

**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
JUNE 08, 2011**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, June 08, 2011 in the City Hall 3rd Floor Conference Room.

CALL TO ORDER

Community Development Director Designee/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 Designee Tim Wilson, City Engineer Art Miller, and Building Official Harold (Skip) Lukert.

Others: City Attorney Kurt Ardaman, Assistant City Attorney Dan Langley, Executive Assistant Amy Dunn, and Planning Technician Lorena Blankenship.

ABSENT

Economic Development Director Tanja Gerhartz, and Assistant to the City Manager for Public Services Don Cochran.

1. APPROVAL OF MINUTES

Approval of minutes from regular meeting held February 02, 2011.

Motion by Building Official Lukert to approve the above minutes. Seconded by City Engineer Miller, the motion carried unanimously 3-0.

DRC Business

2. Oakland Park Unit 1B-1B – Final Plat

John Rinehart, David Kelly, Dan O’Keefe, and Aaron Bishman, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the May 20, 2011 memorandum from the Development Review Committee, the May 12, 2011 letter from City Surveyor Steve Blankenship, and the May 17, 2011 letter from City Attorney Dan Langley were acknowledged and addressed.

Discussion took place regarding the May 20, 2011 memorandum from the Development Review Committee, **comment # 2:** *Section 2.3 of the CC & R eliminates the Meadowmarsh Special District. This is inconsistent with the approved PUD. Discussions are needed on the timing of the approval of the plat and revised PUD for this to occur.* Discussion took place regarding **comment # 7:** *Provide off-site easements required in the construction plan approval for utilities, roadways (including cul-de-sac) and drainage in Phase 1B-2 or other future phases not included in this plat. Off-site easements are also required for the drainage conveyance and stormwater ponds that are not within this plat.* Discussion took place regarding **comment # 9:** *Provide the updated "Pattern Book" that shall include the building layouts for each lot with the submittal of any Construction Plans.* Applicant stated that an overall plan will be provided identifying all the lots included in the Plat. Discussion took place regarding **comment # 15:** *A Right-of-Way maintenance agreement for landscaping, irrigation, medians, signs, etc. within City rights-of-way will be required prior to final plat approval (if not already in place).* Discussion took place regarding **comment # 16:** *Construction plans and plat will not be approved for any phase beyond what the infrastructure can support. This includes the Lakeview Reserve lift station that will receive wastewater from Phase 1A/1B, stormwater treatment systems, and the requirement for the Motamasek roadway connection to S.R. 50. Design Engineer to provide certification that the stormwater treatment pond(s) and stormwater outfall for this phase meets SJRWMD requirements for a stand-alone system.* Discussion took place regarding **comment # 16:** *Construction plans and plat will not be approved for any phase beyond what the infrastructure can support. This includes the Lakeview Reserve lift station that will receive wastewater from Phase 1A/1B, stormwater treatment systems, and the requirement for the Motamasek roadway connection to S.R. 50. Design Engineer to provide certification that the stormwater treatment pond(s) and stormwater outfall for this phase meets SJRWMD requirements for a stand-alone system.* Discussion took place regarding **comment # 24:** *Streetlighting must be installed and operating as a condition of issuing the Certificate of Completion. Other than for model homes as specified in Code, no building permits or certificates of occupancy will be granted on any house until all of the above have been completed and accepted by the City and the Certificate of Completion has been issued. (Developer to provide status on streetlighting.).* Applicant stated they have a contract with Progress Energy waiting to be signed. City Engineer Miller explained that a certificate of Completion will not be issued until the street lights are installed and in operation. Applicant asked if the construction of Model Homes could begin prior to C of C; City Engineer responded affirmatively, but clarified that the code provisions for Model Homes should be met.

Motion by City Engineer Miller to have the applicant revise and re-submit the Final Plat addressing all City Staff conditions; after submittal the item will be place on a "to be determined" DRC meeting. Seconded by Building Official Lukert, the motion carried unanimously 3-0.

3. Oakland Park Unit 1B-1A – Final Plat

John Rinehart, David Kelly, Dan O'Keefe, and Aaron Bishman, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the May 23, 2011 memorandum from the Development Review Committee, the May 12, 2011 letter from City Surveyor Steve Blankenship, and the May 17, 2011 letter from City Attorney Dan Langley were acknowledged and addressed. Discussion took place regarding the May 23, 2011 memorandum from the Development Review Committee, **comment # 2:** *Section 2.3 of the CC & R eliminates the Meadowmarsh Special District. This is inconsistent with the approved PUD. Discussions are needed on the timing of the approval of the plat and revised PUD for this to occur.* Discussion took place regarding **comment # 6:** *A draft warranty deed for the conveyance of Tract "E" (lift station) to the City of Winter Garden shall be provided for review by the City Reviewing Surveyor and City Attorney.* Discussion took place regarding **comment # 13:** *10' utility easements shall be provided on both sides of the public right-of-way pursuant to City Code. Does the Progress Energy Easement along Oakland Park Boulevard and Lake Brim Drive allow other utilities or is it exclusive?* Applicant stated the easement along Oakland Park Boulevard and Lake Brim is non exclusive. Discussion took place regarding **comment # 14:** *Add drainage easement on the north boundary of Lot 81 to make a total minimum drainage easement width of 5 feet between lots (2.50' currently shown – all other lots show 5' total).* Applicant clarified that Tract F3 will not be developed, it will stand alone, and it will be used for access to Tract F5 if access across the West Orange Trail is not available, and Tract F2 is where the Smart City Communication head-en building is located. Applicant stated there is an easement over part of Tract F2, but City Attorney Langley noted that is not showing on the Title Opinion and stated that he will look into it. Intensive discussion took place regarding May 17, 2011 letter from City Attorney Dan Langley, **comment # 16:** *(d) Plat Note 7 needs to be revised to designate the private open space easement with its own Tract and be reworded in a manner similar to plat Note 6.* City Attorney Langley stated that the open space easement must be dedicated to the HOA for common use and enjoyment for the community.

Motion by City Engineer Miller to have the applicant revise and re-submit the Final Plat addressing all City Staff conditions; after submittal the item will be place on a "to be determined" DRC meeting. Seconded by Building Official Lukert, the motion carried unanimously 3-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 9:52 a.m.

APPROVED:

ATTEST:

Chairman Tim Wilson

Planning Technician Lorena Blankenship