



WINTER GARDEN
CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
November 11, 2015

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, November 11, 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 10:01 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, Community Development Director Ed Williams, 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 October 28, 2015.

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

DRC BUSINESS

Agenda Item #3: Canopy Oaks – FINAL PLAT

Roper Road - 12902

SIFT Oaks Investments, LLC

Mason Simpson of Sift Oaks Investments, LLC and Tom Garver of AR Bailey Homes; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

The applicant confirmed receiving the staff report and stated that overall, he was in agreement with the comments and didn't have too many to review/ discuss. He did mention that there were a couple of questions regarding the plat and wished to review the Surveyor's comments.

SURVEYING

14. **Please see attached Memorandum from Ed Johnson, City Surveyor.** Applicant discussed the specifics of the surveying comments from memorandum dated November 9, 2015 as follows:

Cover sheet, Sheet 1

1. **Notes 4 and 7 do not list the tracts per City Code, Section 110-151, (R2 & R3). This will be up to the Cities discretion as to the format of these two (2) notes.** This comment was discussed. City staff will review and determine. They will then get back to applicant with final direction and applicant will comply.
2. **Please add a note to the plat indicating the dedication and maintenance of the Landscape/ Wall easements lying within the lots. The declaration should match the note verbatim. This statement was made as an observation and will be at the Cities discretions as to the above request.** This comment was discussed and city staff will review and determine. They will get back to applicants with final direction and applicants will comply. City staff discussed that the declaration needs to state the HOA will maintain the wall and landscaping for the subdivision. Applicant agreed the declaration has been updated to reflect this.

Sheet2,

3. **There are leaders shown along the centerline of the 15.00' easement in Tract N with no present dimensions. Leaders can be deleted, detail A shows dimensions.** This comment was discussed and applicants will clean up the plan and resubmit.

Sheet 3,

4. **West of the label for the north line of section 36, there is a line in space that need to be deleted.** This comment was discussed and applicants will clean up the plan and resubmit.

10:05 am Second applicant for project, Tom Carver, joined the meeting

ENGINEERING

8. **The Certificate of Completion has not been issued for this phase. Upon completion of all improvements, the Design Engineer shall provide signed and sealed as-built record drawings (2 sets), electronic copies of record drawings (pdf and CAD), all permitting clearances, and a certification letter stating that all improvements have been completed in substantial compliance with the approved plans and specifications. Copies of all clearances, certifications, etc. from other permitting agencies shall be provided to the City.** City staff reminded/ reiterated to applications that they will need to either obtain a certificate of completion or have a performance bond in place in order for this project to go before the City Commission meeting for approvals. Applicants understood and will comply. They stated that they were familiar with the process and understood that the timing of this project on the agenda would be scheduled for early 2016. Applicants confirmed that they have the street lights in place for the subdivision. The applicants

discussed that they plan to obtain the Certificate of Completion by early December and understood the City Commission meeting approvals would be early 2016. The City Commission meeting is scheduled for January 12, 2016.

10:07 am Assistant City Manager for Public Services Cochran arrived late to meeting

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

City staff explained to the applicants the next steps. The applicants are finished with coming before the DRC board. They will just need to revise the plans with these minor clean ups, obtain the Certificate of Completion and then city staff can schedule them for the city commission agenda for approval. Applicants inquired about building permits being released for park pavilion area, mail box kiosk and wall construction. Clarified that inspector will sign off on these permits per Building Official direction and approval.

10:09 am Break in Meeting

10:10 am Meeting Resumed

Agenda Item #4: WaWa – SITE PLAN

Colonial Drive W & Dillard Street
50 at Dillard, LLC

Mike Jackson of CDS Consulting Group, Brent Lenzen of Kimley Horn and Randy Hodge of Intram Investments; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

2. **Sheet C4.1: Dillard Street driveway shall be right-in, right-out only; revise striping and signage and add raised concrete separator (“pork chop”).** Applicants wished to discuss this comment and express concerns about limited traffic access into project. City staff explained concerns about traffic along Dillard Street as well as overall Dillard Street long term planning and explained why there is this traffic limitation. Applicants stated concerns about how far along they were in the process and changing this planned aspect at this time. City staff reminded applicants that this is the first formal review of the project for the city staff. City staff stated that they had discussed this concern early on in the informal review process, so it was not a new topic. Applicants were also invited to attend the design charrette for Dillard Street expansion and planning meetings that are in the concept stages at this point. Applicants were also advised to go back to corporate level discussion and determine viable options. Applicants will comply.
3. **Sheet C4.1: Extend southbound right turn lane, starting 100’ taper at the south PC of the Dillard Street driveway. Adjust sidewalk and curb accordingly.** City staff handed the applicants a copy of traffic study and they will review. Applicants were given a copy of the right of way traffic layout for the intersection of South Dillard Street and West Colonial Drive for their review. Applicants inquired about option of dedication of right of way to

the city or through an easement? City staff advised that either way would work. Then upon further study of layout, confirmed that the right of way did jog in. City staff confirmed that the easiest way would be a standard sidewalk and pavement easement, a one-page agreement.

PUBLIC SERVICES

24. **Sheet C6.0: This building should have a fire line and sprinkler system. I would recommend a 4" fire line if they will be preparing food on site.** This comment was discussed and determined with the assistance of the Fire Inspector. It was determined that a fire sprinkler system is not required based on the interior square footage of the building.

PLANNING

17. **The maximum allowed impervious allowed in the C-2 zoning district is 70%. The proposed site is shown at 76%. What is the proposed impervious of the entire PCD site? This can most likely be worked out using the St. Johns Permit to show the previous and proposed coverage.** Discussed pervious and impervious surface areas. City staff explained that this comment was included so that the applicants are aware and can get all the numbers pulled together. Applicants understood. Applicants handed city staff a copy of the St. John's permit and city staff will include in the project file.

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

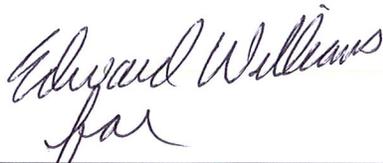
Also discussed that the overall project Planned Development will be going through the reviews and approvals in December 2015. The Planning and Zoning meeting is scheduled for December 7th, 2015 and City Commission meeting is scheduled for December 10th, 2015.

ADJOURNMENT

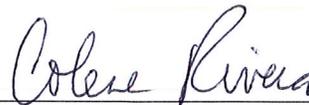
There being no more business to discuss, the meeting was adjourned at 10:22 a.m. by Chairman/ Community Development Manager Steve Pash.

APPROVED:

ATTEST:



Chairman, Steve Pash



DRC Recording Secretary, Colene Rivera