



# WINTER GARDEN

## CITY OF WINTER GARDEN DEVELOPMENT REVIEW COMMITTEE MINUTES April 30, 2014

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, April 30, 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 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, Assistant Director of Operations Mike Kelley and Customer Service Representative Colene Rivera.

### **APPROVAL OF MINUTES**

#### **Agenda Item #2:**

Approval of minutes from regular meeting held on April 16, 2014.

***Motion by City Engineer Miller to approve the above minutes. Seconded by Building Official Jones, the motion carried unanimously 3-0.*** (Voting Members Economic Development Director Tanja Gerhartz and Assistant City Manager for Public Services Don Cochran were not present at the meeting during this vote.)

9:58 am      Break in Meeting  
9:59 am      Meeting Resumed

### **DRC BUSINESS**

Economic Development Director Gerhartz arrived late at 10:02 am

#### **Agenda Item #3: Iota Sessions Property – FUTURE LAND USE AMENDMENT**

Avalon Road – 505 & 807  
Yates & Company

Brenda Yates of Yates & Company and Jeffrey Newton of Donald W. McIntosh Associates, Inc.; applicants for the project were in attendance for discussion. Also in attendance was Judson Kuneman as an interested party and adjacent property owner. The following items were reviewed and discussed:

*Assistant City Manager for Public Services Cochran arrived late at 10:04 am*

Applicants did not have any comments to discuss under Engineering.

Applicants stated that the Developer's Agreement would need to be reviewed prior to City Commission approval. This was confirmed.

## **PLANNING**

10. **Execution of the SunRidge Blvd Fair Share Agreement is required prior to transmittal of the Large Scale Future Land Use Map Amendment to the Department of Economic Opportunity for review.** Discussed status of draft for Fair Share Agreement from 2010. City Staff will review and see if any adjustments need to be made to this draft. It was made clear to applicants that they have applied for Suburban Residential for 120 units. If applicants continue with submittal, they will be paying for 120 units but City Staff explained that the project cannot support that many units, so advised them to reduce the number to a more realistic number. City Staff explained that this fair share agreement has to be completed prior to the project can be transmitted as large scale comprehensive amendment plan up to the state. Applicants understood and will consider the recommendation of the City and come back with clearer more accurate number of lots for this project. Applicant asked for clarification that having to submit for transmittal, can both items be placed as subsequent agenda items on City Commission meeting? City Staff verified that this can be done.
11. **Setbacks from karst features will be based on the location of the confining layer of the identified feature.** The karst feature was discussed and applicants clarified their intent with no additional geo report or borings. They plan to leave as is.
12. **The following studies/analysis will need to be updated: Wetland Delineation dated 2005, Ecological Constraints Review dated 2004 & 2005, Cultural Resources Survey dated 2007, and Recharge Characteristics dated 2006.** Applicants explained that the Environmental Reports are being updated. City Staff requested that any reports that are out of date be updated.

Also, discussed were two extra strips of land that Iota Sessions, LLC owns on property that this project does not need, so applicants were inquiring about how the city would like for applicants to address. One being a small strip and city staff advised to work with neighboring owner, Judson Kuneman, to give that to him, since it bisects his property that runs parallel to Avalon Road. The other section is a 5,000 sq. foot section next to Mathew's Grove along Siplin Road, and City is interested in having this section deeded to the City. Staff confirmed that the plan is still to close off Siplin Road access with the exception of a pedestrian walkway for access to the nearby school. Applicant gave an update of status of where discussions stand for neighboring properties, Black Lake Preserve, and sharing cost of lift station, utilities, etc.

***Motion by City Engineer Miller to have the applicant revise and resubmit the Future Land Use Map Amendment for another full DRC review cycle. Assistant City Manager of Public Services Cochran seconded; the motion carried unanimously 5-0.***

10:08 am Break in Meeting  
10:09 am Meeting Resumed

**Agenda Item #4: Ladybird Academy – SITE PLAN APPROVAL**

Avalon Road  
Fragomeni Engineering, Inc.

Sherry Fragomeni, applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

**ENGINEERING**

4. **Pursuant to the City's Codes, on-site and street lighting shall be provided. Coordinate with City Staff to ensure that all provisions are met.** This comment was clarified that a lighting plan was needed with next submittal.
5. **100% of all water and sewer impact fees shall be paid prior to City execution of FDEP permits and issuance of site or building permits.** City Staff explained that impact fees are on the City of Winter Garden Website and are based on meter size.
6. **We didn't have a transportation impact analysis in our package – has one been submitted?** Applicant explained that they had submitted 2 sets. City Staff will review. Applicant had an extra set that was submitted at DRC meeting.

**PLANNING**

7. **Provide 4-sided color elevations of proposed building.** Applicant will provide and details were clarified of what needed to be submitted.
8. **Chain link fencing shown around the playground and rear portion of the building is not permitted.** City Staff explained that the barrier will need to be opaque and details of materials, size, style, etc. will need to be included in resubmittal.
10. **How many employees will the daycare facility have?** Applicant explained that there will be approximately 25 employees for this site but only around 19 at one time.
11. **Proposed 38 parking spaces are inadequate for a daycare facility with 190 student capacity. Based on the ITE Parking Generation Manual (3<sup>rd</sup> Edition), there should be at least 0.24 parking spaces per student which would require 47 spaces for the proposed daycare facility.** City Staff explained that this comment can be reviewed better, once they have the number of employees for facility and they will get back to applicant on this comment now that we have the employee counts.
12. **The two parking spaces located on the left side of the building are deeper and wider than standard parking space size. Are these for bus parking? Will there be bus service for this facility?** Applicants explain that they are planning to park vans in the large

parking spots. They are planning to have parents park and walk in to facility but school buses would be dropping off children in front of the building. City Staff asked applicant to provide traffic flow information for peak hours.

## **PUBLIC SERVICES**

20. **Please include the city's construction details in your next submittal.** City staff directed applicant where on website to find these details as a PDF.
22. **Please include a signage and pavement marking sheet.** Applicant will submit with revisions.

## **BUILDING DEPARTMENT**

26. **Tree removal permit is required prior to removal of any trees. Coordinate with the Planning Department for any tree removal.** City Staff explained this is a standard comment – there are no trees on site.

## **FIRE DEPARTMENT**

30. **Where Point of Service is established by the engineer of record, two sets of shop drawings and CD in PDF format will be required to be submitted to the building department for fire permitting purposes by licensed underground contracts with a Class Z License.** City Staff explained this is a standard comment that must be completed prior to pre-construction meeting and submitted separately directly to Fire Department.

Also discussed next steps in which applicant will need to submit 5 sets of revised plans and reply to staff comments by noon on Monday, May 5, 2014 to be placed on next DRC meeting. Then will schedule project for Planning and Zoning meeting (Special Exception), followed by City Commission approval (Site Plan approval). The pre-construction meeting can then be scheduled. Applicant was requested to include sign plan details for project with next round of re-submittals.

***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 by noon on Monday, May 5, 2014. Assistant City Manager for Public Services Cochran, seconded; the motion carried unanimously 5-0.***

10:20 am Break in Meeting  
10:23 am Meeting Resumed

## **Agenda Item #5: Krystal Hospitality, LLC – SITE PLAN APPROVAL**

Colonial Drive W - 13000

W.A. Cross Consulting Engineering, Inc.

Bill Cross and Beverly Cross of W.A. Cross Consulting Engineering, Inc., applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

## **ENGINEERING**

1. **The 11" X 17" plans are not legible, even when viewing electronically; these review comments reflect general items that Staff was able to determine, but final review comments cannot be made until legible plans are provided.** Applicant explained that he misunderstood what size plans were being requested by City Staff at time of submittal. He will revise and resubmit larger plans for next round.
2. **The south driveway proposed on Magnolia Street does not meet the Code requirements for separation from an intersection (75' per Sec. 2.10(2)(E)).** This comment was discussed and applicant understood.
3. **The 45 degree angle parking requires a minimum 16 foot wide one-way drive aisle per Sec. 118-1387(7); it appears that 13 feet is being provided.** Discussion took place about parking angles. Applicant will revise to have spaces be at a 60 degree angle.
5. **Relocated dumpster will need approval from Public Services – Solid Waste division. The proposed location will require solid waste trucks to back into Magnolia Street.** This comment was discussed and applicant will review possible alternate location for resubmittal. It was suggested to move dumpster to west side and place at an angle so that truck can easily maneuver around the property.
9. **The southernmost parking space appears to be right on the southern property boundary; 5' minimum setback required by Code (Sec. 118-1387(d)).** This comment was addressed and applicant understood.

## **PLANNING**

11. **Landscape and all other improvements must comply with the West State Road 50 Overlay requirements. Based on the location of the proposed parking area, compliance with the following West State Road 50 Overlay landscape requirements will not be possible.** Applicant understood what the landscaping requirements are and will discuss with client and see what possible options can be proposed.
  - a. **Minimum 10 foot wide landscape area shall be located around building; a 5 foot wide sidewalk may be located within this area.** This requirement was clarified to applicant. Applicant will discuss with client.
  - b. **Minimum 15 foot wide landscape buffer is required for properties along public streets.** City Staff explained at the bare minimum this project would have to adhere to the West State Road 50 Overlay landscape requirements along the front of the property.

## **PUBLIC SERVICES**

13. **Please provide a demo plan with your next submittal.** This comment was clarified and applicant understood.

Applicant inquired about street lighting plan requirements. It was clarified and suggested that existing lighting might be wall mounted; Applicant will verify and address if necessary.

Details of parking space requirements, size and width, were discussed.

City Staff suggested to applicant that he go back to client and suggest standard retail and commercial office tenants are what will work with the existing building with only minimum alterations to the property. City would really like to see the building occupied. Client is also going to need to address maintenance with the existing retention pond concerning drainage and water circulation, etc. The existing inlet at the northwest corner of the property is totally buried under grass, soil and debris and is causing a drainage problem with the property owner to the immediate west.

***Motion by City Engineer Miller to have the applicant revise and resubmit the site plan for another full DRC review cycle. Building Official Jones, seconded; the motion carried unanimously 5-0.***

10:43 am Break in Meeting  
10:46 am Meeting Resumed

#### **Agenda Item #6: Baer's Furniture Store – SITE PLAN APPROVAL**

Colonial Drive W - 12105  
Baer's Furniture Company, Inc.

Philip Whitehill of RCH Construction, Majid Kalaghchi of SK Consortium, Dustin Forsyth of SK Consortium and Larry Baer of Baers Furniture, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

#### **ENGINEERING**

##### **3. Sheet C001:**

- **Show existing trees including type and size – delineation of existing “edge of woods” is not accurate per County aerials. A Tree Removal Permit issued by the City of Winter Garden Building Department will be required prior to final plan approval. Coordinate with Building Department (Steve Pash).** Applicant will submit tree survey.

##### **5. Provide Right Turn Only sign at exit, with directional striping to discourage left turns. Sheet C302:**

- **Show size and location of irrigation meter; we did not find irrigation plans in our package.** This comment was clarified.
- **The existing 6” force main on SR 50 ends with a plug valve near the SW corner of the property and does not continue to the east as shown – revise FM connection point.** Applicant will revise on plans.

#### **PLANNING**

##### **13. The trip type summary calculations of the alternative impact fee study indicate that approximately 50% of the trips are pass-by trips. Furniture stores are a destination trip; therefore, these calculations will not be accepted for a reduced traffic impact fee.**

This comment was clarified. City staff explained that the trip type summary would be reviewed and discussed to determine a reasonable traffic impact fee.

**15. Sheet C001**

- b. The 4' tall barbed wire fence along the west property line is not addressed. This fence needs to be removed.** Applicant understood and will comply.
- c. A dirt road is shown along the west property which provides access to the properties to the northwest. How do you plan to provide access to these properties?** This was clarified by city staff and explained the purpose of providing cross connection access to adjacent properties per city code.
- d. Cross access shall be provided for the property to the west.** See comment 15 c.

**16. Sheet C100**

- a. The western most handicap spaces in front of the furniture store back into the main travel lane. Move the spaces east next to the front door.** This comment was clarified and applicants understood.
- b. The handicap spaces on the curved roadway (in front of the future building) back into the cross walk between buildings. Move the spaces east to be just north of the landscape island next to the furniture store.** This comment was clarified and applicants understood.

**18. The compactor and dumpster enclosures shall be built of the same material and color as the buildings.**

- a. No details were provided for the compactor enclosure. Please provide.** This comment was explained of what screening details need to be included and that they need to match the building in materials and style. Discussed possible options that a compactor may not be needed and applicants will review and come back with resubmittals.

**21. The pedestrian cross walk at the entrance along State Road 50 shall be delineated in a decorative manner as required in Section 118-1451(4). Please provide details.** This comment was clarified and applicants will comply.

**PUBLIC SERVICES**

- 27. Street lighting shall be installed pursuant to City Code, meeting dark skies requirements (Code Section 118-1536(k)).** Applicant will submit an on-site lighting plan – lighting on SR 50 is existing.
- 28. The dumpster enclosure on Sheet C101 is blocked to the north by the landscape island. Please revise.** This comment was clarified and applicants will comply.
- 35. Please provide a separate irrigation meter and tap for the irrigation system.** Applicants understood that no wells will be allowed for irrigation on property.

**BUILDING**

- 41. Dumpster enclosure detail does not include bollards.** Applicants understand and will comply.
- 42. Verify size of dumpster enclosure will meet minimum requirements.** Applicants understand and will comply. City Staff will provide details, once applicants know what size they need.

*Motion by City Engineer Miller to have applicant revise and resubmit the Site Plan for another full DRC review cycle. Building Official Jones, seconded; the motion carried unanimously 5-0.*

11:06 am Break in Meeting  
11:08 am Economic Development Director Gerhartz left meeting  
11:08 am Meeting Resumed

**Agenda Item #7: Waterside on John's Lake Phase 2 – CONSTRUCTION PLANS SUBMITTAL**

Marsh Road - 17001  
Standard Pacific Homes of Florida

Scott Stearns of Dewberry/Boyer-Singleton and Bobby Johnson of Dewberry/Boyer-Singleton, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

**ENGINEERING**

1. **(Repeat Comment) Proposed roundabout on Marsh Road: Per the last pre-plat review and DRC discussion:**

**Size and configuration will be determined at time of final engineering; radius, number of lanes, etc. shall safely accommodate traffic and be reviewed by the City's Roundabout Consultant. Additional right-of-way may be required. The roundabout shown on this preliminary plat is somewhat different than the one being constructed for Waterside 1 (no right turn lanes?). Final configuration shall be discussed. The roundabout plans are not approved at this time, pending review by the City's Roundabout Consultant.** Discussed this item and reminded applicants that the City has a new round-a-bout consultant. Applicant will revise as requested.

**Add right turn lanes in both east and west bound directions per DRC discussion.** Applicant will add right turn lanes in both directions in the resubmittal of plans.

6. **Street lighting shall be pursuant to City Code, including frontage on Marsh Road, meeting dark skies requirements (Code Section 118-1536(k)). Submit street lighting plan from Duke Energy prior to preconstruction meeting.** City Staff stated this is a reminder and this item has a tendency to get overlooked and can delay the project.
10. **A Developers Agreement addressing the phasing, utilities and other commitments of the development's master plan shall be approved by the City Commission and recorded prior to the issuance of any site or building permits. City staff will draft the D.A. that shall include, but not be limited to the following: project phasing; utilities; R/W conveyances; adherence to all City Codes and Standards; etc.** Being addressed in Developer's agreement

11. **Williams Road (Phase C): Is there sufficient right-of-way on the south end where this ties into the pavement at Amber Sweet Lane? Response indicates the additional R/W is in the process of being obtained – agreement/ROW deed to be provided prior to construction.** Being addressed in Developer's agreement

City Staff inquired about status of tank site being moved. Applicant explained status and options are being weighed and no conclusion has been made to date.

15. **Utilities: The City reviewed a draft master utilities plan dated June 2012, and met with the Design Engineers on 6/29/12. As discussed 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 (along with future potable water storage/pumping facility and future reuse water storage/pumping facility). 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. Coordinate with Assistant City Manager Cochran. Response indicates the process is ongoing and will be addressed in the DA, prior to the public hearing.** Applicants explained this will be addressed in Developer's Agreement and understand this will stay in comments until addressed.
18. **Permits from SJRWMD and FDEP (water, wastewater and NPDES) are required prior to issuance of site or building permits.** Applicants gave an update on status of permits from SJRWMD and FDEP.

## **PUBLIC SERVICES**

23. **The city entered into a developer's agreement for Waterside Phase 1. Part of this agreement was for utility upsizing reimbursement on Marsh Road. The city agreed to the upsizing reimbursement given the fact that the developer, at the time, did not know if they would be moving forward with any further development to the west of phase 1. Given that the city is performing the second construction plan review on phase 2, I think that it is appropriate to open the discussion regarding the developer's actual cost for the utility improvements.** Discussion took place regarding upsizing reimbursement and agreed that this should be addressed in the Developer's Agreement. It was agreed that this needs to be discussed in a sidebar meeting at a separate date and time.
24. **Please add ARVs to the high points on the water mains. All ARVs shall be in vaults.** Applicants will add this to plans.

25. Sanitary sewer laterals shall connect to the gravity mains and not the manholes. Extend the sanitary manholes back to eliminate this condition. Applicants will comply.

11:14 am Community Development Director left meeting

27. REPEAT COMMENT: Please show a post development ground water profile on the plan and profile sheets. The ground water level will be altered by the change in use for the property. Add under drains if ground water is estimated to be within 18 inches of the road base. The comment response states that these were added but the only thing that shows up are the existing shgwt not post-development shgwt. City staff explained that this statement needs to be included on plans. City staff explained why this statement is included and will be in future submittals as well.
29. REPEAT COMMENT: Extend the end of the water and reuse main on Street B further to the west so that they terminate in the right of way of Williams Road. The plans do not reflect the comment response. Extend the water and the reuse lines to approximately Station 10+20 on Street B. This comment was clarified and applicants will comply.
30. REPEAT COMMENT: Show all calculations in the water distribution and sewer system reports. The comment response was incomplete. Submit updated utility calculations. This comment was discussed and applicants will submit a summary of water distribution and sewer system calculations.

11:16 am Community Development Director returned to meeting

31. Please ensure that Tract W encompasses the lift station driveway. This tract was clarified and applicants will clarify on plans.
33. The city is in the process of updating our construction specifications and details. The newest version of our construction detail sheets should be available on our website within the next week. Please ensure that you include the most recent details with your next submittal. City staff explained that this is now updated on website and applicants can access these details as PDFs.
34. Will the 8" force main on Streets J and K be permitted as dry lines? This comment was clarified.
38. Please explain why you used SR 50 as the point for the run out condition for lift station calculation. Applicants explained and will revise their calculations to address.

*Motion by City Engineer Miller to have the applicant revise and resubmit the Subdivision Construction Plans in conjunction with the Developer's Agreement for another full DRC review cycle. Assistant City Manager for Public Services Cochran, seconded; the motion carried unanimously 4-0. (Economic Development Director Gerhartz not present for vote)*

11:21 am Break in Meeting  
11:21 am Meeting Resumed

**Agenda Item #8: Mathews Grove– CONSTRUCTION PLANS SUBMITTAL**

Siplin Road - 14365

Dewberry/Boyer-Singleton

Scott Stearns of Dewberry/Boyer-Singleton, Bobby Johnson of Dewberry/Boyer-Singleton and Chris Tyree of Taylor Morrison Homes, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

**ENGINEERING**

3. **Siplin Road abandonment and proposed cul-de-sac shall be coordinated with Orange County and finalized prior to final construction plan approval. Any right-of-way required for a minimum 40' radius cul-de-sac (50' minimum R/W radius) shall be dedicated with the project.** Applicants inquired about status of Siplin Road abandonment and proposed cul-de-sac with Orange County. City Staff explained that they are in communications with Orange County each week regarding updates but nothing as of yet.
4. **Provide an overlay of any areas within proposed residential lots that will require de-mucking. If applicable, specifications for muck removal on what will be building lots shall be shown, with specific instructions as to muck removal, testing and building permit application. Building Permit application for any lots in the muck removal area shall be accompanied by a detailed report, signed and sealed by a Florida Professional Engineer, that these lots are suitable for construction, and shall contain special foundation requirements or designs as appropriate. The Building Department may have additional requirements.** This comment was discussed and applicants understand what is needed in resubmittal. Discussed submittal of sheet with shaded in areas with organics for lots that the Building Department utilizes for permits.
5. **Sheet 9: Tract Summary Table – Tract “K” Lift Station, shall be conveyed to the City via fee simple warranty deed, to be owned and maintained by the City, not the HOA as shown in the table.** Applicants will fix in resubmittal.
6. **Sheet 10:**
  - **All retaining walls shall be within a wall easement, and shall be maintained by the HOA. Decorative fence or handrail required; separate building permit required.** Applicants will comply.
  - **The “B” graded lots with rear yard retaining walls shall be changed to “A” type grading to prevent erosion and washout of the walls.** Applicant will comply.
  - **Lot 81 appears to be lower than the two adjacent lots and could cause a problem.** This will be addressed.
  - **Fill is shown below the 100 year flood line and will require a LOMR-F upon completion of construction and final plat approval. Fill within the 100 year flood plain must be compensated for.** This comment was discussed and City staff explained that city needs to see that is has been applied for during the platting process and discussed timing of when this step gets done.
  - **Relocate storm runs to: D2 to D1 to D3 to D4 to D7. This will keep the proposed**

storm line farther away from the lots in case it ever has to be dug up; does not appear to conflict with the sanitary crossings; and may slightly shorten pipe runs. This was discussed and applicants will comply. Discussed spite strip location and include a note that this area will be vacated prior to construction.

- Provide more information for the spreader swale detail for Sheet 10 shown on Sheet 32. Applicants will include in resubmittal.
7. Sheet 26:
    - Underdrain and underdrain pipe shall be per City Specification as shown on the City detail sheets. This will be clarified on next submittal.
    - Provide details for the spreader swales shown for Ponds 2 & 3. It is suggested that a concrete curb or similar hard structure be installed in these swales to give a defined elevation of the overflow. Applicants will include more detail.
    - Geotechnical Engineer to provide certification for the over excavation of the pond and backfill once completed. Applicants stated that they will include in submittal.
  9. Sheet 28: Lift station Tract is incorrectly shown as “J”, not “K” per the Tract Summary Table. This will not be a “Public Utility Esmt.” as shown as it is to be conveyed to the City via fee simple warranty deed. Tract “K” limits are to extend to the public right-of-way. Applicants will clarify on resubmittal
  10. Sheet 32: Provide more detail for the Spreader Swale, including Ponds 2 & 3 (i.e. show pipes, MES, overflow treatment, etc.). Applicants will comply
  11. Sheet 33: The City’s underdrain detail has been Xed out – remove the X – underdrain and underdrain pipe shall conform to City Specification. Applicant will add new detail.
  12. SunRidge Boulevard has been constructed with two lanes, to be expanded as designed, to four lanes. This project, along with others along this corridor shall be required to participate in the funding of the widening to four lanes (signed agreement required as discussed at DRC). This comment was a reminder. Applicant and City staff was able to confirm that this has been completed.
  13. The City’s consultant on the SunRidge 4-laning shall review and approve the SunRidge entrance for this project. Applicant stated that this is the same geometry that was approved previously and City staff was good with that.
  14. Walls and landscaping shall be located within a landscape and wall tract, to be maintained by the HOA. Hold over from previous pre-plat comments and applicants will comply.
  16. Street lighting shall be pursuant to City Code, including frontage on Marsh Road, meeting dark skies requirements (Code Section 118-1536(k)). Submit street lighting plan from Duke Energy prior to preconstruction meeting. Applicants inquired about status. Applicants inquired if City was receiving any activity from Duke and city confirmed that they were seeing activity, but that Duke Energy was behind and in jeopardy of holding up the C of C on projects.
  17. Water and sewer impact fees shall be paid pursuant to Code, prior to City execution of FDEP permits and issuance of site or building permits. City staff explained that impact fees will be 50% of each phase or permit for water and sewer fees for all the lots.
  20. Minimum 5 ft. wide utility and drainage easements shall be provided on each side lot line; 10’ drainage, utility and pedestrian easements required adjacent to R/W. Will comply.

21. *A Developers Agreement addressing the phasing, utilities and other commitments of the development's master plan shall be approved by the City Commission and recorded prior to the issuance of any site or building permits. City staff will draft the D.A. that shall include, but not be limited to the following: widening of SunRidge Boulevard; project phasing; utilities upsizing; R/W conveyances; adherence to all City Codes and Standards; etc. D.A. is pending for Staff review.* Confirmed that this comment can be removed since the D.A. has been approved and recorded.
24. *A draft agreement between this project and the Hanover/ Black Lake Preserve project to the west has been submitted and needs to be discussed. The two projects will share in roadway and sanitary sewer facilities to (1) realign Siplin Road within the Mathews project and (2) have a joint lift station with the Black Lake Preserve project (in Mathews). The City will need assurances that the improvements of one project affecting the other project will occur and be guaranteed by a surety bond or letter of credit in favor of the City, and that the right-of-way or easements needed will be provided.* Confirmed that this comment has been completed.

## PLANNING

25. *Landscape, Hardscape & Recreation Plans were not provided. Please provide with next submittal.* This comment was discussed and clarified.

## BUILDING DEPARTMENT

27. *Tree removal permit is required prior to removing trees. Coordinate with Planning Department for tree removal permit prior to any tree removal.* City Staff explained that applicants are going to need to submit more detail for tree removal plan from what has been submitted.

## PUBLIC SERVICES

29. *Please revise note #4 under the sanitary gravity and force main section. The minimum slope for gravity sewer is 0.40% not 0.35%.* City staff reiterated this slope percentage and emphasized that it needs to be within the range.
30. *Please revise the gravity sewer for the subdivision as it appears that the majority of the lines are designed at 0.35%.* City staff agreed to the 0.35% minimum, but reiterated this slope percentage and emphasized that the tolerance will be strict.
31. *Please revise note #5 under the sanitary gravity and force main section. SDR 35 is not allowed.* Applicant will revise.
32. *Tract K does not appear to encompass the lift station driveway. Please revise.* Applicants will revise.

33. Lot 81 is lower than the top of the lift station. Please provide a foot of freeboard between the lowest lot elevations and the top of the lift station. This will affect lots 74-76 and lots 81 and 82. Applicants will address this comment.
34. There appears to be some flat spots in the lot grading. For example the rear of lot 135. Please revisit the lot grading. Applicants will double check the lot grading plans.
35. Please add ARVs to the high spots on the water main. Applicants will address this comment.
38. Sanitary manhole S22 shall be a drop manhole. Please revise. Applicants will revise.
39. Drainage structure D80 is outside of the right of way. Please revise. This comment was discussed and will revise.
43. With respect to the lift station pumps, the city maintenance crews do not support odd pump sizes (12 hp). If 10 horsepower pumps will not work then please use 20 horsepower pumps in the wet well. Comment was discussed and applicants will check on researching for requested horsepower size pumps.
45. The drainage aspect of the plan is incomplete. Pond details, control elevations, staging information, etc. are missing. Applicants will add information on resubmittal.

*Motion by City Engineer Miller to have the applicant revise and resubmit addressing all city staff comments and conditions for staff review only, prior to construction. Building Official Jones, seconded; the motion carried unanimously 4-0. (Economic Development Director Gerhartz not present at meeting for this vote.)*

## ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 11:51 a.m. by Chairman/Community Development Director Ed Williams

**APPROVED:**

**ATTEST:**

  
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 Chairman, Ed Williams

  
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 DRC Recording Secretary, Colene Rivera