



WINTER GARDEN

CITY OF WINTER GARDEN DEVELOPMENT REVIEW COMMITTEE MINUTES August 17, 2015

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met for a special meeting on Monday, August 17, 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 10:05 am. The roll was called and a quorum was declared present.

PRESENT

Voting Members: 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: City Attorney Kurt Ardaman, Planner Kelly Carson, and Planner Jessica Frye.

DRC BUSINESS

Agenda Item #2: Plant Street Professional Building – SITE PLAN

Plant Street E - 160

Winter Garden Gateway Corporation

Attorney Jay W. Small with Mateer Harbert Law Firm and Jay Hembree with Hembree Construction; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

- 1. The building setback requirements shown on Sheet C200 indicate variances may be required, although consideration should be made concerning the age of the existing building (i.e. grandfathered in?).** Planner Carson stated no variance would be necessary as the existing building is grandfathered in.
- 2. A sidewalk easement is proposed to be granted to the City on a portion of the Dillard Street frontage. There are other City maintained areas along the Plant Street frontage that should be included within an easement including sidewalk, planters, landscaping, and traffic signal mast arm pole. Copies of recorded easements shall be provided prior to issuance of the Certificate of Occupancy for the building.** Applicant

Hembree asked if the easements were already in place. City Engineer Miller responded that he would need to conduct a Title Search to confirm; applicant Small stated that he conducted a Title Search and they did not find any additional easements; Applicant Small stated he would provide the city and city attorney with a copy of the conducted search. City Engineer Miller stated it would make sense for the city to pick up the landscaping to the north since the applicant is granting an easement to the east and just to wrap it around. Applicant Small agreed, subject to his client's agreement. Applicants brought up the issue regarding the easements stating that the irrigation within these dedicated easements would be maintained by the city, city staff agreed. City Engineer Miller stated the easement agreement would need a sketch and legal description. City Engineer Miller will send the City's sidewalk easement form to Applicant Small so the easement can be drawn up for City review.

3. **Coordinate with Utilities Department on location of water, sanitary sewer, and irrigation service, meter, etc. All irrigation lines within the City's right-of-way or easement shall be purple color.** Only change in utilities would be for the irrigation. City Staff asked for an Irrigation Plan.

PLANNING

8. **Per the pre-application conference held on August 6, 2015, the entire project will be completed within 90 days of the date of that meeting, which will be on November 3, 2015. Any delay in this schedule will void this approval and the City will resume its pursuit of condemnation of the property.** Planner Carson stated that this was discussed at the pre-application meeting and a part of the conditions of approval. Applicant Small asked about adding to the conditions "unless otherwise agreed to by the parties." City Attorney agreed that this would be fine.

PUBLIC SERVICES

9. **Where will the dumpster enclosure be located?** Applicant Small asked if a residential container could be used in lieu of a commercial one due to space issues. The city agreed and asked for a fence and landscaping to be provided to hide the residential dumpsters when not being picked up. Economic Development Director Gerhartz stated that if the use intensifies beyond that of an office use then the residential containers would need to be addressed again. City staff discussed placement and concealment of the residential containers and it was determined that the southwest corner of the building was the best location. Applicants agreed. Access for pick-up will need to be from the City's (Rainbow) parking lot to the west until that property develops and a new plan is dealt with.

STANDARD GENERAL CONDITIONS

11. **5' wide concrete sidewalks shall be constructed along all street frontages pursuant to Code. Existing sidewalks will be checked at completion and any damaged sections shall be replaced.** Applicant Hembree asked if this was needed, City Engineer stated it was a standard comment.

Motion by City Engineer Art Miller to approve minor site plan as shown and forward onto the Architecture Review Board subject to all staff conditions and minor changes presented at meeting. Building Official Jones, seconded; the motion carried unanimously 5-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:23 a.m. by Chairman/Community Development Manager Steve Pash.

APPROVED:

ATTEST:



Chairman, Steve Pash



DRC Recording/Secretary, Jessica Frye