



WINTER GARDEN

CITY OF WINTER GARDEN DEVELOPMENT REVIEW COMMITTEE MINUTES January 8, 2014

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, January 8, 2014 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Chairman/Community Development Director Ed Williams called the meeting to order at 9:59 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Community Development Director Ed Williams, City Engineer Art Miller, Building Official Harold (Skip) Lukert and Assistant Director of Operation, Mike Kelley on behalf of Assistant City Manager for Public Services Don Cochran

Others: City Attorney Kurt Ardaman, Assistant City Attorney Dan Langley, Senior Planner Steve Pash, Senior Planner Laura Smith, Planner Kelly Carson and Customer Service Representative Colene Rivera.

ABSENT

Voting Members: Economic Development Director Tanja Gerhartz and Assistant City Manager for Public Services Don Cochran

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on December 18, 2013.

Motion by City Engineer Miller to approve the above minutes. Seconded by Building Official Lukert, the motion carried unanimously 4-0.

9:59 am Break in Meeting
10:02 am Meeting Resumed

DRC BUSINESS

Agenda Item #3: Main Street Mower - SEP

Colonial Drive W – 12403
Main Street Mower, Inc.

Stan and Sherri Hawthorne of Main Street Mower, Inc and John Kirby of Kirby Engineering, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Discussion began with applicants possibly considering an alternate shape for lot split than what was approved by DRC staff at last meeting. Applicants were advised to hold off on lot split until they have a buyer, but to proceed with determining easement requirements, etc. to have them ready once applicants have a buyer.

ENGINEERING

2. **The site plan that was submitted with the Special Exception application shows different proposed parcel boundaries, including a third parcel that was not a part of the lot split application. Section 110-96 only allows a parcel to be split into two separate parcels, not three as shown on the Special Exception site plan. If the ultimate desire is to subdivide the parent parcel into 3 lots, then platting will be required.** Applicants have decided to put the lot split on hold at this time.
3. **Easements for cross access, drainage and utilities may be required as a condition of approving the lot split and/or Special Exception. Pursuant to the discussions at DRC, the owner had proposed to make granting of easements a condition of sale, but this would not be enforceable by the City if not made a condition at the lot split/Special Exception stage.** City reviewed this question and inquired about drainage for this lot. Applicants confirmed flumes were being used and existing drainage patterns would not be affected by the site modifications (curbs, etc.).

PLANNING

11. **Chain link fencing is not permitted within the West State Road 50 Overlay district for commercially-zoned properties. As shown, the fencing labeled "new location of existing chain link fence and 24' roll gate" is not acceptable. If existing chain link fencing is removed, it cannot be relocated anywhere else on site, and new chain link gates may not be added. Another fence type, such as an aluminum or iron picket fence, may be used instead of chain link.** Discussion took place about the current fencing and landscaping plans. Applicants were informed that they will not be able to screen/ slat the fencing along W. Colonial Drive or Carter Road up to the previously proposed lot split line and shared driveway. Existing chain link fencing may remain if left unaltered during development.
14. **The landscape schedule needs to reflect City code. Please review State Road 50 Frontage Buffer Requirements for required plant sizes at installation and percentage of planting beds that may be sodded.** Applicants were informed that since they are not currently planning to do a lot split, they will have to landscape the entire frontage length along W. Colonial Drive as well as what is being currently proposed on Carter Road. City stated that applicants can hold off on Carter Road back (north) portion until a later date when something happens on the back lot area. Applicant agreed to install landscape materials per the sizes and spacing required by City code for screening along State Road 50.

Also, discussion took place about gas and propane tanks' location on the lot. Applicants were informed that the tanks cannot be visible from either the W. Colonial Drive or Carter Road rights-of way. Applicants will need to review options and determine what would be best for owners and then come back to DRC with proposal. Applicants did state that they are planning to sell non- ethanol fuel to the public for use in two-cycle engines, boats, and lawn mower equipment.

Applicants inquired if this property is on City Water and Sewer. City Staff will have to get back to them with answer. City Staff advised applicants to be ready for Planning and Zoning Board meeting on February 3, 2014, they would have to have revised plan submitted and approved prior to January 29th date. Staff agreed that the new plans can be reviewed and approved administratively, rather than returning for another full DRC cycle, in order to expedite the process so they may be placed on February's Planning & Zoning Board Meeting.

Applicants were advised that if placement of the tanks and configuration doesn't happen in the next week or so, they can go ahead and open the business without the propane and fuel tank aspect. Then this aspect can be determined later and not affect the opening of business.

No motion was made at this time, as it was determined to table this agenda item until a future date and re-submittal of revised plans.

10:26 am Break in Meeting
10:27 am Meeting Resumed

Agenda Item #4: Crooked Lake Preserve - CPS

Marsh Road – 16303

June Engineering Consultants, Inc.

Jimmy Dunn of June Engineering Consultants, Inc., applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

- 2. Sheets 3 & 4(repeat comment): Swale "D" - conservation swale; Swales SWM-4 and SWM-5. Show that these swales will be within a drainage and conservation easement, and maintained by the HOA. Also show this on the plan showing the swales. See below from the preliminary plat conditions of approval:**

"The Lakefront water quality BMP will need further definition and detail on final construction plans (slopes, depth, location, maintenance entity, etc.). Typical section of Swale "D" has been provided, which shall be a tract/drainage easement maintained by the HOA."

The wording in the Declaration regarding maintenance responsibilities seems to conflict between various sections and appears to require the individual lot owners to maintain certain facilities:

Sections 7.2 & 7.4 require the individual lot owner to maintain certain walls, including "boundary" walls;

Section 9.2 requiring the HOA to maintain certain easements, including the surface water management system, appears to conflict with Section 14.4 that states the Lot Owner is responsible to maintain the swales on its lot;

There are several references to the “County”, that should be changed to the “City”.

This comment was discussed and explained to applicant. The City staff wants to see specific language in the Declaration of CCR’s for the HOA being responsible for maintenance and repairs to common areas of this project; this should be on the plans, plat and Declaration. Applicants need to point out any and all details of where these are located in these documents. This was the only way that the City would approve swales on individual lots instead of on separate tracts.

PLANNING

- 21. Swimming Pool and Cabana have been added to revised plans, however prior versions of sheets L1-L6 (signed & sealed 12/18/2013) are still in the plans. Remove all prior versions of Sheets L1-L6 to provide only those sheets signed & sealed 12/23/2013.**

Discussed pool size in the development needs to be appropriate based on number of lots and 2.56 people per lot. Applicants will look into pool size and ensure that it is of appropriate size. City Staff advised that pool plans will be a separate site plan submittal and building permit with the City.

City Staff inquired about status of permits with DEP and St. John’s – re-applied for; School Concurrency – applicant stated it has been recorded.

Motion by City Engineer Miller to have the applicants revise and resubmit the Subdivision Construction Plans for staff review only and declaration with revised and updated wording. Building Official Lukert, seconded; the motion carried unanimously 4-0. Applicant was requested to submit revised plans as a PDF.

10:35 am Break in Meeting
10:36 am Meeting Resumed

Agenda Item #5: Black Lake Preserve - PPA

Siplin Road – 14362

Handover Capital Partners

Rick Perkinson of Hanover Land, Ben Snyder of Hanover Land and Major Stacy of BAS Engineering, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

- 4. Based on discussions with the Mathews Grove project, the secondary entrance shall be coordinated between the two projects (i.e. divided vs. non-divided).** Applicants understood comment and will comply.
- 5. Final construction plans shall be coordinated for the sanitary manhole at the connection**

point to the Mathews Grove project, depending on timing of the two projects, etc.
Manhole shall be constructed by the first construction project. Applicants understood comment and will comply.

PUBLIC SERVICES

17. Extend the sanitary sewer to the end of Lancaster Rd. City Staff approved for applicants to keep as is on the plans but requested to check on depth and run minimum slope to this line.
19. The reuse water main switches from the south side to the north side of Sullivan Street at the intersection of Sullivan Street and Hanover Court. For consistency, please keep the reuse on the south side and the water on the north side. City Staff requested that applicants coordinate this with neighboring subdivision and be consistent with both projects.
21. Please increase the number of weep holes in both bubble up structures. Consider placing them one foot or eighteen inches on center. Applicants stated they would increase the number of weep holes.
22. The landscape plan shows plantings in the future right of way. Please revise. Applicants will revise.

Applicant inquired if City Staff have reviewed the latest version of the Developer's Agreement? City Staff just received the latest version a couple of days ago and it is being reviewed. City Attorney will be working on drafting the Developer's Agreement next week to have the two developments consistent with wording and details.

City Staff inquired if applicants have received 911 Emergency System approvals for street names in development? Applicants will request this and reserve the names. City Staff mentioned that there might be a conflict with Lancaster Road name.

Motion by City Engineer Miller to recommend the Preliminary Plat be placed on the next available Planning and Zoning Board Agenda, provided the applicant resubmits revised plans and agreements addressing all City Staff conditions to the Planning and Zoning Department to be finalized by January 29th deadline. Building Official Lukert, seconded; the motion carried unanimously 4-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:48 a.m. by
Chairman/Community Development Director Ed Williams

APPROVED:

ATTEST:



Chairman, Ed Williams



DRC Recording Secretary, Colene Rivera