



# WINTER GARDEN

## CITY OF WINTER GARDEN DEVELOPMENT REVIEW COMMITTEE MINUTES April 27, 2016

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, April 27, 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:** City Attorney Kurt Ardaman, Urban Designer Kelly Carson, 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 April 13, 2016.

*Motion by City Engineer Miller to approve the above minutes. Seconded by Assistant City Manager for Public Services Cochran, the motion carried unanimously 4-0.*

### **DRC BUSINESS**

#### **Agenda Item #3: Winter Garden Commerce Center – SITE PLAN**

Garden Commerce Parkway – 621 to 691  
TSG Development, Inc.

Darcy Unroe of Unroe Engineering and Michael Bolotro of C4 Architecture; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Applicants acknowledged receiving and reviewing the staff report. They stated that they did not have comments or issues with the Engineering portion and wanted to discuss Planning Comments regarding building elevations.

## PLANNING

### 19. Architecture:

- a. Building 100's north elevation is nearly 700 LF long. Please provide more architectural variation (colors, materials, building massing, window heights, architectural details, etc.) to reduce the visual monotony (you may also want to consider breaking it up into smaller buildings). Please incorporate more variation into the other buildings as well.
- b. The west elevations of Buildings 100 & 200 front on Garden Commerce Parkway. These elevations are required to either have storefronts similar to the other ROW-adjacent elevations or they need to include more architectural details so they are not (mostly) blank concrete walls.

Applicants wished to discuss the façade of the building and they presented a concept rendering. He talked about how city staff was suggesting that applicants consider breaking the building into two buildings. He acknowledged this had been the first plan but they would prefer to have as one building. He discussed using various materials and coloring to create interest. City staff explained that the current proposed design is too monotonous and are requesting the applicants review and modify the design to add more details to break up the 700 ft. long building structure. It was determined that applicants meet with city staff to discuss and determine best approach to break up the front of the building's roof line, window line, reveals, etc. in a separate meeting at a later time.

### 22. Landscape & Irrigation Plans (L1-I2)

- a. Note: several of these comments are related to insufficient shrubs/groundcovers. It looks like there are additional shrubs & groundcover materials included in the Landscape Legend, but these will need to be shown graphically on the plans for review. Otherwise, I'm assuming all of the unhatched areas are sodded. Applicants understood staff concerns and they will revise and present better landscaping plans with resubmittal.

## PUBLIC SERVICES

23. What is the purpose for the 2" water line coming off the 6" fire protection line? (Building 200). Applicants are planning to have one water meter per building (3 buildings/ 3 meters) and will have property owner determine how to sub-meter the water account amongst the tenants. Applicants were reminded that the tenants will have to meet the requirements in the PID guidelines.

*Motion by City Engineer Miller to have the applicants revise and resubmit the Site Plan addressing all city staff conditions including an off-line meeting addressing*

*architecture prior to scheduling for another full DRC review cycle. Economic Development Director Gerhartz seconded; the motion carried unanimously 4-0.*

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

**Agenda Item #4: Dillard Pointe – REZONING**

Dillard Street N – 555  
Poulos and Bennett

Doug Taylor of Land Investments of Orlando LLC, Marc Stehli of Poulos & Bennett and Eric Marks of Avex Homes, LLC; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

City staff stated that applicants have submitted architectural guidelines for this project and city staff is requesting to see more detailed drawings of how the larger model homes will fit on 40' lots. Discussed having example renderings for community meeting. City staff explained that they would like to see these details prior to a community meeting. Applicants will provide.

**ENGINEERING**

1. *Provide geotechnical report for the property. Previous reports indicate subsurface construction debris, etc. Issuance of Building Permits will be subject to the developer providing a signed and sealed engineer's certification indicating that the removal has been completed satisfactorily as outlined below:* Applicants elaborated on the geo-tech details that have been conducted and how extensive they were. Applicants will provide these reports.
3. *We recommend a minimum 15' main house setback on the corner lots (1 & 13). Sight distance at intersections shall not be impeded by proposed houses.* Applicants will accommodate.
4. *Easements: Provide minimum 5' side & rear lot drainage and utility easements; recommend 10' wide utility easement adjacent to the street right-of-way line (only 5' proposed). Side and rear lot easements shall be unobstructed, not blocked by a.c. equipment, driveways, etc. as noted.* Applicants will revise.
5. *All broken, cracked or damaged curbs, sidewalks or pavement along the perimeter of the project shall be replaced. Raised curb shall be provided where flush curbing now exists. Curbs can be replaced on a house-by-house basis. The requirements will be reviewed at time of building permit issuance and all work will be inspected prior to issuance of the C. of O. for any house.* Applicants expressed concerns about existing curbing and brick roadway along the perimeter of this project. There was discussion of what is expected and the intent of this comment. Applicants understood.

**PLANNING**

16. *The proposed number of lots (13) is the maximum allowed under the Future Land Use Designation of Low Density Residential. Any additional lots would require a comprehensive plan amendment and would not be consistent with the surrounding area.*

Applicants expressed desire to want to incorporate 14 lots into the layout of this development. They acknowledged that the property is platted for 12 lots. Applicants were requesting that city staff take this proposal under consideration. City staff stated that they would not support the plan for 14 lots due to the Future Land Use designation and the requirements in the R-1 Zoning District.

19. **The proposed recreation/park space does not meet the minimum requirement of 20% of the development site. The proposed park is 0.11 acres and 20% of the development site is 0.46 acres. To compensate for the remaining 0.35 acres, the developer can make a cash contribution to the City Recreation/Park fund. The amount will be based on the land value and will be incorporated into the Developer's Agreement.** Applicants requested that the details be reviewed for the percentages and numbers as 5% for recreation and 20% for open space. City staff acknowledged and will verify these calculations.

20. **Design Guidelines:**

- a. **Air conditioners cannot be located in the side yard drainage and utility easements.**
- b. **Underground propane tanks cannot be located in the side yard drainage and utility easements.**
- c. **Porches shall be a minimum of 6 feet deep and shall extend a minimum of 3 feet on each side of the front door.**
- d. **Landscaping – the street trees shall be a minimum of 3.5” caliper.**
- e. **Pools shall be enclosed within fence or screen room as required by the building code.**

Applicants are being asked to include these details as notes on the plans and also part of the Architectural guidelines. Applicants understood and will comply.

**PUBLIC SERVICES**

24. **Public Services requires additional information on the proposed sanitary sewer and manhole profile.** Applicants will provide at final engineering stage of project.

10:27 am Economic Development Director Gerhartz left meeting.

25. **Please provide information on the installation of water and reclaim water services. Does the contractor plan on open cutting the brick street?** This comment was addressed earlier under Engineering comment #5. Also the water line plan was discussed and applicants are planning to have directional drilling for water service from Surprise Drive.

***Motion by City Engineer Miller to have the applicants revise and resubmit the Rezoning Plan addressing all city staff conditions for another full DRC review cycle prior to a community meeting. Assistant City Manager for Public Services Cochran, seconded; the motion carried unanimously 3-0. (Economic Development Director Gerhartz was not present in the meeting during this vote.)***

10:29 am Economic Development Director Gerhartz returned to meeting.

City staff elaborated on what the next step is for the applicants relating to this project.

Applicants asked for clarification of Planning comment #17.

**17. The properties will need to be replatted to establish the new lots, roadway, ponds, and recreation area. Please apply for a preliminary plat when you resubmit the PUD application.** City staff explained that this was stated so applicants are aware of the process but does not need to be submitted at this time.

City Engineer discussed with applicants details regarding the irrigation lines and how to address setting up jumper lines for future use.

### **ADJOURNMENT**

There being no more business to discuss, the meeting was adjourned at 10:31 a.m. by Chairman/ Community Development Manager Steve Pash.

**APPROVED:**

**ATTEST:**

  
\_\_\_\_\_  
*Chairman, Steve Pash*

  
\_\_\_\_\_  
*DRC Recording Secretary, Colene Rivera*