



# WINTER GARDEN

## CITY OF WINTER GARDEN DEVELOPMENT REVIEW COMMITTEE MINUTES August 5, 2015

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, August 5, 2015 in the City Hall Commission Chambers.

### **Agenda Item #1: CALL TO ORDER**

Chairman/Community Development Manager Steve Pash called the meeting to order at 10:02 am. The roll was called and a quorum was declared present.

### **PRESENT**

**Voting Members:** Committee Chairman/Community Development Manager Steve Pash, City Engineer Art Miller, Building Official Mark Jones, and Assistant City Manager for Public Services Don Cochran

**Others:** Community Development Director Ed Williams, City Attorney Kurt Ardaman, Assistant City Attorney Dan Langley, Planner Kelly Carson, Planner Nadine Avola, Planner Jessica Frye, Assistant Director of Operations Mike Kelley, and Customer Service Representative Colene Rivera.

### **ABSENT**

**Voting Members:** Economic Development Director Tanja Gerhartz

### **APPROVAL OF MINUTES**

#### **Agenda Item #2:**

Approval of minutes from regular meeting held on July 22, 2015.

***Motion by City Engineer Miller to approve the above minutes. Seconded by Assistant City Manager for Public Services Cochran, the motion carried unanimously 3-0. (Building Official Jones was not present during this vote).***

10:02 am Break in Meeting  
10:03 am Building Official Jones arrived late to meeting  
10:03 am Meeting Resumed

### **DRC BUSINESS**

### **Agenda Item #3: Sonata West Orange Campus – SITE PLAN**

Roper Road - 420

Klima Weeks Civil Engineering, Inc.

Stephen Caruso of Sonata West Orange Campus and Selby Weeks of Klima Weeks ; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

#### **ENGINEERING**

City staff made a correction of the Staff Report in the Engineering section that stated, “We recommend approval of the re-zoning subject to the following conditions and comments:” City Staff requested that this statement be changed to, “**Please address the following comments:**” Applicants understood.

#### **2. Sheet C100 – Site Plan:**

- a. **Show existing and proposed sidewalk easement and 5’ concrete sidewalk on Roper Road full frontage as discussed at the 6/24/15 DRC meeting. If the applicant only wants to build the sidewalk on the new addition frontage, the City will use the previously paid sidewalk fund contribution (\$10,888.89) to build the sidewalk along the Memory Care frontage (in the existing easement). If the applicant wishes to build the sidewalk along the entire Roper Road frontage, the City will reimburse the previous sidewalk fund contribution.** Applicants will determine which option they want to go with and address in resubmittal of plans.

#### **3. Sheet C200 – Erosion Control & Demolition Plan:**

- a. **Provide additional specifications for muck removal, with specific instructions as to muck removal, testing and building permit application. Building Permit application for any areas in the muck removal area shall be accompanied by a detailed report, signed and sealed by a Florida Professional Engineer, that these areas are suitable for construction, and shall contain special foundation requirements or designs as appropriate. The Building Department may have additional requirements.** After discussion of this comment, applicants understood what is being requested that they will include more details and notes in the plans referencing the Terracon Report and ensure that it is clear during construction these guidelines are followed, including certification by the Geotechnical Engineer that the muck has been removed.
- b. **Show size and type of existing trees. A Tree Removal Permit issued by the City of Winter Garden Building Department will be required prior to final plan approval. Coordinate with Building Department (Steve Pash).** City Staff explained that this is a standard comment. Applicants understood.

#### **4. Sheet C400 – Paving, Grading & Drainage Plan:**

- a. **It is noted that the two side drains at the Roper Road driveways only have just over one foot of cover; care shall be taken to ensure the integrity of these pipes, during and after construction.** This is a standard comment.
- b. **Structures DS 23, 24, 25, and 26 were not shown in the Drainage Structure Table**

on Sheet C401. This comment was discussed and Staff pointed out these are the 4 mitered end sections on the Roper culverts, not yard drains. Applicant will double check the drainage structures and identify items clearly.

5. **Sheet C401 – Paving, Grading & Drainage Plan:**

- c. **Check the flow arrow directions outside (north of) the sidewalk in this area [NE corner of stormwater pond] – no runoff will be allowed to go off-site.** Discussed drainage concerns and applicants understood that the drainage plan needs to ensure that there is no standing water and no drainage onto the adjoining property. Discussed inserting another inlet or drain.

6. **Is the existing emergency generator for the Memory Care facility wired to run the master lift station? Check with Public Services Utilities to confirm lift station emergency generator requirements.** Applicants stated that yes the existing emergency generator will be used to run the master lift station. However this generator will not serve the new buildings. This will be a separate generator system.

16. **Streetlighting shall be provided along the Roper Road frontage per Code.** Applicants will address this comment. The lighting aspects were also addressed under Planning.

**PLANNING**

18. **Please provide cross access easements to all of the surrounding properties that are connected to this development and to the property to the west.** Applicants will provide exhibit showing details on the plans.

19. **The total cost of the stop light at the corner of Roper Road and Daniels Road is \$194,611.50. Your fair share is 9.6% of the cost (\$18,682.70).** Applicants explained that their engineer came up with 4.4% as their portion of fair share costs. Applicants explained that they had dedicated 30' on Roper Road as right of way and this addressed a portion of their fair share amount. City staff requested that applicants provide documentation of how the numbers were derived and city staff will review and follow up with applicants.

20. **The lighting plan shows a double headed light along Roper Road. Please install lights needed for your parking lot on a separate pole and make it so the lighting is contained on the property. Also, shields should be installed along the west boundary to keep the lighting on your property.** This comment was discussed under engineering comment #16.

**PUBLIC SERVICES**

25. **The plans indicate a 2" irrigation meter, a 1" potable water meter, and a 3" potable water meter. Water, sewer, and irrigation impact fees are based on meter size. The following are the proposed utility impact fee calculations.**

**Water Impact Fee = \$2,715.00 (1" Meter)**

**Sewer Impact Fee = \$4,418.00 (1" Meter)**

**Water Impact Fee = \$16,290.00 (3" Meter)**

**Sewer Impact Fee = \$26,505.00 (3" Meter)**

**Irrigation Impact Fee = \$8,688.00**

**Total Utility Impact Fee = \$58,616.00**

**Utility impact fees are due at Building Permit Application or FDEP permit application.**

This comment was discussed and fees clarified. The 1" meter is referencing the Pavilion area and applicants were good with this comment.

27. **A 2" bypass meter shall be installed on all master meter assemblies three inches or larger. Please see the master meter detail on City Detail Sheet 2.** Applicants will place these details on the plans.
28. **All fire lines shall be metered.** Applicants will check with Fire Inspector if there are details for fire lines that need to be included in the plans. Applicants will be allowed to reduce pressure to the meter as discussed in the meeting.
30. **All construction shall conform to City of Winter Garden Standards, Specifications and Ordinances.** Applicants will add notes to plans.
31. **Please ensure that you pick up the offsite drainage that is coming to the west property line. This area historically drained to the wetland.** Applicants will account for off-site drainage. Discussed sheet flow and will account for drainage concerns.

## **BUILDING**

34. **Plan does not show Accessible loading are per FAC 503.** Applicant will identify on plans and call out striping, etc.

***Motion by City Engineer Miller to have the applicants revise and resubmit the Site Plan for staff review only. Building Official Jones, seconded; the motion carried unanimously 4-0.***

10:19 am Break in Meeting  
10:20 am Meeting Resumed

## **Agenda Item #4: Graham Family Law Office – SITE PLAN**

Vineland Road - 1030

Johnson-Laux Construction

Johnnie Isner of Johnson-Laux Construction and Quang T Lam of LAM Civil Engineering; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

## **ENGINEERING**

2. **Provide General Notes that shall include, but not be limited to, the following:**
  - **All compaction shall be 98% of the modified proctor maximum density (i.e. pvmt subbase detail).** These specifics were reviewed with applicants and they understood to change from 95% to 98%.
  - **All gravity sanitary pipes and fittings shall be SDR 26.** Discussed and applicants

understood. If no new connections are being proposed, then existing laterals and pipes will be sufficient.

- **As-built record drawings shall comply with City of Winter Garden requirements.**  
Discussed and applicants understood.
- 4. **In the past year the City rebuilt this section of Vineland Road, including the addition of gravity sanitary sewer lines and laterals. If this building is not already connected to City water and sanitary sewer, it shall be, and connection notes and details shall be shown on the site plan.** Applicants confirmed that both water and sewer is already connected to city service.
- 5. **Grading and Drainage Plan:**
  - **All irrigation shall be designed to be connected to reclaimed water mains – separate irrigation meter required. Any irrigation lines within City R/W shall be purple in color. All points of connection to reclaimed or potable water mains shall have appropriate meters, backflow preventors, etc. All irrigation mains within the City’s R/W under the pavement shall be encased within a sleeve.** Applicants stated there are existing landscaping and no existing irrigation or proposed on this property.
  - **Provide permit or exemption from SJRWMD.** Applicants are proposing to use the 10-2 self-certification; they need to provide documentation either way.
  - **Provide depth and bottom width of swale on cross section; the water table in this area is relatively high.** Discussed this comment and appears to be exempt from St. Johns permitting due to square footage of new impervious area. Applicants will provide documentation of the calculation and requested to include dimensions of bottom width on revised plans.

## **PLANNING**

10. **Landscape and irrigation plans must be submitted to review the required buffering from the right-of-way and the surrounding residential properties:** Applicants are not planning to install irrigation system on this property. They stated that they will be hand watering the existing landscaping and any additional landscaping on this property.
  - a) **Per code Section 114-34.1, there is not a sufficient buffer between this property and the right-of-way:**

**Landscaping shall include a landscaped yard at least five feet in width containing an opaque screen of landscaping at least three feet in height. The screen may be composed of a berm at least two feet in height or a maintenance-free wall at least three feet in height or a screen of landscaping at least 2.5 feet in height at the time of planting. If a berm is utilized, additional landscaping at least one foot in height shall be planted. If a screen of living landscaped material is utilized, it shall attain opacity and a height of three feet within 12 months of planting under normal growth conditions. One tree shall be planted for each 50 linear feet, or fraction thereof, of frontage on a public right-of-way.** Landscaping plans were discussed and applicants understood.
  - b) **Per code Section 114-34.2.(a), there is not a sufficient buffer between this property**

and the residential properties to the north and west of the site:

Landscaping shall include a buffer yard at least five feet in width, containing either a berm at least two feet in height or a hedge or other durable screen of landscaping at least six feet in height. If a berm is utilized, additional landscaping at least one foot in height at the time of planting shall be installed. Where such screen of landscaping is composed of living plant material, it shall be 30 inches in height at the time of planting and shall attain opacity within 12 months under normal growing conditions. A minimum of one tree shall be planted for each 75 linear feet of common lot line or fraction thereof. Landscaping plans were discussed and applicants understood.

Because the area is tight, the City will consider an opaque fence adjacent to the parking lot in lieu of a vegetated screen. City staff is requesting that applicants provide screening buffer of parking lot area from residential areas. Discussed options of opaque fencing as an option along residential areas. Applicants understood.

13. If any signage is proposed, the applicant must adhere to the requirements of the Winter Garden Code of Ordinances Chapter 102. A sign permit issued by the Building Department is required. Applicants will show monument sign location on plans and sign permits have been submitted to Building department.

#### PUBLIC SERVICES

14. The plans did not show any alteration to the existing utilities. Will there be any alterations to the utilities? Applicants stated that they are not planning on improvements to property to existing utilities. They are not planning on installing irrigation system on property. They will show notes on plan to hand water landscaping areas.

City staff handed applicant Exhibit A which shows the road impact fees for this project to change from single family residential use to proposed office use.

*Motion by City Engineer Miller to have the applicants revise and resubmit addressing all city staff conditions of the Minor Site Plan for staff review only. Building Official Jones, seconded; the motion carried unanimously 4-0.*

Applicants were directed that when they resubmit the revised plans to also include a response letter addressing all the staff report comments.

#### ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:37 a.m. by Chairman/Community Development Manager Steve Pash.

**APPROVED:**

**ATTEST:**



Chairman, Steve Pash



DRC Recording Secretary, Colene Rivera

RECEIVED 8-5-2015  
DRC MEETING

**City of Winter Garden**  
**City-Wide Road Impact Fee**  
8/5/2015

1030 Vineland Road	Square Footage	Rate per 1,000 Square Feet	Road Impact Fee
<b>Previous Use - Credit</b> Single Family Residential <sup>8</sup>	1,745	n/a	\$ 3,517.00
<b>Proposed Use - Cost</b> Office 0-100,000 sf <sup>8</sup>	1,745	\$ 5,748.00	\$ 10,030.26
		<b>Total Due</b>	<b>\$ 6,513.26</b>

**Total Due at Issuance of Business Tax Receipt: \$ 6,513.26**

Notes:

- <sup>1</sup> - Based on Ordinance 89-68
- <sup>2</sup> - Based on Ordinance 90-27
- <sup>3</sup> - Based on Ordinance 98-89
- <sup>4</sup> - Based on Ordinance 00-38
- <sup>5</sup> - Based on Ordinance 04-17
- <sup>6</sup> - Based on Ordinance 06-39
- <sup>7</sup> - Based on Ordinance 06-40
- <sup>8</sup> - Based on Ordinance 10-01