



WINTER GARDEN

CITY OF WINTER GARDEN DEVELOPMENT REVIEW COMMITTEE MINUTES April 16, 2014

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, April 16, 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 10:00 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 Mark Jones, Economic Development Director Tanja Gerhartz 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 Compliance Consultant Harold (Skip) Lukert and Customer Service Representative Colene Rivera.

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on April 2, 2014.

Motion by City Engineer Miller to approve the above minutes with change to date in the footer. Seconded by Building Compliance Consultant Lukert, the motion carried unanimously 5-0.

10:01 am Break in Meeting
10:01 am Meeting Resumed

DRC BUSINESS

Agenda Item #3: Black Lake Preserve – CONSTRUCTION PLANS

Siplin Road – 14362
Hanover Black Lake, LLC

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

ENGINEERING

1. *What is the purpose of the 20' access tract that appears to bisect Tract B at the southern cul-de-sac?* This comment was discussed and explained. City Staff explained that applicants will need a 50' access tract to be sufficient for access for future development. The 20' access was explained that it will be sufficient for fire truck access however, 50' access is required for future development. Applicants were advised to get with property owners of neighboring property and discuss options.
2. *All street names shall be approved by Orange County 911 prior to final plat approval.* Applicants stated that this had been completed and will provide documentation with final plat submittal.
3. *Why is the typical pavement section on Sheet C9.2 bubbled? Have changes been made to the City Standard Detail?* Applicants clarified this.

Assistant City Manager for Public Services Cochran arrived late at 10:09 am

4. *Underdrains: Underdrains are required when the seasonal high water table is within 18" of the bottom of the base and will be checked during construction.* Applicants stated that they would work with geo-tech on underdrains.
5. *Streetlighting shall be pursuant to City Code, meeting dark skies requirements (Code Section 118-1536(k)). Submit streetlighting plan from Duke Energy prior to preconstruction meeting and coordinate with Public Services on required streetlighting agreement. C of C for the subdivision infrastructure will not be issued until street lights have been installed and are operating.* City Staff clarified this comment and emphasized what aspects are needed at the pre-construction meeting including street lighting agreement. Discussion took place about form for street lighting agreement. City attorneys will get with staff on form letter for this agreement. This being a gated community, the agreement will be between Duke Energy and HOA. City attorneys will look into this for private communities, as an agreement with the City may not be required.
8. *Minimum width for drainage and utility easements between lots shall be 30 ft. Narrower easement widths (20 ft minimum) will be allowed for shallow drainage pipes, 12" diameter or less. Additional drainage and utility easements will be required adjacent to proposed rights of way for telephone, electrical power, gas, and cable tv facilities (10 ft minimum width pursuant to code.* This comment was explained to applicants as a standard comment. Applicants will review their plans to ensure all easement requirements are being met.
9. *A Tree Removal Permit issued by the City of Winter Garden Building Department will be required prior to final plan approval. As required by Code, submittal of the Tree Removal Permit application is required with this preliminary plat submittal. Coordinate with Building Department (Steve Pash).* Applicants explained that they do not have a tree removal permit from the City as of yet. They requested a walkthrough of development with Planning to identify non-specimen trees for removal with City Staff.

PLANNING

11. As shown, this plan does not comply with the requirements stipulated in the PUD Zoning Ordinance. This comment was addressed in Engineering comment #1 with regard to access to the adjacent tract.
12. Have the street names identified on the Construction Plans been reserved with Orange County Addressing? Applicants stated that the street names have been reserved with Orange County 911.

PUBLIC SERVICES

15. Please provide a summary for the water distribution calculations with your next submittal. City staff explained that a brief narrative summary will be in next submittal.
18. REPEAT COMMENT: Please submit lift station calculations for review. The calculations need to include all contributing flows from both Mathews Grove and Black Lake Preserve. Please note that the city will not approve the construction plans for Black Lake Preserve without reviewing the lift station calculations in their entirety. Applicants explained that this is in the Mathew's Grove submittal. Applicants will need to reference this on their plans.
20. REPEAT COMMENT: 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 explained that this was in the submittal. City staff will review.
21. Please show the estimated seasonal high ground water table on all of the profile sheets. Applicants explained that there were 3 borings and will be labeled on next submittal.
22. Regarding Public Services comment #17, does your geotechnical report take into account the change in land use? Where will the post development ground water table be after you build the subdivision and are irrigating 91 lots? It would be much easier to install the underdrain now compared to installing it after construction is completed. Please install the underdrain or submit a post development ground water model. As part of the model, please include a post development ground water profile on the plans that shows the relation to the post development ground water level and the bottom of the base. If they are closer than 18" then under drains shall be required. Applicants explained that this will be added.
23. Please remove the 90° bend from the reuse line on High Rock Street and use two 45° bends. Applicants explained the 2 locations and reasoning. City staff asked that applicant submit a narrative on this comment. It was also suggested that applicant get with neighboring development and coordinate a possible T connection and valve with next development.

City Staff inquired about status of Developer's Agreement with Mathew's Grove Development. Applicants gave an update and should be submitting exhibits to City for review soon. This

submittal should be coordinated with Mathew's Grove development. Discussion took place about submittal timing to make it to City Commission meeting.

Applicant inquired about status of right-of-way agreement with county. City staff explained that this is in progress but county continues to state that it is coming. This will not hold up either of these projects.

Motion by City Engineer Miller to have the applicants revise and resubmit the Subdivision Construction Plans for staff review only, not back to DRC, subject to the executed Developer's Agreement. Assistant City Manager for Public Services Cochran, seconded; the motion carried unanimously 5-0.

10:21 am Break in Meeting
10:24 am Meeting Resumed

Agenda Item #4: Oakland Park Phase3 (PRE-PLAT)

Lake Brim Drive- 968
Lake Apopka 2012, LLC

Steve Boyd of Boyd Civil Engineering and John Classe of Crescent Communities, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

3. **Typical Section: Right-of-way width shall be a minimum of 50 feet and will allow the 20' width due to it being private and to save existing trees – show transition from 24' existing pavement to 20' width. 18" of clean fill with no more than 5% passing a #200 sieve required under the subbase; 98% density required on all compaction; 10" soil cement base; 2" minimum asphalt thickness; 5' wide concrete sidewalks required on both sides of street. Show 10' wide drainage and utility easement required outside of 50' private roadway tract. All construction shall meet City of Winter Garden requirements for drainage, roadways and utilities.** Discussion took place about not having the sidewalks on both sides of street and proposing only having on one side and then pedestrian walk way along Lake Brim area. City staff discussion took place about concern of condition on pathway. Applicant is willing to work with city about current condition of pathway and future project walkway but seeking agreement to have sidewalk only on one side of street.

PLANNING

13. **Will there be a sidewalk provided for the lots fronting on Tildenville School Road? How will these lots access the amenities of Oakland Park?** Applicants explained that this will incorporate pedestrian corridor to get back into development interior in next submittal.

PUBLIC SERVICES

17. **Minimum 5 ft wide utility and drainage easements shall be provided on each side and rear lot line; 10' drainage and utility easements required adjacent to R/W.** Applicants discussed 2.5' easements on each property for a total of 5' easement between homes. Discussed various conditions and concerns and agreed as long as roof overhang have gutters and drainage, etc. to meet various requirements.
22. **How do you propose to get utilities to lots 4-8?** City staff expressed concern about applicant's proposal of 30' rear easement. City staff will want to review and meet separately on these concerns. City staff also reminded applicants that the front road access is a county road.

Motion by City Engineer Miller to have the applicants revise and resubmit the Preliminary Plat for staff review and approval prior to scheduling for Planning and Zoning Board. Assistant City Manager for Public Services Cochran, seconded; the motion carried unanimously 5-0.

Agenda Item #5: Oakland Park Phase 2B (FINAL PLAT)

Lake Brim Drive- 968
Lake Apopka 2012, LLC

Steve Boyd of Boyd Civil Engineering and John Classe of Crescent Communities, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Applicant explained that they are good with the comments and will address and submit. Applicant handed out a draft of release of mortgages. This will get to City staff for review.

ENGINEERING

7. **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 Duke 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 inquired about status of performance bond. Applicant stated that they are waiting for final construction cost invoices to assemble final costs. Should have submittal for performance bond soon.

Motion by City Engineer Miller to have the applicant revise and resubmit all documents that are required for staff review and approval prior to scheduling for City Commission agenda. This will be scheduled for City Commission, once plans have

been signed off by all City staff, including receipt of Performance Bond and all documents. Assistant City Manager for Public Services Cochran, seconded; the motion carried unanimously 5-0.

10:37 am Break in Meeting

10:38 am Meeting Resumed

Agenda Item #6: Thermo King (SITE PLAN)

Garden Commerce Parkway – 695 & 711

Louis L. Huntley Enterprises, Inc.

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

ENGINEERING

12. *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.* City staff needs to verify that lights have been re-energized.

PUBLIC SERVICES

16. *REPEAT COMMENT: All water and reuse water services that are not being used shall be disconnected at the corporation stop. The water service that is stubbed out to the property, adjacent to the fire service connection, shall be disconnected at the corporation stop as it is not being used as part of this project. Please add a text call out on the plans showing the actual services that are to be disconnected.* Applicant stated that this was on the plans and inquired what else was needed. City staff will review.
17. *REPEAT COMMENT: Please confirm that the illumination levels on all of the property lines conform with the allowable levels as noted in the city code. Please see section 118-1536 of the city code. There was no response to this comment.* Applicant stated that the plans submitted meet the code. City staff will review.
18. *Please add a note to the plans stating that all on site storm sewer and utilities shall be privately owned and maintained.* Applicant stated that this was on the plans and inquired what else was needed. City staff will review.

Motion by City Engineer Miller to recommend that the site plan be placed on the next City Commission agenda subject to all city staff conditions and comments. Assistant City Manager for Public Services Cochran, seconded; the motion carried unanimously 5-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:39 a.m. by Chairman/Community Development Director Ed Williams

APPROVED:



Chairman, Ed Williams

ATTEST:



DRC Recording Secretary, Colene Rivera