



WINTER GARDEN

CITY OF WINTER GARDEN DEVELOPMENT REVIEW COMMITTEE MINUTES May 13, 2015

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, May 13, 2015 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Manager of Community Development Steve Pash on behalf of Chairman 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: Manager of Community Development Steve Pash on behalf of 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, Planner Kelly Carson, Planner Nadine Avola, Planner Jessica Frye and Customer Service Representative Colene Rivera.

ABSENT

Voting Members: Community Development Director Ed Williams and Assistant City Manager for Public Services Don Cochran

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on March 29, 2015.

Motion by Building Official Jones to approve the above minutes. Seconded by Director of Operations Kelley, the motion carried unanimously 4-0. (City Engineer Miller was not present during this vote.)

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

DRC BUSINESS

Agenda Item #3: CVC Hospitality Office Building – Site Plan Approval

Crown Point Road E - 330

Spectra Engineering & Research, Inc.

Chris Kersey of CVC Hospitality and Chris Callahan of CVC Hospitality; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Before the applicants reviewed and discussed the staff report comments, they inquired about the overall process and expectation for DRC review board and then approval process. This was explained by City staff and applicants understood.

City Engineer Miller arrived late at 10:04 am to meeting

ENGINEERING

3. Sheet C3.0 – Site & Geometry Plan:

- b. Revise the plan to show the joint use driveway with Lot 1 that was on the first submittal.** Applicant discussed briefly concerns with getting the neighbor to agree to a joint use driveway. The applicants stated that there has been little to no communication of the neighbors even though they have attempted on numerous occasions to get an agreement between the two parties. City staff discussed options and determined that conditions of approval will need to be on site plans and there will need to be interconnectivity between properties in the future once the neighbor submits plans for development and easements prior to CO.
- e. The driveway that is shown as “Stabilized Grass Concrete Pavers” shall be paved per the Typical Pavement Section on Sheet C8.0.** City staff explained that the stabilized grass concrete pavers concept is a concern about solid waste trucks accessing dumpster, fire lane, etc. City staff will need to see details pertaining to pavers and maintenance, etc. Discussed options, future development, etc. and applicants will review, determine direction and submit revised concept on resubmittal.

7. Sheet C8.0 – Details:

- b. The open cut detail showing cold patch is not acceptable; see pavement restoration detail on City Standard Detail sheets available on-line on the City’s website.** Applicants understand that this is not acceptable and will revise.

10. Permit modification from SJRWMD is acknowledged. FDEP permits or exemptions are required prior to site plan approval (water, wastewater and NPDES NOI). These were sent to planner but after these comments were created. City staff acknowledged that they have received the St. Johns permit and the FDEP wastewater permit; FDEP water permit is pending.

12. The response indicates the Applicant agrees to coordinate with the City’s Transportation Consultant on possible improvements to the intersection of East Crown Point Road and

Crown Park Circle (i.e. signalization, etc.). If intersection improvements are warranted, then a proportionate fair share contribution will be determined which may also include the East Crown Point Road/Plant Street intersection. City staff will get the details to applicants on potential improvements and costs and details of fair share costs pertained to this project.

PLANNING

17. Lighting Plan:

- a. *Please provide a photometric plan for parking lot lighting, signed and sealed by a licensed engineer.* Discussed lighting plan and applicant engineer will submit these details with resubmittal.

PUBLIC SERVICES

21. *Repeat Comment: Streetlighting shall be installed internal to the development and along all adjacent rights of way pursuant to City Code, meeting dark skies requirements (Code Section 118-1536(k)). Please provide a photometric plan with your next submittal.*

Applicants inquired about process. City staff explained that applicants will need info from Duke Energy that this is in progress. City staff will assist with contact info for Duke to assist with getting photometric plan.

23. *The plans indicate a 3/4" water meter and a 1" irrigation meter. Please provide calculations to confirm that the size of the water meter is sufficient to supply the demand for the 10,000 square foot building.* Applicants will provide clarification on this comment and will need to provide demand use calculations.

Motion by City Engineer Miller to have the applicants revise and resubmit the Site Plan addressing all city staff conditions for staff review only. Building Official Jones, seconded; the motion carried unanimously 5-0.

10:25 am Break in meeting
10:26 am Meeting resumed

Agenda Item #4: RD Keene Property – Site Plan Approval

Colonial Drive W - 13100
Littlejohn Engineering Associates

Lennie Arnold of Littlejohn Engineering Associates and Garret George; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

2. *Sheet C3.0: A Demolition permit issued by the Building Department shall be required prior to removal of any buildings or structures. Removal of septic tank and drainfield shall be permitted and verified with the Orange County Health Department.* Applicants inquired about details of demolition permit? City Staff explained that work has to commence within 90 of permit issuance date and permit is good for 6 months but with

every inspection the time in lengthened.

4. **The proposed storm manhole, G3, needs to have the top and invert noted, as well as the size and type pipe connecting to the existing curb inlet. Provide stormwater permit or exemption from FDOT for the connection in the SR 50 right-of-way.** Applicant explained that this was a clerical error. Explained details of manhole and pipelines, etc. City staff requested to see the details on plans.
5. **Provide permits or exemptions from FDEP for water, wastewater, NPDES NOI (if disturbed area is 1 or more acres). Water and Sewer impact fees shall be paid prior to issuance of site or building permits. FDOT permits or exemptions are required for any work within the FDOT/SR 50 R/W.** Applicants explained that they would like to file for exemption. They understand comment and will comply.

PLANNING

7. **All of the existing fencing on the property shall be removed when the demolition of the building(s) begins.** Applicants explained their intentions and request to leave existing fencing up during demo and construction as a protective barrier but understood that the tenants will have to remove it to be in compliance with city ordinance. Applicants were asked to include details in response comments at time of resubmittal for consideration.
9. **The property needs to be platted to separate into multiple lots and record all of the required easements.** Applicants explained that this is in progress and will get the details to city once completed.

PUBLIC SERVICES

11. **Utility easements shall be required on the property adjacent to the O'Reilly parcel. The easements shall cover the utility lines serving the O'Reilly Auto Parts.**
This comment was for information only. Applicant understood.
15. **Streetlights shall be installed internal to the development pursuant to City Code, meeting dark skies requirements (Code Section 118-1536(k)).** Applicants explained that this will be addressed in tenant's site plan submittal.

FIRE

20. **Where Point of Service is established by the engineer of record, one set of shop drawings and CD in PDF format shall be required to be submitted to the building department for fire permitting purposes by licensed underground contractors with a Class V license.**
City staff advised that this will be on tenant's site plan submittal.

STANDARD GENERAL CONDITIONS

24. **Fencing, if proposed, shall meet all City requirements for height, type, etc. Chain link fencing shall be vinyl coated per Code. All construction shall conform to City of Winter Garden Standards, Specifications and Ordinances.** City staff inquired about timeframe that the fencing is planned to remain on property? Applicant responded "temporary" but will get back with property owner on these details. Applicants were asked to include these details in resubmittal for consideration. This relates to Planning comment #7 as well.

Motion by City Engineer Miller to have the applicants revise and resubmit the Small Scale Site Plan addressing all city staff conditions for staff review only. Building Official Jones, seconded; the motion carried unanimously 5-0.

10:34 am Break in Meeting
10:35 am Meeting Resumed

Agenda Item #5: Barrier One – Site Plan Approval

Garden Commerce Parkway - 640
Trink Holdings, LLC

Dan Trbovich; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

1. Sheet C.200:

- **There is an existing 6” underdrain along the Garden Center Parkway frontage that is not shown (see as-builts sent previously).** Applicant stated that he had not seen “as builts” and inquired who these were sent to? The planner will double check who the email was sent to. Applicant requested in the future to include him on email correspondences so he is aware of communications. [At the last DRC meeting the Applicant attended, they acknowledged receipt of the as-builts.]

2. Sheet C.300:

- **Repeat Comment: The size of this building may require fire sprinklers – coordinate with Building and Fire Departments. See attached detail of the as-built for WGCC. There is a 6” water stub-out at the northeast corner of the lot that will preclude having to make a wet tap.** Applicants stated that they don’t anticipate need for Fire Sprinklers. City staff stated that this would be a Fire Department call and advised applicants to consult with Fire Department for clarification.

PLANNING

9. Sheet C-100: The Site Data table needs to be cleaned up:

- a. **The site is zoned PID (Planned Industrial Development).** Applicant understood this request and will comply.

10. Sheet L101-

- a. **Please explain how the proposed landscaping will screen the trucks completely.** Applicant will respond and briefly explained their landscaping plan. The landscaping will be designed to completely obscure the trucks.
- b. **Please check the site information table and make sure it’s consistent with the other plan sheets (parking counts, etc.).** Applicant will check on this.
- c. **Please turn off the utilities and all other non-pertinent AutoCAD layers so this sheet is more legible.** Applicant will comply.

11. Fence/Gate:

- a. As shown, the site plan layout does not appear to match the dimensions of the detail on sheet L101. Applicant will check on this as well.
 - b. The gate, as shown on the detail, has 3 “styles” of opaqueness. Please explain. Applicant explained the details of this and will respond in resubmittal.
12. Sheet E101: Per code section 118-1536(i), the maximum illuminance permitted at the property line is 1.0 fc. In the NE area of the property, the illuminance is nearly double this maximum. Applicant will provide calculations and clarification

PUBLIC SERVICES

13. Repeat Comment: Street lights shall be installed internal to the development pursuant to City Code meeting dark skies requirements (Code Section 118-1536(k)). Please provide a cut sheet for the type of light fixture that you are proposing. Applicant will provide.
14. Repeat Comment: The plans seem to be missing the fire line, double detector check assembly and the fire department connect. Please call out the fire point of service and add a note to the plan stating that all work downstream of the fire POS shall be performed by a licensed fire sprinkler contractor. Applicant will provide.
15. Repeat Comment: Please include all applicable city detail sheets on your next submittal. Please follow this link <http://www.cwgd.com/business/forms/> and scroll down to the Public Services section. Please include city detail sheets 8 and 9. Applicant will include and applicant's Engineer will sign off on plans and there is a statement for this detail included in the above link details. Applicant understood.
18. Repeat Comment: Please provide a detail of the dumpster enclosure. City requires a minimum ten foot clear opening at the gate and a minimum ten foot depth. Please provide bollards at the rear of the enclosure. The dumpster detail does not match what is shown on the plan. Please revise. Applicant showed city staff the dumpster plan details and city staff reviewed and was good with current plan.

FIRE

19. Any commercial building over 6000 Sq. Ft shall be provided with a Fire Sprinkler System and a monitored Fire Alarm System. Applicant will review directly with Fire Inspector. City planner will help with this communication.
21. Fire Lanes shall be established around Fire Dept. Connections. Applicant will review directly with Fire Inspector. City planner will help with this communication.

Motion by City Engineer Miller to applicant revise and resubmit the site plan addressing all city staff conditions for staff review only. Building Official Jones, seconded; the motion carried unanimously 5-0.

ADJOURNMENT

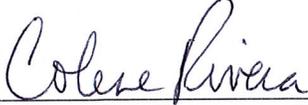
There being no more business to discuss, the meeting was adjourned at 10:50 a.m. by
Manager of Community Development Steve Pash on behalf of Chairman/Community
Development Director Ed Williams

APPROVED:

ATTEST:



Chairman, Ed Williams



DRC Recording Secretary, Colene Rivera