



WINTER GARDEN
CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
September 2, 2015

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, September 2, 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 10:00 am. The roll was called and a quorum was declared present.

PRESENT

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

Others: Assistant City Attorney Dan Langley, Community Development Director Ed Williams, Planner Kelly Carson, Planner Nadine Avola, Planner Jessica Frye 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 August 19, 2015.

Motion by City Engineering Miller to approve the above minutes. Seconded by Building Official Jones, the motion carried unanimously 4-0.

10:00 am Break in Meeting
10:01 am Meeting Resumed

DRC BUSINESS

Agenda Item #3: Oakland Park Phase 3 – FINAL PLAT

Lake Brim Drive - 948
Lake Apopka 2012, LLC

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

ENGINEERING DEPARTMENT

6. **Provide back-up for the Engineer's cost certification dated 8/11/15 for determination of the performance bond amount to include any incomplete items (streetlighting, street and regulatory signage, landscaping, irrigation, wall, amenities, etc.). Final plat will not be scheduled for approval by the City Commission unless the improvements have been completed and the Certificate of Completion issued, or a performance bond or letter of credit for 120 percent of all incomplete improvements has been provided to the City.** This comment was discussed and applicant explained that he would like the city staff to review the back-up prior to applying for performance bond. City staff explained that it was received after comments were sent and that City Engineer had been out of the office past two days. He will review and get back to applicant on numbers and details. Discussed request to send in 5 signed and seal copies of the plans and they are probably in the Building Department. Also discussed Lot 208 where there are two detached garages and this is an unusual circumstance. City staff explained that they fall back to city code since the PD doesn't address this issue.

PLANNING DEPARTMENT

20. **Is the 2.5-foot easement along the front of Lot 227 wide enough to provide accommodating services to the lot?** Applicant stated that this comment would be addressed in the revised submittal.
23. **In other phases the lots front the trail. But, the lot envelope plans submitted show Lots 227-231 facing Lake Brim. Please explain the reasoning for this.** Applicants gave a general explanation of this and will be addressed in the revised plans.

CITY SURVEYOR COMMENTS

Please see Attachment A. Applicant stated that these comments will be addressed in the resubmittal.

CITY ATTORNEY COMMENTS

Please see Attachment B. Applicant stated that these comments are also being addressed. City attorney wanted to discuss the easement dedication for private roadway and property and those areas that will be dedicated to city. Conclusion was that the internal areas will be treated differently from perimeter areas. Applicant's attorney will review, discuss concerns and details with city attorney. Also discussed was tract 6 and concern about details to how the HOA documents will state that the HOA will be maintaining this tract area. It was suggested that the document use the verbiage of an alleyway and modify it for this tract. City staff explained that there will need to be specific clarification for the three lots in regards to the driveway placement, access to alleyway and receptacle pad use, etc. with a separate document addressing these specific items. Applicant understood and will comply.

Motion by City Engineer Miller to have the applicant 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.

10:08 am Break in Meeting
10:10 am Meeting Resume

Agenda Item #4: Duke Energy Equipment Shelter – SITE PLAN

Crown Point Road E - 402

Duke Energy

Erick Johansen of Full Sail Builders, Chad Linn of Linn Fry, Charles Smith of JLL and Mark Lacey of Duke Energy; applicants for the project were in attendance for discussion. Also in audience as a spectator was William Grady of Full Sail Builders Inc. The following items were reviewed and discussed:

ENGINEERING

- 2. Provide updated site plan showing the proposed improvements with grading of proposed flooring, etc. Showing a schematic of the structure and providing old site plans is not acceptable – provide updated civil drawings showing all applicable aspects of the proposed structure (all drawings shall be signed and sealed by the appropriate design professional as required by state law and rule).** Applicant stated that there is a pole barn and no utilities. Storm water was taken from the previously approved plans and discussed impervious area of crushed concrete area. Applicants are planning on pouring a slab and place building in the middle of this crushed concrete area. Discussed notes on plans and placing the old notes on the new plans. City staff explained to applicants that they will need to submit for either a new permit or a revised/ modified permit with St. John's. This permit or letter from St. John's is needed for city approval of this project. Applicant understood and will work on this aspect. Also discussed was the grading of the slab and applicants explained how this is being planned and will note on plans.

PLANNING

- 6. The site plan showing the equipment shelter is very hard to read, please revise.** City planners request that applicants submit plans of shed to scale so that the measurements can be verified. There was a discrepancy in some of the plans on the size of this structure. Applicants will update and submit plans to scale. Applicants confirmed that the building will be 40' x 120'.
- 7. The hardcopy provided to the city and the electronic copy present two different proposed structures, please verify the size that is proposed for the site.** Applicants discussed and were inquiring about how to submit the plans with the original plans that were approved some years ago and then the updated plans. City staff advised that applicants superimpose the original plans to the updated plans and submit.

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 4-0.

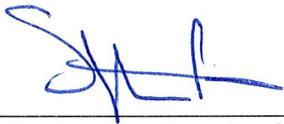
10:16 am Break in Meeting
10:17 am Meeting Resumed

ADJOURNMENT

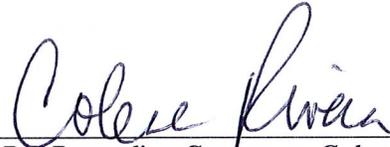
There being no more business to discuss, the meeting was adjourned at 10:17 a.m. by Chairman/Community Development Director Ed Williams

APPROVED:

ATTEST:



Chairman, Steve Pash



DRC Recording Secretary, Colene Rivera