



WINTER GARDEN
CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
April 2, 2014

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, April 2, 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 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, Building Official Mark Jones 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 March 19, 2014.

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

10:03 am Break in Meeting

10:05 am Meeting Resumed

DRC BUSINESS

Agenda Item #3: Roper Property - REZONING

Beard Road – 562

KB Homes Orlando, LLC

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

PLANNING

12. **Setbacks – in order to build homes at the reduced 15 foot front yard setback, the living area of the house must project a minimum of 10 feet in front of the garage (porches do not count as a projecting façade).** This comment was clarified and confirmed by the applicants that the houses met the 10-foot projection requirement and would be reviewed one more time to ensure that they all do.
15. **Access into Deerfield Place –**
 - b. **No meeting can be scheduled with the Deerfield HOA until plans with a better mixture of lot sizes and amenities is submitted and reviewed by staff.** City Staff will work on setting up a Community Meeting.

Reviewed next steps with applicants for approvals, etc. Need to schedule an HOA Meeting, Community Meeting, Planning and Zoning Board Meeting and then City Commission Meeting.

Motion by City Engineer Miller to recommend approval of the Planned Unit Development rezoning as shown subject to the community meeting prior to the Planning and Zoning Board Meeting. Building Official Lukert, seconded; the motion carried 3-1 with Community Development Director Williams opposing.

10:10 am Break in Meeting

Due to applicant attendance, agenda items were switched around so Agenda Item #5 was next in order of meeting.

10:11 am Meeting Resumed

Agenda Item #5: LVS Project, Inc. – SITE PLAN

Garden Commerce Parkway – 721

Unroe Engineering, Inc.

Darcy Unroe of Unroe Engineering, applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

2. **Sheets C1/C4:**
 - **Typical pavement sections have been shown. The City does not recommend the use of limerock base due to the possibility of high groundwater conditions. It is the responsibility of the Owner and Design Engineer to ensure that privately owned and maintained systems are constructed to the intended specifications. The City is not responsible for the operation and maintenance of privately owned systems, to include, but not be limited to, roadways, parking lots, drainage, stormwater ponds or on-site utilities.** This comment was discussed and clarified

3. Sheet C2:

- Show the type of storm pipe proposed. This comment was discussed and clarified. Applicant is planning to use RCP Storm Pipe in the R/W. HDPE is allowed, but must meet City specification.

10. Permit modification from SJRWMD is required as well as permits or exemptions from FDEP for water, wastewater and NPDES. Applicant stated that this permit is in process and applicant inquired if this is a condition for approval. City Staff clarified that this is condition of approval and will need to have it in place before any work can start.

11. On-site lighting will be required pursuant to City Code; dark skies lighting is required. Verify that the street lighting within the development has been re-energized. Applicant was unable to answer this comment but would inquire and get back to City Staff in submittal.

PLANNING

16. The wall and landscape buffer shown for the truck parking area is insufficient to meet the outdoor storage requirements of the PID. From the property to the north, you will be able to see into this storage area. Also, please show how the proposed landscaping provided around the wall will buffer all semi-trailer trucks completely from the road and adjacent properties. The comment was clarified and explained that the gate needs to be opaque gate that cannot be seen through. Also, discussed screening and landscaping needs to hide all the semi-trailer trucks. The proposed trees must be installed at a sufficient height and width to screen all semi-trailer trucks completely from all adjacent properties and from Garden Commerce Parkway.

BUILDING

28. Only comment is for future construction. If new office is built now, when future office is built later the following will apply:

- a) If future office is an addition to office built now, fire separation may not be required.
- b) If new office built in the future is a separate building, the connecting party wall may be required to have 3 hour fire rating.

This comment was clarified by Building Official and applicant understood.

Motion by City Engineer Miller to place the site plan on the next available DRC meeting agenda provided the applicant resubmits revised plans addressing all City Staff conditions within 3 days following this meeting which is noon on Monday, April 7, 2014. Assistant City Manager of Public Services Cochran seconded; the motion carried unanimously 4-0.

10:20 am Break in Meeting
Agenda Item #4 was next in order of meeting.
10:21 am Meeting Resumed

Agenda Item #4: Thermo King – SITE PLAN

Garden Commerce Parkway – 695 & 711
Luis L. Huntley Enterprises, Inc.

Darcy Unroe of Unroe Engineering, Clark Stranahan and Scott Sullivan of TSG Development, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

14. **On-site lighting will be required pursuant to City Code; dark skies lighting is required. Verify that the street lighting within the development has been re-energized.**

Applicants explained that they are in the process of working with Duke Energy about getting the street lights re-energized. They explained that payment amount will be determined and paid and then approximately 2 weeks from payment date should be turned on. City Staff explained that this is a condition prior to receiving a Certificate of Occupancy for the project.

PLANNING

15. **Exterior Building Elevations: Please include the architectural cornice along the roofline of the entire west elevation's front building face.** This comment was discussed and City Staff explained that this is a high end business park project and the building façade and architectural details need to reflect this. City Staff emphasized that the cornice piece details need to remain on the design. Applicants understood and will go back to owner and work on design for submittal.
16. **Please include a detailed elevation of the proposed monument sign.** Applicant will comply with provide in next submittal.
17. **What material(s) will the roll gate's "opaque panel" consist of?** Applicant explained that they plan to use aluminum panel for roll gates.

Motion by City Engineer Miller to have the applicant revise and resubmit the site plan for another full DRC review cycle. If able to submit by noon on Monday, April 7, 2014 then could be placed on next scheduled DRC meeting agenda. Building Official Lukert, seconded; the motion carried unanimously 4-0.

Agenda Item #5 was brought back up by applicant now that the architectural design team was present at meeting. City Staff stated they are requesting to see better architectural features on the design of the building. Architect explained that he would go back to owner and come back with stronger features. It was suggested that applicant could run a couple of design options by City Staff prior to next meeting to get input and direction. Applicants will comply.

11:24 am Break in Meeting
11:29 am Meeting Resumed

Agenda Item #6: Florida Hospital of Winter Garden – SITE PLAN

Fowler Grove Blvd – 2000

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

PLANNING

3. **Landscape/hardscape plans are inconsistent see differences between sheets E-1 and L01.01.** Applicant explained that the next submittal will address the inconsistencies and ensure that they are correct. Applicant acknowledged that there was a discrepancy. Applicant will ensure that the electrical and landscaping will be consistent.
4. **REPEAT COMMENT: What is the status of site power from Duke Energy and the undergrounding of power lines on the west side of Winter Garden Vineland Road as required by Ordinance 12-54, Item 15(a)? When will the work begin? What is the timeframe?** Applicant explained that this aspect of the project is about 90% completed with design and then payment needs to be made to Duke Energy. Once payment is made, then approximately a 6-week scheduling que before on-site work. Applicant explained that the costs have risen from original quote and Duke Energy needs joint user's agreement. City Staff explained that this would be the responsibility of the applicant to set up a meeting with Duke Energy and joint users in regards to costs and invoicing, joint user's agreement and easement, routing, etc.
5. **REPEAT COMMENT: What is the status of the installation of supplemental landscaping required by Ordinance 12-54, Item 16(b) to be installed between the hospital property and the Bay Isle subdivision and the landscaping between the hospital property and Country Lake Estates subdivision? Response provided regarding Country Lake Estates, what is the status of the supplemental landscape for Bay Isle?** This comment was clarified and applicant was encouraged to coordinate with HOAs. Also, need a timeframe for these HOA items as well.

10:26 am Assistant City Manager Cochran left meeting

6. **REPEAT COMMENT: Provide complete signage plan - include location and size of directional, identification, and building signs. Sheets PCD-9, PCD-10 and PCD-11 of the Florida Hospital-Fowler Groves PCD Plan details the approved signage standards for the project. Sign location plan was provided, please provide size and design for all signage.** This comment was discussed and explained to the applicant that sign plan needs to be addressed and submitted at this stage of the planning approvals. This aspect cannot be set aside for another time in the future. Needs to be part of the package submittals specifically monument, building, tower and ground signage as it pertains to height, size, details, etc. City Staff explained that this all ties in together with the site plan design. Applicant will communicate this to the sign package team on this project.

10:30 am Assistant City Manager Cochran returned to meeting

8. **Round-a-bout wall detail was not provided with this submittal. Provide wall detail with future submittal with specification that the round-a-bout and round-a-bout wall will be maintained by Florida Hospital.** Discussed this comment and applicant presented exhibit with acoustical wall details. City Staff discussed extending this wall further for impact fee credits. Discussion took place about impact fee credits vs. off-site costs for the project. City Staff emphasized that this acoustical wall be built as one of the first aspects of this project. Applicant understood.
9. **To prevent any future confusion, please label plans as "Site Plan".** Applicant will comply
10. **Provide timeframe for the following: Daniels Road improvements, Fowler Grove Blvd turn lanes, acoustical wall, underground of power lines, and bike trail.** These items were discussed with vague timeline information. City emphasized that we need timeline for these items in writing and realize that construction plans change and such but need commitment timeframes to communicate to City Staff, the Planning and Zoning Board, City Commission and general public inquires.
11. **Square footage analysis should only include three categories: Medical Office, Emergency Department, and Hospital Beds. Please use only these three categories for allocating square footage in future submittals.** This comment was discussed and City emphasized that plans and submittals need to stick to these three categories only. This is how the square footage for impact fees is going to be calculated and all square footage must remain in one of these three categories. Applicant understood and will go back to architect to recalculate for future submittals.
12. **Vehicle stacking for entrances on Sembler Way as depicted on sheets L41.05 & L41.06 does not appear to provide for adequate stacking.** Discussion took place about this comment. This problem was brought to the applicant's attention and emphasized that it will need to be addressed. Applicant will come back with traffic analysis review for this concern.
13. **Provide detail of height for generators and chillers. Also provide analysis of noise generation from generators and chillers.** Applicant inquired about what detail was being requested. City staff advised applicant to get with MEP Engineers and include a narrative responds for this comment.
14. **Acoustical wall should extend west along the adjacent residential property boundary. The extension of the acoustical wall beyond the portion shown on the plans will be eligible for transportation impact fee credits.** This comment was discussed and clarified with impact fee credits, etc.
15. **Sheet C2.0 indicates that the minimum required parking will not be met. Provide explanation.** City Staff explained that narrative needed to be added to plans on next submittal.

PUBLIC SERVICES

20. **Detail 8 on sheet C9.1 does not show a tactile warning surface. Please revise.** Applicant will provide.
21. **Repeat Comment: Include the City's detail sheets for water, sewer, and roadways. Please omit the lift station detail sheets. These sheets can be found at <http://www.cwgd.com/business/forms/> and then scrolling down to the Public Services section of the page. Please do not cut and paste these into your plans.** City staff requested that applicant include all the information and then cross out the specifics that do not apply rather than delete the details that do not apply.
22. **Repeat Comment: Please show the details for the solid waste enclosures. Details need to be submitted showing the clear depth between the bollards and the gates and the clear width between the gates.** Discussion took place about this enclosure and how it was laid out and designed to function. City staff is requesting depth dimensions. City Staff expressed concern that screening and enclosing of the dumpster area will need to be addressed in the design for next phase.
26. **On sheet C7.2, why is the 8" line feeding the fire hydrant? Shouldn't the pipe size upstream of the hydrant be at least 8"?** Applicant explained why this line was necessary and City Staff was good with this size.
27. **Curious as to why you are looping the potable water line around the site when the site is already looped with water mains CR 535, Sembler Way, and Fowler Groves Blvd?** This comment was discussed and Public Services was good with how it was submitted.
28. **Footnotes 1 and 2 refer to the Orange County Utility Standards. Please note that this project is to be designed to the Standards for the City of Winter Garden.** This item was discussed and applicant understood.
29. **On page 2 of the Master Utility Report it states that the static pressure on Sembler Way is 70 psi. The typical operating pressure should be more in the range of 55 to 60 psi.** This item was discussed and applicant understood.
31. **A separate tap on the water main on Fowler Groves Blvd and Sembler Way shall be required for the fire lines. Please revise your details on Sheet C7.2 and C7.5 for these connections.** This comment was discussed and applicant understood.

ENGINEERING

3. **Sheet C3.0: Temporary Construction Compound is noted and will require a separate site plan and approval once the configuration has been determined.** This comment was clarified. Construction Compound site is being handled by separate contact and in communication with applicant.

11:04 am Building Official Lukert left meeting

Applicant inquired if MOT was a separate permit? City Staff replied that we will need to start planning the phasing details for road ways during construction.

11:06 am Building Official Lukert returned to meeting

8. **Sheet C6.4:**

- **Where will the roof drain leaders discharge or connect into the storm system?**
- **Provide the size, invert and type of end treatment (i.e. MES, etc.) for the “drain tile” underdrain discharge.**
- **Bubble-up structure A01 needs to have a bottomless sump invert to facilitate maintenance. This is draining to Pond B1, but the large swale in Basin 200 is going directly to wet pond B2. Does this meet SJRWMD requirements for dry pre-treatment?**
Comment was clarified and applicant understood.

9. **Sheet C6.6: Need more detail/information on where the swale discharges into stormwater pond B2 (erosion protection, etc.).** Applicant explained the swale discharges.

10. **Sheet C7.2:**

- **Is the proposed 6” potable water line sufficient for future needs of the site?**
- **Same for the 6” fire line – it feeds an 8” line dead-ending to a fire hydrant.**
- **Show the Point of Service (POS) for the fire protection system on the connection detail, adding a note that “All work downstream of the Point of Service (POS) shall be performed by a Florida licensed fire sprinkler contractor.” (Similar to Utility Note #30)**
This comment was discussed and clarified.

14. **Provide the typical pavement sections of the specialty pavement areas (roundabout, spine and loop roads).** Discussed that this was submitted on the landscaping plans and City Engineer will review on these plans.

Discussed lane usage – Applicant had a question about various exit lanes based on traffic report. City staff advised that applicant contact traffic report specialist for clarification.

Discussed easements, right of way and round-a-bout – Applicant had a layout of round-a-bout and easements for discussion. Applicant was advised by City staff that these easements, POA, sidewalks, power, cable and phone, water and reuse lines and public right of way items would be addressed in the maintenance agreement. Applicant was advised to show utilities and private and public areas on future submittal plans.

Applicant asked what was needed next. City staff advised that the applicant will need to submit a mass grading plan showing earth work, erosion control plans, FDEP NPDES NOI, St. John’s permits, break down of construction costs and 2.25% of inspection fees paid are the needed items.

Motion by City Engineer Miller to have the applicant revise and resubmit the site plan addressing all City Staff conditions for another full DRC review cycle. Assistant City Manager for Public Service Cochran, seconded; the motion carried unanimously 4-0.

10:34 am Break in Meeting

Due to some applicants for Agenda Item #8 needing to leave early, it was requested that this item be allowed to go next. Agenda Item #8 was next in order of meeting.

10:35 am Meeting Resumed

Agenda Item #8: Four Corners – UVPUD

Marsh Road – 17500

Standard Pacific of Florida

John Florio of Donald W. McIntosh Associates, Inc, Travis Rentz of Clark, Albokoh, Rentz LLC, Maury Boyd of McKinnon Corporation, Scott Sterns, Dana Boyd and Ashley Boyd, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Four Corners had a productive side bar meeting prior to this meeting with City Staff. The Staff Report for discuss at this DRC meeting was prior to the side bar meeting and do not reflect direction and outcome of that meeting. Chairman emphasized that if Staff Reports comments contains conflicting results with side bar meeting, we are to go with the side bar meeting decisions and direction. Applicants were in agreement with this.

ENGINEERING

7. **Traffic Study: The Traffic Impact Analysis that was submitted recommends improvements to the Marsh Road/Williams Road intersection, including left turn lanes and signalization. Staff needs to determine when these improvements will be required prior to project build-out and addressed in the Developers Agreement.** This will be addressed at timing of the UVPUD.
8. **Williams/Marsh Road Intersection (limited sight distance issue): Previous responses indicate this will be addressed with the design of the next phase, including schedule on signalization, etc. As stated at the 2/13/13 DRC meeting, failure to address this issue when needed will not be considered an excuse to not address it.** Clarified and will be phases and addressed in the UVPUD.

11:26 am Assistant City Manager Cochran left meeting

9. **Utilities: No information was provided for the project's proposed utilities. On a preliminary basis the project will need to install a minimum 16" water main, 12" sanitary force main, and a 12" reclaimed water main on Marsh Road (or equivalent alignment) to serve the development. These lines will need to be extended to proposed or existing stub-outs from the Waterside development to the east, at the Developer's expense. As the Design Engineers develop the master utility plan, provisions for the following may be necessary due to the size of the development and its location: reclaimed water pumping station and/or storage tank site; water plant and/or water storage tank/pumping facility; master lift station.** Applicant inquired about water line requirements along the front road and City Staff confirmed that each

development is required to pay their share of the cost to this installation. Applicants understood.

13. **Project phasing needs to be discussed with the Developer regarding the transportation/roadway system, utilities, stormwater, schools, etc.** This will be addressed in the Developer's Agreement.

11:33 am Assistant City Manager Cochran returned to meeting

Applicants were asked about standard form for Developer's Agreement draft? Applicants will work on first draft and get with City Staff in the next couple of weeks. City Staff to meet with applicants outside of the DRC meeting.

PLANNING

Applicants were made aware that there is potential that the tanks may need to be relocated off-site. City Staff is recommending that a tank study and analysis should be conducted to determine this.

Motion by Community Development Director Williams to continue to next DRC after the Developer's Agreement is worked out and then will bring to Community Meeting, Planning and Zoning Board and City Commission. City Engineer Miller, seconded. Discussion took place about what is needed for the next DRC Meeting. City Staff explained that the outside meeting for the draft of the Developer's Agreement, City Staff will want to see the timing and details for all aspects of the Developer's Agreement. The motion carried unanimously 4-0.

Agenda Item #7: Bradford Creek West (Phase 1) – FINAL PLAT

Winter Garden Vineland Road – 420

Kirby Engineering

Travis Rentz of Clark, Albakoh, Rentz, LLC, John Kirby of Kirby Engineering Inc and Dana Boyd, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

7. **Performance Bond: A Performance bond (#0629313) has been provided in the amount of \$619,054.00, representing 120% of the cost of all incomplete improvements, based on the Design Engineer's certification. City Attorney shall approve the form of the bond prior to final plat recording.** Applicants were advised to check date of performance bond to ensure that it is still active. Applicants will comply.
14. **The 100 year flood boundary is shown to be adjacent to many of the lots abutting the conservation tract. A LOMR shall be filed with FEMA as a condition of final plat approval for any areas requiring fill within the 100 year flood zone. Fill within the 100 year flood zone will only be allowed if compensating storage is provided.** Applicants showed City Staff on the plans that tract B separates the individual lots from the flood boundary.

LEGAL

16. A Copy of the following plat related documents have been provided for review and are acceptable:

- a) Affidavit and Indemnity form;**
- b) Affidavits Certifying Absence of Reserve Strips;**
- c) Evidence of Insurance;**
- d) Maintenance and Performance Bonds;**
- e) Declaration of Covenants, Conditions, Restrictions and Easements; and**
- f) Special Warranty Deed for Tract F to the City of Winter Garden.**
- g) Statement of Lien Settlement Requirements for Current Year of Payable Taxes, Tax Sales, and Capital Improvements.**

It was confirmed that Planning has the originals.

18. The legal description in the draft Quit Claim Deed for Tracts A, B, C, D, E, G, H and I to the Bradford Creek Owners Association, Inc. needs to be corrected to reference Phase I instead of Phase II. The original executed Quit Claim Deed needs to be submitted to the City prior to scheduling the plat for Commission consideration and approval. Applicants will correct and resubmit.

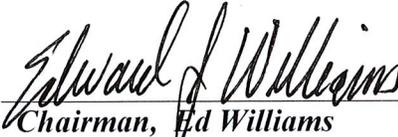
Motion by City Engineer Miller to recommend that the Final Plat be placed on the next available City Commission agenda, pending receipt of all original documents and verification of the performance bond. Building Official Lukert, seconded; the motion carried unanimously 4-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 11:36 a.m. by Chairman/Community Development Director Ed Williams

APPROVED:

ATTEST:



Chairman, Ed Williams



DRC Recording Secretary, Colene Rivera