

**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
NOVEMBER 11, 2009**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, November 11, 2009 in the City Hall 3rd Floor Conference Room.

CALL TO ORDER

Community Development Director/Chairman Tim Wilson called the meeting to order at 9:10 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, and Building Official Harold (Skip) Lukert.

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, Planner Brandon Byers, Principal Planner Bill Wharton, and Planning Technician Lorena Blankenship.

Absent: City Manager Mike Bollhoefer (*tie breaker*), Economic Development Director Dolores Key and Fire Marshal Tom Anderson.

1. APPROVAL OF MINUTES

Approval of minutes from regular meeting held October 28, 2009.

Motion by City Engineer Miller to approve the above minutes. Seconded by Building Official Lukert, the motion carried unanimously 5-0.

DRC Business

2. Lighthouse Outdoor Storage Facility, 910 Carter Road - Site Plan and Special Exception Permit

Jerry Wise and John Herbert, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the November 06, 2009, 2009 memorandum from the Development Review Committee were acknowledged and addressed. Discussion took place in regards to comment # 4, *sheets 5 and 7 show the sidewalk inside the property line while Sheet 4 shows the sidewalk outside the property. The landscaping plan (Sheet 7) shows vegetation on top of the sidewalk.* Sidewalk will need to be located within the right-of-way unless a pedestrian easement is provided. Discussion took place in regards to comment # 5, *please provide buffer details regarding the western property line. Is the existing vegetation to remain? Tree removal permit from the Building Department will be required prior to the removal of any trees.* Discussion took place in regards to comment # 6, *projects that generate 200 or more average daily trips are required to submit a traffic impact analysis (TIA). This project will not require a TIA if a traffic engineer can certify that the trip generation for this project is under the minimum threshold. A trip generation analysis using methodology from the ITE manual will suffice in lieu of the TIA.* Applicant asked if one-page summary of trip generation will be satisfactory to City Staff. Chairman Wilson responded that City Staff will review the one-page summary of trip generation and determine if would be satisfactory. Discussion took place in regards to comment # 7, *no signage is proposed on the site plan. All signage shall require a permit from the Building Department. The wood sign shown on the survey shall be removed prior to the issuance of the site work permit.* City Engineer Miller placed emphasis in regards to comment # 10, *the St. Johns River Water Management District (SJRWMD) permit that was submitted with the plans was issued on 8/24/01 and expired on 8/24/06. Provide the final certification to the water management district showing that the stormwater system was constructed and approved prior to permit expiration. If the permit expired prior to final certification, then a permit modification may be required.* Discussion took place in regards to comment # 15, *Fire Department shall review and approve the parking layout and circulation for emergency access and fire protection. No parking layout is shown on the plans for circulation or emergency access. A Click-2-Enter device shall be installed on any and all automatically controlled gate(s) to allow emergency vehicle access. In addition, all gates shall be equipped with a battery backup system which allows gates to open and remain open due to a power failure. Please submit information on secondary means of entry (i.e., keypad).*

Brief discussion took place in regards to the proposed operations being temporary; and also regarding the possibility of the construction of an office with bathroom facilities.

Special Exception Permit

Motion by City Engineer Miller to place the Special Exception Permit on the next available Planning and Zoning Board meeting, subject to the applicant resubmitting revised plans addressing all City Staff conditions (see attached) by Friday November 13, 2009. Seconded by Building Official Lukert, the motion carried unanimously 5-0.

Site Plan

Motion by City Engineer Miller to place the Site Plan on the next available City Commission meeting after Planning and Zoning Board approval of the SEP, and subject to the applicant resubmitting revised plans addressing all City Staff conditions (see attached) by Friday November 13, 2009. Seconded by Building Official Lukert, 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 November 05, 2009 memorandum from the Development Review Committee were acknowledged and addressed. Discussion took place in regards to comment # 2, *Certificate of Completion has not been granted on this phase. Approval of Certificate of Completion will be contingent upon having all improvements, fire protection, street lighting, street signs and regulatory signage and striping installed, approved and accepted by the City of Winter Garden. No certificate of occupancy is to be granted on any building until all of the above have been completed and accepted by the City.* Discussion took place in regards to comment # 3, *Provide curbs and/or wheel stops to protect landscape areas and edge of asphalt pavement, direct drainage, etc. Curbing needs to be added in several places: landscape islands; curves; on each side of the concrete flumes. Staff recommends the entire pavement area be curbed.* Discussion took place in regards to comment # 5, *The dumpsters encroach into the drainage easement/swale. The dumpsters cannot block drainage flow of the swales or to the existing inlets. All dumpsters shall be enclosed and shall provide 10' minimum inside clearance (each way inclusive of bollards).* Discussion took place in regards to comment # 8, *The design of the buildings shall include elements such as color, shape, materials varying*

height, and forms that break up large blank walls. Please add additional architectural details that may include cornices, columns, awnings or other decorative design features to enhance overall architectural design. The applicant was required to provide City Staff with color renderings of proposed building. Discussion took place in regards to comment # 11. Please indicate proposed locations of A/C pads, electric service and transformers; are suite entrances store front or metal entry door in metal wall panels; and where is A/C condensate disposed of?

Motion by City Engineer Miller to place the Site Plan on the next available City Commission meeting provided the applicant resubmits revised plans by November 16, 2009 addressing all City conditions (see attached). Seconded Assistant Director of Operations Mike Kelley, the motion carried unanimously 5-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 9:57 a.m.

APPROVED:

ATTEST:

Chairman Tim Wilson

Planning Technician Lorena Blankenship