



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
March 16, 2016**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, March 16, 2016 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Chairman/Community Development Director Steve Pash called the meeting to order at 10:02 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Chairman/ Community Development Director 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, City Development Consultant 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 March 2, 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 was not at the meeting during this vote.)

10:02 am Break in Meeting
10:03 am Meeting Resumed

DRC BUSINESS

Agenda Item #3: Park & Plant PD – REZONING & FLU MAP AMENDMENT

Park Avenue S. & Plant Street W.
Tri3 Civil Engineering Design Studio, Inc.

Connie Owens of Tri3 Civil Engineering Design Studio, Inc., Franco Scala of F&J

Developers and Andrew Sechler of Elite Universal LLC, applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

PLANNING

11. **Repeat Comment: Please show proposed lots on the plans.** This comment was discussed and clarified. Applicants understand what is being requested from the city staff and applicants will revise, show details and make notes for clarification on revised plans.

10:05 am Economic Development Director Gerhartz arrived to meeting

12. **Is the existing chain link fence adjacent to Lot 5 proposed to remain? If so, this is not permitted.** City staff inquired if applicants will be removing the existing chain link fence? Applicants stated yes and will revise plans to indicate this.

13. **Architecture: Continued coordination with the City on the building architecture is required before approval.** This comment was discussed and applicants explained that they had met with the City Manager. He requested they meet with Mike Morrissey to work out the details of the building architecture designs. These designs are being worked on and applicants will submit their new elevations once both City staff and the applicants come to an agreement on the design direction. City staff also explained that applicants will need to submit the design for Architectural Review Board (ARB) approvals and this is a separate process from the DRC reviews and approval. City staff clarified that applicants are not to the point of being able to move forward with the ARB approvals until the new elevations are submitted, City staff supports the new design and then City staff will present the design to the ARB for approval.

Applicants inquired about community meeting timing and it was explained that applicants may have the community meeting while the DRC reviews/ ARB approvals are in progress. The community meeting will need to occur prior to the Planning and Zoning meeting. City staff reiterated the listing of steps and approvals needed for this project and these were discussed. Applicants discussed timeline for these steps and informed staff of their deadline for closing with buyer of this project. It appears the timeline for these required approvals will be longer than the applicant's deadline to buyer. Applicants stated they will need to go back to the buyer to request an extension. Applicants are requesting city staff to send them a letter clarifying the project timeline and approval process, etc., so that they can discuss with buyer. City staff will comply with this request.

14. **Given the configuration and height of the townhome units, undergrounding the existing power lines will be required. City will continue to coordinate with the applicant on this issue.** This comment was discussed and applicants understood.

16. **Repeat Comment: Please provide information about the status of the OCPS Capacity Determination / Concurrency Recommendation for the property.** The applicants gave an update on the status of this process. Applicants inquired if city staff were aware of any problems with OCPS issuing capacity letter for projects? City staff stated that not recently with the relief High School in the works.

PUBLIC SERVICES / SOLID WASTE

19. Suggested service for common areas is not feasible as it violates the following City Ordinances:

Sec. 58-5. Prohibited Acts

3) Place or allow to be placed upon the streets, alleys, curbing or sidewalks of the city any rubbish, sweepings, debris, trash or waste materials of any kind which might be a menace to traffic, both vehicular and pedestrian, or which might endanger the proper operation of the city's sewer or drainage system.

Sec. 58-39. Points of Collection

(a) Domestic garbage. On designated collection days, garbage containers shall be placed adjacent to the street along the customer's property and shall be accessible without entering into a building or shelter of any type or by walking under or around a yard or property obstacle. Any person who is a full-time resident of a residential unit who is disabled to the extent that he is incapable of moving the garbage container and who shall obtain a physician's certificate as to such disability shall not be required to place the garbage container adjacent to a street. This subsection shall not apply unless all of the persons in the residential unit are disabled and obtain such physician's certificate.

City staff discussed this ordinance for trash pickup, emphasized that the applicants will need to use strong language in the HOA documents regarding this issue and then the HOA will need to enforce this, etc. Applicants understood.

20. Containers are to be placed at the resident's curb by 7 AM and removed by 7 PM on the designated service day. This concern will need to be included in the HOA documents and applicants understood.

FIRE

21. A sealed set of drawings by a Fire Protection Engineer shall be submitted to the Fire Department showing layout of sprinkler supply, prior to infrastructure. This comment was an informational comment. Applicants understood.

22. The 13 D sprinkler system shall be a dedicated system and supplied by a minimum of two inch service line with an RPZ valve. Applicants were advised to discuss this comment with Fire Inspector, Vicky Rutherford. Applicants will comply.

Motion by City Engineer Miller to have the applicants revise and resubmit the Planned Unit Development addressing all staff conditions for staff review only which includes extending the property lot lines on the units fronting the two streets, finalizing the building elevations with staff review as well as conducting a Community Meeting. Once approved by staff, then recommend this project go to the Architectural Review & Historical Preservation Board for approval and then be placed on the next Planning and Zoning Board agenda. Building Official Jones, seconded; the motion carried unanimously 5-0.

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

Agenda Item #4: Sharma Offices at Windward Cay – SITE PLAN APPROVAL

Winter Garden Vineland Road – 3732

Hudson Engineering Associates, Inc.

B. Todd Hudson of Hudson Engineering Associates Inc. and Prineet Sharma of Teako Enterprises LLC; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

6. **All irrigation shall be designed to be connected to reclaimed water mains. Any irrigation lines within City R/W shall be purple in color. All points of connection to reclaimed water mains shall have appropriate meters, backflow preventors, etc. All irrigation mains within the City's R/W under the pavement shall be encased within a sleeve.** Applicants inquired when their irrigation plan for project needs to be submitted. City staff clarified when and stated that applicants can proceed with seeking project approval without the irrigation plans but will need prior to construction.
8. **All dumpsters shall be enclosed and shall provide 10' minimum inside clearance (each way inclusive of bollards).** Applicants stated that they do not plan to have a dumpster as part of this project. City staff inquired for clarification what they plan to do with the waste materials. Applicants stated they plan to use the existing dumpster on site and do not anticipate needing additional or a larger dumpster for this aspect of the project.
10. **Existing on-site lighting shall meet City Code requirements for dark skies lighting. Provide photometrics plan.** Applicants noted this comment.

PLANNING

12. **Provide 4-sided color elevations of proposed building.** City staff emphasized that applicants will need to provide color elevations to present to City Commission meeting. Applicants inquired if they might be able to submit digital photos of existing building as they are required to have the same look for this building expansion. City staff will accept this.

PUBLIC SERVICES

13. **What is the two meters 5/8" and two meters 3/4" being used for?** This comment was discussed and clarified.
14. **Is sewer connection connected to an existing private system? I don't find where it is noted on the plan.** Applicants stated this was on the plans but in a color that did not show up. This will be revised and ensure in the resubmittal that it is visible.
15. **Are they going to need a dumpster? If so where is the pad located.** As stated in Engineering comment #8, applicants will not have a dumpster for this project aspect.

BUILDING DEPARTMENT

- 16. Sheet A-101 Roofing Notes call out Basic Wind Speed as 110MPH, They are 130 MPH (FBC1609).** Applicants noted this comment and will comply.

Applicants confirmed they will not be adding lighting other than exterior sconces to match the existing building. They will not be adding light pole fixtures, etc.

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 5-0.

The motion was explained to applicants as to what they need to submit and the review process, etc. If resubmittal is approved by staff, this project would be placed on next available City Commission meeting. Applicants understood.

10:31 am Break in Meeting
10:32 am Meeting Resumed

Agenda Item #5: Britt Plaza II (Office/Warehouse) – SITE PLAN APPROVAL

Susan B Britt Court – 530
HB Associates, LLC

Sal Ramos of Empire Finish Systems LLC, Steve Mitchell of Orlando Building Service, Harry Brumley of HB Associates LLC and Jack Risher of Orlando Building Service; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

- 4. The sanitary sewer connection is very long with few cleanouts and not showing invert elevations. The existing sanitary main is in the centerline of Crown Park Circle, not in the north right-of-way as shown. Suggest tying into the existing sanitary lateral (confirm depth) , or show open cut connection to existing main in the street (approximately 11 feet deep). Cleanouts should be spaced no more than 75'; manhole9s) may be required.** Applicants stated they plan to tie into the existing system.
- 5. Review and approval by Fire Department required for fire protection system.** Applicants inquired about back flow preventer for fire line. City staff discussed but requested that applicants contact Fire Inspector, Vicky Rutherford directly. Applicants will comply.

PLANNING

- 8. Outdoor storage will not be permitted. What is the intent for the graveled area behind the proposed building?** City staff discussed the outdoor storage and why this will not be supported by city staff. Applicants may utilize the gravel area for overnight parking of their vehicles but not for storage of materials. Applicants understood. City staff also inquired about submittal of applicant's fencing/ barrier plan for this area. Applicants will include these details on their next submittal as part of the landscape/ irrigation plan. Applicants understood.

PUBLIC SERVICES

Applicants wished to discuss and clarify the status of Utilities on the plans submitted. They explained that the details were not on those plans due to several uncertainties and deadlines for submitting the project revisions. Applicants now have a better direction of these details and will revise plans addressing the Public Services comments.

11. All structures shall each have their own water meter and the size should be indicated on the plans. City staff explained this and applicants understand.

Applicants also discussed with staff that in the next submittal, they plan to move the structure 14 feet forward on the north side. City staff asked that they submit the plan reflecting this change for staff review. City staff will comment once they have seen the details of this proposal.

Motion by City Engineer Miller to have the applicants revise and resubmit the Site Plan addressing all staff conditions for staff review only. Once reviewed by staff, it will then be determined if project needs to come back to DRC for another review. Building Official Jones, seconded; the motion carried unanimously 5-0.

ADJOURNMENT

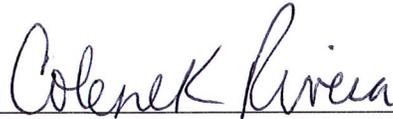
There being no more business to discuss, the meeting was adjourned at 10:41 a.m. by Chairman/Community Development Director Steve Pash.

APPROVED:

ATTEST:



Chairman, Steve Pash



DRC Recording Secretary, Colene Rivera