



WINTER GARDEN

CITY OF WINTER GARDEN DEVELOPMENT REVIEW COMMITTEE MINUTES November 25, 2015

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, November 25, 2015 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Acting Chairman/Community Development Director Ed Williams called the meeting to order at 9:59 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Community Development Director Ed Williams as acting Chairman for Community Development Manager Steve Pash, City Engineer Art Miller, Building Official Mark Jones, and Assistant City Manager for Public Services Don Cochran

Others: City Attorney Kurt Ardaman, Planner Kelly Carson, Planner Jessica Frye and Customer Service Representative Colene Rivera.

ABSENT

Voting Members: Chairman/ Community Development Manager Steve Pash and Economic Development Director Tanja Gerhartz

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on November 11, 2015.

Motion by Building Official Jones to approve the above minutes. Seconded by Community Development Director Williams, the motion carried unanimously 3-0 (Assistant City Manager for Public Services Cochran was not in attendance of the meeting during this vote)

9:59 am Break in Meeting
10:00 am Meeting Resumed

DRC BUSINESS

Agenda Item #3: Oakland Park Phase 4A -FINAL PLAT

Lake Brim Drive
Lake Apopka 2012, LLC

Al Penny of Crescent and Juli James of Shutts & Bowen, LLC; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

SURVEYING

17. Please see attached Memorandum from Ed Johnson, City Surveyor.

Sheet 2,

- 16. Should Celadon Drive be an extension of Lake Brim Drive?** This comment was discussed and determined that the street name would be fine as long as Orange County addressing system ok's this street name and layout.

10:02 am Assistant City Manager for Public Services Cochran arrived to meeting

Sheet 3,

- 27. There are two (2) Kershaw Drives, one will need to be renamed.** This comment was discussed and determined that the city would need to review this concern. There is a road split and curve which makes this tricky. City staff will review and get back to applicant regarding this concern. Discussed possibility of referencing the street as east and west. Applicant understood and will comply.

10:04 am Second applicant, Juli James, arrived to join the meeting already in progress.

LEGAL

18. Please see attached Memorandum from Dan Langley, City Attorney.

- 8. The developer needs to submit for review and comment a proposed stormwater drainage and retention easement to the HOA and City for the portion of the stormwater retention pond being proposed within the Town of Oakland.** Discussion took place about the stormwater drainage and retention easement to the HOA and city for the retention pond. This project will affect Phase 4B and this was previously discussed. Applicants are aware of steps that need to be taken to resolve the drainage and easements, etc. for Phase 4B. City is still in discussions with Town of Oakland regarding this pond area. City may not permit the storm pond to cross jurisdictional lines, which would render the easement issues mute. These issues must be resolved prior to approval of the Phase 4B Construction Plan Set. Applicants understood and will comply.

Applicant wished to discuss timeline, details and documents that are still required in order to approve this project for the next steps. There are several documents and revisions that need to be reviewed and addressed prior to being able to schedule for City Commission meeting which only meets once in December. City Staff explained that the applicants will need to submit the revised plans, address city staff comments and provide

the necessary documents by early Monday morning in order for city staff to review and approve by Wednesday, December 2nd so that it can be placed on the next City Commission meeting scheduled for December 2015. Applicants understood and will comply.

Motion by City Engineer Miller to have the applicants revise and resubmit the Final Plat addressing all city staff conditions for staff review only, provided that it is submitted to Planning and Zoning department first thing on Monday, November 30, 2015. Once staff has reviewed the revised plat, then they may make the recommendation to place the Final Plat on the next available City Commission meeting. Building Official Jones, seconded; the motion carried unanimously 4-0.

Agenda Item #4: Oakland Park Phase 4A – AMENITY CENTER SITE PLAN

Civitas Way

Lake Apopka 2012, LLC

Al Penny of Crescent, David Hoppes of Dix.Hite, Kevin Moore of Butler Moore Architects and Dave Kelly of Evans Engineering; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

City staff commented that the Site Plan submittal was very light in details. Applicants agreed, explained and acknowledged city staff concerns.

PLANNING

10. In discussions with staff, the applicant indicated, per the City's directive, that the trail around the "lake feature" will be developed with the amenity center. This is not reflected in these plans- please provide. This comment was discussed and applicant will revise the plans and include more details of the trail around the lake feature on the revised submittal. Discussion took place about the materials planning to use for this trail area.

12. Has SJRWMD issued a permit to proceed with the proposed wetland impacts? What mitigation measures are required? Applicant gave city staff update on status of SJRWMD permit. City staff explained that applicant will need to submit copy of permit and mitigation report with details. Applicant understood.

BUILDING

13. Swimming Pool and splash pad will both be classified as "Public Pools" and will need to submit for state approval prior to submitting permits to the City. City staff explained what applicants will need to do for public pool permits. Applicants understood and will comply.

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.

10:21 am Break in Meeting
10:24 am Meeting Resumed

**Agenda Item #5: Waterside on Johns Lake Phase 2 – LANDSCAPE & RECREATION
SITE PLAN**

Marsh Road - 17301
Court Street Partners

Theodore Wopplemann of Court Street Partners and Todd Clements of Court Street Partners; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

PLANNING

6. **Has the mailbox configuration been reviewed and approved by the Post Office? If so, please submit approval letter.** Applicant will submit this letter.
7. **Many of the detail callouts refer to the wrong sheet numbers. Please revise.** Applicants will clean up these details in the revised submittal.

10:26 am Assistant City Manager for Public Services Cochran left the meeting

8. **Please provide engineer's retaining wall design and drawings as part of this submittal.** Applicants stated they are working with engineer on the retaining wall design and drawings. City staff inquired about how they are planning to tie in the wall to the other areas? They stated that they are planning to use a Redi-Rock wall system and planning to use lots of landscaping along this wall. City staff requested applicants to include a cut sheet with details of this wall. Applicants will comply.
9. **Please show proposed light fixtures with product specifications and photometrics. All fixtures shall meet dark skies requirements.** City staff discussed that applicants will need to submit details of the light fixtures proposed for the recreation areas (if any) as part of their submittal so that city can insure that the fixtures are going to meet the dark skies requirements, etc. Applicants understood and will comply.

Motion by City Engineer Miller to have the applicants revise and resubmit the site plan addressing all city staff conditions for staff review only. Building Official Jones, seconded; the motion carried unanimously 3-0. (Assistant City Manager for Public Services Cochran was not in attendance of meeting during this vote)

10:29 am Assistant City Manager for Public Services Cochran returned to the meeting

Applicants inquired about timing of when to submit the revised plans. City staff explained that applicants can submit revised plans once they are able to address the

concerns, prepare a response letter and revise the plans. Details of number of copies for revisions at time of submittal were discussed. Discussed that the Redi-Rock wall has not been permitted as of this time.

10:30 am Break in Meeting
10:33 am Meeting Resumed

Agenda Item #6: Boat RV & Auto Storage – SITE PLAN

Green Forest Court - 1343
DCH Custom Builder Inc

Applicants did not show up at the meeting for this agenda item. Discussion took place regarding project comments amongst the various city staff departments and agreed that the item could be addressed if the applicant will revise and re-submit the plans based on city staff comments and conditions.

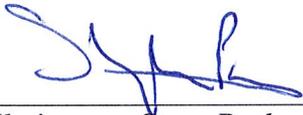
Motion by City Engineer Miller to have the Applicant revise the plans consistent with the staff comments for staff review only. Building Official Jones, seconded; the motion carried unanimously 4-0.

ADJOURNMENT

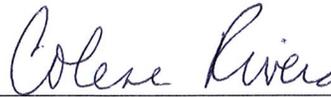
There being no more business to discuss, the meeting was adjourned at 10:34 a.m. by Chairman/Community Development Director Ed Williams

APPROVED:

ATTEST:



Chairman, Steve Pash



DRC Recording Secretary, Colene Rivera