

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

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, October 28, 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, Assistant to the City Manager for Public Services Don Cochran, Assistant Director of Operations Mike Kelley, City Engineer Art Miller, 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: Assistant City Engineer Nicolle Van Valkenburg, Community Relations Manager Andrea Vaughn, Planner Regina McGruder, Principal Planner Bill Wharton, and Planning Technician Lorena Blankenship.

Absent: City Manager Mike Bollhoefer (*tie breaker*), and Fire Marshal Tom Anderson.

1. APPROVAL OF MINUTES

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

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

DRC Business

2. 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 October 16, 2009 memorandum from the Development Review Committee were acknowledged and addressed. Discussion took place in regards to comment # 3, *the Development Review Committee will not make a recommendation to the Planning and Zoning Board until staff is able to review traffic impact analysis for proposed daycare/church*. Planner McGruder stated that the landscaping page needed to be revised to reflect compliance with the city requirements.

Motion by City Engineer Miller to place the Special Exception Permit on the next available Planning and Zoning Board meeting, subject to City Staff conditions (see attached) and subject to receipt and approval of the Traffic Study for the proposed Daycare/Church. Seconded by Assistant to the City Manager for Public Services Cochran, the motion carried unanimously 6-0.

3. Magic Gym at Mildred Dixon Community Center, Site Plan

Sara Flynn-Kramer and Majid Kalackem, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the October 16, 2009 memorandum from the Development Review Committee were acknowledged and addressed. Discussion took place in regards to comment # 2, *provide color rendering of the proposed building. Earth-tone colors are encouraged. Any/all mechanical systems and equipment mounted on the tops of buildings shall be completely screened from view*. Discussion took place in regards to comment # 6, *the pond relocation and portions of the storm demolition/re-routing are shown to be performed "by others" which is noted to be Orange County Public Works. How will this work be coordinated with the County's CDBG project since the pond relocation is critical to the building and parking construction?* The Applicant stated the project was being coordinated with Orange County Public Works and the required site work would be completed prior to the Gym project. Discussion took place in regards to comment # 11, *increase the size of the sanitary laterals coming from the building to Sanitary Manhole # 1 from 4" to 6" ?* Applicant stated they could increase to 6" but that a

dual system was designed for the internal sewer piping. Discussion took place in regards to comment # 13, *provide a cut sheet for the pole-mounted parking lot light shown on Sheet E101. The ones provided are for wall-mounted lights. Dark skies lighting is required by City Code. Please refer to Ordinance 08-01 for commercial development lightening design standards and requirements.* Applicant to provide. Discussion took place in regards to comment # 19, *the Threshold Inspection Plan designed by the engineer of record for the building construction should include the site preparation requirements, testing and inspections of the building pad. The Threshold Inspector selected to conduct "Special Inspections" on the building structure should be involved in the site preparation work.*

Motion by City Engineer Miller to have the applicant resubmit revised plans by November 06, 2009; if satisfactory to City Staff, the item may proceed to City Commission subject to compliance with all City Staff conditions (see attached). Seconded by Building Official Lukert, the motion carried unanimously 6-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 9:15 a.m.

APPROVED:

ATTEST:

Chairman Tim Wilson

Planning Technician Lorena Blankenship