



**WINTER GARDEN**  
**CITY OF WINTER GARDEN**  
**DEVELOPMENT REVIEW COMMITTEE**  
**MINUTES**

**December 10, 2014**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, December 10, 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 Director of Operations Mike Kelley on behalf of Assistant City Manager for Public Services Don Cochran

**Others:** City Attorney Kurt Ardaman, 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:** Assistant City Manager for Public Services Don Cochran

**APPROVAL OF MINUTES**

**Agenda Item #2:**

Approval of minutes from regular meeting held on November 26, 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)

10:00 am      Break in Meeting  
10:02 am      Meeting Resumed

## DRC BUSINESS

### Agenda Item #3: Roe Upper Cervical – Site Plan

Smith Street W - 218

Markai Holdings, LLC

Clayton Crater of Orlando Building Services; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

## ENGINEERING

4. **Provide existing topographic information, including finished floor, and proposed grades in the parking area with flow direction indicated. All runoff shall be directed to Seminole Street or Smith Street.** This comment was discussed, clarified and applicant understood.
5. **Remove or relocate the wood privacy fence that encroaches onto the City's property along the west lot line.** Applicant explained that the entire wood privacy fence would be removed and replaced with hedges except for south side. This fencing will remain.
7. **Show the location of any proposed signs – coordinate with Planning Department.** Applicant inquired about the location of sign. Planners stated that it needed to be set back 10 feet from the property line or right-of-way. Applicant will include the sign location on revised and resubmitted plans.

Applicant explained the planned details pertaining to the handicap parking area.

Applicant stated that these site improvements have been submitted to the architect and planning on work being started soon.

***Motion by City Engineer Miller to have the applicant revise and resubmit the Small Scale Site Plan for staff review. Building Official Jones, seconded; the motion carried unanimously 4-0. (Economic Development Director Gerhartz was not present at meeting during this vote)***

10:05 am Break in Meeting

Economic Development Director Gerhartz arrived late at 10:05 am

10:05 am Meeting Resumed

### Agenda Item #4: Roper Subdivision – Preliminary Plat

Beard Road - 562

KB Home

Matt Boerger, Ben Shoemaker and John Valentzsos of KB Homes and Scott Gentry and Garth Ritter of KCG; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

## ENGINEERING

1. **Beard Road improvements: Beard Road shall be improved along the full project**

frontage to include 24 foot pavement width, 12" wide flush ribbon curb, 5' wide concrete sidewalk, etc. per City Standards. Existing pavement shall be milled and resurfaced, 1" minimum thickness; new pavement widening shall meet City spec – 12" subbase, 10" base, 2" asphalt. Applicants presented new proposed Beard Road improvement concept. City Staff will need to review new proposal and get back to applicants with comments. Applicants agreed that once reviewed a determination would be made. Applicants also understood that if City Staff did not agree to new proposal, they would go back to original plan that had been approved by board. City Staff explained that *if* the plan did get changed it would have to go back to City Council board review for approvals.

3. 100 year flood zone/Wetlands: The 100 year flood elevation has been shown at 107.4 and encroaches into the property more than shown on the plan (datum confirmed as NAVD '88). A LOMR shall be filed with FEMA as a condition of final plat approval for any areas requiring fill within the 100 year flood zone. Fill within the 100 year flood zone will only be allowed if compensating storage is provided. This comment was discussed and clarified.
7. All proposed easements shall be 30' minimum width for sanitary, water and storm and may need to be wider if multiple facilities share the easement; improvements shall be centered within the easement. Common areas not abutting right-of-way shall include a minimum 20' wide tract (not easement) for access and maintenance. We need to discuss the 20' wide access tract for pond access and maintenance; minimum 10' wide maintenance berms required on ponds – maximum slope of 5% (shall not include the 4:1 sections shown on the detail). See City Standard Details. Discussion took place about lift station layout and clarified what was needed. Applicants understood and will adjust plans to reflect new information. City Staff explained that the details will be reviewed when construction plans are submitted.
16. Sheet C-4.0: The two internal blocks (Lots 59 – 77 and Lots 43 – 58) shall have drainage easements (5' minimum each side) along the rear lot lines. The preliminary grading plan indicates that a rear lot drainage collection system may be required. The proposed elevations at the common rear lot line should be harmonized better on the final construction plans. Applicants explained about "A lots" vs "B lots" and "C lots". Applicants explained that they probably won't have "C lots" but understood that if they did, then grading plan would need to be submitted at time of building permit application. City staff explained that regardless of lot types, applicants are going to need to submit grading plan for all the lots. Applicants understood.

## PLANNING

20. All lots are required to have drainage and utility easements. Please revise plans to show required easements on the lots. Applicants explained about drainage plan for along the wall and the flow of the water along swales into drainage easement.

*Motion by City Engineer Miller to approve the preliminary plat subject to the applicant revising and resubmitting plans for staff review only. Building Official Jones, seconded; the motion carried unanimously 5-0.*

10:19 am      Break in Meeting

**Agenda Item #5: Oakland Park – Lot Split**

Tildenville School Road - 940

Lake Apopka 2012, LLC

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

Prior to getting into the Staff report comments, discussion took place about the condition of the road within the development and status on 2<sup>nd</sup> road entrance for construction. Applicants stated that they are working on this aspect and understand the city's concern as well as the urgency of completing this project. They gave an update on project and status update. City staff explained that they are watching the project closely and if substantial progress is not achieved by the end of the month, then city is going to put a hold on building permits. Applicants understood.

Applicants stated they are going to withdraw this application and will submit a letter to that affect later. No further discussion needed for this project.

**Agenda Item #6: Oakland Park Phase 4 – Preliminary Plat**

Lake Brim Drive

Lake Apopka 2012, LLC

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

**PLANNING**

- 16. There is a discrepancy between the PD Consistency Documentation (non-substantial change request) and the Phase 4 Preliminary Plat. A section- located east of Huntspoint Street, south of Celadon Street, north of Easley Avenue, and west of Tract 5- is labeled zone T4 on the pre-plat and T3 in the consistency documentation. Please resolve.** Applicant explained that there should not have been a change from the April 2014 submittal and the applicants will review and resubmit so that the submittal is consistent with what was submitted before.
- 17. Per the PD, Large House Lots are required to have a 50' minimum lot width. The following lots are identified as large house lots in the plans, but have less than the 50' required width: 302, 303, 304, 305, 306, 307, 318, 319, and 320. The following large house lots might also not comply with this requirement depending on where the front face of the building is situated on the lot: 371, 372, and 373.** Applicant explained that these lots should be house lots and will adjust on re-submittal. Applicants stated that they will submit exhibit that includes a chart that shows the various lot types for phases 1-4.
- 18. The following lots are missing dimensions: 392 and 384.** Applicant will update.

***Motion by City Engineer Miller to recommend the Preliminary Plat be placed on the next available Planning and Zoning Board Agenda, provided the applicant resubmits***

*revised plans addressing all City Staff conditions to the Planning and Zoning Department within 3 day following this meeting (by noon on Monday, December 15, 2014). Economic Development Director Gerhartz seconded; the motion carried unanimously 5-0.*

10:27 am Break in Meeting  
10:28 am Meeting Resumed

**Agenda Item #7: West Orlando Baptist Church – Site Plan**

East Crown Point Road – 1006  
Tri3 Civil Engineering Design Studio

Dennis Murray of Tri3 Civil Engineering Design Studio, Kenric Barnett and James Futch of West Orlando Baptist Church, and Lee Corcoran of The Collage Companies; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

**ENGINEERING**

6. Regarding the status of the 30' overlap that is showing a portion of the stormwater pond to be constructed in that area: provide a letter from the adjacent property owner that he recognizes the boundary shown on these plans (as discussed at DRC and in the response letter). The City shall be held harmless and indemnified of any land boundary disputes between private property owners. Applicants understood the comment and will get a written letter from the adjacent property owner.
8. All irrigation shall be designed to be connected to reclaimed water mains – provide separate connection for irrigation system. Any irrigation lines within City or County R/W shall be purple in color. All points of connection to reclaimed or potable water mains shall have appropriate meters, backflow preventors, etc. All irrigation mains within the City's R/W under the pavement shall be encased within a sleeve. City staff will need to address this comment amongst the Public Services department for determination. City staff will come back to applicants with final comment.
11. Permits or exemptions from Orange County (East Crown Point Road), SJRWMD (ERP), and FDEP (water, wastewater and NPDES NOI) are required prior to site plan approval. FDEP wastewater permit exemption is acknowledged. This comment was clarified and applicants understood.
12. Extend the sidewalk that is on the south side of the north parking area to the sidewalk on East Crown Point Road. This comment was clarified and applicants understood.

**PLANNING**

14. In the response to comments, it's mentioned that the applicant does not want to combine the two lots, but a lot combination application was submitted during the last DRC meeting. Please advise as to how you'd like to proceed. Applicants stated that they want to combine the two lots and will include details in submittal for review and

approvals.

15. *15. The setbacks still appear to be incorrect on the Site Plan sheets, C-200 & C-201. A 50' setback is required along rear lot lines and side interior lot lines.* This comment was clarified and applicants understood.
16. *16. Sheet C-200 has a note that refers to the architectural plans for playground layout and fence type, but no architectural plans were submitted. Please include the playground information in the site plan set.* This comment was clarified and applicants understand that they will need to include general location of the playground area with fence details on submittal but do not need specific details within the playground area at this time.

## PUBLIC SERVICES

21. *21. Per Section 23.4 of the City's Utility Construction Specifications, the water service and fire service shall be a separate connection. Please revise your plans to provide a separate tap for the fire service.* Applicants are planning to include details for separate connections and will revise plans accordingly.
23. *23. REPEAT COMMENT: Please install gravity sewer manholes where the proposed sewer connects to the existing sewer.*  
*Comment Response: During DRC, it was discussed that the proposed connections are considered laterals. A manhole has been added for additional factor of safety for maintenance. Please see updated Utility sheet C-400.*  
*The manhole mentioned in the comment response is not indicated on sheet C-400 as noted. Please revise.* This comment was clarified and applicants will correct.
25. *25. REPEAT COMMENT: Street lighting shall be installed pursuant to City Code, meeting dark skies requirements (Code Section 118-1536(k)). Streetlights shall be installed along adjacent rights of way and internal to the project.*  
*Comment Response: Noted. Light pole locations have been shown on the site plans. Please see sheets C-200 and C-201.*  
*The plan does not show streetlights on the project frontage along the adjacent rights of way. Please include streetlights on East Crown Point Road and Crown Point Cross Road. Please contact Duke Energy and coordinate the design of these facilities.* This comment was explained to the applicants about street lighting along right of way. It is the responsibility of the developer to include this aspect within the project and coordinate details with Duke Energy. It was explained that after the first year the city takes over maintenance but the developer is to install and pay for costs relating to right of way lighting.
28. *28. Water and Wastewater Impact Fees are charged based on the size of the water meter.*  
*Utility Impact Fees shall be due on the upsizing from a 2" water meter to a 4" water meter. The existing 2" service line is to be capped and the 2" water meter is to be removed. A credit will be provided for the Water Impact Fee in the amount of \$8,688.00 and a credit will be provided for the Wastewater Impact Fee in the amount of \$14,136.00.*

**The Water Impact Fee for proposed 4" water meter is \$27,150.00. The Wastewater Impact Fee for a 4" meter is \$44,175.00. The total Water Impact Fee due, less the credit amount, is \$18,462.00. The total Wastewater Impact Fee due, less the credit amount, is \$30,039.00. The total Water and Wastewater Impact Fee due is \$48,501.00. The Water and Wastewater Impact Fees are due to be paid in full to the City at the time of FDEP permit application.** Applicants inquired about water fee and city staff explained that the fee is a flat meter fee based on meter size.

City staff also let the applicants know that the traffic study is currently under review and comments may be sent to the applicant by the end of this week if it's ready for distribution.

***Motion by City Engineer Miller to have the applicants revise and resubmit the site plan for another full DRC review cycle. Assistant Director of Operations Kelley, seconded; the motion carried unanimously 5-0.***

### **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:**

  
\_\_\_\_\_  
Chairman, Ed Williams

  
\_\_\_\_\_  
DRC Recording Secretary, Colene Rivera