting to order at 9:04 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 Director of Operations Mike Kelley, Building Official Harold (Skip) Lukert, and Economic Development Director Dolores Key.

Non-voting Attendees: Fire Marshal Tom Anderson, Planning Consultant Ed Williams, and Assistant City Attorney Dan Langley.

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

Absent: City Attorney Kurt Ardaman.

1. APPROVAL OF MINUTES

Approval of minutes from regular meeting held July 08, 2009.

Motion by Assistant Director of Operations Mike Kelley to approve the above minutes. Seconded by Assistant to the City Manager for Public Services Cochran the motion carried unanimously 6-0.

DRC Business

2. Belle Meade Commercial, Preliminary Plat

Jon Martin, applicant for the project was in attendance to discuss the Development Review Committee comments.

Comments included in the July 02, 2009 memorandum from the Development Review Committee were acknowledged and addressed. Emphasis was placed in regards to comment # 2, *the Developer's Agreement between the City and the Owner was approved by the City Commission on January 25, 2007 with the PCD rezoning and Comprehensive Plan Amendment. However, the Owner did not execute the Agreement. Prior to any construction or approval of the preliminary plat, whichever comes first, the Owner and City shall execute and record the Agreement. Please coordinate with the City Attorney.* Discussion took place in regards to comment # 6: *Since the site plan for Outparcel #2 (South parcel) has been approved, Staff suggests providing an overlay of the site plan with the preliminary plat to ensure that proposed easements, etc. are in the correct location. Easements should be wide enough to allow for excavation/repair/replacement of the facility within the easement (i.e improvements located on the edge of a proposed easement is not allowed). Easements widths for drainage and utilities shall also comply with City Code – 30' minimum required.* After discussion it was determined that the Applicant will provide an overlay of the approved site with the preliminary plat so that lot line, easements, etc. can be verified. Discussion took place in regards to comment # 7, *what is the purpose of the "0' Landscape Buffer" shown between Lots 2 and 3? This is in the parking lot.* Intensive discussion followed among the committee members and Mr. Martin regarding the Landscape Buffer, and whether or not a waiver for the Code requirement to provide landscape buffers between parcels needed to be supported. Discussion took place in regards to comment # 21, *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). Provide recorded easement agreement or amendment to easement showing this provision has been met. Recorded easement shall be provided to the City prior to release of the Certificate of Occupancy for any building; a hold-harmless agreement is required prior to issuance of any site or building permits.* After discussion it was determined that City Staff will contact the Belle Meade Homeowners Association officials to discussed the issues regarding the HOA retention ponds. Discussion took place in regards to comment # 22, *all driveways shall meet the City's commercial driveway requirements as specified in Code (15' separation from property line – i.e. Tilden Road driveway).*

Motion by City Engineer Miller to have the applicant revise and resubmit the Preliminary Plat 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.

3. West Orlando Baptist Church, Utility Plan

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

Chairman Wilson clarified that since this is a utility plan with no other changes or additions to the site or buildings, the committee does not need to take any action at this time, but the applicant must resubmit plans addressing all Staff conditions for review and approval. Comments included in the July 14, 2009 memorandum from the Development Review Committee were acknowledged and addressed. Discussion took place in regards to comment # 6, *gravity sanitary between manholes shall be 8" diameter*. Discussion took place in regards to comment # 7, *septic tank removal shall meet Orange County Health Department requirements; permit may be required* Discussion took place in regards to comment # 9, *add a fire hydrant within the E. Crown Point Road R/W on the 10" water main. Verify with the Fire Department if this hydrant will suffice for the one being added on-site. Calculate needed fire flow based on Annex H of the Fire Code*. Discussion took place in regards to comment # 11, *City Staff is not familiar with the duplex grinder pump that was selected. Lift station and all on-site utilities will be privately owned and maintained*. Applicant acknowledged the Staff comments and will address them with the re-submittal.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 9:32 a.m.

APPROVED:

ATTEST:

Chairman Tim Wilson

Planning Technician Lorena Blankenship