



WINTER GARDEN

CITY OF WINTER GARDEN DEVELOPMENT REVIEW COMMITTEE MINUTES February 19, 2014

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, February 19, 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 and 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

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on February 5, 2014.

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

9:59 am Break in Meeting

Assistant City Manager for Public Services Cochran arrived late at 10:02 am

10:03 am Meeting Resumed

DRC BUSINESS

Agenda Item #3: McDonald's - SPA

Colonial Drive W - 13494

CPH, Inc.

Nikki Mahler of CPH, Inc, applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

PLANNING

4. **Section 118-1387 (h) (7) requires the minimum width of lanes in a parking area be as follows: one-way lanes shall be 14 feet, lanes for two-way traffic shall be 22 feet. The drive thru lane and the by pass lane are both 10 feet wide. Please revise these lane widths to accommodate the traffic and provide enough space to allow vehicles in the bypass lane to pass vehicles that are waiting in the drive thru.** Applicant wanted to discuss this comment and expressed concern that the drive thru lane would be striped and no physical barrier. The drive thru lane is about 10' wide and the passing lane is 12' wide with one-way for both lanes and is an existing condition. Applicants can adhere to all the other comments. Applicant did confirm that delivery vehicles can get around based on current flow and the new proposed plan.
7. **The landscape hedge on the west boundary (Daniels Road) is dead and grown over with vines. The entire hedge shall be removed and replaced with a new hedge matching the hedge in the front buffer.** City Staff inquired about project landscaping plan for this project. Applicant stated that they would adhere to guidelines for landscaping and replace hedge, etc.

Applicants understand no left turn onto Daniels Road and this is shown on revised plans to be submitted. It was explained that if customers continue to turn left onto Daniels Road then applicants will need to install a barrier on Daniels from W. Colonial Drive past business. Applicant understands that this may need to occur if problem continues.

Motion by City Engineer to have the Applicant revise and resubmit the Site Plan for another full DRC review cycle. Assistant City Manager for Public Services Cochran seconded; the motion carried unanimously 4-0.

10:09 am Break in Meeting
10:10 am Meeting Resumed

Agenda Item #4: LVS Project, Inc. - SPA

Garden Commerce Parkway - 721
Unroe Engineering, Inc.

Darcy Unroe of Unroe Engineering, Inc and Linas Statkus, owner of the property, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Prior to discussion of the Staff Report, City Staff asked if the owner was aware of the zoning conditions of this property prior to purchase because it appeared that the plan submittal did not adhere to those guidelines and thus generated most of the Staff comments. City Staff explained that this location was approved to be a high-end industrial and commercial location with many more conditions and constrains than an I-1 or I-2 zoned Industrial Park. Applicant stated that he

was aware of the stipulations and requirements for this property. They explained that it would be an office space for transportation and logistical services. Further discussion took place about the details of truck traffic and the requirements to have trucks on the property with required buffering and landscaping, etc. Applicants understood conditions and then went through the staff report comment by comment.

PLANNING

1. **Applicant must submit color architectural elevations / renderings for all facades of the proposed building. Elevations must adhere to the Garden Commerce Center Building Architectural Standards as described in Ordinance 13-42.** Applicant is working with architect to have these renderings.
2. **Applicant must submit a site lighting plan. Site lighting must comply with Dark Sky requirements and other lighting provisions of the Code of Ordinances.** Applicants will comply
3. **The site plan does not meet the City's off-street loading requirements. The plan does not provide sufficient space for unloading operations in order that the free movement of vehicles and pedestrians over a sidewalk, street, or alley, shall not be impaired. Please clarify the loading/unloading areas to service the facility.** Discussed loading area, labeling on plans and moving the dumpster location. Applicants will revise on resubmittal.
4. **Please verify that the sidewalks around the building are minimum 5' width.** Applicants will comply
5. **Gravel is not an acceptable paving material for the Truck Parking Area.** Applicants understand and will comply
6. **Applicant must submit a signage plan showing all proposed signage on site and on the building.** Applicants understand and will comply
7. **If the parking lot on the east side of the site will be used for semi-trailer truck parking, the area will be classified as outdoor storage. The area must conform to the PID regulations for outdoor storage including proper screening with walls and landscaping. Please see PID Section 2(e) and Exhibit B for more information.** Addressed in earlier discussion of truck parking and buffering.
8. **What is the proposed use of the site? Has the Applicant filled out a Land Use Review to ensure the proposed business is permitted at this location and enough parking is provided for the use?** Addressed in earlier discussion of truck parking and buffering.
9. **The Landscape Site Plan does not comply with the landscape design requirements of the Garden Commerce Center Planned Industrial Development (PID). Please see Ordinance 13-42, in conjunction with the City of Winter Garden Code of Ordinances Chapter 118, Article X, Division 3. The issues with the landscape plan include (but may not be limited to):**
 - **Insufficient buffering along the property lines, including buffer width, plant density, and required minimum shrubs/groundcover areas.**
 - **Insufficient landscaping along Garden Commerce Parkway frontage.**
 - **Plant sizes do not match those specified in Ord 13-42 and the Code.**
 - **Landscaping requirement table does not reflect the types of trees listed in the**

Landscape Legend.

- Please verify that all planting islands in the parking lot are minimum 200 square feet in area.
- Southern Red Cedars, Washington Palms, and Little Gem Magnolias are not considered canopy trees. Please read the above-mentioned Code section, paying particular attention to where it calls for the use of canopy trees throughout the site.

Applicants acknowledged receiving the landscaping requirements and will comply.

ENGINEERING

10. Planning Department shall review and comment on proposed use, parking count, setbacks, open space, landscaping, buffering, lighting and signage, including the PID Zoning requirements.

Addressed in earlier discussion.

11. Sheet C1:

- Minimum 5' wide concrete sidewalks shall be constructed along all street frontages pursuant to Code and final plat approval. Applicant will comply
- The Truck Parking area shall be paved, not gravel. Applicant will comply
- The Legend shows that the car parking area will be new brick pavers; show typical section, etc. Applicant stated that this was an old note and will be removed
- Show typical section for concrete pavement (thickness, subgrade, etc.)

Business owner inquired about buffer being built by adjacent business and if LVS Project would need to build a buffer wall as well? City Staff advised that the two businesses coordinate efforts and resources to build a buffer that works for both locations.

12. Sheet C2:

- There is an existing 6" underdrain along Garden Center Parkway that is not shown.
- Show existing elevations on the adjacent lots (#7 and #9) and rear, to ensure workable grading transitions.
- Parking Section "B" doesn't indicate the side slopes or invert of what appears to be a swale adjacent to Lot 7.
- All public improvements, including adjacent sidewalks, pavement, or curbs, will be checked at final inspection. Any damaged, broken or cracked sections shall be replaced by the developer prior to issuance of certificate of occupancy.

Applicants will comply

13. Sheet C3: Applicants will comply

- Indicate with size, pipe material (SDR 26 PVC), and slope of the proposed sanitary line. Applicants will make sure these are noted
- See attached detail of the as-built for WGCC. There is a stub-out that will preclude having to make a wet tap. Applicants will comply
- Point of Service for fire line shall be shown on the plans, with note stating that any work downstream of the Point of Service shall be performed by a licensed Fire Sprinkler Contractor. Water and sewer impact fees shall be paid prior to approval of site plan and City execution of FDEP permits. Review and approval by Fire Department required. Applicants will make sure these are noted
- All on-site utilities shall be privately owned and maintained. 100% of all required

water and sewer impact fees shall be paid prior to City execution of FDEP permits or issuance of site or building permits. Meter sizes shall be provided for review by the Utilities Department for verification of impact fees at time of Building Permit application. Final plans will not be approved for construction until utility impact fees have been paid and FDEP permits or exemptions have been issued. Applicants will make sure these are noted

- Show the irrigation meter, including size, backflow preventer, etc. All irrigation shall be designed to be connected to reclaimed water mains. Any irrigation lines within City R/W shall be purple in color. All points of connection to reclaimed water mains shall have appropriate meters, backflow preventors, etc. All irrigation mains within the City's R/W under the pavement shall be encased within a sleeve. Discussed and clarified. This is required until reuse is installed. Once reuse water is available in the development, then backflow preventer can be removed.

14. Sheet C5:

- Provide sight triangles at all intersections. Landscaping shall not encroach on required sight lines at intersections or driveways. Design Engineer shall provide certification that sight distance requirements are being met. Applicant will comply
- No trees may be planted over or within 5 feet of any utility lines. Only sod or shrubs may be planted over utility lines. Applicant will check and comply

15. All dumpsters shall be enclosed and shall provide 10' minimum inside clearance (each way inclusive of bollards). Applicants will comply

16. All irrigation shall be connected to reclaimed water lines as shown. Applicants will comply

17. Permit modification from SJRWMD is required as well as permits or exemptions from FDEP for water, wastewater and NPDES. Applicants understand that they need to have the St. John permit, and FDEP permits or exemptions.

18. On-site lighting will be required pursuant to City Code; dark skies lighting is required. Applicants will comply

19. If approved, further development of the site for the future building or addition will require separate site plan approval. Approval of the phase 1 site plan does not constitute approval of future work. Applicants confirmed that Phase 1 does not constitute approvals for Phase 2.

PUBLIC SERVICES

20. Please add a list of utility service providers and phone numbers to the cover sheet. Applicants will comply

21. Add a sidewalk along the project frontage. Applicants will comply

22. Provide handicap access to the building from the right of way. Applicants will comply

23. Add/call out handicap ramps to the building from the handicap parking spaces. Applicants will comply

24. Stripe out the pedestrian crossing on the driveway. Applicants will comply

25. Please relocate the dumpster enclosure as it will not work in this location. Consider the northeast corner of the parking lot. Applicants were advised to get with Mike Kelley, Assistant Director of Operations for Public Services, to address this comment. City Staff

reiterated that the location of the dumpster ties in to landscaping, buffering, etc.

26. Please confirm the use of brick pavers (as shown on the legend) for the parking lot. The plans show truck parking in the rear of the lot. How will this affect the brick pavers? This will be deleted.
27. The plan shows a 6" valve downstream of the 8"x4" tapping saddle. Shouldn't this be a 4" valve? Applicant will revise to reflect 4" valve.
28. Reuse water service is stubbed out to the property. Please show the location and size of the reuse meter. Applicants will comply
29. Payment of utility impact fees (water, sewer, and reuse) are required for this project. Applicants will comply
30. With respect to the cistern called out on Sheet C6, the City will not allow a connection between the City's water supply and the cistern. Applicant expressed that this will go away.
31. The Contractor is responsible for the notification, location and protection of all utilities that may exist within the project limits. Applicant stated this comment is noted
32. All construction shall conform to City of Winter Garden Standards, Specifications and Ordinances. Applicant stated this comment is noted
33. Plan sheets noted in the schedule of drawings are missing from the plan set. Applicant stated this comment is noted
34. Pavement structure details are missing from Sheet C2. Applicant stated this comment is noted

FIRE

40. A monitored Fire Alarm System shall be required. Applicant stated this comment is noted

Applicant confirmed that he received the PID requirements and As-Built. Applicant requested advanced notice of next DRC meeting to be able to attend, since he travels extensively. City Staff will notify them of anticipated DRC meeting date.

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

10:28 am Break in Meeting
10:30 am Meeting Resumed

Agenda Item #5: Golden Pond - SPA

Lakeview Road - 404
Medpro Contractors, LLC

Brian Denham of Denham Engineering and Tony Miles of Medpro, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Applicants were asked to give a brief overview of this project. Applicants stated that this was a site plan submitted in 2007 for Golden Pond facility for an assisted living unit. At that time it was for a 30 unit/ 60 bed facility and this aspect was on hold due to economy. Applicant has changed the intent of the building from independent care facility to an Alzheimer/ memory care facility unit. City Staff expressed concern about parking for this additional facility. Applicants were asked to provide documentation for parking needs and supporting evidence for the reduction of parking spaces from original project of 30 spaces reduced to 16 spaces. Applicants will need to provide parking use calculations for use of entire facility. Applicants would like to provide this information with second submittal.

Applicants discussed possibility of relocation for the dumpster pad to a new area. Discussion took place about possible dumpster locations and not next to the private residence adjacent to the property. Also discussed was material choice for enclosed 7' barrier of courtyard area. Aluminum material was proposed and a variance will be needed for this height.

Applicant inquired about clarification on comments below for which ones needed to be addressed as a note on the plans. Discussion took place on this topic and applicants understood; Standard General Conditions will be incorporated into conditions of approval, if and when the project is approved.

ENGINEERING

1. **Sheet 3 (Erosion Control Plan): Provide rock at the entrance into the construction area to prevent tracking of sediment onto the existing pavement. Provide inlet protection for all existing inlets (some are not shown).** Applicants inquired about inlet protection for additional locations. Comment was clarified as there were inlets, etc. that were not shown or protected; applicants will adhere to comment.
4. **Sheet 6 (Dimension Plan): With the parallel parking and new striping, the main driveway is only 20' wide and will need Fire Department approval for emergency access.** Applicants were advised to inquire with Fire Inspector Vicky Rutherford directly on this comment. City Staff stated that they would rather the facility vacate these parallel parking spaces if possible.

Assistant City Manager for Public Services Cochran left meeting at 10:32 am

5. **Sheet 7 (Drainage Plan): Show the pipe size and inlet information on the existing pipe/inlet that drains from the swale to the NE corner of the pond. Show a cross section of the swale along the north side of the site. Show all existing piping. The SJRWMD permit for this site has expired. Provide permit modification or exemption.** Applicants previously requested a permit extension with SJRWMD, and received confirmation that this has been received but don't have anything in writing as of this time – will submit with re-submittal.
6. **Coordinate dumpster location and alignment with Public Services. Dumpster enclosure shall provide 10' minimum inside clearance, each way.** Discussed location of dumpster and concerns with placement and reasons to consider an alternative location.

Assistant City Manager for Public Services Cochran returned to meeting at 10:36 am

9. **In 2007, easements were to be granted to the City prior to issuance of the Certificate of Occupancy for access to maintain, read, replace, etc. the on-site water meters. Provide copies of any existing easements that are in place. All on-site utilities shall be privately owned and maintained.** Applicants will need to research and see if utility easements were granted to the City; if not, they will need to grant them at this time.

11. Fire Department approval required on fire protection system and proposed phasing of construction (fire protection, access, etc.). All work downstream of the Point of Service (POS) shall be performed by a licensed fire sprinkler contractor. Comment was clarified and applicants will include, "All work downstream of the Point of Service (POS) shall be performed by a licensed fire sprinkler contractor" on the plans.

PLANNING

16. The site plan for this property from 2007 also provided for a 30 unit building, however this building is smaller in gross square footage than the previously approved plan. The parking has been reduced from the 33 spaces depicted on the approved Site Plan from 2007 to 16 spaces on the proposed site plan. Additionally 11 parallel parking spaces will be removed to construct the proposed building. Though the square footage has been reduced the number of units has remained the same. The parking should take into consideration the number of units, number of employees, number of residents with vehicles, visitor parking and number of parallel spaces being removed to construct the new facility. Applicant will perform the calculations.
17. The proposed dumpster area was not depicted on the 2007 site plan. The dumpster is located near the entrance to the site and adjacent to the single family residential home next door. Please relocate the proposed dumpster to a location that may be adequately screened from view and buffered from surrounding residential uses. This comment was discussed and applicants will submit revised location for dumpster. Applicants were advised to get with Mike Kelley, Assistant Director of Operations for Public Services.
18. The Site Data section of the site plan indicates that the existing land use of multi-family retirement community and the proposed land use is listed as multi-family residential. Will the proposed facility function as part of the Golden Pond Assisted Living Facility? The Land Use of the property is low density residential as defined by the Future Land Use Map of the City's Comprehensive Plan and the zoning designation as assigned by the Zoning Map of the City of Winter Garden is R-2. This comment was clarified.
19. The proposed parking area appears to encroach into either an existing easement or conservation area (the dashed line is not labeled so its purpose is not clear). Parking may not encroach into any easements or conservation areas. Applicants will need support documentation that there is adequate parking spaces for employees, visitors and residents. Applicants will call this out and clarify on plans.
20. Since the overall square footage of the building has been reduced there is an open space located to the west of the proposed building. Is there a plan to develop this area or will it remain open space only? This was clarified, it is the courtyard area.

PUBLIC SERVICES

22. Garbage disposal is provided by the city. Please revise the garbage disposal section. Applicants will comply.
24. The proposed dumpster pad and turn around will not work as shown. The turn-around area is much too short. Please relocate the dumpster pad. This topic had been discussed earlier.
30. Water, sewer, and reuse impact fees shall be due and be paid prior to execution of the FDEP water and sewer permits. City Staff will need to evaluate what has already been paid (2007)

and get back to applicants on status of fees.

33. Will food be prepared on the premises? A grease trap shall be required if any food is prepared on the premises. Applicants explained that there will be no food preparation on the premises.

STANDARD GENERAL CONDITIONS

43. 5' wide concrete sidewalks shall be constructed along all street frontages pursuant to City Code. In lieu of sidewalk construction the City may allow payment into the City's sidewalk fund. City Staff explained that this is standard comment.
44. Fencing, if proposed, shall meet all City requirements for height, type, etc. Chain link fencing shall be vinyl coated per Code. All construction shall conform to City of Winter Garden Standards, Specifications and Ordinances. It was explained that if applicants want to construct a 7' high barrier fence, this will require a variance. It was suggested that when revised plans are submitted to submit a variance request.

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

10: 51 am Break in Meeting
10:54 am Meeting Resumed

Agenda Item #6: Black Lake Preserve – CPS

Siplin Road – 14362
Hanover Black Lake, LLC

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

Applicants stated that they had submitted pre-plat plans which were revised and updated but these plans were submitted January 8, 2014 – so these are not the latest. City Staff advised applicants how to submit updates in the future.

ENGINEERING

1. Planning Department shall review and provide comments on the proposed zoning, lot size and uses, setbacks, buffering, open space, recreation areas, amenities, landscaping, lighting, etc. Applicant acknowledged.
2. Our comments on these plans are too numerous to detail in a review memo. We will provide the Design Engineer a redlined set of plans at DRC that shall be returned to the City Engineer with their re-submittal. City Engineer Miller gave the Design Engineer his red-lined set of plans with instructions that the plans be returned with the re-submittal unmarked. Applicants were advised to scan them, revise and create list of remarks and responses to the

redlines.

PLANNING

7. **The tree removal permit issued for the stock pile permit was exclusively for the area of the stock pile. An additional tree removal permit will be required for the entire site; it is unlikely that all of the trees identified for removal on the tree removal/protection plan will be approved.** Applicants discussed that they plan to go out and mark the trees and survey the property. Applicants were advised to not remove anything and protect it all. City Staff will get to applicants on what the code minimum is for what needs to be protected. Applicants will then clear out the underbrush and small trees lower than the minimum.

PUBLIC SERVICES

8. **Please provide water distribution calculations with your next submittal.** Applicants inquired about the best way to obtain an HGL. City Staff will get the applicants some pressure tests on fire hydrant. Need to coordinate with Assistant Director of Operations in Public Services.
11. **Please eliminate the single reuse services and make these double services.** Advised to coordinate with Assistant Director of Operations in Public Services.
18. **Please submit lift station calculations for review. The calculations need to include all contributing flows from both Mathews Grove and Black Lake Preserve.** Applicants advised city staff that this is being addressed on the Mathews Grove submittals.
19. **Sanitary manhole S-1 is 17.78 feet deep. No sanitary sewer manhole shall be deeper than 18 feet. This manhole is approximately 400 feet away from the proposed lift station in Mathews Grove. Please provide a profile of the sanitary sewer system from manhole S-1 to the lift station. You may need to consider a second lift station if the 18 foot deep condition cannot be met.** Applicants advised city staff that this is being addressed on the Mathews Grove submittals. Applicants were advised to get with Mathews Grove contact to coordinate.
27. **Include all city detail sheets in your plans. The city typical sections appear to be missing.** Applicants stated that this was addressed on sheet C1.1

FIRE DEPARTMENT

35. **Fire hydrants to not meet standard.** Applicants were advised to contact Fire Inspector directly to clarify this comment.

Applicants also stated that they received revised Developer's Agreement from Assistant City Attorney and are currently reviewing them along with Mathews Grove Developer's Agreement. Discussion took place about utilities and reclaim water mains, etc.

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

ADJOURNMENT

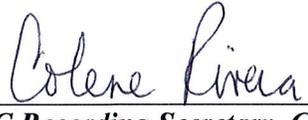
There being no more business to discuss, the meeting was adjourned at 11:08 a.m. by Chairman/Community Development Director Ed Williams.

APPROVED:



Chairman, Ed Williams

ATTEST:



DRC Recording Secretary, Colene Rivera