



WINTER GARDEN

CITY OF WINTER GARDEN DEVELOPMENT REVIEW COMMITTEE MINUTES March 4, 2015

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, March 4, 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 9:56 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, Assistant Director of Operation Mike Kelley, Manager of Community Development Steve Pash, Planner Kelly Carson, Planner Nadine Avola and Customer Service Representative Colene Rivera.

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on February 18, 2015.

Motion by City Engineer Miller to approve the above minutes. Seconded by Assistant City Manager for Public Services Cochran, the motion carried unanimously 4-0. (Economic Development Director Gerhartz was not present at meeting during this vote.)

DRC BUSINESS

Agenda Item #3: Iota Sessions - PPA

Avalon Road – 505&807
Mattamy Orlando, LLC

John Townsend of Donald W. McIntosh Associates and Keith Trace of Mattamy Orlando, LLC, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

2. As discussed with the Developer and Design Engineer, SunRidge Blvd. is currently under construction to accommodate the 4-lane widening as well as the turn lanes and median opening shown on this pre-plat. The attached change order #1 reflects the additional cost for the turn lanes and median opening and shall be paid for by the Developer (supplemental agreement needed). Applicants requested copy of change order, city staff provided a copy to them at the meeting and applicants understood the comment.
3. The joint City/HOA Stormwater area shown can accommodate up to 4.84 acres per the attached Exhibit 5 of the SJRWMD permit application. Applicants stated that they plan to expand the pond for this project. City staff explained that the St. John's permit has not been closed out as this pond is part of the current SunRidge widening project.
4. Will the project be phased or constructed all at the same time? If the construction is to be phased, provide a phasing plan for review. Applicants explained that there will only be one phase for this project.
5. Typical Section: Right-of-way width shall be a minimum of 50 feet with minimum roadway pavement width of 24' as required by City Code (12' minimum each lane); 16' minimum lane width for any divided portion (additional width may be required if parking is allowed); 18" of clean fill with no more than 5% passing a #200 sieve required under the subbase; 98% density required on all compaction; 2" minimum asphalt thickness; 10" minimum soil cement base thickness; minimum 24" wide concrete curb and gutter required (or Miami curb); 5' wide concrete sidewalks required on both sides of street; minimum 10' wide drainage, utility and sidewalk easements required adjacent to all rights-of-way. All construction shall meet City of Winter Garden requirements for drainage, roadways and utilities (see City Standard Details available on-line at cwgd.com). There was a pavement discussion and city staff stated this is a city standard comment. Further discussed this comment and concluded that Type S3 asphalt will be acceptable.
6. A Phase I Environmental Site Assessment was provided with the submittal. Provide geotechnical report with next submittal addressing groundwater table, presence of organic soils, need for underdrains, Karst feature protection, etc. City Staff explained that geotechnical report is not mandated at this stage of project but explained that applicants are at their own risk with moving forward with project design.

PLANNING

16. If required, prior to preliminary plat approval, the property owner shall enter into a Developer's Agreement, which, in addition to other commitments, will outline phasing, road access improvements, on-site and off-site utility improvements and upsizing, bonding requirements concerning public infrastructure and community subdivision infrastructure improvements, impact fees, etc. City staff explained that a Developer's Agreement is still to be determined based on staff conclusion. Possibly a side agreement including this comment can address this concern, including payment of the change order for the turn lanes and median opening.
18. The park area has been reduced significantly from what was shown on the PUD plan, which is unacceptable. Furthermore, the City does not permit counting dry retention

areas towards the required recreation totals. Please provide the minimum recreation area required by City code, or you will need to pay into the City's recreation fund. City Staff explained that applicants will need to update the park area with usable space for recreation and cannot use the dry retention areas. Applicants also inquired about contributing to the city park fund calculations to determine if this might be a possible option. City staff will provide this formula.

20. The road is shown being built within the 100' karst buffer, which is not permitted. The City's Comprehensive Plan requires these buffers be left in their natural state. City staff discussed having the applicants perform borings along the road/ property line and evaluate the results from this process. Applicants will work with City Staff on this issue.

21. Note: Per Ordinance 14-33, nothing may constructed within the 5' side yard easements including pools, A/C pads & units, BBQ equipment, etc. Fences and landscaping installed within the side yard easements shall be designed to not interfere with any easement functions. City staff emphasized to applicants that the AC units will have to be located in the back of the property and ensure that the individual residential fences cannot affect the drainage of the development. Applicant stated the AC units will be behind the houses.

BUILDING

22. Changes in the new Florida Building Code will be measuring the side setbacks from the further most projection of the home and not the side wall of the home. This may affect the construction plans for your products on lots with 5' side setbacks. This comment was discussed and there will be new building code effective June 2015 that this project will have to adhere to. Building Official will get the specific building code reference to applicants.

PUBLIC SERVICES

24. Please provide lift station tract/s as part of the subdivision infrastructure. Connection to the lift station on Siplin Road will not be allowed. The lift statin in Mathew's Grove Subdivision was not designed for the additional flow from the 63 lots that you are proposing to send to the lift station. A lift station or stations shall be required for this development. Discussion took place about lift station and applicants will provide calculations for city staff to review. City staff reiterated that they will not allow double pumping. Discussion took place about lift station on Siplin Road and this is not a viable option to connect to this location but city is open to applicants seeing if Matthew's Grove location can be increased as a possible option. An upgrade to this lift station may be required. Pump horsepower will need to be in increments of 5's. Discussion took place about lift station placement and access points.

29. Utilities, internal to the development, shall have the following minimum sizes: 8" potable water, 8" reclaimed water and 6" sanitary force main. City staff explained that this is the city standard but applicants could consider 4" pipes for cul-de-sac areas but 8" required everywhere else.

City Staff inquired if applicants are planning to have this community as a gate community? Applicants responded that it is undetermined at this time. City Staff explained that they will

need to determine this prior to plat and final engineering.

Applicants also discussed gopher tortoise and sand skinks report. They can send in the email report with submittal.

Motion by City Engineer to have the applicant revise and resubmit addressing all city staff conditions for another DRC review. Building Official Jones, seconded; the motion carried unanimously 4-0. (Economic Development Director Gerhartz was not present at meeting during this vote)

10:13 am Break in Meeting

10:14 am Meeting Resumed

Agenda Item #4: Foundation Academy - PCD

Tilden Road - 15304

Kirby Engineering

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

PLANNING

10. As mentioned previously, please provide building elevations showing proposed architectural character of buildings to be developed in the Commercial zone. The written architectural guidelines provided are a good start, but they mostly reiterate existing code requirements. In lieu of architectural elevations, the applicant may provide images of commercial properties that exhibit the desired architectural style; however a style must be proposed and included as part of the planned development ordinance. Applicants will submit pictures for style reference and using nearby existing commercial business locations for reference to match the style. City Staff advised that applicants pick one architecture style and that will be what is presented to City Commission. Applicant understood and will comply.

11. A community meeting is required prior to DRC approval. Applicant inquired about when the community meeting can be scheduled? City Staff explained that before this can be scheduled; applicants will need to determine the architecture style, ball field lighting details, and plans to address traffic concerns. Once these are determined, then community meeting can be set up.

Motion by City Engineer Miller to have the applicants revise and resubmit the PCD addressing all city staff conditions for another full DRC review cycle and have applicants have a full DRC review cycle after the community meeting. Building Official Jones, seconded; the motion carried unanimously 4-0. (Economic Development Director Gerhartz not present at meeting during this vote.)

10:16 am Assistant City Manager for Public Services Cochran left meeting

10:19 am Assistant City Manager for Public Services Cochran returned to meeting

Agenda Item #5: Decorative Concrete Experts - SPA

Smith Street E - 313

Kirby Engineering

James Gillman of Decorative Concrete Experts and John Kirby of Kirby Engineering, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

PLANNING

1. **After a thorough review, we have determined that we cannot support the project as proposed. Given the number of variances required to develop the site, it's clear that the site is being over utilized. Furthermore, considering the project's proximity to the residential properties to the south, the property is too small to provide the necessary screening required between such incompatible uses. A larger site is needed to comply with City regulations.** This comment was discussed in depth with the applicants. City Staff explained that the amount of variances are *too many* for this project. Basically the building on the size of this lot is too large and that the city cannot support this project as proposed. Applicant explained that the property adjacent to this address has been placed on the market and seeing if a purchase is possible to assist with obtaining more property to accommodate the project. Applicant will review options and work with City Staff. Applicants inquired if it might be possible to rezone the property if various options don't work out. City staff stated that this is a possibility.

This project was tabled at this time.

10:27 am Break in Meeting

10:28 am Meeting Resumed

Agenda Item #6: Hennig Property - PPA

Bay Street W – 601

Dewberry Engineering Inc.

Dana Boyte of Dewberry Engineering Inc., Craig Harris of JTD Land Company and Scott Stearns of Dewberry/Bowyer-Singleton, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

1. **Sheet 2: The Florida Power easement indicates that an irrigation well was located on the site near the north boundary – the Phase I ESA shows the well head near the north property line. Show well location. Any existing wells shall be capped/plugged pursuant to the requirements of SJRWMD; provide a well closure report.**

The ditch shown on the west property line is hard to read at the scale provided; please provide a zoomed view of the existing ditch. City staff mentioned that the scale of

drawings submitted make it very difficult to view the contour details along this ditch. Applicants will address this concern.

There is an existing sanitary manhole at the intersection of Steinbeck and Clancy not far from the proposed lift station; provide manhole location with top elevation and invert. Has this manhole been investigated for possible gravity sanitary outfall to eliminate the lift station? Applicants wanted to discuss the lift station aspect of this project. Applicants understood and will comply. City staff emphasized that a force main upgrade may be required. City staff stated that it was not in the comments but applicants will need to include generators in the proposed upgrade to existing lift station.

2. **Sheet 3: The emergency access connection to Steinbeck shall be a 24' wide standard roadway within a 50 foot wide right-of-way. The 10' wide drainage and utility easement shown on the typical section shall include a sidewalk easement (see below – typical section requirements). This roadway may or may not be gated.** City Staff further explained this comment and expressed concern about emergency access connectivity between neighboring developments for secondary access/emergency access. Applicants understood and will work with City staff on this concern.
4. **Sheet 6: The existing ditch along the west boundary shall be piped with inlets for the full length of the project. Pond discharge shall be limited to the capacity of the downstream receiving (pipe) system.** Applicants discussed type of material for pipe that city would allow. City advised that the applicants coordinate pipe installation with Valencia Shores.

10:48 am Economic Development Director Gerhartz joined the meeting

6. **A Phase I Environmental Site Assessment was provided with the submittal. Provide geotechnical report with next submittal addressing groundwater table, presence of organic soils, need for underdrains, etc.** Applicants understood and will comply. City staff mentioned that since this property is an old citrus grove, there may be existing drain tile that could be artificially lowering the groundwater table.
7. **Provide a detail of the “fence” that is proposed on the east boundary: type, height, etc. Walls and landscaping shall be located within a landscape and wall tract, to be maintained by the HOA.** Applicants wanted to inquire about fence details along the two sides of the development. City staff let the applicants know that there will need to be a minimum of a 5' easement. Applicants are not planning to have a wall along the sides and back, only along the front of the development.

PLANNING

14. **A Developers Agreement addressing commitments of the development's plans shall be approved by the City Commission and recorded prior to approval of the Preliminary Plat and issuance of any site or building permits. City staff will draft the D.A. that shall include (if applicable), but not be limited to the following: phasing, road access improvements, on-site and off-site utility improvements and upsizing, bonding requirements concerning public infrastructure and community subdivision infrastructure improvements, recreation and open space requirements, impact fees, adherence to all City Codes and Standards etc.** City staff explained that this is a standard comment at this point for straight zoning. A Developer's Agreement will be determined at a future date if needed

based on approvals.

16. Tree Plan, Sheet 7:

- a) **The plan shows the removal of every tree on the site, including many large live oaks. Removal of all trees is unacceptable- revise plan to retain a substantial portion of the existing large trees.** Applicants stated that they do not intend to remove all the trees and will save as many trees as possible.

17. Recreational Facilities:

- b) **The recreation area shown is not sufficient to meet the City's requirements. When taking into account the access drive for the lift station and Engineering's comment #2 above requiring a full road connection to Steinbeck Street, there is not enough leftover space available to create a usable recreation area.** The recreation area was discussed and applicants will reevaluate the area based on guidelines that were emphasized by city staff.

18. Per the findings of the Phase 1 ESA, please submit a soils report that determines if hazardous compounds are present in concentrations that exceed FDEP criteria.

Applicants discussed excavation of hazardous materials and will send City Staff the report and remediation plan. Discussion took place about the property and not being an active orange grove in 15-20 years. City Staff inquired about drain tiles for this property and explained similar situations on other projects, etc. Applicants will look into this topic.

21. Please provide capacity determination from Orange County Public Schools. City staff confirmed that they received the paperwork from Orange County Public School and will reply.

22. Please provide the proposed traffic study methodology. The City's traffic consultant needs to review and approve the methodology before submittal of the full study. Traffic study was discussed and confirmed that it is needed to review the two intersections and main road. Applicants will provide methodology to the City Planner.

PUBLIC SERVICES

26. Streetlighting shall be installed pursuant to City Code meeting dark skies requirements (Code Section 118-1536(k)). Streetlights shall be installed internal to the development and along adjacent rights of way. Submit streetlighting plan from Duke Energy prior to preconstruction meeting. City Staff explained that this is a standard comment and stated the applicants will need to get a letter from Duke Energy that they are working on streetlighting plan for this project.

Motion by City Engineer Miller to have the applicants revise and resubmit the Preliminary Plat addressing all city staff conditions for another full DRC review cycle. Assistant City Manager for Public Services Cochran, seconded; the motion carried unanimously 5-0.

Further discussion took place after the motion regarding Community Meeting for this project. Applicants and city staff will discuss at a later date after the applicants have the zoning.

10:57 am Break in Meeting
10:58 am Meeting Resumed

Agenda Item #7: Waterside on Johns Lake Ph1 Replat - FP

Marsh Road - 16851
Dewberry/Boyer-Singleton

Travis Rentz of Clark Albaugh Rentz, LLP, Bill Donley of Dewberry/Bowyer-Singleton and Scott Stearns of Dewberry/Bowyer-Singleton applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Applicants did not have any comments or concerns that they wished to discuss. They advised that they will be ready to submit revisions and comments within three days and wished to be placed on City Commission meeting agenda. City staff discussed that they could be considered for March 26, 2015 City Commission if city staff reviewed and approved their revised submittals.

Motion by City Engineer Miller to have applicants revise and resubmit the final plat addressing all city staff conditions for staff review only. Staff approval required prior to project being placed on the next available City Commission Meeting agenda. Building Official Jones, seconded; the motion carried unanimously 5-0.

11:02 am Break in Meeting
11:03 am Don Cochran left meeting
11:03 am Meeting Resumed

Agenda Item #8: Winter Garden Training Yard (Duke Energy) - SPA

Crown Point Road E - 402
KAM Services

Matt Cardialini of KAM Services, Michael Jude Hewis of KAM Services Inc., Michael Latham of Gator Sketch Corp Arch & Planners, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Applicants stated that they have revised the plans, changed the project name and address as well as there are no sewer and water utilities on this scope. They wished to submit these plans to Planning Department. They only had one comment to discuss.

PLANNING

4. **The proposed landscape area shall be extended around the south side of the new building. Please provide landscape plans to show details of new planting area. The landscaped area shall include a hedge that is 36 inches tall, planted 36 inches on center, and at least 5 understory trees.** Applicants explained that the landscaping will consist of more than 5 understory trees; this is a fenced in area that has to meet homeland security requirements, and a row of hedge plants would not be allowed to provide the level of security. Discussion took place about possibility of adding trees on one side but applicants stated that this is an outdoor training area and will not allow for trees in this area.

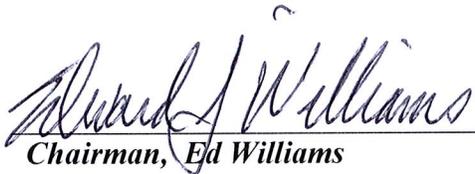
Motion by City Engineer Miller to have the applicants revise and resubmit addressing all city staff conditions for staff review only. Building Official Jones, seconded; the motion carried unanimously 5-0. (Assistant Director for Operations Kelley voted on behalf of Assistant City Manager for Public Service Cochran who was not present during this vote.)

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 11:06 a.m. by Chairman/Community Development Director Ed Williams

APPROVED:

ATTEST:



Chairman, Ed Williams



DRC Recording Secretary, Colene Rivera