



WINTER GARDEN
CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
September 30, 2015

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, September 30, 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 10:03 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Chairman/ Community Development Manager 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, Assistant Director of Operations Mike Kelley, Planner Kelly Carson, 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 September 2, 2015.

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

10:03 am Break in Meeting
10:04 am Meeting Resumed

DRC BUSINESS

Agenda Item #3: Canopy Oaks Recreation Area – SITE PLAN

Roper Road - 12902
Sift Oaks Investments LLC

Andrea Jernigan-Gwinn of CSEI, Tom Garver of AR Bailey Homes and Max Spann of Land Image; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

PLANNING

4. Detail Sheet:

- a. **The Parcel D Perimeter Fence is called out as being 4' high on sheet L4.0.0.**
 - i. **This was shown as a 6' high fence to limit access to this parcel in the CPS set. Why did this change?**
 - ii. **This is called out as a 3' tall fence on the plans.**
 - iii. **Why is the other (perimeter) fence called out as being provided by the owner? Please include it as part of this set.**

Discussion took place about the perimeter fence regarding concerns with inconsistencies amongst the plans. It was agreed that a 5' height solid fence for the perimeter around the contaminated area will be sufficient to prevent pedestrian access to this area.

PUBLIC SERVICES

10. **The plans appear to be incomplete. Sheet C-7 and C-13 do not cover all of the areas shown on the Landscape Plan.** Applicants explained they thought they only needed to submit the revised and updated sheets. City staff explained that the applicants need to submit an entire full set of plans with revisions as the staff look at each plan submittal independently and need to submit an entire complete set with each revision. Discussion took place regarding irrigation system as built plans and fees being paid up front. Applicants will provide as-built plans and receipt of payment.

BUILDING

11. **Separate permits will be required for the construction of these features (except Playground).** Discussion took place about this comment and it was clarified. Tot lots are not typically permitted. Planning will inspect the area and make sure the final landscaping plan has been followed. Applicants understood.

City staff inquired about the lift station being operational? Applicants explained the current status, testing in progress, etc. that has been done and this is being addressed. They assured the city this will be resolved.

Motion by City Engineer Miller to have the applicants revise and resubmit the Small Scale Site Plan addressing all city staff conditions for staff review only. Assistant City Manager for Public Services Cochran seconded; the motion carried unanimously 4-0.

10:14 am Break in Meeting
10:15 am Meeting Resumed

Agenda Item #4: Canopy Oaks – FINAL PLAT

Roper Road - 12902

Sift Oaks Investments LLC

Andrea Jernigan-Gwinn of CSEI, Tom Garver of AR Bailey Homes and Max Spann of Land Image; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

The applicants did not have any specific comments for this project that they wanted to discuss. They understood the comments and will address each one and revise accordingly.

Motion by City Engineer Miller to have the applicants revise and resubmit the Final Plat addressing all city staff comments and conditions for another full DRC review cycle. Building Official Jones, seconded; the motion carried unanimously 4-0.

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

Agenda Item #5: Hennig Property – CONSTRUCTION PLANS

Bay Street W - 601
Dewberry Engineers, Inc

Christopher Allen of Dewberry Engineers, Inc and Dana Boyte of Dewberry Engineers, Inc; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

2. Sheet C10:

- **The City is concerned about the rear lot drainage of Lots 40 thru 35. As noted previously, the rear yard easement in this section shall be increased to 10' width on each lot, 20' width total. As discussed at the 8/19/15 DRC meeting, secondary drainage calculations were to be provided with this submittal to confirm that a piped rear yard collection system would not be needed.** This comment was reviewed and discussed. City staff requested the applicant call out the 10' easements on each side for a total of 20' easement and include surface drainage calculations for the swales and drainage areas.

5. Sheet C25:

- **See City Standard Detail Sheets – stabilized subgrade required under base. Response is incorrect and refers to the 18" select fill under the subgrade; subgrade is still listed as "compacted".** This comment was discussed and clarified. Applicants will revise and update the plans to reflect: 18" select fill, 12" stabilized (compact) subgrade, 10" base and 2" asphalt as called out in the city standard details. Applicants understood and will revise.

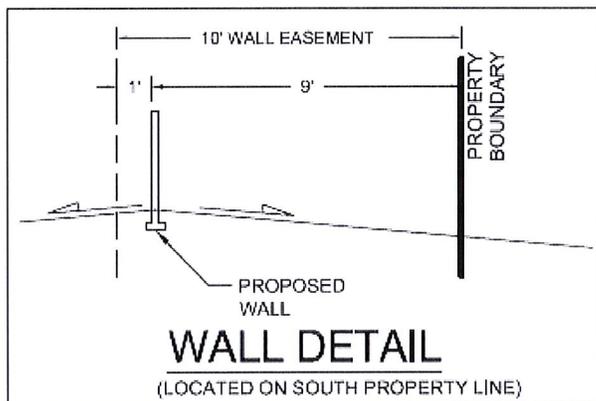
16. The environmental report states that gopher tortoises may be active on site and that it is unlikely habitat for sand skinks. Provide approvals from FFWCC prior to construction

that these species have been addressed. Applicants understand this comment. They are planning to wait until the very last minute to submit approval from FFWCC and understand that this will be prior to pre-construction.

17. Permit or modification from SJRWMD is required as well as permits or exemptions from FDEP for water, wastewater and NPDES. As stated above, water, reuse, and sewer impact fees shall be paid pursuant to Code, prior to City execution of FDEP permits and issuance of site or building permits. City Staff is requesting applicants to check on impact fee payment which need to be paid prior to City signing FDEP applications. They will check and provide documentation.

PLANNING

18. The subdivision wall is depicted as being built in the middle of the 10' wall & landscape easement adjacent to W Bay Street. The wall must be consistent with the detail provided in the approved PSP to provide adequate room for the landscape buffer: This was discussed and clarified. Applicants understood, will comply and revise plans accordingly.



19. Tree Removal Plan (Sheet C07):

- a. Please contact Laura Coar at the City (x-5418) to receive approval of the tree preservation barricade. Posts with "two rows of tape" may not provide sufficient protection for the trees. Applicants were directed to contact Laura Coar for details and coordinate directly with her.
- b. Informational Item: Any tree shown as saved must be saved. If any tree shown as preserved on this plan is removed without prior City approval, the developer will face significant fines. City Staff explained this is a standard comment.

20. REPEAT COMMENT: Please submit subdivision irrigation plans. These plans must adhere to the new "Florida Friendly" landscape ordinance (15-40). Applicants will address and resubmit.

21. Landscape Sheets: Applicant handed city staff planner a copy of landscaping plan at time of meeting.

- a. Per the pre-plat, please provide a 5' landscape buffer with shrubs and trees along the park area property line adjacent to lot 16. Also, please provide a screening hedgerow as part of the southern buffer adjacent to lot 17. This was clarified

- b. What turf type are you proposing to use? The notes reference SOD-1 as St. Augustine, while the plant list calls out Bahia. Note: Bahia is more consistent with the City's Florida Friendly landscape ordinance. This was clarified and applicant will update on plans.
- c. Please provide additional canopy trees around the storm pond. This was clarified and applicant understood.

2nd applicant arrived to join the meeting for discussion and review.

A discussion took place regarding the wall and details. Applicants were asked to provide more details along the back of the wall to be consistent with the image that was provided as an example.

e. Sheet LS-3.

- i. The perimeter wall and landscape buffering does not comply with City code, nor is it consistent with the example that was exhibited as part of the preliminary plat approval. Per section 118-1296 (i): In general, compliance with this section will require a brick facade wall (or berm or considerable amount of open space such as a golf course), hedges, canopy trees (at 50-foot spacing) and understory trees (at two trees per 50 feet). Applicants will address.
- ii. Contrary to the approved PSP, only a 5' wide landscape buffer is shown along W Bay Street (please reference comment 18 above). Applicants will address.
- iii. Entry signs are permitted be a maximum of 6' tall. The 8' tall entry sign wall as shown would require a variance. Applicants will address.

22. Informational Item: Minor Site Plan Approval is required for the recreation area(s). City staff requested details of area on separate sheet.

23. The recreation area deficit will need to be addressed as part of this approval. An agreement will need to be drafted to memorialize the amount to be paid into the recreation fund. As noted previously, the recreation area deficit will require mitigation based on the fair market value of the land that would otherwise be dedicated. Based on the sale price of the land (\$1,550,000), the developer is required to pay \$76,694.71 for every acre of required recreation space that is not able to be dedicated on site.

- a. As shown, the applicant would be required to pay \$7,669.47 to mitigate the 0.1 acre recreation deficit. Discussion took place regarding applicants plan to pay fees to the recreation area deficit and a service agreement/ developer's agreement draft will need to be drawn up. City staff will work on draft and details and then provide to applicants for review. The fees will be due at time of pre-construction meeting.

24. REPEAT COMMENT: Elevations: The rear elevations do not include enough façade features. Please include features on the rear elevations similar to those along the front elevations. The previously-submitted rear facades do not meet this requirement. This comment was discussed and clarified. Applicants will add details to rear and submit revised plans.

25. **REPEAT COMMENT: Regarding the (Pre-Plat) comment: Per the findings of the Phase I ESA, please submit a soils report that determines if hazardous compounds are present in concentrations that exceed FDEP criteria. Applicant responded saying the site in question will be monitored and certificates will be provided to the City. Please provide more detail about the “monitoring” and “reporting” plan for the potentially-contaminated areas.** Applicants gave an update on status of geo tech report. Once complete, it will be forward to city.
26. **REPEAT COMMENT: Per the submitted T&E Species Assessment report, the site contains habitat that may be suitable for habitation by gopher tortoises. A 100% survey of all potentially suitable gopher tortoise habitats will be required prior to construction.** This comment was discussed and clarified earlier in this meeting.

PUBLIC SERVICES

27. **With respect to the lift station calculations, please remove the reference to Mathew’s Grove.** Applicants will adjust on revised plans.
28. **Sheet C02: Please revise Note 8 under the Utilities section as all compaction shall meet the 98% of the modified proctor.** Applicants will address.
29. **Repeat Comment: Air Release Valves shall be placed on all high points on the pressure pipe. Please add an ARV on the reuse line at Station 11+95 and an ARV on the water main at station 22+40.** Applicants understood.
30. **Please add an ARV on the offsite force main at station 14+40.** Applicants will address.
31. **The offsite force main is called out as a 4” FM. Please revise the call out to a 6” FM.** Applicant will ensure that the plan details match.
32. **Sheet C22: Text call outs do not match the plans. Please revise.** This comment was clarified. Applicants will revise.
33. **Sheet C25: Please show the water main and reuse main being centered under the sidewalk.** Applicants will address.
34. **Sheet C37: No ball valves on the lift station. Please see City Specifications and Details.** Applicants were asked to change to plug valves.
35. **Please install the water meter for the lift station at the back of the sidewalk adjacent to the lift station driveway and not inside the fence.** Applicants will address.
36. **Sheet C37: Please confirm the voltage for the lift station. The 20 hp pumps should be 230v - 3 phase.** Applicants will confirm the pump specs.
39. **Streetlighting shall be installed pursuant to City Code, meeting dark skies requirements (Code Section 118-1536(k)). Submit streetlighting plan from Duke Energy prior to preconstruction meeting.** This comment was clarified. Applicants will need to provide a letter that Duke Energy is actively working on the project and they need to meet dark skies.

Motion by City Engineer Miller to have the applicants revise and resubmit the Construction Plans addressing all city staff conditions for another full DRC review

cycle. Assistant City Manager for Public Services Cochran seconded; the motion carried unanimously 4-0.

10:35 am Break in Meeting
10:36 am Meeting Resumed

Agenda Item #6: Premier Property - UVPUD

Marsh Road – 16846, 17000 & 17166
Poulos and Bennett

Daniel Kaiser of K. Hovanian, Tom Daly of Daly Design Group and Marc Stehli of Poulos and Bennett; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

1. **Applicant should refer to City Code, specifically Sections 106 (Stormwater), 110 (Subdivisions), and 118 (Planning & Zoning) for City of Winter Garden requirements (i.e. 5' wide sidewalks (min.); HOA owns and maintains ponds, etc.).** Applicants understood and will comply. Applicants will address the 5' wide sidewalks and revised plans for HOA to own and maintain the ponds.
2. **Proposed 5 ft building side setbacks will only be approved provided that no obstructions of any kind are allowed within the 5 ft setback area – staggered air conditioning equipment will be allowed, provided they do not impede the flow of storm water within the drainage easement. Minimum 5 ft wide utility and drainage easements shall be provided on each side lot line.** Applicants understood and will comply.
3. **Typical Section: Right-of-way width shall be a minimum of 50 feet with minimum roadway pavement width of 24' as required by City Code (12' minimum each lane); 16' minimum lane width for any divided portion (additional width may be required if parking is allowed); 18" of clean fill with no more than 5% passing a #200 sieve required under the 12" thick stabilized subbase; 98% density required on all compaction; 2" minimum asphalt thickness; 10" minimum soil cement or crushed concrete base thickness; minimum 24" wide concrete curb and gutter required (or Miami curb); 5' wide concrete sidewalks required on both sides of street; minimum 10' wide drainage, utility and sidewalk encroachment easements required adjacent to all rights-of-way. All construction shall meet City of Winter Garden requirements for drainage, roadways and utilities (see City Standard Details available on-line at cwgd.com).** Applicants understood and will comply. City staff requested that the applicants show details on plans.
4. **Provide an environmental report that addresses wetlands, threatened or endangered species (i.e. gopher tortoises; sand skinks; etc.). Provide approvals from FFWCC prior to construction that any species identified have been addressed.** Applicants will send this report to city staff planner.
5. **Provide geotechnical report with next submittal.** Applicants will provide this report.
6. **Utilities: Minimum 8" potable water (internal), 8" reuse water and minimum 6" sanitary force main are required.** City staff confirmed there is a 8" stub-out to property.

7. Some of this property appears to be "A" type soils and may require adherence to the City's Wekiva protection regulations. Wekiva Protection requirements as outlined in the Comprehensive Plan shall be met, especially for drainage and Karst protection. Soil borings identifying Karst features shall be provided. This comment was clarified. City staff explained this area is within the Wekiva overlay area and will need to adhere to their requirements.
8. A Developers Agreement addressing the phasing, utilities and other commitments of the development's master plan shall be approved by the City Commission and recorded prior to the issuance of any site or building permits. City staff will draft the D.A. that shall include, but not be limited to the following: project phasing; utilities upsizing; R/W conveyances; adherence to all City Codes and Standards; etc. Applicants understood and will comply.
9. All irrigation on the site shall be designed to be supplied by reclaimed water (minimum 8" internal main size). Applicants understood.
12. It appears the project will not be gated. While portions of the right-of-way may be dedicated to the City, maintenance of special pavements, landscaping, hardscaping, etc. shall be performed by the HOA under a R/W maintenance agreement. Applicants clarified that they have a statement which includes detail for the HOA addressing the maintenance of these areas as part of a developer's agreement.
13. All proposed easements shall be 30' minimum width for sanitary, water and storm; improvements shall be centered within the easement. Common areas not abutting right-of-way shall include a tract (not easement) for access and maintenance. Clarified that the easement needs to be 30' between houses. Also the access tract for ponds needs to be 20' minimum unless certain conditions pertain as determined in the city code and then it could be wider based on calculation by the formula.
16. Utilities: No information was provided for the project's proposed utilities. On a preliminary basis the project will need to install a minimum 16" water main, 12" sanitary force main, and a 12" reclaimed water main on Marsh Road to serve the development. These lines will need to be extended to proposed or existing stub-outs near the intersection of Avalon and Marsh Roads, at the Developer's expense. As the Design Engineers develop the master utility plan, provisions for the following may be necessary due to the size of the development and its location: reclaimed water pumping station and/or storage tank site; water plant and/or water storage tank/pumping facility; turnouts for reclaimed water connections. Discussed details of pre-plat and applicants understood.

PLANNING

21. Sheet 3.0:

- a. Architectural Notes. Please note that the architecture will substantially comply with the renderings shown on sheet 4.00. Also, please see comment 25 below for additional architectural comments and required revisions. Applicants understood.
- b. Site/Lot data. The City will not support 50' tall buildings on the property as this is not consistent with surrounding residential developments. The maximum height shall be 35'. Applicants will adjust.

- c. Tract Identification Table. The City will not own and/or be responsible for maintaining the ponds- that responsibility falls to the HOA. The City will have the right, but not the obligation, to access and repair/maintain these areas.
Applicants understood.

23. Sheets LA-01 & L-02.

- f. The note: "The developer will provide a minimum of four recreational amenities from the following list..." is unacceptable. The plan appears to show all of them, which is what the City will require (at a minimum). Discussion took place over the recreational amenities and determined that an off-line meeting needs to be set up to discuss the details and specifics for these recreational areas.

Discussed concern about wetland area and how this project appears to gloss over this concern. Applicants explained the situation and status. Applicants did admit that the plans submitted in black and white were extremely difficult for city planner to review. Applicants will submit a color version and clearer depictions of the areas. Staff determined that a separate meeting needs to be set up for a more thorough discussion of all the comments.

Motion by City Engineer Miller to have the applicants revise and resubmit the Urban Village Planned Unit Development submittal addressing all city staff conditions subject to meeting with staff off-line prior to resubmittal and another full DRC review cycle. Building Official Jones, seconded; the motion carried unanimously 4-0.

10:57 am Break in Meeting
10:58 am Meeting Resumed

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:58 am by Chairman/Community Development Manager Steve Pash

APPROVED:

ATTEST:



Chairman, Steve Pash



DRC Recording Secretary, Colene Rivera