



WINTER GARDEN
CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
January 21, 2015

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, January 21, 2015 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, 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, Manager of Community Development Steve Pash, Planner Kelly Carson, Planner Nadine Avola, 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 January 14, 2015.

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)

10:02 am Break in Meeting

10:03 am Meeting Resumed

DRC BUSINESS

Agenda Item #3: Hickory Hammock Phase 2C – CONSTRUCTION PLANS FOR A SUBDIVISION

Avalon Road – 1000

Dewberry/ Bowyer-Singleton

John Gilbert of Trammel Webb, Scott Sterns of Dewberry/ Bowyer-Singleton, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

2. *The 35' wide rear yard drainage easement (environmental swale) shall be noted to be maintained by the HOA. Need to discuss having underdrains in the swales as was constructed in previous phases.* This was discussed and applicants understood the city concern with this comment. Applicant will have the Geo Tech review this concern and confirm the underdrainage plan and the applicants also assured that the 35' wide drainage easement will be maintained by the HOA. City staff stated that this drainage plan has got to work...period!
5. *Docks: All docks will require separate permit approval. Approval of the infrastructure construction plans shall not constitute approval of any docks.* Applicants will provide a dock master plan and they understood that each dock will need a separate permit.
6. *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 explained that this phase in not planning on having basement style homes so this comment will not apply. City staff stated that this was a carry-over from previous phase.
9. *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 need to be sufficient to run lift stations #3, #4 and #5 that have 30 hp and 47 hp pumps. Provide schedule on when the City can review and receive the generators, as included in the Development Agreement. 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.* This comment was discussed and applicant understood and they will provide as stated in Developer's Agreement.
10. *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).* This comment was reviewed and discussed. City staff ok with what was discussed in today's meeting for plan with the entrance gate area and curb for island as long as it meets the requirements for emergency vehicles. Applicants understood and will comply.

15. Additional drainage and utility easements will be required adjacent to the proposed rights-of-way. Easements between lots are discouraged and shall be a minimum of 30' in width pursuant to Code. City staff explained that this is a general comment.

PLANNING

18. The FDEP's Safe Upland Line for Johns Lake is 98.0 feet and Orange County's NHWL for Johns Lake is 98.4. Certain portions of the retaining wall construction such as the stone leveling pad are shown below the 98 elevation in the profiles. This will render these elements below the Safe Upland Line and NHWL for Johns Lake, which we do not support. This comment was discussed and city staff explained that there is a concern where construction appears to be done that is lower than lake levels. Applicants will go back, review and provide city staff proof that this is not happening. City staff has requested that applicants provide detail and notes along the whole property line not just a typical and requested that the plans call out where normal high water line starts and ends. Applicants will comply.
19. Is there landscaping proposed within tracts A, B, or any other areas on site other than the 3' designated planting zone? Applicant explained that the landscaping plans are being worked on now and will have them ready to submit in next few weeks. These plans will include the recreational areas of development.
20. All planting proposed in the lake or wetland areas will need to be permitted through the Saint Johns River Water Management District and reviewed the City. This information and details will be included on the landscaping plans. Applicant will resubmit Saint John's permit that was previously issued.

City Engineer inquired what St. John's permit the applicants are currently working under? Applicants stated that they are working under the current permit.

PUBLIC SERVICES

24. Sheet C11: Eliminate the short run of 8" water main and upsize it between the tee and the 8"x12" reducer. The water main shall be a 12" main starting at the tee. This comment was discussed back and forth. Applicant will provide calculations for 8" water main and 12" water main and city will review.
25. Sheet C11: Please ensure that the gate columns are not installed on top of the utility lines. Applicants will comply.
26. Due to the immediate proximity of the lake to the lift station, a permanent generator shall be required for this phase of construction. Applicants will comply.
27. Sheet C12: Extend SM2-6 and SM2-7 to align the gravity sewer more to the center of the street. Applicants will adjust to comply.
30. Call out all pipes and sizes in the plan view on all sheets where they are shown. Applicants will include the pipe and details on each of the sheets.
36. Sheet RW-4 of the retaining wall plans; please show dimensions for the clean sand

envelope (less than 2% passing #200 sieve). Applicants will add dimensions on the plans.

39. Provide a minimum of one foot of freeboard between the top of the lift station wet well and the lowest building finished floor elevation. Applicants will add this detail to plans.

Discussed handrail and wall section. Applicants stated that the handrail will be part of the wall and height and material are still be reviewed and determined by the applicants but will meet code requirements.

Motion by City Engineer Miller to have the applicants revise and resubmit the Construction Plans addressing all city staff comments for another full DRC review cycle. Assistant City Manager for Public Services Cochran seconded; the motion carried unanimously 4-0. (Economic Development Director Gerhartz was not present at meeting during this vote.)

10:26 am Break in Meeting

10:27 am Meeting Resumed

Agenda Item #4: Foundation Academy- PLANNED COMMERCIAL DEVELOPMENT

Tilden Road - 15304

Kirby Engineering, LLC

John Kirby of Kirby Engineering LLC and David Buckles of Foundation Academy, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Applicants discussed some basic information on the project prior to getting into the specific Staff Report comments. He explained that they are looking at a very generic agreement and plan to have on the south campus approximately 387 students and are at capacity. They are planning to request (2) trailers for additional classrooms to accommodate around 30-40 students and then wanted to talk to Building Official after meeting regarding possibility of (2) more trailers for drama and band classes. They are interested in having the middle school and high school level students on the south campus but would probably have the elementary school remain at the First Baptist Church location on Dillard and Plant. They are interested in building on the east part of the property the football field and stadium as part of the 1st phase and discussed possibility of moving some of the ball fields around to consolidate the ball fields, etc. At this point in time, the applicants are not planning to alter any of the student numbers in the agreement but did inquire about possibility of not having the agreement tied into level of school grades (elementary, middle and high school) but to number of students. City staff advised that they request a change in the Developer's Agreement that would reflect the number of students per phase and not the school levels. Applicants will comply.

ENGINEERING

2. The original master plan had 3 phases, with Phase 1 not to exceed 700 students.

- **With more recent additions to the campus (portables, etc.), what is the current or planned student count?** Applicants explained above where they are currently and

what they anticipate in the future. What is planned as the maximum student count? Applicants explained at this point 1200 students.

- What phase is the existing campus – I, II, or III? Phasing was discussed earlier.

Economic Development Director Gerhartz arrived late at 10:32 am

4. The following were some of the conditions of approval from 2/17/2006 (attached): Applicants stated that they understood the conditions and will comply. City staff inquired if applicants have initiated any conversation with neighbors? At this time, there has been minimal other than a couple of families that currently attend the school.

- Phase I shall not exceed a total of 800 students. If the number of students exceeds 800 it shall trigger development requirements of subsequent phases as outlined in the Developers Agreement. This review pertains only to Phase I Special Exception/Site Plan. City Staff and Planning & Zoning Board review and approval of site plans for subsequent phases will be required prior to construction of those phases. Applicants understood this comment.
- The internal traffic routing shall accommodate the required vehicle stacking without backing up onto any public streets or roadways. Bollards will be required to control traffic internally as stated in the Engineer's previous response. Applicants understood
- Pursuant to City Code, sidewalks are required along all public street frontages. As shown on the plan, Phase I will install the sidewalk along Tilden Road from the main entrance to the east property line. Any remaining sidewalks shall be constructed as part of Phase II. Applicants understood
- Drainage review is being performed separately by the City's Stormwater Engineer. The Tilden Road drainage system shall be capable of handling the proposed discharge (flow and character) from this developed site. Drainage calculations shall support the 100 year retention design as certified by the Design Engineer. Applicants understood
- The Tilden Road entrance is approved for Phase I only and shall align with the proposed Belle Meade entrance. Turn lanes are required as shown - Orange County approval required. The main entrance shall be relocated to Mann Road in subsequent phases. Applicants understood

PLANNING

9. The site does not comply with the D.A. regarding phasing – the school currently serves middle and high school students, the facilities for whom were to be constructed in phases 2 and 3. It's also unclear what phase the project is currently in. Please clarify. City Staff advised applicants to adjust the Developer's Agreement to reflect number of students per phase verse school levels. City Staff inquired about parking spaces with high school student drivers. Applicants felt that they had adequate parking spaces for staff, students and administration even with portable classroom in the parking lot area for current use and will look at parking in as project develops with more buildings and growth.

- 11. The property's future land use designation is Suburban Residential, which is not consistent with the requested Planned Commercial Development zoning. The City will not support amending the FLU to Commercial for the whole property. The property's FLU will need to be amended to Multi-Use Development, but P&Z approval is not guaranteed.** Discussed zoning classifications and what would best fit this project. The City may need to create a Planned Institutional Development zoning designation as this project doesn't entirely fit in the PCD category.

10:41 am Community Development Director Williams left the meeting

It was advised that applicants apply for an amended Land Use Zoning as a Planned Institutional Development (PIND). This process for a large scale comp plan will take approximately 4-6 months once city staff has a complete and approved plan.

10:44 am Community Development Director Williams returned to meeting

- 12. Per the Special Exception Permit that was approved by City Commission in October of 2014, the temporary classroom facilities are only permitted to be located on site for a maximum of three years. After this three year period, Foundation Academy must apply for site plan approval to construct permanent buildings.** City Staff explained to applicants that they will need to consider this during the second year and plan accordingly so that when the three year period timeframe actually occurs, they have a plan for what to do rather than ask for an extension after three years.

10:49 am Assistant City Manager for Public Services Cochran left the meeting

- 13. The access point to the proposed commercial parcel needs to shift west to align with the Belle Meade Commercial driveway on the north side of Tilden Road.** Applicants understood

10:51 am Assistant City Manager for Public Services Cochran returned to the meeting

15. In the Intended Uses document:

- a. The intended uses under Education include a Café / Coffee House. Is this intended to be internal to the school for student/faculty patronage only, or a standalone facility open to the public?** City Staff clarified this comment and explained that the commercial outparcels will not be allowed to have a drive through lane function.
- b. What is the maximum proposed height for the site lights?** City staff explained they will need these details for project including ball field lights, etc. for community meeting.
- c. Under some of the Athletic categories, a proposed use would be dormitories. Please expand on this.** Applicants discussed this proposal and the potential for international students.
- d. The Retail Sales of Food & Merchandise use under the Athletic categories should be limited to accessory support facilities to serve sporting events.** Applicants explained that this would be for concession stand only during events.

e. Under Commercial, Automobile Sales or Service, Motels, Hotels, and Day Care Centers will not be approved as permitted uses. Service Stations may be considered a Special Exception Use. Applicant understood comment.

f. All parking needs will be calculated on a per-use basis rather than the PCD as a whole. Applicants understood

16. Please provide the following required items that were missing from this submittal:

a. A plan showing the approximate location of all buildings, structures, improvements, and open spaces. Applicants stated that they are not ready for this yet.

b. Building elevations showing proposed architectural character of buildings to be developed in the Commercial zone. These should supplement a written set of architectural guidelines for site and building development. City staff advised applicants need to provide a narrative of style of architecture and character for this project. This is needed for community meeting, P&Z meeting and City Commission meeting for review and discussion. There is a possibility to change at a later date but will need to go through city approval for change. Advised applicants to get with City planner to discuss and review other project submittals for concept ideas. Applicants will do this.

c. A development schedule indicating approximate development dates. Applicants will work on this as well.

Motion by Community Development Director Williams to have the applicants redesign and submit consistent with comments, generally clean up the plans consistent with the stuff, change the permitted uses and prohibited uses, and prepare the small scale for the corner commercial section for another full DRC review cycle. City Engineer Miller, seconded; the motion carried unanimously 5-0.

10:58 am Break in Meeting

10:59 am Meeting Resumed

Agenda Item #5: Daniels Professional Park – PLANNED COMMERCIAL DEVELOPMENT

Daniels Road - 423

Klima Weeks Civil Engineering, Inc.

Selby Weeks of Klima Weeks Civil Engineering, Inc, Elliott Jamison of Millenia Partners, Jay Hembree of Hembree Construction, Inc and Ryan Kingry, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

4. This project will need to contribute its proportionate fair share of the cost of the

traffic signal currently being installed by the City. City Staff explained this comment was for applicants to be aware of the fair share costs. This amount is currently being approved and then once that is determined, the percentage will be disclosed to the parties involved.

6. Need to discuss having a right-in, right-out connection to Daniels Road north of the Daniels/Roper intersection. Applicant understood comment.
7. Need to discuss Roper driveway location – needs to be as far east as possible. City staff discussed options with adjusting the buildings to the middle and possibility of 2-story for the center building only which would allow the access driveway location further back from the traffic light. Applicants will review these options and see what works for the project.

Discussed possibility of setting a Community Meeting in approximately 3 weeks or so. Will need time to announce and advertise this meeting, etc.

Motion by City Engineer Miller to have applicants revise and resubmit the Planned Commercial Development addressing all City staff comments and conditions for another full DRC review cycle. After that, then a community meeting can be set up in about 3 weeks followed by a Planning and Zoning Board meeting. Building Official Jones, seconded; the motion carried unanimously 5-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 11:10 a.m. by Chairman/Community Development Director Ed Williams

APPROVED:

ATTEST:

Chairman, Ed Williams

DRC Recording Secretary, Colene Rivera