



WINTER GARDEN
CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
September 17, 2014

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, September 17, 2014 in the First Floor Conference Room.

Agenda Item #1: CALL TO ORDER

Chairman/Community Development Director Ed Williams called the meeting to order at 10:03 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, and Assistant Director of Operations Mike Kelley on behalf of Assistant City Manager for Public Services Don Cochran

Others: Assistant City Attorney Dan Langley, Manager of Community Development Steve Pash, Planner Kelly Carson, Planner Nadine Avola and Customer Service Representative Colene Rivera.

ABSENT

Voting Members: Economic Development Director Tanja Gerhartz and Assistant City Manager for Public Services Don Cochran

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from special session meeting held on September 10, 2014.

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

10:03 am Break in Meeting
10:05 am Meeting Resumed

DRC BUSINESS

Agenda Item #3: Four Corners – UVPUD

Marsh Road - 17500

Dana Boyte of Dewberry/ Bowyer-Singleton, Ashley Boyd of McKinnon Corporation, Scott Stearns of Dewberry/ Bowyer-Singleton, Scott Boyd of McKinnon Corporation, Maury Boyd of McKinnon Corporation and Tom Sullivan of Lowndes, Drosdick, Doster Kantor & Reed, PA; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

- 4. Site Data Note 22: Need to discuss encroachment into the Karst buffer area. Parking and driveways will not be allowed within this buffer area.** This comment was discussed and clarified. City staff advised applicants that driveway access would probably be OK if that is the only way to get access to property. However, no parking will be allowed in the buffer area. Applicants understood and will comply.

Applicant wished to clarify the tank site removal and alternative tank site. This was clarified by applicant panel that this is no longer part of the PD approval process and also, clarified that the neighborhood office area boundaries have been expanded.

- 7. ROW dedication noted on the Planning Department's comments shall include the tank site. ROW widths to be determined.** City staff will need to have city traffic consultants review the right of way layout for approvals; the Right-of-Way conveyance needs to be resolved ASAP. City staff stated that they would like to have applicants convey the site to include the tanks and 60' right of way. Applicants stated that the pine tree site along with 60' right of way would allow for future development and planning of roadway connection to Marsh Road. The timing of this conveyance would be after the Four Corners rezoning agreement is executed, with a specific time line.
- 8. The Traffic Impact Analysis that was submitted previously 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 comment was discussed and explained how it ties into road widths, right of way and traffic study. The level of proportionate fair share and the impact on the intersections was clarified and discussed with possibility of phased improvements per corner of development.
- 9. 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.** Applicants understood comment and explained that the right of way will be able to address the sight distance.
- 10. 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. Applicants stated they would comply with this comment.

14. Project phasing still needs to be discussed with the Developer regarding the transportation/roadway system, utilities, stormwater, schools, etc. Applicants understood and will comply.

PLANNING

18. Williams Road / Marsh Road Intersection Improvement Notes, Sheet 3: Please remove this entire section; it is not sufficient for approval. A full traffic study is required to be submitted and approved by the City prior to UVPUD approval. City staff clarified this comment and discussed prop share study. City staff stated that there are enough numbers in the traffic study to determine prop share amounts given the square footage numbers provided by the applicant on the PUD. Later in meeting, City Staff clarified prop share and created an example scenario to help with the explanation but this was only theoretical and not factual. As each parcel develops, a condition of approval will be to determine the actual traffic impacts created by the specific projects. City Staff will side bar with applicants to review and determine actual numbers.
19. The location of the right in/ right out access points west of Williams Road as shown on the plans may not meet the required separation distance from the intersection. A single multi-lane entrance/exit for each property along Marsh Road may need to be provided instead. Please coordinate with City Engineer Art Miller. Applicants stated that they will move this to comply with this comment.
20. The Commercial and Office Architectural Guidelines exhibit that was submitted in December 2013 does not provide sufficient information about the proposed architectural standards for future development. The examples shown in the document vary wildly in character and do not showcase appropriate examples of low-intensity commercial and office buildings. At a minimum, the applicant must submit a conceptual building elevation showing the proposed architectural style and typical façade features. This comment was discussed and clarified. City staff explained that the applicants will need to determine a cohesive look for this development and not submit parts and pieces as what has been submitted so far. Applicants will need to commit to a conceptual style, cohesive images and narrative for the project and, ideally, submit a typical building elevation. Plans will need to include details of façade treatments and landscaping in keeping with this architectural style. Later in the meeting, applicant stated that they would go with Mediterranean style architecture.
21. All of the site calculations and plan exhibits show a 20' buffer between the development and the surrounding residential properties. The minimum buffers should be 25' for all one-story commercial buildings and 50' for all two-story commercial buildings adjacent to residential areas. To sufficiently account for this, please include both the 25' and the 50' buffer scenarios in all of the site calculations, notes, elevations, diagrams, and plan exhibits. Applicants stated that they would revise and update to be more consistent with the code.

22. Although mentioned in the notes, no residential uses have been identified on any of the site plans or diagrams. If upper story residential units and/or townhomes will be included in this development, they need to be located on the plans. Applicants will not reference residential uses in the resubmittal.
24. Communication towers and antennas will not be approved as permitted uses in this development. Applicants stated that these will be removed.

Applicants wanted to discuss notes that will be deleted from the submitted plans and how the city would advise them to correct. City staff advised that draft conditions of approval will need to be part of obligation of intersection improvements in the developer's agreement and advised that a side bar meeting be set up to review and assist with revision of notes.

City Staff requested that the number of square footage in table be consistent with notes. Applicant will go through and clean up.

Applicants wished to discuss timeline and next steps of project. City staff stated that once the revised plans are submitted and staff is comfortable with packet, then DRC recommendation will be for community meeting. Depending on when plans are revised and approved, the community meeting could be mid-October. Community meeting will need to be planned and advertised. Once community meeting is held and satisfied with plan, then can be scheduled on Planning and Zoning Board meeting agenda (probably on November 3rd, 2014 date if all goes well with community meeting). Then following would be City Commission meeting 1st reading and 2nd reading which could possibly be scheduled for the November 13, 2014 and December 11, 2014 dates. City Commission only meets once a month in November and December due to holiday schedules.

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

Applicant wished to discuss Conceptual Village Master Plan. Applicant submitted drawing for discussion – Exhibit A. This concept was reviewed.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:42 a.m. by Chairman/Community Development Director Ed Williams

APPROVED:

ATTEST:

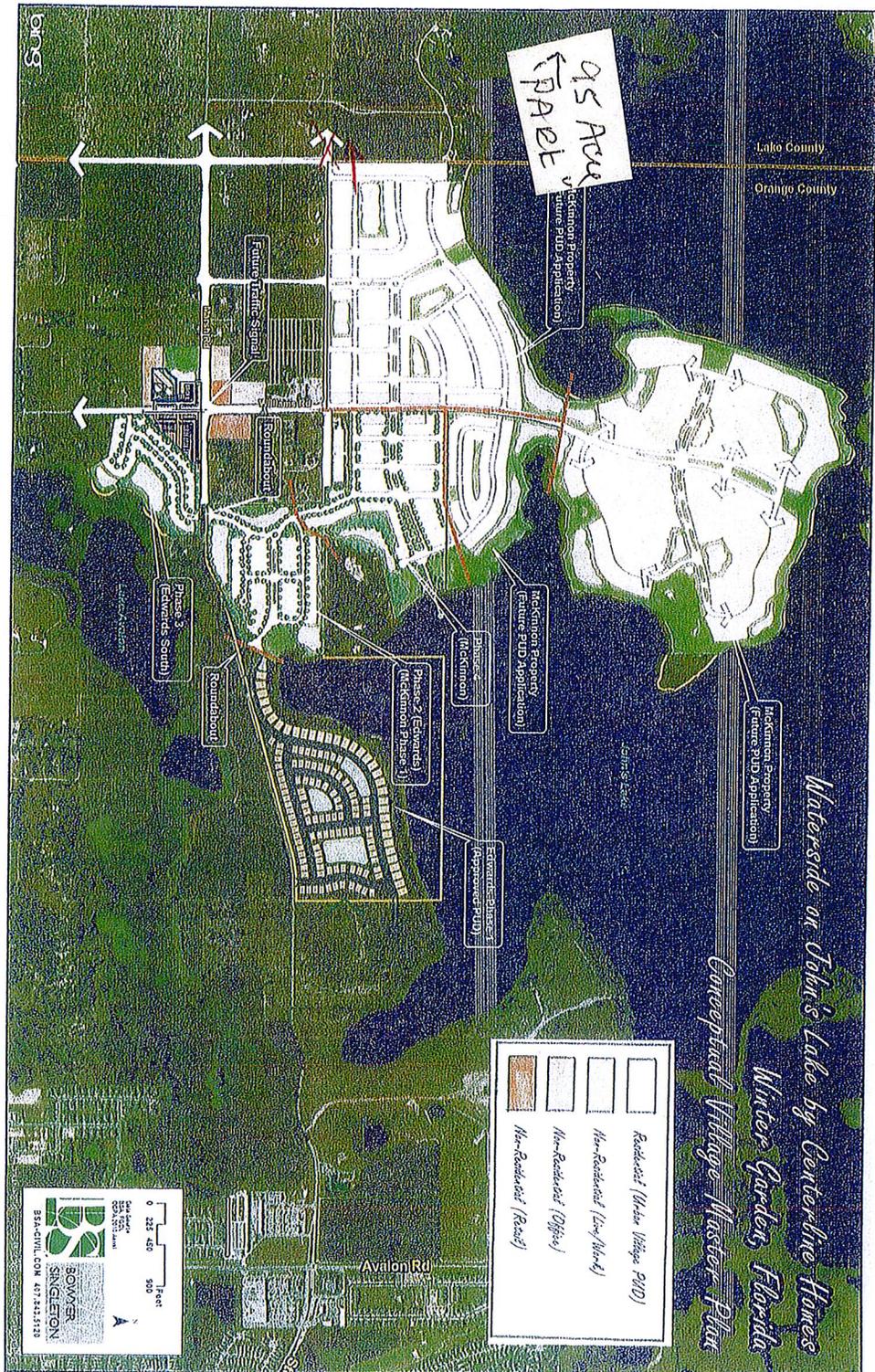
 FOR

Chairman, Ed Williams



DRC Recording Secretary, Colene Rivera

EXHIBIT A
 9-17-14 DRC MTG



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