



WINTER GARDEN

CITY OF WINTER GARDEN DEVELOPMENT REVIEW COMMITTEE MINUTES November 26, 2014

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, November 26, 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 10:01 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Community Development Director Ed Williams, City Engineer Art Miller, Community Development Manager Steve Pash on behalf of Building Official Mark Jones and Assistant Director of Operations Mike Kelley on behalf of Assistant City Manager for Public Services Don Cochran

Others: City Attorney Kurt Ardaman, Planner Kelly Carson, Planner Nadine Avola and Customer Service Representative Colene Rivera

ABSENT

Voting Members: Building Official Mark Jones, Economic Development Director Tanja Gerhartz and Assistant City Manager for Public Services Don Cochran

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on November 12, 2014.

Motion by City Engineer Miller to approve the above minutes. Seconded by Assistant Director of Operations Kelley, the motion carried unanimously 4-0.

10:01 am Break in Meeting

All the applicants were not present for Agenda Item #3, so applicants requested to be placed at the end of the agenda for discussion of this item.

10:03 am Meeting Resumed with Agenda Item #4

DRC BUSINESS

Agenda Item #4: Oakland Park Phase 4 - PPA

Lake Brim Drive

Lake Apopka 2012, LLC

John Classe of Crescent Communities, Al Penny of Crescent Communities and Brian Foster of Atkins, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

3. **What is the un-numbered tract north of Celadon Street, west of Lot #397? Is this part of Tract 18?** Applicant stated yes, this is part of Tract 18. Discussion took place about drainage easement over tract and this may not be needed. It will be cleaned up in the resubmittal.
4. **Depending on what is happening with the Town of Oakland side, temporary cul-de-sacs may be required where Celadon Street and Civitas Way terminate.** This was discussed and clarified. Project is in discussion with Town of Oakland and will have temporary cul-de-sacs until Oakland side is finalized.
7. **Alleys: to be maintained by HOA; need to provide sufficient width between buildings for driveway/parking space (need 20' minimum driveway parking space from face of garage to 20' wide alley tract – 60' total between rear-to-rear of houses). Alley or Lane pavement width shall be 12' minimum, one-way only.** The 60' total between rear-to-rear of houses of this comment was discussed. City Staff agreed that this will be reviewed when individual lot plans are submitted and agreed that this aspect of the comment can be removed.
12. **Per previous approvals in Oakland Park, the following are the City's requirements on pavement widths for the various street sections – all roadway widths except the rear lane shall have a 12" concrete gutter in addition to the pavement width shown. Staff will accept the use of a Type "E" mountable curb in lieu of Type "F" curb BUT PREFERS TYPE "F".**
 - **Avenue "C" 24/60 (two-way - parking on one side): 28' roadway width to include parking on one side (recommend landscape island bulb-outs at intervals for traffic calming).** This was discussed and clarified. The intent of comment was to match the PD.
 - **Street 24/40 *(one-way - parking on one side): 22' roadway width to include parking on one side.** This was discussed and clarified. The intent of comment was to match the PD.
18. **There is an overhead power line shown going to an existing irrigation pump. Is there an existing power easement over this alignment? Is the pump connected to the lake or a well?** Applicants confirmed that the easement and overhead line are not in use and the process has been initiated to have these vacated and get removed to the lake. Wells have been closed out per St. Johns River Water Management District.

PLANNING

21. **There was recently a feasibility review application for a non-substantial change request**

- for Phases 4-6. Has the City's determination been memorialized in any way? If so, I have no record of it.** City Staff explained that we need a paper trail. Requested applicants to include in this project approval process. Applicants will update and include in resubmittal.
22. **As shown on the Typical Lot Detail on sheet 3, please include the dimensions for all the lot lines shown on the Lot Plans (sheets 4-9). Also, please show all of the easements.** Applicants will add lot dimensions and easements on the lot plan.
23. **The Open Space / Recreation Facilities breakdown under Site Data on Sheet 3 is misleading. The acreage noted in the West Shore Park under "required" does not include the 3.8 acres of wet retention per the PD. However, the entire acreage of Tract 18, which does include two retention/detention areas, is included in the "Provided" column. Please be consistent with these calculations.** Applicant will correct. Applicants gave an update on Union Club status and stated that the pool aspect is part of Hammock Preserve that is more centralized and is estimated to be part of phase 6 when homes are CO'd in phase 4.
24. **Please provide a description of the recreation amenities or design elements planned for the Open Space tracts.** Applicants will submit descriptions in resubmittal.
27. **When is Tract 17 planned to be developed? It's identified as part of Phase 4 in the newest version of the Phasing Plan.** Discussion took place about how City Staff would like to handle this aspect. This comment was discussed and clarified on how best to handle the trees and natural canopy for this area.
28. **What is the purpose of / plan for Tract 14? It's hatched as "Zone T4" on sheet 5.** Applicants explained that this is a pedestrian corridor and will revise drawings.
29. **In the "House by Neighborhood Type" table on sheet 3:**
a. Per the PD, Estate House Lots are not permitted in the T4-R Transect Zone. Applicants requested to adjust boundary lines and City Staff agreed to the new proposed area. Applicants will revise and submit.
30. **The typical roadway sections call out Progress Energy in the easements- please change to Duke Energy.** Applicants will correct.

PUBLIC SERVICES

31. **Sheet 15. The utilities (water and reuse) shall be extended under the West Orange Trail and connected to the existing utilities in Phase 2B on Kershaw Drive.** Applicants will correct.
32. **Sheet 15. How deep is the gravity sewer on Colleton Lane? The sanitary sewer is very close to the proposed right of way. This does not allow much room for maintenance in the future if the line needs to be excavated.** Applicants will address in final construction plans.
37. **Sheet 17. The water and reuse main on Colleton Lane shall both have a minimum diameter of six inches.** Applicants proposed moving the water line. City Staff agreed to review proposed plans and will consider.
38. **Sheet 17. The water and reuse main on Galston Lane shall both have a minimum diameter of six inches and both shall be looped to Kershaw Drive.** Applicant discussed

water lines and will submit plans for review.

Other items discussed not directly in the staff report: City Staff inquired about Berman House update. Applicants stated that this has been addressed and property should be vacated by next week. City Staff also inquired about secondary access to construction site and applicants stated this should be completed by end of December 2014. Stated that the weather conditions have postponed this project but should be completed in a month.

Motion by City Engineer Miller to have the applicants revise and resubmit the Preliminary Plat for another full DRC review cycle subject to resubmittal no later than Wednesday, December 3, 2014. Assistant Director of Operations Kelley, seconded; the motion carried unanimously 4-0.

Agenda Item #5: Bradford Creek Phase 1 – Recreation Area

Creekbed Circle - 14000

Court Street Partners

Theodore Woppelmann of Court Street Partners and Jeffrey Rapsen of Court Street Partners, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Applicants did not have any specific comments that they wanted to discuss further. They did inquire about submittal of plans and these details. City Staff stated that they will need to submit 5 sets and they would have one set returned to them that is stamped off. If they wanted additional stamped sets, they would need to submit additional copies for review at time of submittal. City staff also inquired about how the fossils in the sand box were going to be anchored down? Applicants stated that this would be done as part of the cement base/footer stage of the project and then the sand would be filled in and cover them up at a later date.

City staff inquired if applicants had any questions about comment #11?

PUBLIC SERVICES

11. ***What size reclaimed water line was stubbed out to the Recreation Tract?*** City Staff emphasized that project will need to use whole number size lines not fractional sizing i.e. 1" or 2".

Motion by City Engineer Miller to have the applicant revise and resubmit the Small Scale Site Plan addressing all City Staff conditions for staff to review and approve. Assistant Director of Operations Kelley, seconded; the motion carried unanimously 4-0.

If was clarified that since this is a small site plan after the DRC approval, the applicants can then move forward with this aspect of the project.

10:25 am Break in Meeting
10:27 am Meeting Resumed

Agenda Item #6: Belle Meade Commercial Outparcel 2 – SPA

Avalon Road – 1905

Bramley Overstreet Trust

Jon Martin of Kimley-Horn 2 Associates, Inc., applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

3. **REPEAT COMMENT: Since the proposed commercial areas will drain into the HOA ponds (residential), this development shall provide provisions for participation in the pond maintenance by the commercial tract(s). Provide recorded easement agreement or amendment to easement showing this provision has been met. Recorded easement shall be provided to the City prior to release of the Certificate of Occupancy for any building; a hold-harmless agreement is required prior to issuance of any site or building permits.** City Staff emphasized that they will need to contact the HOA to include provisions for participation in the pond maintenance. City staff will assist with getting applicant the contact information for the HOA management company. Discussed offering pro-rata acreage per share agreement. City Staff emphasized that this comment has been in the staff comments for years and it needs to be addressed.
13. **The City is still waiting on the street light cost estimates for the lights that are to be installed on Avalon and Tilden Roads from Duke Energy Florida. The City will forward the estimate for payment once received (provide status).** This item was discussed as it related to comment #24 under Public Services. Applicant needs to contact Duke Energy for pricing.
14. **The City Standard Details and Specifications shall be used; updated sheets can be found on City's website.** This is a standard comment.

Applicant stated that they received a two-year extension on their St. John's permit that they will be passing along a copy to City Staff for their file.

PLANNING

19. **The PCD ordinance stipulates that there be bicycle and pedestrian access from Avalon Road and Tilden Road, however there is no proposed pedestrian access from Avalon Road.** This comment was discussed and clarified. Resubmittal drawings will include detail and comments to support their intent to include in plans for future development
20. **The PCD ordinance also states that trash receptacles, bike racks, and benches must be provided along pedestrian circulation routes. How has this requirement been accounted for?** Discussed locations and including details on plans.
23. **Lighting:**
 - a. **All light fixtures shall adhere to "dark-sky" requirements. Please verify the specified fixtures comply with this requirement and note it on the plans.**
 - b. **Pedestrian light fixtures shall be 15' maximum height.**
 - c. **All fixtures shall be a dark color. The style of the fixtures shall be consistent with the building architecture.**

City Staff inquired about lighting situation on Avalon Road. City staff explained that the developer is required by city code to provide lighting along development. This comment was clarified and applicants requested City code with guidelines.

PUBLIC SERVICES

24. Please provide a cost estimate for the offsite streetlights on CR 545 and Tilden Road.

Applicant were inquiring about the details for this comment and referenced comment #13 for clarification.

City Staff inquired about status of Developer's Agreement. Applicant stated that this has been signed and currently the technical aspects are in progress. Applicant believes that this should be completed and able to have as part of the next submittal.

Motion by City Engineer Miller to revise and resubmit the site plan addressing all city staff conditions for staff review only prior to going to Commission including the Developer's Agreement which could be approved at the same time. Assistant Director of Operations Kelley, seconded; the motion carried unanimously 4-0.

10:39 am Break in Meeting

11:06 am Meeting Resumed

Agenda Item #3: Four Corners - UVPUD

Marsh Road – 17500

Standard Pacific of Florida

Scott Boyd of McKinnon Corporation, Maury Boyd of McKinnon Corporation, Ashley Boyd of McKinnon Corporation, Scott Stearns of Dewberry, Stephen Polachek of Standard Pacific, Peter Latham of Standard Pacific and John Florio of Donald W McIntosh Associates, Inc., applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

City staff explained at the last DRC meeting a draft of the ordinance and Developer's Agreement was passed out and reviewed. Discussion took place about various aspects of both documents. Currently City staff is waiting on applicants to sign these documents and provide Exhibits B,C and D. Applicants stated they have three items for discussion in order to clarify the Ordinance and Developer's Agreement so that they can be in agreement and sign these documents.

Ordinance:

Discussion took place about prohibition of apartments and City staff agreed to change the wording with the mixed use to say apartment complexes.

Developer's Agreement:

Page 4 Item B – Concern about the words “upon demand” call for utility reimbursement. Discussion took place about this aspect of agreement and payment for oversizing of utility lines. Everyone agreed to a 5 year window of time for the payment of fees for the cost difference of upsizing of pipes.

Page 6 – proportionate share; agreement was determined.

Discussions took place about environmental liability. When taking property a Level 1 study is part of that process and this will indicate the condition of the property. Discussion took place about the use of the property; surface level use (road ways) verses residential use where digging below the surface is required (utilities). An agreement was determined.

These documents must be signed by noon on Monday, December 1, 2014 in order for this project to move on to Planning and Zoning Board meeting.

Page 16 – Item 31; request invoice for summary of costs – need to check on where the invoices are being sent because applicants are stating that they have not received invoices.

Page 17 – discussed company names to reference in agreement

Applicant handed out graphic with layout of Four Corners project with road way details, etc. (Exhibit A – Received 11/26/2014)

Motion by City Engineer Miller for approval of the developer's agreement and zoning ordinance subject to the changes made at this meeting and have the applicants sign said agreements by noon on Monday, December 1, 2014 which will include adding the exhibits and other documents. Assistant Director of Operations Kelley, seconded; the motion carried unanimously 4-0.

ADJOURNMENT

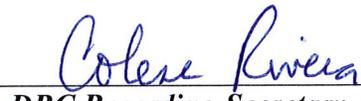
There being no more business to discuss, the meeting was adjourned at 11:54 a.m. by Chairman/Community Development Director Ed Williams

APPROVED:

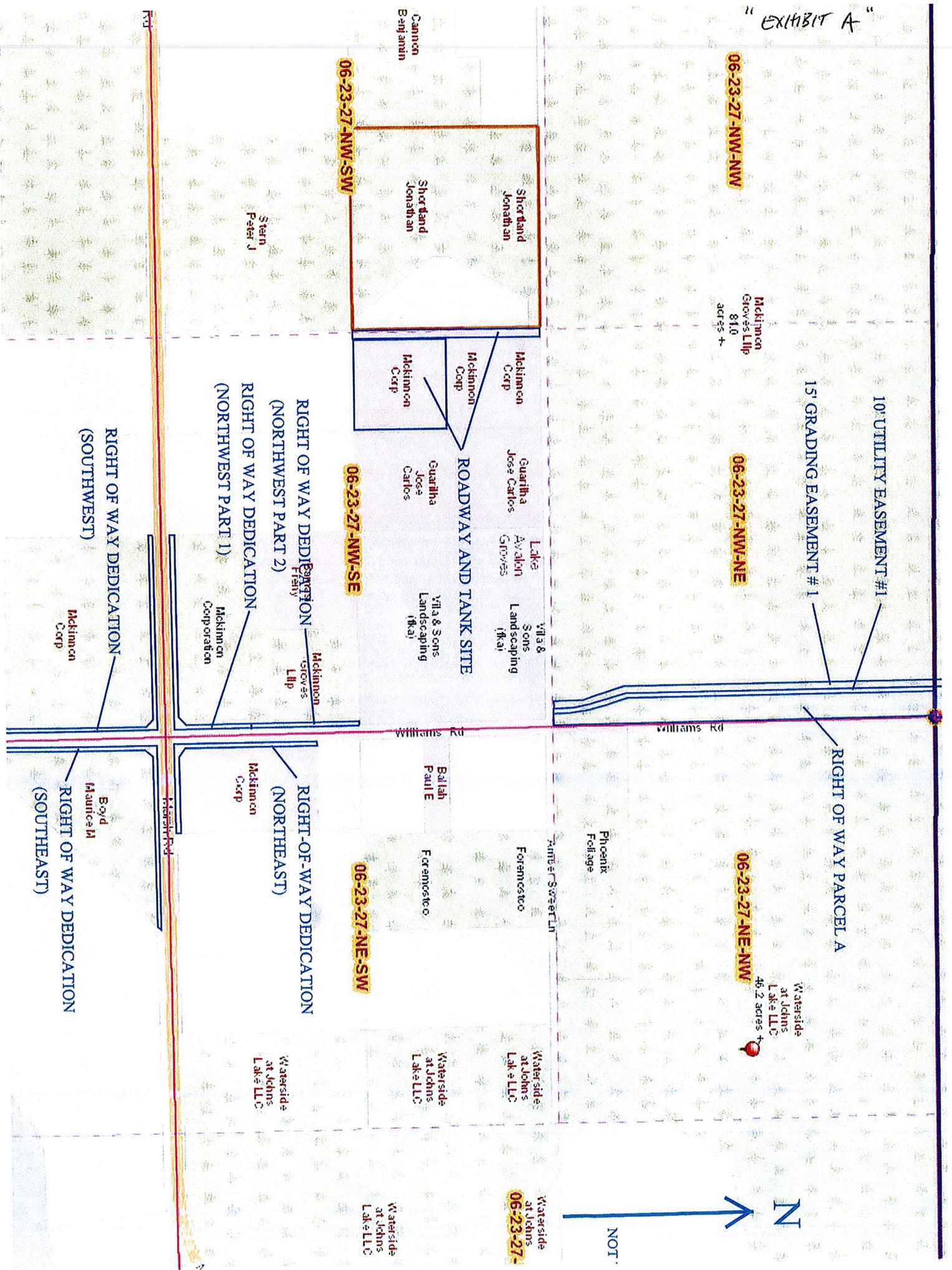
ATTEST:



Chairman, Ed Williams



DRC Recording Secretary, Colene Rivera



06-23-27-NW-NW

Mckinnon Groves, LLC
81.0 acres +

06-23-27-NW-NE

06-23-27-NE-NW

Waterside at Johns Lake LLC
46.2 acres +

06-23-27-NW-SW

06-23-27-NW-SE

06-23-27-NE-SW

Waterside at Johns Lake LLC
06-23-27-

10' UTILITY EASEMENT #1

15' GRADING EASEMENT #1

RIGHT OF WAY PARCEL A

ROADWAY AND TANK SITE

RIGHT OF WAY DEDICATION
(NORTHWEST PART 2)

RIGHT OF WAY DEDICATION
(NORTHWEST PART 1)

RIGHT-OF-WAY DEDICATION
(NORTHEAST)

RIGHT OF WAY DEDICATION
(SOUTHWEST)

RIGHT OF WAY DEDICATION
(SOUTHEAST)

N

NOT

Cannon Benjamin

Shortland Jonathan

Shortland Jonathan

Stern Peter J

Mckinnon Corp

Mckinnon Corp

Guartha Jose Carlos

Guartha Jose Carlos

Lake Avalon Groves

Villa & Sons Landscaping (Kai)

Villa & Sons Landscaping (Kai)

Mckinnon Groves Lllp

Ballah Paul E

Foremacteo

Waterside at Johns Lake LLC

Mckinnon Corp

Boyd Maurice M

Highway 22

Williams Rd

Amber Sweet Ln

Phoenix Foliage