

**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
AUGUST 12, 2009**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, August 12, 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 Director of Operations 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 Regina McGruder, and Planning Technician Lorena Blankenship.

Absent: Fire Marshal Tom Anderson

1. APPROVAL OF MINUTES

Approval of minutes from regular meeting held July 22, 2009.

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

DRC Business

2. Water Edge Center, 15650 W. Colonial Drive, Site Plan

George Horton, applicant for the project was in attendance to discuss the Development Review Committee comments.

Comments included in the August 7, 2009 memorandum from the Development Review Committee were acknowledged and addressed. Discussion took place in regards to comment # 7: *Dumpster as shown isn't accessible by solid waste trucks; must be angled for access; trucks shall not be required to back into S.R. 50 to exit site.* Applicant to revise dumpster location and move driveway. Discussion took place in regards to comment # 8, *Cross access easement.* Applicant is to coordinate with Assistant City Attorney Langley on the cross access easement requirement. Discussion took place in regards to comment # 10, *FDOT permits required for driveway and utility connections within the FDOT R/W. Provide permit or exemption letter from FDOT on drainage.* Discussion took place in regards to comment # 11, *5' sidewalk required on SR 50 or payment into sidewalk fund.* Discussion took place in regards to comment # 13, *the emergency overflow weir is shown to be the same elevation as the top of berm (104.5). How will this work? Why is an emergency overflow weir needed?* After discussion City Engineer Miller stated that the applicant must provide additional routing, not just what St. Johns River Water Management District is requiring. Discussion took place in regards to comment # 14, *Provide drainage easement or other legal authorization for pond outfall. Show where the outfall pipe ultimately goes (Tucker Oaks pond?). Commercial sites draining to residential ponds shall participate in pond maintenance costs.* After discussion, City Engineer Miller recommended the applicant to contact David Kelley at Donald W. McIntosh and Associates (*Engineering Firm who designed Tucker Oaks*) to discuss the legal issues. Discussion took place in regards to comment # 19, *Install a 12" plug valve on the west side of the tee where the 2" force main ties in to prevent flow going west in this inactive portion of the 12" force main.* Discussion took place in regards to comment # 22, *why is the fire hydrant line extended to the east? Provide calculations showing justification for the 6" fire sprinkler supply line.* Discussion took place in regards to comment # 24, *pursuant to the City's Codes, on-site and street lighting shall be provided. Coordinate with City Staff to ensure that all provisions are met. All lighting shall be dark skies per Code.*

Motion by Assistant Director of Operations Kelley 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.

3. Holy Trinity Church of God, Special Exception Permit

Darcy Unroe, applicant for the project was in attendance to discuss the Development Review Committee comments.

Comments included in the August 5, 2009 memorandum from the Development Review Committee were acknowledged and addressed. Discussion took place in regards to comment # 7: *It is our opinion that a traffic study is needed to assess*

*the transportation impacts the proposed 75 student daycare will have on surrounding roadways. Study should include analysis of the internal circulation and drop-off area to ensure that traffic will not back onto adjacent streets. Discussion took place in regards to comment # 10, *Planning Department shall review and comment on use, parking count, setbacks, landscaping, buffering, lighting and signage requirements. Pursuant to the City's Codes, on-site and street lighting shall be provided. Coordinate with City Staff to ensure that all provisions are met.* Discussion took place in regards to the location of the proposed play ground, and the possibilities of relocating it. Chairman Wilson and Planning Consultant Williams stated that if the playground will be constructed in the front of the site, the applicant must provide additional landscaping, hedges, and a decorative fence.*

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

Item for Discussion Only

4. Badcock Corporation, Site Plan

The committee members discussed issues related to the subject Site Plan. Topics discussed included the proposed unpaved parking area, the number of proposed parking spaces, the design of the delivery area located on the back of the building, the proposed driveway. After discussion it was decided that the site plan may be approved for the existing use, and any type of renovation, or if the use changes, the site will be required to be brought up to code. A Parking Agreement may also be required.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:13 a.m.

APPROVED:

ATTEST:

Chairman Tim Wilson

Planning Technician Lorena Blankenship