



WINTER GARDEN
CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
December 9, 2015

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, December 9, 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 10:04 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, Economic Development Director Tanja Gerhartz and Assistant City Manager for Public Services Don Cochran

Others: City Attorney Kurt Ardaman, Assistant City Attorney Dan Langley, Community Development Director Ed Williams, Planner Kelly Carson, Planner Jessica Frye and Customer Service Representative Colene Rivera

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on November 25, 2015 and Special Session meeting held on December 2, 2015.

Motion by City Engineer Miller to approve the above minutes. Seconded by Assistant City Manager for Public Services Don Cochran, the motion carried unanimously 5-0.

DRC BUSINESS

Agenda Item #3: Hennig Property– CONSTRUCTION PLANS

Bay Street W - 601
Dewberry Engineers, Inc.

Drew Abel of Richmond American Homes and Christopher Allen of Dewberry Engineers, Inc., applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

8. Streetlighting shall be pursuant to City Code, including frontage on Avalon Road, meeting dark skies requirements (Code Section 118-1536(k)). Submit streetlighting plan from Duke Energy prior to preconstruction meeting. This comment was discussed and clarified. Applicants understood what the city is expecting from the applicants in regards to a letter from Duke Energy about status of project, details of type of fixtures and meeting the dark skies requirements.
14. 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 discussed this comment and agreed to provide the necessary documentation of approval from FFWCC.

City Engineer confirmed that the impact fees were paid for this project.

PLANNING

16. 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 rear facades still do not meet this requirement. Applicants understood comment and stated that they would provide additional details in revised submittal of the rear elevations. They explained that the rear elevation elements would be consistent throughout the development and not just along Bay Street.
17. Phase II ESA:
- a. When was this report prepared? The Universal Engineering letter is dated 2014, but references testing performed in 2015. The years 2014 and 2015 appear to be used interchangeably throughout the report. Please revise. Applicant agreed that the year references are inconsistent and this was a typo. They had a corrected copy and will resubmit.

Motion by Community Development Director Williams to have the city staff approve project subject to staff conditions and not be finalized until applicants get the architectural features resolved and the developer resolves issues with his other current project - Covington Chase - before this project moves forward. City staff does not have confidence in this developer when told that the other project issues would be resolved within 3-4 days and it has been 3-4 months and these have not been resolved. Assistant City Manager for Public Services Cochran seconded; the motion carried unanimously 5-0.

Applicant asked for clarification of motion. City Staff explained that the Hennig project is currently on hold until JTD resolves issues in Covington project. Staff explained that there will be no clearing of trees or any other approvals for this project until the other items get decided.

10:10 am Break in Meeting
10:11 am Meeting Resumed

Agenda Item #4: Plant Street Market addition – SITE PLAN

Plant Street W - 426
Plant Street Market, LLC

Jared Czachrowski of Plant Street Market, LLC; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

City Staff discussed impact fee arrangements to applicant and explained that if there is a change of use from warehouse to something else then at that time, there would be related impact fee upcharges. This would be a condition of approval for project and also a condition attached to the building permits. Applicant understood.

ENGINEERING

4. **Provide storm/drainage calculations for the proposed collection system, including the ultimate flow at the bubble-up at Plant Street. This has already been a problem concerning erosion and the added roof area will only make it worse. A closed drainage system discharging into the City's Plant Street system may become required due to the increase in flow.** Storm water issues were discussed and applicant will have to work this out. This comment was discussed and city staff explained the city cannot approve this decision. Applicants will have to get a letter from St. John's regarding the storm/ drainage calculations proposed system. Applicants were also asked to provide flow calculations and explained that this is a change of discharge from what is currently at the site and may need to increase the size of pipe to accommodate this change. Applicant understood.

PLANNING

22. **Information Item: Approval from the Architectural Review and Historic Preservation Board is required before Site Plan approval.** City staff explained that the applicant will need to complete application and have approval for this project from the Architectural Review and Historic Preservation Board as well. It was explained that if a quorum couldn't be scheduled for December due to holidays, then this meeting would be scheduled for early next year. Applicant understood and will comply.

Motion by City Engineer Miller to have the applicant review and resubmit the minor site plan addressing all city staff conditions for staff review only. Building Official Jones, seconded; the motion carried unanimously 5-0.

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

Agenda Item #5: Dillard Medical Office – LOT SPLIT

Dillard Street S - 801
Lakeside Realty Windermere Comm.

David Boers of William Edward Construction, W. Channing Harrison of Lakeside Realty Windermere Comm. and Stephen Allen of Civil Corporation Engineering; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

1. Easements for cross access, drainage and utilities between the two parcels may be required at the time of site or building plan approval. Applicants understood and will comply.
2. A cross access easement shall be granted by one or both of the proposed parcels to the benefit of the parcel immediately to the south to access Palmetto Street. Applicants understood and city staff explained that an agreement will need to be in place at time of Site Plan approval. Applicants understood.

Motion by City Engineer Miller to recommend the Lot Split be placed on the next available Planning and Zoning Board Agenda, provided the applicant resubmits revised plans addressing all City Staff conditions to the Planning and Zoning Department within 3 days following this meeting (by noon on Monday, December 14, 2015). Building Official Jones, seconded; the motion carried 4-1 with Economic Development Director Gerhartz opposing.

10:19 am Break in Meeting

10:20 am Meeting Resumed

Agenda Item #6: 707 W Plant Street – PUD REZONING

Plant Street W - 707

Oak Avenue Realty & Development

Ryan Hinricher of Oak Avenue Realty & Development, Michael Morrissey of Strukture, LLC and David Kelly of Evans Engineering; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Applicants gave city staff an overview and explanation about the evolution of this project over the last year from high density to lower density homes. This project plans to sell and build single family homes that have a visual presence on the West Orange Trail with detached garages. They explained that they want to get initial City Staff sign-off on the overall site plan so that they can work on the details of tree save, etc. Applicants explained various tracts, features of the community and details within each phase. Applicants discussed transparent barriers between the trail and front yards. City Staff explained that the proposed 6' tall wall is a concern along Plant Street, which is the back side of the properties in this development. City Staff explained that the applicants need to create a more open and pedestrian-oriented environment along this main City street. Applicants wanted to share design components in a side bar meeting and discuss concepts for this area. City Staff agreed.

ENGINEERING

2. Brayton Road improvements need to be discussed in light of previous conditions imposed on Walker's Grove and this site when it was rezoned. This was to apply to Brayton Road along the project frontage from north of the West Orange Trail to W. Plant Street and was to include drainage, curbing, sidewalks, etc. (24' pavement width, 12" ribbon curbs on each side with swale drainage, 1" minimum thickness asphaltic concrete overlay (2"

total in any new pavement areas - Type S-III) and 5' wide concrete sidewalk on the east side. Culvert shall be provided to accommodate drainage/swale at the Brayton Road entrance (pipe, etc.) Applicants explained that the elevations facing the trail are actually the side of the homes. Guidelines were discussed and clarified.

7. All driveways shall meet the City's driveway requirements as specified in Code. Applicants wished to discuss this comment. They wanted to inquire about a specific driveway curb on the plans. City staff explained that the driveway curbing needs to remain within the property lines of the lot.

PLANNING

12. Right-of-Way improvements along Plant Street and Brayton Road should be included in the PUD. This includes, but is not limited to, widening the sidewalks, improving the connection from the subdivision to the trail, adding bike and pedestrian amenities such as street furnishings and plantings, etc. This was discussed and clarified.

14. The site contains a number of existing trees including large live oaks.

- a. It is unclear how many of these trees are proposed to be removed- please depict this on a plan. It is the City's policy that as many large trees remain on the site as possible- the developer must make every effort to meet this requirement.
- b. Given the number of trees that will be (and have already been) removed, more trees will be required to be planted (taking into consideration the limitations of planting under power lines) for mitigation than is stated in City Code. This, along with detailed landscape and buffering plans should be provided as part of the PUD.

Applicants explained they plan to remove trees from the property for development and emphasized to city staff they intend to keep as many trees as possible. They explained the evolution of this project over the last year and have determined that detached garage/ single family homes are the most accommodating to allowing the most trees to remain in place. City staff along with applicants will set up a walkthrough of the property to determine the tree plan for this site. City staff will need to see the tree plan details in order to feel comfortable with approval of this project. Applicants understood and will comply. City staff explained to applicants that a plan needs to be in place to approve this PUD Rezoning including details of what the elevations are, where the walls are going to be, what the walls looks like, where the homes are going to be and what trees are going to be saved, etc. All these details need to be in place, prior to city making the recommendation to move for with the board approvals. City staff suggested that applicants provide a tree overlay of project and details of what trees are being saved and propose plan for additional trees that will be planted to mitigate the ones being removed. Applicants explained that there were tests done as to cause of tree fungus and trees dying in the community. Applicants requested permission to get a tree permit to clear the junk trees and undergrowth, etc.

BUILDING

22. Structures with less than 5' setbacks require 1hr fire rating. (FBCR 302.1(1)). Discussed change to Building Code with fire rating and projection to the property line, etc. Also discussed eaves and rafter details and ratings, etc. as pertains to building code guidelines.

City staff explained to applicants that because this project has 2 foot setbacks, gutters will be required. Applicants understood and will comply. The proposed units are being proposed as 1800-2200 square foot with two stories and some as single stories. Due to the size of the lots, most will not be able to accommodate a swimming pool.

STANDARD GENERAL CONDITIONS

27. The City of Winter Garden will inspect private site improvements only to the extent that they connect to City owned/maintained systems (roadways, drainage, utilities, etc.). It is the responsibility of the Owner and Design Engineer to ensure that privately owned and maintained systems are constructed to the intended specifications. The City is not responsible for the operation and maintenance of privately owned systems, to include, but not be limited to, roadways, parking lots, drainage, stormwater ponds or on-site utilities. This comment was discussed and clarified. Applicants understood.

Motion by City Engineer Miller to revise and resubmit the Planned Unit Development for another full DRC review cycle after the applicants meet with city staff in side bar meeting to discuss concerns relating to this project. Building Official Jones, seconded; the motion carried unanimously 5-0.

10:48 am Break in Meeting
10:50 am Meeting Resumed

Agenda Item #7: Fuller's Oak – CONSTRUCTION PLANS

Fullers Cross Road E - 1205
Meritage Homes of Florida, Inc.

David Brown of Meritage Homes of Florida, Inc. and Chad Moorhead of Madden, Moorhead and Glunt; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

2. **Sheet NT-1: Provide General Notes that shall include, but not be limited to, the following:**
 - a) **All compaction shall be 98% of the modified proctor maximum density.**
 - b) **All gravity sanitary pipes and fittings shall be SDR 26, not SDR 35.**
 - c) **As-built record drawings shall comply with City of Winter Garden requirements (see City website).**
 - d) **All construction shall conform to City of Winter Garden Standards and Specifications.**

Applicants stated that they would add these notes and make corrections to revised plans.

9. **The curb and closed drainage on Fullers Cross Road shall be extended to the east of the existing curb inlets to the 48" cross drain that discharges into the outfall ditch. Provide end treatment at the cross drain (i.e. inlet, spillway, etc.) with final construction plans.** This was discussed and applicants understood.

11. Previous response indicates 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, irrigation, etc. shall be performed by the HOA under an R/W maintenance agreement. This comment was clarified and this will be needed at time of plat.
12. 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 minimum 20' wide tract (not easement) for access and maintenance. This comment was explained and city staff agreed that this was fine as drawn on the plans. Applicants understood.
13. Utilities: Minimum 8" potable water (internal), 8" reuse water, and minimum 6" sanitary force main is required. Utilities shall be extended the full property frontage per Code (6" force main). Per DRC discussion, Public Services has preliminarily accepted the 4" force main and 6" reuse main, subject to the Applicant providing hydraulic calculations supporting those line sizes. Applicants inquired if calculation as submitted were fine. City staff understood details and was OK with plan as drawn.
15. Streetlighting shall be pursuant to City Code, including frontage on Fullers Cross Road, meeting dark skies requirements (Code Section 118-1536(k)). Submit streetlighting plan from Duke Energy prior to preconstruction meeting. City staff explained that the city will accept plans from Duke Energy as long as they meet the city's dark sky requirements. This was clarified of what is needed and applicants understood. Need this before final plat or Certification of Completion. Explained that applicants will need to submit their irrigation plan for a typical lot in this development.

PLANNING

19. Sheet L201: The perimeter landscape buffering does not comply with City code. 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). If you are proposing to plant understory trees in lieu of canopy trees to avoid conflicts with overhead power lines, you must still provide at least three per 50 lineal feet. This was clarified.
22. Entry signs are permitted be a maximum of 6' tall. The 7'-3" tall entry sign wall as shown would require a variance. Applicants will need to apply for a variance for the signage at entry wall signage. Applicants will comply.
23. Providing one bench and one trash receptacle will not satisfy the City's recreation requirements. What amenities will you be providing in the interior park area and "dog park"? This was discussed. Applicants understood that they will need to provide more details of what they plan to do to fulfil the recreation requirements for this project, as what is currently shown is not sufficient. Applicants understood.
24. Informational Item: Minor Site Plan Approval is required for the recreation areas. This was clarified and minor site plan is any of the common areas, rec areas, etc. Applicants understood.

10:58 am Economic Development Director Gerhartz left the meeting

Applicants will add the request ARV's to the plans and add the bollards to prevent vehicular access to cross way areas.

Motion by City Engineer Miller to have the applicants review and resubmit the Construction Plans addressing all city staff conditions for another DRC review cycle. Building Official Jones, seconded; the motion carried unanimously 4-0. (Economic Development Director was not present at the meeting during this vote.)

11:06 am Break in Meeting

11:07 am Assistant City Manager for Public Services Cochran left the meeting

11:08 am Meeting Resumed

Agenda Item #8: O'Reily's Auto Parts – SITE PLAN

Colonial Drive W - 13100

O'Reilly Automotive Stores

Bryan Zarlenga of Cardno Inc. and Thom Lundberg of Office of Craig A. Schneider, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

3. **Sheet C11: The truck turning movements are still showing encroachment over the on-site curbs which is not acceptable. A bond may be required to ensure that any damage to the medians will be guaranteed by the owner/applicant.** Applicants understood city staff concerns regarding turning movements for truck deliveries, will review options to address this concern and come back with revised plans so that the truck turning movements don't cross over the curbing and destroy the landscaped and median areas. Discussed having an agreement in place and bond that this business won't destroy the existing curbing, median and landscaping along West Colonial Drive. Also applicants are being encouraged to make this work for West Colonial Drive access and not plan to use side residential street as entry and exit points for deliveries.
6. **Drainage: Provide stormwater permit or exemption from SJRWMD prior to approval of site or building permit. Provide stormwater permit or exemption from FDOT since abutting SR 50 right-of-way. Response indicates SJRWMD permit was attached, but wasn't in our package; FDOT permit pending.** Applicants will include in next submittal.
7. **Sheet C7 Site Grading Plan (repeat comment): Retaining wall at the NE corner? We're not seeing the grade differential that is shown between the two properties on the cross section. Either the survey is incorrect or the section is. There is a 120 elevation contour shown between the property line and existing veterinary building (FFE 120.10) with corresponding spot elevations.** This comment was discussed about grading change for this project to adjacent property with a curb and slope for drainage. Applicants understood and will revise plans.

PLANNING

10. **The sign shown on the plans is on the neighboring lot. Your cover letter indicates that**

the sign is joint sign. The sign shown on the elevation plans is a single tenant pole sign. Please relocate the sign onto the O'Reilly property and provide a sign package. The sign package shall include a site plan showing the location of all signs, the elevations (with dimensions) of the monument sign, wall sign, and any proposed directional signs. The signage for this property was discussed and city staff advised to change the sign details to allow for multi-tenants. Applicants will comply.

15. The C-2 Zoning District allows a maximum impervious surface area of 70 percent. The plans show that 83.1 percent of the property is covered. Please revise the plans to remove enough impervious surface to meet the zoning requirements. This comment was discussed and details were explained on Sheet C-6. Impervious surface calculations were clarified and city staff is good based on explanation by applicants.
16. The lighting plan does not meet code. The lighting on the east property line is too bright. Please install shields to reduce the lighting that is crossing the property line. Applicants understood and will adjust to comply.
17. The elevations provided do not meet the West State Road 50 Overlay requirements. The site is being developed with an access roadway and parking between the lots. Due to this design and the visibility of the building from West State Road 50, the west elevation shall be designed as a store front and match the design of the front of the building. The proposed elevations do not have enough architectural features. This comment was discussed and applicants will provide more architectural features on the west side to be compliant. The store front wrapped around to the side was also discussed as a possible option. Applicants will redesign the façade.

Motion by City Engineer Miller to have the applicant revise and submit the Site Plan addressing all staff conditions for staff review only. Building Official Jones, seconded; the motion carried unanimously 3-0. (Assistant City Manager for Public Services Cochran and Economic Development Director Gerhartz not at meeting during this vote)

City Staff explained next steps and applicants understood. It was explained that the City Commission meeting won't be until last part of January 2016 and then pre-con meetings would be scheduled, etc. Applicants inquired about the magnitude of impact fees and city staff will get these details to applicants. Applicants asked about early submittal of their plans to the building department? Building Official stated that they can submit but they won't be officially logged in and reviewed until approval from City Commission. As a courtesy, the applicants can submit for early review but the building department is back logged right now and may not be able to get to it.

11:38 am Break in Meeting
11:45 am Meeting Resumed

Agenda Item #9: R.D. Keene - PREPLAT

Colonial Drive W - 13100
Littlejohn Engineering Assoc.

Garrett George of Littlejohn Engineering Assoc., applicants for the project was in attendance for discussion. The following items were reviewed and discussed:

Applicant acknowledged receipt of City Staff report. He did not have any specific comments he wished to discuss at this time. City staff did not have anything further relating to this project to discuss and the motion was made.

Motion by City Engineer Miller to approve the Preliminary Plat subject to all city staff conditions. Building Official Jones, seconded; the motion carried unanimously 3-0.
(Assistant City Manager for Public Services Cochran and Economic Development Director Gerhartz not at meeting during this vote)

City Staff explained that this project will go to the next available Planning and Zoning Board for approval which is scheduled for Monday, January 4, 2016.

11:46 am Break in Meeting

11:47 am Meeting Resumed

11:47 am *Economic Development Director Gerhartz returned to the meeting*

Agenda Item #10: Dollar General – SITE PLAN

11th Street - 111

Hanlex Winter Garden, LLC

Doug Laman of GIL, Inc., Nathan Wolfe of Hanlex Winter Garden, LLC, Jason Ballard of Hanlex Winter Garden, LLC and Jeremy Anderson of Hanlex Development; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

2. **Provide secondary drainage calculations.** This comment was clarified by city staff.
3. **Provide modification to the existing St. Johns River Water Management District (SJRWMD) permit.** City staff explained that on the St. Johns River Water Management District permit for the first phase of the Plant Street widening project, these details are called out.

PLANNING

8. **The proposed building and site plan are not consistent with the comments and recommendations that were made in multiple meetings with the applicant. Please revise the elevations and the site plan to meet all code requirements and recommendations.** The Highway 50 overlay design requirements were discussed and applicants were advised to follow these guidelines in designing the proposed building façade. City staff feels these criteria have not been met with the current plans. This will need to be addressed in a future side bar meeting with planning staff at a later date.
9. **Section 118-1310 (b) states in general, accessory buildings and structures must be located in the rear or side yards and must be five feet from the property lines.**
 - a. **The proposed development is at a prominent intersection on East Plant Street and fronts on two roads (E. Plant Street and 11th Street). Therefore, the**

proposed dumpster enclosure must be constructed behind the building. Please redesign the site to meet this requirement. This comment was discussed and explained to the applicants that the current proposed location of the dumpster is not acceptable. Discussion took place about possible options and this will need to be further discussed in a separate planning meeting at a later time.

City staff let the applicants know that there will be a condition of approval that was not on the Planning comments stating no outdoor storage of vehicles, merchandise and other materials will be allowed. Applicants understood.

BUILDING

12. Dumpster enclosure does not meet minimum size requirements. This comment was clarified and applicants understood.

14. Incidental use areas cannot exceed 10% of the building area. FBC509.3. This comment was clarified and applicants will comply.

Motion by City Engineer Miller to table this project and meet at a later date with city staff to discuss further details and concerns. Building Official Jones, seconded; the motion carried unanimously 4-0. (Assistant City Manager for Public Services Cochran was not at meeting during this vote)

12:12 pm Break in Meeting

12:13 pm Meeting Resumed

Agenda Item #11: Britt Plaza II – SITE PLAN

Susan B Britt Court - 530

HB Associates, LLC

Harry Brumley of HB Associates, LLC, Jesus F. Ramos of Empire Finish Systems, LLC and Sal Ramos of Empire Finish Systems, LLC, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

City staff explained that this project was built without building permits. Per Code Enforcement board, the applicants are here at this meeting to get the existing situation in compliance and work through these issues. City Staff explained that it is unlikely city staff will support any variance for this project. The applicants received a copy of the staff report and are ready to discuss a couple of the comments in detail.

Applicant explained that they received the copies of original site plans with the landscaping buffer details. Applicant stated that they would replace and repair the current landscape buffers as the original plans showed to be in compliance.

ENGINEERING

2. Provide specification for the existing “graveled” areas, including material type, thickness, subbase, gradation and permeability. Provide a modification to the existing St. Johns River Water Management District (SJRWMD) permit. Applicants inquired

about the existing “graveled” area. City staff explained that graveled area are not allowed and would need to be addressed. Applicants discussed the possibility of future expansion of the storage yard into the graveled area now.

Applicants have stated that they do not wish to take down the existing buildings; however they do acknowledge that the buildings were not engineered. City Staff explained that the existing structures were not built to code, they exceed the maximum number of accessory structures allowed, they don’t meet the setback guidelines and they didn’t have building permits to enclose the structures. City staff advised the applicants will need to have the buildings redesigned to meet current building code guidelines. Applicants understood.

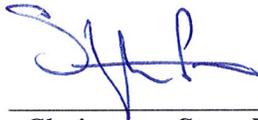
Motion by Chairman Pash to table this project until further notice, City Engineer Miller so moved this motion and Building Official Jones, seconded; the motion carried unanimously 4-0.(Assistant City Manager for Public Services Cochran was not at meeting during this vote)

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 12:20 p.m. by Chairman/Community Development Manager Steve Pash.

APPROVED:

ATTEST:



Chairman, Steve Pash



DRC Recording Secretary, Colene Rivera