



WINTER GARDEN

CITY OF WINTER GARDEN DEVELOPMENT REVIEW COMMITTEE MINUTES February 5, 2014

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, February 5, 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 9:58 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, 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 January 29, 2014.

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

9:58 am Break in Meeting
10:02 am Meeting Resumed

DRC BUSINESS

Agenda Item #3: Roper Property – PLANNED UNIT DEVELOPMENT

Beard Road - 562

KB Home Orlando, LLC

Ben Shoemaker of KB Homes, Sean Forter of KDG, Scott Gentry of KCG and Matt Boerger of KB Homes; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

2. **Beard Road improvements: Beard Road shall be improved along the full project frontage to include 24 foot pavement width, 2' wide concrete curb & gutter or 12" flush ribbon curb as is determined appropriate by the City Engineer, 5' wide concrete sidewalk, etc. per City Standards. Turn lane(s) and additional right-of-way may be required on Beard Road.** Applicants wanted to discuss and clarify this comment. They discussed the existing narrow road and curbing and expressed concern that the road may not allow for sidewalk area. They explained that they plan to install a collection system in the buffer area that would drain into their retention pond. City Staff discussed rezoning and determination of these details would be at pre-plat stage and may need to dedicate additional right of way to accommodate sidewalk. Applicants inquired about sidewalk fund to install sidewalk past the front entrance to the west along the remaining property. Applicants would like to install at a later date. City Staff stated that this will have to be determined at the pre-plat stage and cannot comment on this at this time.

PLANNING

9. **The site is currently zoned R-1 and the minimum lot width in the R-1 Zoning District is 85 feet. The proposed lot matrix has 100 percent of the lots 70 feet wide or less. Revise the proposed lots to be more consistent with the existing zoning and no lots will be accepted that are less than 65 feet wide. Provide a new plan with a mixture of 65, 70, and 75 foot lots.** Applicants presented to DRC Staff a couple of presentation boards for visual aide to their discussion of the various offerings they are planning for this community. First board was of the proposed lot layout using a combination of 60', 65', 70' and 75' wide lots. They explained the various product setbacks and distance from the street as well as front porch depth, etc. The second display board was the various product line offerings on the various lot sizes indicating easement allowances on each lot size. They presented this to justify the smaller lot sizes for this development. City Staff asked that they compile all these amenities offering into a narrative as well as show on the revised plans. It was explained that the narrative would assist with presentation to the Planning and Zoning Board and to City Commission. Applicants were also asked to submit plans with 85' wide lot mix as a separate submittal.

City staff discussed concern about street widths, potential of street parking and to consider clearance for through traffic. Discussed open spaces and recreation and reminded applicants that these details need to be worked out. City staff inquired about when the

applicants were planning to work out the wetland determination with the city staff? This will also be a factor in determining the number of buildable lots for this community.

12. **Complete landscape/buffer plan was not provided, provide more details with re-submittal.** City staff asked for more detail of what they plan to include in the landscape/ buffer areas.
14. **Section 118-923 (b) states that in no case shall there be less than 5% of the total developable area set aside for active, dry-land recreational uses.**
 - a. **Donating money to the Recreation Fund will require additional information to appraise the land and reach an acceptable amount.** Applicants inquired when this needs to occur in the timeline. Applicants were advised to work with City Staff on these details and determine the amount, etc.

Motion by City Engineer Miller to have the applicant revise and resubmit the Planned Unit Development Plan after meeting with City Staff for another full DRC review cycle. Assistant Director of Operation Kelley, seconded; the motion carried unanimously 4-0.

10:23 am Break in Meeting
10:26 am Meeting Resumed

Agenda Item #4: Hickory Hammock Phase 1B – FINAL PLAT APPROVAL

Avalon Road – 1000

Tramell Webb Partners, Inc.

Joe Tramell of Tramell Webb Partners, Inc., Leslie Candes of Godbold, Downing & Bill, PA, Keith Ruddick of McIntoch Associates; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

5. **(Repeat comment) Plat Notes #14: Add “pedestrian” to the 10.00 wide drainage and utility easements along all lot lines abutting right-of-way lines. Also, revise the call-out on Lake Burnett Shores Court (revise 10’ UE to 10’ UDPE). Response indicates discussions with the City Attorney that we are not aware of.** Applicants requested clarification on the term “pedestrian” for drainage and utility easements. After prolonged discussion, everyone agreed to use “sidewalk” easement in favor of HOA.
7. **The previous submittal showed a 25.00’ wide NHWL witness line on the rear of Lots 216 thru 219. The current submittal is now showing this as a 25.00’ setback line. Please explain.** Discussion took place about this body of water and everyone agreed to declare it a 25’ upland buffer, conservation easement, and setback per the St. John’s permit in favor of the HOA. It will also need to have the Conservation Area signs around the perimeter. It was confirmed that there are not any swales along these individual lots.

10:38 am Building Official Lukert left meeting

10:39 am Building Official Lukert returned to meeting

13. **Performance Bond: The improvements are not completed. A Performance bond or letter of credit in the amount of 120% of the cost of all incomplete improvements shall be**

provided to the City, based on the Design Engineer's certification, executed construction contract, and latest payment application. Performance Bond/LOC amount shall include cost of street lighting from Progress Energy; street and regulatory signs, required landscaping, second lift of asphalt, walls, amenities, etc. City Attorney shall approve the form of the bond or letter of credit prior to final plat recording. Final plat will not be forwarded to the City Commission for approval without performance bond. City Staff requested that the applicants submit cost certifications for the Performance Bond. Also discussed LS2 Tract regarding the lift station and easement dedication to the city. The applicants are changing the size of the tract to only cover the area for the lift station and remaining area will be utility and park tract for phase 2B.

Applicants stated that comments for Phase 1B and 2A are almost the same so they did not have anything further to discuss.

Motion by City Engineer Miller to have the applicants revise and resubmit the Final Plat for another full DRC review cycle. Building Official Lukert, seconded; the motion carried unanimously 4-0.

Agenda Item #5: Hickory Hammock Phase 2A – FINAL PLAT APPROVAL

Avalon Road – 1000

Tramell Webb Partners, Inc.

Joe Tramell of Tramell Webb Partners, Inc., Leslie Candes of Godbold, Downing & Bill, PA, Keith Ruddick of McIntoch Associates; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Applicants stated that these comments were a repeat of the Phase 1B comments.

Motion by City Engineer Miller to have the applicant revise and resubmit the Final Plat for another full DRC review cycle. Building Official Lukert, seconded; the motion carried unanimously 4-0.

10:50 am Break in Meeting

10:50 am Assistant Director of Operation Kelley left meeting

10:51 am Meeting Resumed

Agenda Item #6 – Waterside on Johns Lake Phase 1 – FINAL PLAT APPROVAL

Marsh Road – 16851

Dewberry/ Bowyer-Singleton

Travis Rentz of Clark, Albauht and Rentz, Bill Donley of Dewberry Engineers, Art Mastronelli of Dewberry Engineering and Clark Sprinkel of Standard Pacific Homes; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

10:52 am Assistant Director of Operation Kelley returned to meeting

10:52 am Chairman/ Director of Planning and Zoning left meeting

Applicants discussed lift station having access was a comment from Engineering and Legal. Legal provided a survey note that provides egress and ingress access to cross the landscape track to the lift station. City Staff asked why this wouldn't be contiguous to the private roadway track. Applicants replied that the plan was to label as landscape track. City Staff reminded applicants that this needs to be labeled as a landscape, utilities and drainage track.

10:54 am Chairman/ Director of Planning and Zoning returned to meeting

ENGINEERING

2. **The Boundary Survey shows two overhead power lines crossing the property. Are there easements associated with these power lines that will need to be vacated or extinguished? Response indicates that no easement was found in the title work – Surveyor and Design Engineer shall investigate further. Have these lines since been removed or relocated?** Applicant confirmed that these have been removed.
4. **The Design Engineer shall provide certification that he/she has reviewed the plat and that it provides all necessary easements for drainage, access and utilities. Easement widths shall comply with City Code and approved construction plans (30' minimum).**
Revise Design Engineer's certification to include the underlined wording above (see below concerning Tracts "F" and "G"). Applicants will revise certification.
6. **The lift station tract, Tract "F", does not appear to be contiguous to the private roadway, Tract "M", leaving a gap between the lift station tract and the private R/W. Remove the wording "Public Utility Easement" from the Tract "F" callout.** City Staff stated that the plans need to be revised to call out as Landscape, Utilities and Drainage Easement. Discussed note #10 on plans and need to revise this comment as well. Discussed blanket easement in tract G.
13. **Performance Bond: The improvements are not completed. A Performance bond or letter of credit in the amount of 120% of the cost of all incomplete improvements shall be provided to the City, based on the Design Engineer's certification and executed construction contract. Performance Bond/LOC amount shall include cost of street lighting from Duke Energy; street and regulatory signs, required landscaping, walls, amenities, etc. City Attorney shall approve the form of the bond or letter of credit prior to final plat recording. Final plat will not be forwarded to the City Commission for approval without performance bond (unless C of C has been issued).** Applicants were reminded that City will need the cost certification.

Motion by City Engineer Miller to have applicants revise and resubmit the Final Plat addressing all City Staff conditions for another full DRC review cycle. Assistant Director of Operation Kelley, seconded; the motion carried unanimously 4-0.

City Staff reminded applicants that the recreation fund needs to be discussed and submitted.

Discussed opening up the round-a-bout and waiting on Duke Energy for timeline. Also the guy line easement and applicants have a call into Duke Energy.

11:04 am Break in Meeting
11:05 am Meeting Resumed

Agenda Item #7 – Florida Hospital of Winter Garden – SITE PLAN APPROVAL

Fowler Grove Boulevard - 2000
Littlejohn Engineering Associates

George Huddleston of Littlejohn Engineering Associates; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

Applicants gave a brief overview of progression from last DRC meeting to today. He listed the following items have occurred. The Planning and Zoning Board meeting occurred last Monday [February 3, 2014] and thanked staff for presenting the project at this meeting. Discussed development and further details of helipad screening and buffering area with landscaping that is low maintenance, discussed chiller placement and City staff expressed concern about chiller noise levels and how the barriers were being built around the chillers - applicant will pass these concerns on to the MEP Engineer. Discussed sidewalk design progression, announced round-a-bout plans finalized from City Consultant and would incorporate this plan detail into future submittals. Applicant is preparing civil profiles and working on fine tuning these details, discussed construction pad location, storm sewer tables and sanitary details called out, discussed utility lines and connections. Discussed off-site turn lane details and plans; City staff reminded applicant that there is to be no construction on Daniels Road during the months of November and December. Discussed meters and backflow plans.

PUBLIC SERVICES

17. **Repeat Comment: Please submit water distribution calculations for review. Given the height of the building a jockey/booster pump will most likely be necessary to serve the higher floors.** City Staff reminded applicant that the water distribution calculations are needed right away for review.

Discussed master meter and backflow plan and City would prefer these remain private with access. Discussed dual backflow being parallel along with plan to have fire and domestic backflow together being outside in the same area, needing to buffer them and blanket easements for access.

Applicant mentioned that he is waiting on POA from Sembler Way and haven't received this document yet. City Staff stated that as soon as applicant has the POA to submit to City right away and doesn't need to wait for other items with this submittal. City needs to review this as soon as possible.

ENGINEERING

Applicant inquired about ownership of round-a-bout with right of way maintenance agreement and dedications, etc.

33. **Coordinate with Duke Energy on all power requirements, possible pole relocations, etc. A site lighting plan (internal and on adjacent streets), meeting dark skies requirements, is required. Based on the meeting with the Design Team, Duke Energy, and the City on 1/27/14 and subsequent e-mail from Duke, the non-binding estimate for undergrounding**

the power lines on CR 535 is \$187,000. There may be additional costs that are not included (i.e. easements and other utilities co-located on the Duke poles). Florida Hospital has initiated a request for Duke to prepare a formal "Engineering Estimate" for the power relocation pursuant to the PCD ordinance. Applicant stated that he is still working on details with Duke Energy. City Staff asked about progress and updates on utilities easement. Hospital still working on this but nothing additional to report at this time. Discussed clarification on listing Duke Energy as part of this easement right of way agreement.

Discussed timeline and plan submittals for future DRC meetings. Everyone agreed to go back to every two weeks or more between DRC review cycles to allow time to revise and get details worked out, etc.

Applicant inquired about City Commission meeting and timing for this meeting. He asked about City Commission meeting scheduled for Thursday, February 13th. City Staff stated that this project would not be on that meeting agenda and not scheduled until the renderings are updated, reviewed by City staff, approved by City Manager, addressed with surrounding homeowners, then would go to City Commission as an item on the agenda.

Motion by City Engineer Miller to recommend continuing to the next submittal. Building Official Lukert, seconded; the motion carried unanimously 4-0.

11:26 am Break in Meeting
11:27 am Meeting Resumed

Agenda Item #8 – Autozone – SITE PLAN APPROVAL

Walker Street - 1089
CPH, Inc.

Brady Lessard of CPH, Inc; applicant for the project was in attendance for discussion.

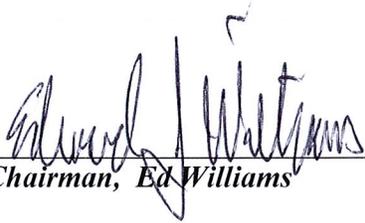
Applicant confirmed that he had received a copy and reviewed the City Staff report. He had no questions or concerns from the staff report for discussion at today's meeting.

Motion by City Engineer Miller to recommend the site plan be placed on the next City Commission [Board] agenda subject to City Staff conditions as referenced in [City] memorandum dated January 31, 2014. Building Official Lukert, seconded; the motion carried unanimously 4-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 11:28 a.m. by Chairman/Community Development Director Ed Williams

APPROVED:



Chairman, Ed Williams

ATTEST:



DRC Recording Secretary, Colene Rivera