



**WINTER GARDEN**  
**CITY OF WINTER GARDEN**  
**DEVELOPMENT REVIEW COMMITTEE**  
**MINUTES**  
**April 13, 2016**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, April 13, 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 10:03 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, Economic Development Director Tanja Gerhartz and Assistant City Manager for Public Services Don Cochran

**Others:** Assistant City Attorney Dan Langley, City Development Consultant Ed Williams, Planner Kelly Carson, Planner Jessica Frye and Customer Service Representative Colene Rivera.

**ABSENT**

**Voting Members:** Building Official Mark Jones

**APPROVAL OF MINUTES**

**Agenda Item #2:**

Approval of minutes from regular meeting held on March 30, 2016.

*Motion by City Engineer Miller to approve the above minutes. Seconded by City Development Consultant Williams on behalf of Economic Development Director Gerhartz, the motion carried unanimously 3-0. (Economic Development Director Gerhartz and Assistant City Manager for Public Services Cochran were not at the meeting during this vote.)*

10:03 am Break in Meeting

10:04 am Meeting Resumed

Economic Development Director Gerhartz arrived late at 10:04 am

**DRC BUSINESS**

**Agenda Item #3: Tag Aero Headquarters – SITE PLAN**

Darcy Unroe of Unroe Engineering, Inc and Clark Stranahan of C4 Architecture; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

## **ENGINEERING**

- 1. Verify that there are two 42" storm pipes running parallel along the east property line. City as-built only show one.** Applicants verified that there are two 42" storm pipes along the east side of the property line.

Assistant City Manager for Public Services Cochran arrived late at 10:05 am

- 9. All dumpsters shall be enclosed and shall provide 12' minimum inside clearance (each way inclusive of bollards). Verify with Public Services Solid Waste that they have approved the dumpster location.** Applicants were advised to discuss with Assistant City Manager Cochran or Assistant Director of Operation Rich Fasano x5449 for dumpster location approvals.
- 10. Permit modification from SJRWMD is required as well as permits or exemptions from FDEP for water, wastewater and NPDES.** Applicants stated that they will take care of the SJRWMD permit and let city know once this has been completed.

## **PLANNING**

- 11. The proposed elevations do not meet the requirements of Ordinance 13-42, which requires multiple materials on the elevations and not a metal building. Please redesign the façade to meet the building architecture requirements of the PID Ordinance and provide color elevations of all 4 sides of the building.** Applicants explained the concept look of this building (sleek, modern, high-tech, etc.) and city staff understood the intent. However, city staff explained that the solid metal look on all four sides of building is not going to be approved per the Ordinance 13-42. EIFS is on other locations in the area and requesting that applicants match the look or similar look in this area. Applicants understood and will address with their clients and see how best to address this concern.
- 12. The proposed curb cut extends past the property line and is greater than the maximum allowed 36 feet in width. In addition, the driveway cannot be located closer than 15 feet to the property line. Is this intended to be a joint access with the neighboring property?** Applicants stated that they will correct this error.
- 13. What is the purpose of the large paved area by the roll up door? Outdoor storage is not allowed and the PID Ordinance has specific design guidelines for truck deliveries.** Applicants explained that this large roll up door is for deliveries. They understand that no outdoor storage is allowed. City staff requested that applicants submit more details regarding the delivery process for this business operation.
- 14. The dumpster enclosure shall be made of concrete block and covered with stucco. It is also required to have a gate. Please provide details.** Applicants will add these details in the revision.

15. Landscaping:

- a. A 15 foot wide landscape buffer is required along the front property. A large portion of the buffer does not exist because the parking lot is located within the buffer yard. Please revise the plans so the parking is outside of the minimum required landscape area. This comment was discussed and explained to applicants how to address the landscape buffer.
- c. The side yard buffer is required to have canopy trees. Palm trees cannot be used in place of canopy trees. Applicants explained their concern with the side yard buffer and the storm pipe lines being so close to the surface. Applicants were asked to explain the situation in their revision and city staff will review.

**BUILDING**

18. The FFE does not appear to meet the following code sections, show detail of how you intend to comply.

1804.3 Site grading.

The ground immediately adjacent to the foundation shall be sloped away from the building at a slope of not less than one unit vertical in 20 units horizontal (5-percent slope) for a minimum distance of 10 feet (3048 mm) measured perpendicular to the face of the wall. If physical obstructions or lot lines prohibit 10 feet (3048 mm) of horizontal distance, a 5-percent slope shall be provided to an approved alternative method of diverting water away from the foundation. Swales used for this purpose shall be sloped a minimum of 2 percent where located within 10 feet (3048 mm) of the building foundation. Impervious surfaces within 10 feet (3048 mm) of the building foundation shall be sloped a minimum of 2 percent away from the building. Applicants explained that they will adjust.

1808.7.4 Foundation elevation.

On graded sites, the top of any exterior foundation shall extend above the elevation of the street gutter at point of discharge or the inlet of an approved drainage device a minimum of 12 inches (305 mm) plus 2 percent. Alternate elevations are permitted subject to the approval of the building official, provided it can be demonstrated that required drainage to the point of discharge and away from the structure is provided at all locations on the site. Applicants explained that they will adjust.

*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 including review of the submitted elevations. Assistant City Manager for Public Services Cochran seconded; the motion carried unanimously 4-0.*

10:15 am      Break in Meeting  
10:16 am      Meeting Resumed

**Agenda Item #4: Hickory Hammock Phase 2C Hardscape/ Landscape – SITE PLAN**

Avalon Road - 1000

Tramell Webb Partners, Inc.

Ken Foreman of Foreman Consulting; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

### ENGINEERING

1. *Irrigation plans were not submitted. All irrigation shall be metered and connected to the reclaimed water mains within the development. Coordinate with Utilities Department on location of irrigation service, meter, etc. All irrigation lines within the City's right-of-way or utility easement shall be purple color.* Applicant wanted to discuss irrigation plan which were mentioned in comments 1, 5, and 9. Applicants explained that the developer has decided to go with a design-build plan and wanting to submit irrigation plans at time of permit submittal. City staff explained that this plan needs to be part of the concept plan and it needs to be reviewed by a Landscape Architect including landscaping, lines, meters, etc. on the site plan.

### PLANNING

5. *Please submit irrigation plans. The irrigation system must be hooked up to reclaimed water service. In addition, a rain sensor is required- please show the location on the irrigation plans.* Addressed in Engineering comment #1.
6. *The planting plan does not adhere to the City's Florida Friendly landscape regulations. In general, St. Augustine is an irrigation-intensive grass that is not permitted to be utilized in retention areas, and should be used sparingly throughout the common areas. Per Ordinance 15-40: Turf should be selected to survive on minimal rainfall once established and to only use irrigation water when needed.* Applicant discussed the use of St. Augustine grass in certain locations of the project. He clarified the intended areas for this grass and explained that it would be approximately 20% of the overall area and the remaining 80% would be Bahia grass. Applicant admitted that the plans need to be revised and details need to be updated to reflect less use of St. Augustine grass. Applicant will revise and break down the Bahia areas.
7. *Will residents of this phase have their own centralized mailbox? If so, please show the location as well as the approval from the USPS.* Applicants explained that mailboxes will be in a centralized clubhouse location and will include in revision.
8. *Please show any proposed light fixtures in the common areas with product specifications and photometrics. All fixtures shall meet dark skies requirements.* Applicant will comply.

### PUBLIC SERVICES

9. *If [you] have an irrigation plan, we would like to review.* This comment was address in Engineer comment #1.

### FIRE

10. *Any community, if gated, shall require a Click-2-Enter device to be installed on any and all automatically controlled gate(s) to allow emergency vehicle access. In addition, all gates shall be equipped with a battery backup system which will allow gates to open*

and remain open due to a power failure. Please submit information on secondary means of entry i.e. Keypad. Applicants understood.

*Motion by City Engineer Miller to have the applicants revise and resubmit the Site Plan addressing all city staff conditions for staff review only. Assistant City Manager for Public Services Cochran seconded; the motion carried unanimously 4-0.*

10:24 am Break in Meeting  
10:25 am Meeting Resumed

#### **Agenda Item #5: Main Street Mower – SITE PLAN**

Colonial Drive W - 12403  
Main Street Mower

Stan Hawthorn of Main Street Mower/ Winter Garden Feed Company and Marc Grimes; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

#### **ENGINEERING**

2. Show dumpster detail and location for review by Public Services Solid Waste. All dumpsters shall be enclosed and shall provide 12' minimum inside clearance (each way inclusive of bollards). Applicants stated that they will not have an additional dumpster.
3. The plans state that no additional water and sewer will be constructed. Does the existing building have bathrooms and/or floor drains? Applicants explained that they do not have plans to use additional water and the business operation will use the bathrooms in the existing main building.
4. Landscaping shall not encroach on required sight lines at intersections or driveways. Design Engineer shall provide certification that sight distance requirements are being met. Applicants explained that they plan to extend and match the existing landscaping.
5. No trees may be planted over or within 5 feet of any utility lines. Only sod or shrubs may be planted over utility lines. Applicants will comply.
6. On-site lighting will be required pursuant to City Code; dark skies lighting is required; provide photometrics plan for Planning Department review. Applicants explained this comment is understood.

#### **PLANNING**

7. Please provide color elevations showing the proposed architectural changes to the existing structure. The applicant explained that these were submitted yesterday. City staff will need to review and address.
8. Will new asphalt be installed in the parking area? The existing asphalt is in poor condition and cannot simply be striped over. Applicants explained that they plan to re-asphalt the parking area.
9. Per Code section 118-1522:

- a. *A minimum ten-foot wide landscape area shall be located around all buildings. A five-foot sidewalk may be included in this buffer area.*
- b. *An average of one canopy tree shall be located for every 50 linear feet of building perimeter.*
- c. *All edges of buildings shall have a foundation planting of shrubs and groundcovers as a minimum. Shrubs and groundcovers shall comprise at least 30 percent of the required green space.*

Applicants explained that this is an existing building and don't have space for landscaping. City staff explained that this is a major renovation plan and the building will need to be consistent with city code. Staff requested that they consider planters or potted plants to help with meeting this code requirement.

11. *Please provide an irrigation plan. Note: All water used for irrigation shall be reclaimed water (if service is available for the property). A rain sensor is also required.* Applicants explained that the irrigation plan will be a continuation of their existing irrigation system.
12. *The existing chain link & barbed wire fence along Carter Road must be removed and replaced with the same black aluminum fencing that was recently installed along the property frontage adjacent to the Main Street Mower facility.* Applicants explained that they plan to take down the existing chain link & barbed wire fence and replace with the black wrought iron style to match the existing.
13. *Please show the location and size of any proposed signage on the property.* Applicants explained at this time that they do not plan to have signage but will consider and include details should the client want signage.
14. *Please provide a lighting plan with photometrics. Lighting shall adhere to the City's dark skies requirements.* Applicants stated they are not adding additional lighting. Staff explained that the project will need to meet minimum lighting requirements per City code.
15. *No outdoor display or storage is permitted on this property. Please remove the "Storage Area" labels on the plans.* Applicants will comply.

City staff requested to see elevation rendering of this project and applicants will comply. They showed existing and then planned elevation. City staff also stated that the elevation needs to be checked that it is consistent and compliant with the 50 Overlay District criteria. City staff will verify.

*Motion by City Engineer Miller to have the applicants revise and resubmit the Site Plan addressing all city staff conditions for staff review only. Economic Development Director Gerhartz seconded; the motion carried unanimously 4-0.*

Next steps were discussed with applicants so they knew what was needed to be submitted to the Planning Department. They will need to submit revised plans and address city staff comments on letter head to be reviewed by staff.

## ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:39 a.m. by Chairman/ Community Development Manager Steve Pash.

**APPROVED:**

**ATTEST:**



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*Chairman, Steve Pash*



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*DRC Recording Secretary, Colene Rivera*