



WINTER GARDEN
CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
March 2, 2016

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, March 2, 2016 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Acting Chairman/City Development Consultant Ed Williams called the meeting to order at 9:58 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Acting Chairman/ City Development Consultant Ed Williams, 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, Planner Kelly Carson, Planner Jessica Frye and Customer Service Representative Colene Rivera

ABSENT

Voting Members: Community Development Director Steve Pash

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on February 17, 2016.

Motion by City Engineer Miller to approve the above minutes. Seconded by Building Official Jones, the motion carried unanimously 4-0. (Economic Development Director Gerhartz not yet present at this meeting)

9:58 am Break in Meeting
9:59 am Meeting Resumed

DRC BUSINESS

Agenda Item #3: Dollar General at Winter Garden – SITE PLAN

11th Street - 111
Hanlex Winter Garden, LLC

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

Applicant wished to discuss the moratorium ordinance along Plant Street and how this affects their project? Applicants expressed concern about notification regarding the moratorium and how to proceed with this project. The moratorium will expire August 31, 2016 however it will possibly delay moving forward with the Dollar General project which affects their lease agreement and project deadlines. City staff expressed concern about applicants not addressing staff report comments regarding details of architectural façade, turning movements, etc. City staff expressed that once they feel comfortable with project moving forward with these details, they will look into seeking relief with the constraints of the moratorium. Applicants expressed disappointment with the city in not notifying the applicants earlier about the details pertaining to the moratorium. City staff explained that this was advertised and proper channels were taken according to requirements in announcing the moratorium ordinance. City staff explained that the moratorium was done in conjunction with Ocoee and there are other projects affected by this as well. Applicants will need to address and revise specific details, so city staff can support the Dollar General project. Once confident in the direction of the project, city staff will then be able to inquire about relief on the moratorium ordinance and see about moving forward with this project to meet their deadlines. Applicants understood. Reviews for this project will continue.

10:02 am Economic Development Director Gerhartz arrived late to meeting

ENGINEERING

1. **Provide modification to the existing St. Johns River Water Management District (SJRWMD) permit. (The authorization letter needs to be coordinated with Don Cochran, Assistant City Manager for Public Services.)** Applicant had permit in hand and handed hard copy to planner and will forward electronic version as well.
3. **The truck turning movements provided are hard to interpret and show the site is very tight. Please provide separate drawings showing incoming and outgoing movements; the outgoing movement onto Hennis appears to block oncoming southbound traffic.** Applicant had a copy of a plan drawing for discussion with the proposed traffic flow for project. The proposed traffic flow was presented to staff for review. This was discussed and requested that applicants review details to ensure the turning radiuses for the corners, allow enough space for dumpster truck to clear and entrances will work. Applicants will submit this design detail with next submittal.
4. **Fire Department approval is required for fire protection system.** This comment was discussed and was explained for access to the fire hydrate, etc. and will need to place fire hydrant in the right of way rather than on private property, so city can maintain it. Applicants were advised to consult our Fire Inspector, Vicky Rutherford, for specific details. Applicants will comply.

PLANNING

7. **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. This comment was clarified.

8. The proposed building is located at a prominent intersection on East Plant Street and fronts on two roads. The elevations shall be designed to provide a store front on both elevations that wraps around the corner. This comment in conjunction with comment #7 was discussed and clarified with applicants. Applicants understood what details and facades they need to address for this project. Applicant stated that only recently has Dollar General designed a corner entry facade and will look to see if this façade works for this proposed location. City staff advised applicants to get design submitted for staff review as soon as possible so feedback can be given.
9. The truck turning movements do not appear to work. Please provide a plan that is legible. This comment was addressed earlier under Engineering comment #3.
10. The parking lot encroaches into the required setback and landscape buffer in several spots. Please design so there is no encroachment. Applicants will adjust plans as requested.

10:17 am Chairman Williams stepped away from this discussion for a brief moment.

11. The lighting plan does not meet the code requirements. Please redesign to meet dark sky requirements. This comment was clarified and applicants will ensure the lighting plan meets the code requirements. Staff explained that applicants need to meet this requirement especially along adjoining residential properties.
12. The owner of the lot has agreed to build a 6 foot tall masonry wall along the south property line. Please revise plans to include wall. Applicants were advised that these details need to be included on the plans.

10:18 am Chairman Williams returned to agenda item discussion and applicants' reiterated their responds for comments 11 & 12.

13. The proposed location of the dumpster enclosure will block one-way traffic when the trash is being picked up. Please redesign so that there is no traffic problems associated with the dumpster and it is located in the rear of the building. City staff stated that city dumpster pick-up times can be coordinated around traffic issues and will schedule accordingly.

10:20 am Assistant City Manager for Public Services Cochran left the meeting.

PUBLIC SERVICES

14. Dumpster access driveway needs to be 15 LF wide and 20 LF long. This one doesn't look like we can get a truck to it. This comment was discussed earlier along with engineering comment #3, clarified; applicants understood and will adjust plans.
15. Largest dumpster available is a 8 cu. yd. Applicants noted
16. Dumpster enclosure entrance needs to be 12 LF wide. Applicants noted

Applicants were advised by city staff to get this project cleaned up with regards to staff comments and the staff will be able to see about lenience with moratorium constrains. Applicants understood and will comply.

Motion by City Engineer to have the applicant revise and resubmit the Site Plan for another full DRC review cycle. Building Official Jones, seconded; the motion carried unanimously 4-0. (Assistant City Manager Cochran not present during this vote.)

10:22 am Break in Meeting

(Representatives from Agenda Item #4 Lake Apopka Natural Gas were not in the building at this time but on their way. Staff determined to move on the Item #5)

10:24 am Assistant City Manager for Public Services Cochran returned to meeting

10:25 am Economic Development Director Gerhartz left meeting

10:26 am Meeting Resumed with Agenda Item #5

Agenda Item #5: Premier Property – UVPUD Rezoning

Marsh Road – 16846, 17000 & 17166

Poulos and Bennett

Norman Lei of K. Hovanian at Orlando, II, Inc., Heather Himes of Akerman LLP, Daniel Gough of Bio-Tech Consulting, Bennett Ruedas of K. Hovanian at Orlando, II, Inc., Tom Daly of Daly Design, Marc Stehli of Poulos & Bennett, Arturo J. Peree of Traffic & Mobility Consultants; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

3. ***The environmental report states that gopher tortoises are present on the site, and that sand skinks are highly possible. Provide approvals from FFWCC prior to construction that any species identified have been addressed.*** This comment was discussed and clarified. Applicants will need to provide this report prior to pre-con meeting. Applicants understood.

PLANNING

17. ***The City paid to oversize and extend the utility lines along Marsh Road. As was required of the other developments that utilize these lines (Waterside, Hickory Hammock, TwinWaters, etc.) the developer of this property will be required to pay their share of the costs to extend those lines. City is working with the Waterside developers on procuring this amount.*** Applicants express nervousness on not yet having these numbers from the city because they don't know how much funding to set aside for this requirement. City staff understood and explained that these numbers would be determined long before any public hearings.
18. ***Lots 1-29: Due to the potential impacts to Marsh Road, screens and other accessory structures shall not be constructed in the rear yards. Pools may be permitted without screens.*** City staff explained why this decision was determined and applicants understood. City staff stated that they still want the applicants to incorporate the heavy landscaping plan

for these lots along Marsh Road.

19. Sheet 2.10.

- a. City Code allows a maximum of 100 ft. long dock (measured from NHWL). While the City may permit slight deviations to reach the necessary water depth, the City does not support the proposed dock that is over 200 feet long. This not only exceeds the code, but is much longer than the docks permitted in the surrounding subdivisions. Applicants inquired if they proposed to shorten the dock length, would this be considered? City staff explained that applicants will need to submit and staff would review it for consideration.
- b. The City does not support the construction of the eastern fishing / observation pier due to its length and location. This comment was noted.

20. Informational Item: Per code, the maximum front-yard impervious area shall not exceed 55 percent. This comment was noted.

21. Informational Item: The rear elevations and side elevations exposed on a corner lot are required to have the same architectural features as the front. This comment was noted and explained that these are informational items and will remain in the staff report.

22. REPEAT COMMENT: Per JPA 6, Garages should be set to the rear of single-family residential lots or at least five feet behind the primary building façade. Side entry garages may be located in front of the primary building façade and behind the front setback line. The City does not support the request to deviate from this requirement, unless it is clearly stipulated that front porches will project min. 5' beyond the garage in all cases. Architectural Note 2 on Sheet 5.00 appears to contradict this requirement, or at least not state it clearly enough. Applicants inquired if this might be a typo error? Perhaps it needed to be changed from maximum to minimum? City staff will go back and review along with applicants. City staff explained and applicants will clarify plans to reflect the objective and intent of garages not being the predominate feature of the home.

Also discussed were the traffic study and community meeting details. City staff questioned plans for the two lots on the east end that stick out in an odd way. Applicants will review these two lots and see if an alternate staggered layout can be created.

Motion by City Engineer Miller to have the applicant revise and resubmit the Urban Village Planned Unit Development for another full DRC review cycle to be held after the Community Meeting. Building Official Jones, seconded; the motion carried unanimously 4-0. (Economic Development Director Gerhartz was not present in meeting during this vote)

10:38 am Break in Meeting

Applicant for Item #4 was in building and returned to this agenda item.

10:39 am Meeting Resumed

Agenda Item #4: Lake Apopka Natural Gas Pond Relocation & Pavement Addition – SITE PLAN

Winter Garden Vineland Road - 1320

Lake Apopka Natural Gas District

Clifton Addison of Lake Apopka Natural Gas; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

Applicant explained the current situation with delivery trucks and how hazardous it is for them to reverse and turn around with gas tanks in tow. This project would expand the current driving pad to allow a wide turning radius area for safety of the delivery trucks. Applicant explained that this is the sole purpose of the additional asphalt pad area. They do not intend for this additional pad to be used as storage. City staff inquired if this project will be moving any meters or buildings? Applicant stated no. They are only looking to relocate the pond to allow for the pad area for delivery trucks turning radius. Applicant stated that they had received the St. John's permit approval and will get a copy to city. City staff inquired about lighting for the proposed pathways? Applicant stated that they do not intend to place lighting in this area due to their hours of operation are during daylight hours only and not needed for security reasons either.

PLANNING

8. **Will you be extending the fencing with the proposed expansion? Please note, any newly erected barb wire fencing will require a special exception permit and all new fencing shall conform to code requirements. Fencing can only be approved on the applicant's property and cannot continue off the property, currently the existing fence shows it slightly veering off property.** City staff clarified to applicant that barb wire fencing is not allowed per code and applicant will need to consider alternate fencing material or obtain a special exception permit. Also, staff stated that some of existing fencing was off of the property and could not be continued this way. Applicant stated they would adjust fencing to be corrected and on their property.
10. **Dry retention areas shall be planted with grass, plants and trees (not mulch), and unless maintained as an open lawn swale, it shall be screened from view with a continuous hedge of shrubs on 36-inch centers around at least 75 percent of the perimeter at the top of the slope. Due to the wetland in the rear, any plantings should complement the rear wetland's established vegetation (unless invasive or nuisance species). Please provide plans of the proposed and required vegetation.** Staff explained that applicant will need to include landscaping plan with submittals.

Motion by City Engineer Miller to have the applicants revise and resubmit the Site Plan for staff review only. Building Official Jones, seconded; the motion carried unanimously 4-0. (Economic Development Director Gerhartz was not present during this vote)

10:38 am Break in Meeting
10:39 am Meeting Resumed

Agenda Item #6: Oakland Park Phase 4A Parks Landscape – SITE PLAN

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

4. **Landscape or other improvements (walls, signs, etc.) shall not encroach into the required sight distance pursuant to FDOT requirements. The Design Engineer shall provide the required sight triangles on the signed and sealed plans.** Applicants stated that this is being addressed.
6. **The plan calls out vinyl coated chain link fencing for portions of the dog park; has Planning approved this?** This was discussed and applicants will change the style of fencing.

PUBLIC SERVICES

11. **I do not find a drain coming from the area where the dog water hydrant pad is located. Where is the water going to discharge to?** This comment was discussed and clarified. Applicant stated that it will be a French drain with rock base around a cement pad.

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

10:54 am Break in Meeting
10:54 am City Engineer Miller left the meeting
10:57 am Meeting Resumed

Agenda Item #7: Lake Roberts Reserve – PUD Annexation, Rezoning and Flu Map Amendment

Walker Pond Road – 12451
Gray Robinson, P.A.

Tom Daly of Daly Design, Tom Sullivan of Gray Robinson, PA, Bob Zlatkiss of American Orange County Industries, Bill Fogle of Civil Design Corp, and Randall Morris of RM Strinteeles, Inc.; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

3. **The only access to the project is via the new road/causeway across the Lake Roberts/Lake Reave wetland; the Walker Pond Road connection is being cut off with no provision for emergency access, etc. Fire Department needs to review and comment.** Applicants stated from a security standpoint, they would prefer not to have cross access. Cross access was discussed and applicants understood.

10:58 am Economic Development Director Gerhartz left meeting

4. **Required 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 subbase (show on typical section); 98% density required on all compaction; 2" minimum asphalt thickness; 10" minimum soil cement base thickness; minimum 24" wide concrete curb and gutter required; 5' wide concrete sidewalks required on both sides of street; minimum 10' wide drainage and utility 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). City staff stated that the details above need to be followed and no waiver. Applicants will discuss with City Engineer.

7. What provisions are being made to provide the Collins Property ingress/egress? Applicants gave an update and an agreement is in progress.
8. The proposed causeway shows a 5' wide sidewalk on one side only. This needs to be widened to 10' to provide access to the future County bike trail on the north side of SR 429. City staff explained that this is a city requirement and applicants will comply.
9. Three culverts are shown under the causeway (size not noted) to connect the wetlands between Lake Reaves and Lake Roberts. We have concerns that this will not replicate the current drainage pattern between the two lakes via this wetland. Provide more information. Applicants will get with City Engineer.
10. 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. Applicants will provide details to support that a smaller easement width can meet the requirements and city will review for consideration.
11. Utilities: Minimum 8" potable water (internal), 8" reuse water, and minimum 6" sanitary force main are required. Utilities shall be extended to the project at the developer's expense. This is a city standard and applicants understood they will have to comply.
13. Some of this property appears to be "A" type soils as well as what appear to be Karst features nearby. This may require adherence to the Wekiva protection regulations. Wekiva Protection requirements as outlined in the Comprehensive Plan shall be met, especially for drainage and Karst protection. Future submittals shall provide geotechnical study showing limits of any Karst feature with the required buffering. Applicants stated that they had submitted the geotechnical report. Planner will check that the report came in and was distributed.

PLANNING

Applicants inquired if setback can be adjusted and if there is flexibility with these widths? City staff responded yes these can be stated in the PUD and there is flexibility in creating the PUD standards.

16. In general, the plans submitted do not provide enough information for PUD approval. Please provide the following in your next submittal:
 - h. Four-sided color elevations of the proposed houses. All houses are required to receive architectural approval. Please note- the rear and side elevations must

have the same facade features as the front. Applicant inquired how they can provide this requested information when they don't have a specific builder lined up for the project. It was explained that applicants will need to provide narrative architectural standards for project and drawings that depict this style. Once specific builder is lined up, then they will either have to design in alignment with these guidelines or request a change of style for the PUD. Applicants understood and will comply.

11:08 am Economic Development Director Gerhartz returned to meeting.

18. The City does not support platting the two proposed lots adjacent to Stoneybrook West Parkway (lots 96 & 97). City staff inquired if applicants are going to have internal access? Applicant responded yes. City staff explained that the infrastructure will need to be in place before construction including model homes can be built.

21. If docks are proposed, a master dock plan is required. City staff explained the purpose and intent of a master dock plan. Applicants understood and will submit this as part of the project for reviews and approvals.

22. Wekiva Parkway and Protection Act:

a. Minimum open space shall be 25% for both residential and non-residential development consisting of WSA Open Space. Applicants will provide details.

b. Open Space: According to the City's Comprehensive Plan Amendment:

Policy 1-3.1.8: Wekiva Study Area (WSA) Open space shall be defined as land area within the Resource Protection Overlay that remains undisturbed or minimally disturbed such as trails and boardwalks, as part of a natural resource preserve or passive recreation area and shall include land preserved for Conservation purposes. WSA Open Space may include dry retention, passive recreation, school playgrounds and buffers. Up to fifty percent (50%) of the WSA Open Space requirement may be met with dry stormwater retention areas. WSA Open Space shall not include setback areas, private yards, street right of way, parking lots, impervious surfaces or active recreation areas. Applicants will get with City Engineer on this comment.

11:20 am Economic Development Director Gerhartz left the meeting.

23. There are several areas that appear in aerial photos as though they may be on-site depressions. Has a geotechnical exploration been performed to rule out the presence of Karst features on site? Please provide a geotechnical report so we can verify if Karst features are present and, if so, that the required setbacks are being met. Applicants inquired about Karst feature and stipulations between ancient and current? City staff explained that they follow the Wekiva standards and these do not distinguish between the two types and therefore neither does the city.

25. The Geotech report recommended that additional borings be performed to rule out the presence of deep organic soils on lots 28-32. The City does not support platting lots into the wetlands- please see comment 17a above. Applicants inquired about why these lots are not supported? The comment was discussed. If applicants can show details and this is a true enhancement to the area, the city staff will review for consideration.

28. An additional community meeting is required before annexation, future land use amendment, and rezoning. Applicants inquired about community meeting process. This

was explained and meeting will be to present both the Comp Plan Amendment and PD.

11:30 am Economic Development Director Gerhartz returned to meeting

PUBLIC SERVICES

29. At this time this area is not in the City's water service area. Orange County would need to release this area to the City and this change would also require FDEP approval.

Applicant inquired about the details of this comment? City staff clarified and applicants understood.

31. In addition, the utility plans provide are so small it is impossible to identify water and sewer connections, lines and their sizes, as well as, the reuse lines, and any other utility items, such as fire hydrants, ARV/s, etc. This comment was discussed and clarified.

Motion by City Development Consultant Williams to redesign and resubmit the Planning Unit Development addressing the staff report comments. Assistant City Manager Cochran seconded; the motion carried unanimously 4-0. (City Engineer Miller had left the meeting and was not present at this time.)

After the motion, various timing issues were discussed for next steps of community meeting and P&Z board review, etc.

11:32 am Break in Meeting

11:33 am Economic Development Director Gerhartz left the meeting

11:33 am Assistant City Manager Cochran left the meeting

11:33 am Meeting Resumed

Agenda Item #8: Fullers Oak – CONSTRUCTION PLANS FOR A SUBDIVISION

Fullers Cross Road E – 1205

Meritage Homes of Florida, Inc.

Tom Daly of Daly Design, Andon Calhoun of Meritage Homes, Dave Brown of Meritage Homes and Chad Moorhead of Madden Engineering; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

3. A Tree Removal Permit issued by the City of Winter Garden Building Department will be required prior to final plan approval. As required by Code, submittal of the Tree Removal Permit application is required with this preliminary plat submittal. Coordinate with Building Department (Steve Pash). Tree plan needs to show which trees are to be removed and which will be saved. The tree removal permit process was discussed and clarified. City staff explained that a tree plan will need to be in place prior to final construction. Applicants understood and will comply.

11:36 am Assistant City Manager Cochran returned to the meeting

PLANNING

17. **REPEAT COMMENT: Chain link fencing is not permitted along the property boundary. A 3' wood (split rail or picket), PVC, or iron fence may be used instead.** This comment was discussed and various materials were suggested that would meet the city code fence requirements. Discussed access to this site to erect this fence barrier. Applicants understood.

Applicants inquired about the grading for the recreational area and meeting ADA requirements. This is something that will need to be addressed and confirmed since it is a private recreational area for the community.

Committee Chairman nominated Planners Carson and Frye to vote on behalf of City Engineer Miller and Economic Development Director Gerhartz for this agenda item.

Motion by City Development Consultant Williams to approve the Construction Plans as shown subject to city staff comments and conditions and subject to tree protection plan. Building Official Jones, seconded; the motion carried unanimously 5-0.

ADJOURNMENT

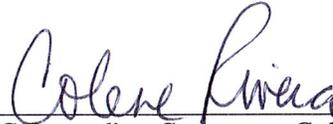
There being no more business to discuss, the meeting was adjourned at 11:42 a.m. by Acting Chairman/City Development Consultant Ed Williams.

APPROVED:

ATTEST:



Chairman, Steve Pash



DRC Recording Secretary, Colene Rivera