WINTER GARDEN

CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
July 8, 2015

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, July 8, 2015 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER
Acting Chairman/Community Development Manager Steve Pash called the meeting to order at 10:02 a.m. The roll was called and a quorum was declared present.

PRESENT
Voting Members: Manager of Community Development Steve Pash as acting Chairman, City Engineer Art Miller, Building Official Mark Jones, Economic Development Director Tanja Gerhartz and Assistant City Manager for Public Services Don Cochran

Others: 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

APPROVAL OF MINUTES

Agenda Item #2:
Approval of minutes from regular meeting held on June 24, 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 2 B – FINAL PLAT
Avalon Road – 1000

Trammell Webb Partners, Inc.

Keith Ruddick of McIntosh and John Gilbert of Tramell Webb Partners, Inc.; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

3. ***Repeat comment: Plat Notes #24 – revise to add City of Winter Garden: "…of the control of SJRWMD, City of Winter Garden, property owner and the Association…".*** Applicants will revise the plans to reflect this change.

7. ***Performance Bond: The improvements are not completed. A Performance bond or letter of credit in the amount of 120% of the cost of all incomplete improvements shall be provided to the City, based on the Design Engineer's certification and executed construction contract (final pay application). Performance Bond/LOC amount shall include cost of street lighting from Duke Energy (if not already installed); street and regulatory signs, required landscaping, walls, amenities, etc. City Attorney shall approve the form of the bond or letter of credit prior to final plat recording. Final plat will not be forwarded to the City Commission for approval without performance bond (unless C of C has been issued).***

   The Design Engineer has provided a certified breakdown of construction cost for this phase, with the Contractor's proposal for determination of the performance bond amount, that includes any incomplete items (streetlighting, street and regulatory signage, landscaping, irrigation, wall, amenities, etc.). Based on the certified cost to complete of $2,580,136.23, the performance bond shall be in the amount of $3,096,163.48, representing 120% of the cost to complete. Provide performance bond. Applicants understood this comment and let staff know that the Performance Bond is in the works. City should have this soon.

Economic Development Director Gerhartz arrived late to meeting at 10:06 am

PLANNING

16. ***INFORMATIONAL COMMENT: Located on page 4, there are several overlapping easements located along Avalon Road. Please note, there is a Duke Energy Easement within the cluster of easement and the wall and sidewalk cannot be located within this easement.*** This comment was discussed. Applicant understood the intent of comment and city staff stated that as long as this easement is not an exclusive easement, it would be ok to remain as drawn on plans.

17. ***On page 4, lot 246 along the rear and abutting up to Tract C1, there are two easements along the rear but both do not connect, please correct or indicate intent with the placement of these easements.*** Discussed upland buffer area. Applicants will verify lot easements based on meeting discussion and adjust plat accordingly.

19. ***On page 5, lots 273-275 do not have drainage and utility easements along the rear. Please provide these easements along the rear.*** Applicants understood comment and will comply.

PUBLIC SERVICES

20. ***The force main leaving Lift Station 4 (Tract LS4) crosses Tract A10 and then runs south in Tract W9 and then crosses Tract W8. Please provide a utility easement or other***

instrument over Tract A10, Tract W8, and Tract W9 t accommodate the utility. Please note that no trees shall be planted within five feet of any utility line. This comment was discussed and applicants will comply with adjustment to plans stating "with a utility easement dedicated to city". Landscape, drainage and utility tract. City staff made clear to applicants that city would only be maintaining utility aspect and HOA will maintain the landscape and drainage aspects.

21. ***The force main leaving Lift Station 3 crosses Tract P2 and Tract W8. Please provide a utility easement or other instrument to accommodate the City's utility.*** Applicants will comply.

Applicants stated that they will make the adjustments based on City Surveyor comments.

Motion by City Engineer Miller to have the applicants revise and resubmit the final plat, addressing all City Staff conditions for staff review only prior to forwarding to the next available City Commission meeting. Building Official Jones, seconded; the motion carried unanimously 5-0.

10:21 am Break in Meeting
10:22 am Meeting Resumed

Agenda Item #4: RD Keene Property – SITE PLAN
Colonial Drive W - 13100
Littlejohn Engineering Assoc.

This item was removed from the agenda and the project is for staff review only.

Agenda Item #5: Twin Waters – FINAL PLAT
Marsh Road – 16303
Meritage Homes

Ed Johnson of Allen & Company and David Brown of Meritage Homes; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

LEGAL

21. ***Please see attached Memorandum from Dan Langley, City Attorney. Reference comment 11c on the attached Memorandum.***

    11: With respect to the Plat Notes:

    c. With respect to the Plant Note #21, is the city staff o.k. with utilities portion of these (L.U.D.E) and (L.U.D.A.E.) easements being dedicated to the homeowners association? This plat note may need to be revised to provide that the utilities easement is dedicated to the City. Discussion took place about this comment. It was determined to remove the utilities reference from the easement and then it will be good. Applicants will revise the plans to reflect this change and include a 5' easement along the various lots discussed. City staff agreed to this change.

Also discussed were various documents that are needed. Applicants provided city planner with the various documents requested by city staff and will submit electronic version of these documents as well.

10:31 am Assistant City Manager for Public Services Cochran left the meeting.

Applicants discussed street light fixtures for the development. City staff gave brief explanation of city guidelines for light fixtures and the applicants were also directed to reference Appendix A of the City Code for details. Applicants will comply.

> ***Motion by City Engineer Miller to have the applicants revise and resubmit the Final Plat addressing all city staff conditions for staff review only. Building Official Jones, seconded; the motion carried unanimously 4-0.*** (Assistant City Manager for Public Services Cochran was not at the meeting during this vote.)

10:36 am Assistant City Manager for Public Services Cochran returned to meeting
10:37 am Break in Meeting
10:38 am Meeting Resumed

Agenda Item #6: 360 Plant Street Project – SITE PLAN
Plant Street W – 360
Blue House Development, LLC

> Jared M. Czachorowski of Blue House Development, LLC; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

Applicant stated that he did not have any questions or comments on the Staff Report that he wished to discuss or clarify. He understood the comments and will make the adjustments to the plans accordingly. City Staff asked if he understood the landscaping comments. Applicant stated that he understood those items. City staff brought to the applicants attention the tree island and driveway width but discussed that this could be adjusted to accommodate the existing trees. Staff also expressed concern about the existing oak trees. Applicant said he would coordinate with Laura Coar with the City on all the landscaping. City staff also discussed the parking spaces depth and they were just a little bit shy of the required but could live with the few inches and the tail end of the cars would just hang out a bit.

> ***Motion by City Engineer Miller to have the 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.***

10:41 am Break in Meeting
10:42 am Meeting Resumed

Agenda Item #7: Oakland Park Phase 4A – CONSTRUCTION PLANS
Lake Brim Drive

Lake Apopka 2012, LLC

Thom Cunningham of Crescent Communities and Doug Crook of Atkins; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

PLANNING

16. T***he Preliminary Plat for Phase 4 has recently been resubmitted to address the impacts to the existing wetland in Phase 4B. This Pre-Plat must be consistent with these construction plans:***

    a. ***In the re-submitted Pre-Plat, the dry detention pond 4A appears to cross the Winter Garden jurisdictional line into Oakland. On these CPS plans, it appears as though the pond is fully contained on the Winter Garden side. Please advise.***

    Applicants explained the situation between submittal of Phase 4A and the Phase 4B and their intent of the ponds/ wetland areas. City staff accepted this explanation and will address comments accordingly. Applicants have submitted Phase 4B and these will be reviewed to insure consistency between the two phases.

BUILDING

18. ***Some of the proposed FFE's do not appear to work with the lot grading details called out on C300.*** Applicants stated that this is being corrected.

Applicants inquired about next steps and city staff explained that they would need to amend the site plan for staff review. When approved, then applicants can start their pre-con meeting, and will need to provide executed copy of construction contract or an engineered certified cost estimate to base our inspection fees. City staff inquired about where applicants stand with obtaining DEP permits and paying impact fees. Applicants understood and will comply.

Motion by City Engineer Miller to have the applicant revise and resubmit the Construction Plans for Phase 4A addressing all city staff conditions for staff review only. Building Official Jones, seconded; the motion carried unanimously 5-0.

10:50 am Break in Meeting
10:51 am Meeting Resumed

Agenda Item #8:Oakland Park Phase 3, Common Areas & Mail Kiosk – SITE PLAN
Lake Brim Drive – 968
Lake Apopka 2012, LLC

Thom Cunningham of Crescent Communities and David M. Hoppes of Dix.Hite+Partners,Inc.; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

PLANNING DEPARTMENT

Dock

11. ***Sheet H1.10: Why is there a jog in the sidewalk where it intercepts the dock walkway? To avoid future maintenance issues, consider adding pavement to accommodate a better pedestrian flow.*** This comment was discussed and the applicants presented to two options. 1) relocate the fence closer to the lake or 2) adjust the jog.

Fences

13. ***Sheet H1.10: This plan delineates a "48-inch landscape and fence easement" along the south side of the West Orange Trail. However, the previously approved pre-plat and construction plans show a "5-foot drainage and utility easement" and the final plat (currently in review) shows a "10-foot drainage and utility easement." Further, the approved engineering plan calls for a 20-foot drainage and utility easement. Please clarify the size and intent of this easement. (See Comment No. 1) If accommodating a landscape and fence easement as well as a drainage and utility easement, then the widths will need to be determined and approved by the City Engineer.*** Applicants will show on plans with details and include cross section as well.

14. ***Sheet H1.10: A 5-foot chain-link fence is proposed along the east side of Tract 6. Please replace the fence with an alternate material, as the Oakland Park Design Code does not list chain-link as an acceptable material or style (Pages 41-42).*** Applicants stated that they may remove this fence.

15. ***Sheet H1.11: A 4-foot fence is proposed along the front of lots 219 and 220 (the two lots that front Tildenville School Road). According to the city code, fences in front yards must be "three feet in height, and set back from the property line one-half foot" [Sec. 118-1297 (a) (1)]. Further, the Oakland Park Design Code states on Page 42 the following regulations regarding front-yard fences:***

    a. ***Maximum height: 30" (with posts of columns being a maximum of 36")***

    b. ***Placement: Shall be placed between 18" and 3' from back of sidewalk***

    Applicants stated the builder may provide these front fences for these lots. City staff stated that there are city code requirements and if they want to do something else they may apply for a variance.

16. ***Sheets H1.10-1.11: According to the city code, fences in side yards must be "three feet in height to the building line" [Sec. 118-1297 (a) (2)]. Therefore, the 4-foot fences proposed along the sides of Lots 220, 223, 224, and 232 will not meet code. Please also note the Oakland Park Design Code standards in the comment above.*** Applicants understood they need to adjust to 3' height or seek variance.

Mail Kiosk

19. ***Please submit a letter from t-he post office approving the location of the mail kiosk.*** Applicants will submit this letter to city.

Landscaping

21. ***Please add a chart on the proposed landscape plans showing the following:***

   a. ***Type and number of trees removed***

   b. ***Type and number of trees retained***

Applicants will provide this information on resubmittal.

PUBLIC SERVICES DEPARTMENT

23. ***Please show all common area irrigation meter locations and sizes. Please note that utility impact fees shall be paid on all irrigation meters. Fees are based on meter size.*** Applicants will show this on plans.

Discussed pad size for trash and recycles bins for the 3 homes that the alley way cannot allow for solid waste trucks to enter and back up into. Project will provide specific pad for these three homes in an area for City Staff review.

Motion by City Engineer Miller to 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 11:00 a.m. by Acting Chairman/Community Development Manager Steve Pash.

APPROVED:

Acting Chairman, Steve Pash

ATTEST:

DRC Recording Secretary, Colene Rivera