



WINTER GARDEN

CITY OF WINTER GARDEN DEVELOPMENT REVIEW COMMITTEE MINUTES July 22, 2015

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, July 22, 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 10:01 a.m. The roll was called and a quorum was declared present.

PRESENT

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

Others: Community Development Director Ed Williams, Assistant City Attorney Dan Langley, Planner Kelly Carson, Planner Jessica Frye and Customer Service Representative Colene Rivera.

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on July 8, 2015.

Motion by City Engineer Miller to approve the above minutes. Seconded by Building Official Jones, the motion carried unanimously 5-0.

DRC BUSINESS

Agenda Item #3: Canopy Oaks Gate House and Pavilion – Site Plan

Roper Road - 12902
Sift Oaks Investments, LLC

Andrea Jernigan-Gwinn of Civil/Site Engineering Inc. and Tom Garver of AR Bailey Homes, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Prior to getting into specific staff report comments, applicant requested for consideration the removal of the playground equipment and recreation areas from this submittal and then at a later time submit these aspects separately for review. City staff discussed and agreed to this request.

ENGINEERING

1. **The approved construction plans show the drainage for Lots 26, 27, and 1 thru 4 crossing the wall to the swale on the Roper Road side. The "Roper Road Screen Wall Section" on Sheet C-2 shall show the swale and provide provisions for weep holes or some other method to convey the runoff under/through the wall to the swale. See attached from construction plans.** City staff inquired about this comment and wanted to ensure that applicant understood about the weep holes and swale concerns. Applicant requested to submit revised plans with these details, discussed intent of drainage plan and plans to move sidewalk, etc. City staff requested that applicant submit five copies of signed and sealed revised plans and city staff would review for comment and/or approval.

BUILDING

6. **The gate house as shown must be kept as unoccupied area or be built to the requirements of whatever occupancy is desired. As shown, no storage or any other use is allowed for this structure.** Building Official inquired of applicant about this comment and suggested that since the gate house structure will be unoccupied, that applicant consider building this structure with no doors or windows for access. This was advised so that down the road, residents are not tempted to use as storage space. The applicant inquired about what would need to be done to have this structure be occupied. City Staff explained that the building would have to be ADA accessible and have restroom facilities. Applicant stated that it is not planned for plumbing, sewer, lights, etc. so no won't be able to use as storage space. Building Official recommended that applicant reconfigure building as equipment room only for gate motors, etc. and just building accordingly to these guidelines. It was also discussed that builder include in HOA documents that the gate house will be unoccupied for security guards at entrance of subdivision. Applicant explained for this stage of approval intent for not occupied gate house and then requested details be resolved at time for building permit process. City staff agreed to this as long as applicant is good with possibility that elevations may need to be adjusted based on final building design. Applicant understood.

10:10 am Second applicant, Tom Garver arrived to meeting

Motion by City Engineer Miller to approve the small scale site plan which excludes the recreation and amenity areas at this point and will defer the gate house to the building permit stage and subject to receiving five signed and seal plans of the revised sidewalk, walls, etc. addressing all city staff conditions. Assistant City Manager for Public Services Cochran, seconded; the motion carried unanimously 5-0.

10:11 am Break in Meeting
10:12 am Meeting Resumed

Agenda Item #4: Oakland Park Phase 4 – PRELIMINARY PLAT

Lake Brim Drive
Lake Apopka 2012, LLC

Al Penny of Crescent, applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

1. *The development of the Hammock Preserve Amenity and wetland mitigation shall conform to the attached conceptual plan dated 5/15/2015 titled Option 'A'. Provide schedule of when the amenity will be constructed; that threshold shall be incorporated into the conditions of preliminary plat approval.* Applicant stated that they plan to have this phase of the project completed by July 4, 2016. Applicant will submit a phasing schedule for the Hammock Preserve Amenity and wetland mitigation planned development.

PLANNING

16. *An approval of the revision to this preliminary plat, which shows new impacts to an existing wetland for the purposes of providing stormwater detention for phase 4B of the project, is contingent upon the construction of a high-quality recreation area that incorporates the retention pond as a natural lake feature as depicted in the Hammock Preserve renderings that were submitted to the City. Any reduction in the number and/or quality of the amenities shown in these renderings, including the swimming pool, walking trails, dock, playground, community facilities, etc. will not be permitted.* Applicant expressed concern that the final plan is not exactly laid out as the concept plan presented to city. City staff explained that applicant will need to submit the revised plan and city staff will be looking at the revised plan to maintain the same integrity as the original plan presented and approved. Applicant will submit revised plan along with concept color renderings of revised plan in PDF format. City staff explained that color renderings need to present at Planning and Zoning board meeting.

Motion by City Engineer Miller to recommend the Preliminary Plat be placed on the next available Planning and Zoning Board Agenda, subject to all city staff conditions and receipt of revised conceptual amenity plan to the Planning and Zoning Department within 2 days following this meeting (by noon on Friday, July 24, 2015). Economic Development Director Gerhartz seconded; the motion carried unanimously 5-0.

10:18 am Break in Meeting
10:19 am Meeting Resumed

Agenda Item #5: Friendly Capital Office Complex – SITE PLAN

Winter Garden Vineland Road - 1309

Friendly Capital LLC

Leslie Hurst of Friendly Capital LLC, Britt Barnes of Friendly Capital LLC and John Kirby of Kirby Engineering, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS/CONDITIONS

2. Sheet C2:

- **Pursuant to discussions with the Developer of the West Orange Business Center to the north, the spite strip between the two properties shall be resolved, including cross access, drainage, and/or utility easements as necessary.** City staff explained that the spite strip issue will need to be resolved and executed prior to city being able to approve the plans and recommend for City Commission approval. City staff and applicants felt confident that this issue is close to being buttoned up and should progress along and don't see any issues that would hold things up. Discussed approval with condition and this would need to be final before City Commission approval. Discussed that both parties are in the same condition of approval based on executed Developers Agreement between these two parties. Applicant understood.
- **All existing public or private improvements, including adjacent sidewalks, pavement, or curbs, will be checked at final inspection. Any damaged, broken or cracked sections shall be replaced by the developer prior to issuance of certificate of occupancy.** Applicants understood this comment.

Applicants handed planner a copy of document. City Staff advised that applicants will also need to submit revised plans with this document to Planning Department as a revision.

3. Sheets C3/C4/C5:

- **Parking space size – show width. 9' X 18' spaces are allowed when overhang is into landscape buffers, not over sidewalk; the City will consider minimum 22' wide drive aisles.** Applicant explained that they intend to flip the plans so that overhang is into landscape buffers and will submit as revised plans.
 - **Building "A" shows a flush sidewalk adjacent to the handicap spaces, but Buildings "B", "C", and "D" don't. Considering the grades shown on Sheet C5, it doesn't appear ADA/Florida Accessibility Code slopes are being met. Grade on any handicap parking space cannot exceed 2% in any direction; grade from the space to the finished floor doesn't appear to meet Code.** Applicants will ensure that the plans meet ADA requirements. Details of meeting ADA requirements and gratings were discussed and applicant will review again.
5. **Will the project be phased? Provide description of what civil/site infrastructure will be constructed and if/when the proposed buildings will be constructed. Provide phasing plan if necessary.** Applicants will have a plan at time for resubmittal if phased or all at one time. City staff advised applicants that if phased that each phase will need to be stand-

alone projects with parking, buffering and landscaping, etc.

7. **Re-platting of the project may be required, especially if any portion of the project is sold off or split. If platted, easements for cross access, parking, drainage and utilities shall be provided, including creation of a Property Owners Association to own and maintain all common areas (pavement, stormwater and utility systems, ponds, etc.).** Applicants need to determine plan and will come back with revised plans based on direction of potential tenants.

PLANNING

17. **Page C3 shows 4 monument signs. Each property will be permitted one monument sign facing toward an adjacent ROW. Please review Chapter 102 of the sign code.** City staff clarified signage for this project. Basically one plat (lot) = one sign. If applicants decide to replat into multiple plats then will allow same number of monument signs as plats (lots). Applicants understood.
18. **What will be provided in the designated playground area?** Applicants explained that project will have standard daycare recreation equipment.
19. **How are you complying with the requirements for PPECS?** Applicants explained that PPECS requirements are same as daycare requirements.
26. **Please provide increased landscape buffering along the south side of the complex to provide the townhomes more screening.** Applicants requested clarification of what aspect of landscape buffering is being requested. City staff explained new requirements and will need to provide addition cut sheets in the plans: (1) for irrigation plan details and this review that this doesn't cover more than 65% of the property and (2) for landscaping plan details. City Staff advised that applicant include a note that irrigation plan will meet city code and details to follow at a later date. Applicants understood and discussed option to have city staff along with applicants meet on site to discuss landscaping details for project.
27. **On page LT1, the northern, southern and western side of the property line has light encroaching onto adjacent properties. Per code Chapter 118, Division 4, sec. 118-1536 (i), Illumination levels at the property line cannot exceed 1.0 fc and must be as close to 0.0 fc as possible when facing residential. To mitigate the issue of glare onto the adjacent residential property, the code states house-side shields and reflectors shall be installed.** This comment was discussed and addressed lighting concerns along the adjacent residential property. Applicants will include lighting details and notes on revised plans about lighting shields along this residential property.

Motion by City Engineer Miller to recommend the site plan be placed on the next City Commission agenda, subject to having the spite strip agreement, landscaping and irrigation issues resolved, along with revised plans addressing all City Staff conditions to the Planning and Zoning Department within 3 days following this meeting (by noon on Monday, July 27, 2015). Building Official Jones, seconded; the motion carried unanimously 5-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:40 a.m. by

Acting Chairman/Community Development Manager Steve Pash.

APPROVED:



Acting Chairman, Steve Pash

ATTEST:



DRC Recording Secretary, Colene Rivera