



WINTER GARDEN

CITY OF WINTER GARDEN DEVELOPMENT REVIEW COMMITTEE MINUTES June 25, 2014

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, June 25, 2014 in the First Floor Conference Room of City Hall.

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 Mark Jones, Economic Development Director Tanja Gerhartz and Assistant Operations Director Mike Kelley on behalf of Assistant City Manager for Public Services Don Cochran.

Others: City Attorney Kurt Ardaman, Assistant City Attorney Dan Langley, Senior Planner Steve Pash, Senior Planner Laura Smith, Planner Kelly Carson and Customer Service Representative Colene Rivera.

ABSENT

Voting Members: Assistant City Manager for Public Services Don Cochran

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from special meeting held on June 18, 2014.

Motion by City Engineer Miller to approve the above minutes. Seconded by Building Official Jones, the motion carried unanimously 4-0. (Economic Development Director Gerhartz was not present at meeting during this vote.)

9:59 am Break in Meeting
10:01 am Meeting Resumed

DRC BUSINESS

Agenda Item #3: BB&T Bank – SPA

Daniels Road – 3106

H&T Consultants, Inc.

Armando J. Lopez of H and T Consultants; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

3. City Standard Utility Details for water, wastewater and reclaimed water shall be used as shown (updated sheets are available on the City website). Applicant was requested to verify that the latest version was being used in the plan submittals as they have recently been revised.
4. Fire Department review and approval required prior to issuance of site or building permits. It was explained to applicant that this is a standard comment and the Fire Department did not have any specific comments on the submittal.

10:04 am Economic Development Director Gerhartz arrived to meeting

5. Irrigation system shall be connected to reclaimed water main along Daniels Road as shown. Applicant understood and will comply.
6. Design Engineer shall provide certification that sight distance requirements have been met at the intersections (i.e. show on landscape plans). This comment was explained and the specific intersections (Fowler Grove Boulevard and Daniels Road) and common driveway area with Longhorn were clarified.
7. Dumpster location has been shown. All dumpsters shall be enclosed and shall provide 10' minimum inside clearance (each way). The City will allow low volume commercial businesses to use City-provided carts if dumpsters are not required. Determination of solid waste fees and specific solid waste collection requirements shall be made by the Public Services Solid Waste Division. Applicant explained that this has been provided and City staff clarified that this is a condition of approval. Applicant understood.
8. Permits or exemptions are required from SJRWMD and FDEP (water, wastewater, NPDES) prior to construction. Applicant acknowledged and understood that this will need to be provided.
11. As requested at the pre-application meeting, a 15' wide easement is proposed to be granted to the City along the Fowler Grove Boulevard frontage for sidewalk and possible roadway improvements being designed and constructed by Florida Hospital. Applicant confirmed that a 15' wide easement would be granted by DDR, the landowner.

PLANNING

12. A sidewalk connection is shown on Daniels Rd.; however no connection is shown to the sidewalk on Fowler Groves Blvd. This comment was further discussed by applicant that only one connection is required per ADA code and that is all that is being planned.

PUBLIC SERVICES

- 18. The section of Fowler Groves Blvd will be modified with the construction of the new Florida Hospital facility. Please coordinate your design with the roadway modifications that are being proposed by Florida Hospital. Similar to Engineering comment # 11 and already discussed. Applicant confirmed that a 15’ easement will be granted. Applicant is requesting preliminary plans for Florida Hospital project so that details can be coordinated during construction from this project and Florida Hospital project. Planning Department to send plans to Applicant.
- 21. Streetlighting shall be installed pursuant to City Code, meeting dark skies requirements (Code Section 118-1536(k)). Submit streetlighting plan from Duke Energy prior to preconstruction meeting. Applicant confirmed that streetlight had already been installed. City Staff requested that this comment be disregarded.

STANDARD GENERAL CONDITIONS

- 26. No fill or runoff will be allowed to discharge onto adjacent properties; existing drainage patterns shall not be altered. The applicant should note that if approval is granted, the City of Winter Garden is not granting rights or easements for drainage from, or onto, property owned by others. Obtaining permission, easements or other approvals that may be required to drain onto private property is the Owner/Developer's responsibility. Should the flow of stormwater runoff from, or onto adjacent properties be unreasonable or cause problems, the City will not be responsible and any corrective measures required will be the responsibility of the Owner. Site construction shall adhere to the City of Winter Garden erosion and sediment control requirements as contained in Chapter 106 - Stormwater. If approval is granted by the City of Winter Garden, it does not waive any permits that may be required by federal, state, regional, county, municipal or other agencies that may have jurisdiction. It was explained to applicant that this is a standard comment and applicants will need to provide permit modifications from SJRWMD and FDEP as requested in Engineering Comment #8.

Applicant submitted copies of the FEDP and NPDES approvals. Also discussed were the details for applicant submittal of site plans. It was requested that submittals not include details pertaining to security alarm system locations, etc. for security reasons because these plans do become public record. Details were discussed about next steps, approvals and fees, etc. Also City staff will check and follow up to verify that impact fee refunds to Sembler have been completed.

Motion by City Engineer Miller to have the Applicant revise and resubmit the Site Plans addressing all Staff conditions; if revised plans are acceptable to staff then site plan approval can be granted [does not have to go back to DRC or City Commission]. Building Official Jones, seconded; the motion carried unanimously 5-0.

10:14 am Break in Meeting
10:15 am Meeting Resumed

Agenda Item #4: Oakland Park Phase 1A – CPS Revisions

Lake Apopka 2012, LLC/ Crescent Resources, LLC

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

ENGINEERING COMMENTS

3. **Concerning the rear drainage easement width: Was this ever added in the past, as a rear lot drainage easement isn't shown on the plat? Please provide what was done when the berm and existing rear lot drains were installed a few years back (i.e. were easements created at that time?).** Applicants stated that they will need to record this as a 10' rear drainage easement and they will revise the plan to show swale modifications that will be maintained by the HOA.

PUBLIC SERVICES

5. **A swale should be constructed at the back of the wall and the top of the inlets should be at least 18" below the top of the wall.** Applicants and City Staff have agreed upon a 12" deep swale that is wider, subject to review of revised plan.

Motion by City Engineer Miller to have the applicant revise and resubmit the Construction Plans addressing all City Staff conditions to the Planning and Zoning Department for staff review only for approval. Building Official Jones, seconded; the motion carried unanimously 5-0.

City Staff wanted to discuss on a side note concerns about roof line gutters, downspouts and drainage for all lots along with amount of easement space between each home. Another topic discussed was swimming pools for this development and the problems they are creating with the drainage system. It was suggested that smaller home sizes are going to need to be considered if the home builder or later on the home owner wants to build a pool because the impervious percentage amounts are going to need to be scrutinized. The applicants along with City staff are going to need to discuss how to address these concerns in a separate side bar meeting. Also, the City will need to ensure not only the home builders know these constraints and submit as-built survey prior to completions, etc. Also discussed where the mail kiosk submittals. This is currently under review from City Staff.

10:26 am Break in Meeting

10:27 am Meeting Resumed

10:27 am Economic Development Director Gerhartz left meeting

Agenda Item #5: IOTA Sessions – FLU Map Amendment

Avalon Road – 505 & 807

McIntosh & Assoc.

Brenda Yates of Yates and Company and Jeff Newton of DWMA; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

- 7. 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.** Applicants were requesting a copy of Developer's Agreement so that they can get it executed. City Staff will get applicants a copy in the near future. Discussion took place about the spite strip being deeded back to the City and this will be included in Developer's Agreement.

10:31 am Economic Development Director Gerhartz returned to meeting

Applicants also wished to discuss timeline for next steps and approvals, etc. Applicants should plan for August 4th, 2014 date as a transmittal agenda item on the Planning and Zoning Board meeting. Also, City Staff discussed that applicants need to review the number of lots and lot sizes for development. The 60' lots are not going to be approved and need to be comparable to the lot sizes in the neighboring developments (65', 75', 80', and 90'size lots) to this project. Applicants will go back to make lot size adjustments. Applicants reported that the school credits are being successfully sold to surrounding area projects.

Motion by City Engineer Miller to approve the Future Land Use Map Amendment subject to all City Staff conditions including execution of the Sun Ridge Fair Share Agreement. Building Official Jones, seconded; the motion carried unanimously 5-0.

10:34 am Break in Meeting

10:37 am Meeting Resumed

Agenda Item #6: Hickory Hammock – CPS Revisions

Avalon Road – 1000

McIntosh & Assoc.

John Gilbert of Tramell Webb Partners, Jim Nugent of DWMA, Keith Farling of DWMA and Jeff Newton of DWMA; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

The applicants had a written copy of their responses to the Hickory Hammock – CPS Revision Staff Report but were asked to verbally go through the comments for discussion.

ENGINEERING

- 5. Lakefront lot grading requirements shall conform to the seven (7) notes on Sheet 10 and in the previous response letter, requiring engineered individual site plans for those lots. Any house requiring individual sewer pumps will be required to have permanent back-up power installed prior to issuance of the certificate of occupancy for the house. As noted on Sheet 23: "When sewage pumping is proposed, permanent onsite generators will be**

required by covenant.” Applicants noted that there should be a correction on this comment that there are (4) notes and they will comply.

18. Streets G & I – 20’ wide pavement required for parking on the one-way sections. Applicants stated that this is no longer one way sections.
20. Lot 374, etc. – rear drainage easement widths shall be reviewed on final construction plans/plat; may need to be increased depending on pipe size, etc. Applicants stated that this should be changed to Lot 47.
21. Since 5 lift stations are proposed for the 490 unit development, the Developer shall provide the City Utilities Department one (1) permanent generator at Lift Station #1 and two (2) portable generators prior to final completion. Size and voltage of the portable generators shown on Sheet 92A need to be sufficient to run lift stations #3, #4 and #5 that have 30 hp and 47 hp pumps. Generator requirement shall be included in the Development Agreement (see below). Lift station tracts shall be conveyed fee simple via warranty deed to the City of Winter Garden. Lift station panels shall be constructed in accordance with the City’s latest specifications including SCADA installation. Coordinate with Utilities Department for updated details. The total units in development are now at 491. Applicants stated that they have changed the 30 Horse Power pumps to 7.5 and the 47 Horse Power pumps to 10; City Staff requested that the 7.5 Horse Power pumps be adjusted to 10 Horse Power to be consistent with pumps throughout the City. Applicants agreed to make this change.
23. Typical Section: Internal right-of-way width shall be a minimum of 50 feet with minimum roadway pavement width of 24’ (12’ minimum each lane; 28’ pavement width for two-way with street parking; 20’ minimum pavement width for one-way with street parking.); 16’ minimum lane width for any divided portion (wider if street parking is proposed); 18” of clean fill with no more than 5% passing a #200 sieve under the subbase; 98% density required on all compaction; 2” minimum asphalt thickness; 2’ wide concrete curbs required; minimum 5’ wide concrete sidewalks required on both sides of street. All construction shall meet City of Winter Garden requirements for drainage, roadways and utilities (curbs shall have 6” minimum width gutter). Applicants stated that this was similar to Engineering comment #18, they no longer have one way street parking.
28. Sidewalks internal to the development shall be constructed adjacent to all lands not containing building lots prior to final acceptance. This shall include all retention, conservation or recreation tracts, abutting roadways, pedestrian walkways, etc. Sidewalks external to the development shall be constructed upon final completion. There was a spelling recommendation for this comment.

A discussion took place about Avalon Road utility fees, project inspection fees, etc. City Staff and applicants will review details and get these addressed outside of the DRC meetings. Applicants inquired about revised plan submittals and the details were discussed.

Motion by City Engineer Miller to approve the Construction Plans revisions subject to the applicant's redlined corrections, change in the 7.5 horse power pump and the amended conditions of approval will stand. Building Official Jones, seconded; the motion carried unanimously 5-0.

Agenda Item #7: Hickory Hammock – Phase 1D Final Plat

Avalon Road – 1000

McIntosh & Assoc.

John Gilbert of Tramell Webb Partners, Jim Nugent of DWMA, Keith Farling of DWMA, Derek Henry of MI Homes and Leslie Candes of Godbold, Downing and Bill, PA; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

3. **What is the purpose of the utility easement shown on Tract P4? This appears to encompass the parking area across from the clubhouse, but no utilities are shown on the Clubhouse/Recreation plans other than connections to potable and reuse water.**

Applicants explained that this utility easement in Tract P4 was for Duke Energy street lights for the parking area. Applicants will make a plat note of underground utility easement in favor of both the Power Company and City to clarify this and label it better.

8. **Performance Bond: The improvements are not completed. A Performance bond or letter of credit in the amount of 120% of the cost of all incomplete improvements shall be provided to the City. Based on the Design Engineer's certification and latest payment application, the cost of the incomplete improvements is \$3,034,346.47 and the Performance Bond/LOC amount shall be \$3,641,215.76. Bond/LOC shall include cost of street lighting from Progress Energy; street and regulatory signs, required landscaping, second lift of asphalt, walls, amenities, etc. City Attorney shall approve the form of the bond or letter of credit prior to final plat recording. Final plat will not be forwarded to the City Commission for approval without performance bond or letter of credit.**

City Staff was inquiring about the bond amounts and when the bond would be received? Work has started and these amounts need to be reviewed and updated by the Design Engineer and the bond delivered to the City for review prior to the Commission meeting. Applicants will get this addressed and taken care of.

Motion by City Engineer Miller to approve the Final Plat, provided the applicant resubmits revised plat drawings addressing all City Staff conditions, subject to receiving all original documents and performance bond by Thursday, July 3rd, 2014 to the Planning and Zoning Department. Once reviewed and approved, then will be placed on City Commission agenda on July 24th meeting date. Building Official Jones, seconded; the motion carried unanimously 5-0.

10:53 am Break in Meeting

10:55 am Meeting Resumed

Agenda Item #8: Canopy Oaks - CPS

Roper Road – 13036

Canopy Oaks Development Co, LLC

Tom Craver of AR Bailey Homes and Andrea Jernigan-Gwinn of Civil/Site Engineering, Inc., applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

4. All lots shall have the minimum required 35 foot frontage at the R/W. This is a code requirement. Applicants will verify that all lots meet this requirement.
6. Delineate the 100 year flood elevation of 108.2 (NAVD '88) and clearly show all areas being filled below the 100 year flood elevation. The comment was clarified and applicants will include the 100 year flood elevation delineation on the revised plans.
11. Paving, Grading and Drainage sheets: Show flow arrows on each lot. How will the rear of Lot 1 thru 4 be drained? There is a wall along Roper Road and it wraps around to the gates, creating a low spot in the NW corner of Lot 1. Minimum 10' wide drainage easement and rear lot collection system suggested. Applicants will show these details better on revised plans.
13. Minimum 10' wide maintenance berms are required on all stormwater areas. The 3:1 slope on the rear lots (Section L-L) will be difficult for homeowners to maintain – is this in a tract or part of the lot? City Staff expressed concerns for this area and applicants agreed to address these concerns and determine a solution. Per the discussion, Section L-L in the plans is not correct.
16. All proposed easements shall be 30' minimum width for sanitary, water and storm; improvements shall be centered within the easement. Common areas not abutting right-of-way shall include a tract (not easement) for access and maintenance. This is a standard comment and applicants will comply.
17. Utilities: Minimum 8" potable water (internal), 8" reuse water, and minimum 6" sanitary force main are required. Utilities shall be extended the full property frontage per Code – 8" diameter water main and 10" diameter reuse water main on Roper Road (per pre-plat approval). Applicants will address on resubmittal.
19. Some of this property appears to be "A" type soils and may require adherence to the Wekiva protection regulations. Wekiva Protection requirements as outlined in the Comprehensive Plan shall be met, especially for drainage. City Staff inquired about status of St. John's permit? Applicants stated that this is in process and should have within a couple of weeks.

PLANNING

25. City Staff needs to field-verify the flagged limits of the wetland as shown on the plans (prior comment). This comment was clarified. Applicants will comply and coordinate with Planning Department, specifically Ed Williams, for site visit.

27. **Many of the pond, swale, and berm side slopes are very steep. How will these slopes be maintained on a long-term basis?** This comment was discussed and applicants will need to address drainage concerns.
28. **The west neighborhood lots (Phase II) show very steep slopes in the rear yards. Because of this, no pools, decks, or other accessory structures are permitted to be built on these lots.** This comment was explained and will be addressed on a lot by lot basis.
34. **Please provide a typical lot layout diagram on one of the sheets.** This was explained as a standard comment and applicant will comply.
36. **Sheet C-13: It appears as though grading work is being performed on Parcel D. Because of the contamination issues, this parcel is to remain undisturbed.** This comment was clarified. No soil will be excavated within this parcel. Additionally, applicant must procure owner's permission to perform work on this lot.
37. **Lots 1 & 27- The angled portions of the lot boundaries that follow the extent of the subdivision walls are considered a rear lot lines, not side. Please adjust the setbacks accordingly.** This specific lot was reviewed and the concerns were clarified. Applicant will consider concerns and determine alternate options, possibly squaring off the lot corners and showing a wall/landscape easement on those portions of the lots, to be maintained by the HOA.
38. **Many lots adjacent to drainage swales, wetlands, and the site boundary don't have rear yard easements. Please verify with the City Engineer if this is acceptable.** This comment came from the Planning Department and relates to Engineering comment #11 and #13 and will need to be addressed. Rear yard swales may be required on certain lots to capture stormwater runoff before it enters the wetlands.
40. **The two small parks within the east neighborhood (Phase I) should be combined to create one usable park.** This comment was reviewed and discussed, however this will need to be tabled for later discussion.

11:16 am Economic Development Director Gerhartz left meeting

PUBLIC SERVICES

50. **Figure 1A of the Geotechnical Report is incomplete.** Planner for project will send Public Services an electronic version of the report.
53. **The configuration of the west lift station does not allow for access by the city's vector truck. Please revise.** City Staff is stating that they will review and consider the proposed configuration but may be asked to revise if it won't allow truck access.

11:22 am Community Development Director Williams left meeting

64. **There appears to be a conflict between the storm sewer and the water main between DE 2-2 and DE 2-1. Since the storm water ponds seem to be connected with equalizer pipes, then why not connect DE 2-1 to DE 1-5 and eliminate the run between DE 2-2 and DE 2-1?** Applicants will address and correct.

11:23 am Community Development Director Williams returned to meeting

73. The locations of the control panels for the lift stations are inconsistent with the city detail sheets. Please revise. Applicant will review and modify as needed.

FIRE

81. The selected flow hydrant (hydrant 3) has a flow which is right at the minimum of what is required by code. This being just a calculation, I would be concerned that once the system is physically installed it may not achieve the minimum flow requirements. Applicants explained that it is their intent to meet code and will adjust if needed.

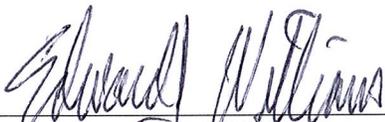
Motion by City Engineer Miller to have the applicant revise and resubmit the Subdivision Construction Plans addressing all City Staff comments for another full DRC review cycle. Building Official Jones, seconded; the motion carried unanimously 4-0. (Economic Development Director Gerhartz will not present at meeting during this vote.)

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 11:30 a.m. by Chairman/Community Development Director Ed Williams

APPROVED:

ATTEST:



Chairman, Ed Williams



DRC Recording Secretary, Colene Rivera