



WINTER GARDEN

CITY OF WINTER GARDEN DEVELOPMENT REVIEW COMMITTEE MINUTES May 11, 2016

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, May 11, 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 10:01 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 and Assistant City Manager for Public Services Don Cochran

Others: City Attorney Kurt Ardaman, City Development Consultant Ed Williams, Planner Kelly Carson, Planner Jessica Frye and Customer Service Representative Colene Rivera.

ABSENT

Voting Members: Building Official Mark Jones and Economic Development Director Tanja Gerhartz.

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on April 27, 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. (Assistant City Manager for Public Services Cochran was not yet at the meeting.)

10:01 am Break in Meeting
10:01 am Meeting Resumed

DRC BUSINESS

Agenda Item #3: Premier Property – PRELIMINARY PLAT

Marsh Road – 16846, 17000 & 17166

Marc Stehli of Poulos & Bennett, Bennett Ruedas of K. Hovnanian at Orlando, Tom Daly of Daly Design and Heather Himes of Akerman LLP; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

1. **Sheets 2.00, 2.10, 3.00, and 3.01: Show the 100 year flood contour of 97.7.** Applicants noted this comment.
2. **Sheet 5.00: Lots 10, 11, 12, and 13 are substantially below existing grade at Marsh Road. Section "E" on Sheet 7.00 shows a 6' screen/retaining wall that will only be less than a foot above the Marsh Road sidewalk (120.2 – 119.8). The 6' screen wall shall be based on the Marsh Road elevation and an additional retaining wall will be required in this area (or higher combination screen/retaining wall).** Applicant explained this is a 6' reveal and will include these details on plans.

Assistant City Manager for Public Services Cochran arrived late at 10:03 am

3. **Sheet 5.00: Lots 10 thru 13, and Lots 98 & 99 – Adjustment of finished floors may be required. Will side lot retaining walls be need to lessen the transitional slopes between houses?** Comment noted and applicants are aware.
4. **Sheet 5.01: Lot 25 finished floor appears to be a typo. The easement width for the pipe behind Lots 71 thru 74 isn't dimensioned.** Applicants will correct error.
5. **Sheets 5.00 & 5.01: The environmental swales shall be within an easement to be maintained by the HOA.** Applicants understood and will include these details.
6. **Sheet 7.00: Un-numbered section for environmental swale – see above - the environmental swale shall be within a drainage easement to be maintained by the HOA. Top of berm width shall be increased to 3' minimum.** Applicants will address.
7. **Sheet 7.01:**
 - **Section "F": The pond maintenance berm (left) shall have a maximum slope of 1:10 (1:5 shown).** Applicants inquired if maintenance berm can be 5' wide? City response was no, this is not permitted. Applicants inquired about pond area? City staff explained that these will be HOA ponds with a city easement since this is not a gated community.

City staff explained to applicants that they didn't need to go through the staff report comments one by one. Applicants were requested to discuss the comments that they needed clarified or elaborated on so that they can respond to staff comments in writing. Applicants understood.

8. **Provide a detail of the wall and landscaping that is proposed along the PUD boundary (i.e. Marsh Road): type, height, etc. Walls and landscaping shall be located within a landscape and wall tract, to be maintained by the HOA.** These details were clarified as to when the applicants need to provide the wall and landscaping details as part of the submittal process.

PLANNING

Planning Department requested sidewalk details on next submittal for this project. Discussed development on the east side along Marsh Road. Applicants explained that the adjoining project (TwinWaters) did not have a sidewalk along this side. City didn't realize that, so city will look into this and ensure that this development builds a sidewalk along Marsh Road for their project. Need applicants to provide details of sidewalk for the entire project. It will need to be a 5' wide sidewalk and can meander in and out of the right-of-way in order to save existing trees.

26. It appears as though the project will be phased. Each phase of development of the Property must operate as an individual unit in that each particular phase will be able to stand-alone in the event that no other phase is developed. The recreation area is required to be constructed with the first phase. Phasing of this project was discussed and requested that applicants present their phasing plan to city staff for review and approval, including information on how many lots will trigger having to construct the recreation area. Once a phasing plan is determined then applicants will need to include these details on submitted plans.

Applicants gave an update on tree plan and explained where things stand with the project's trees and clearing of the property along the perimeter, etc. Applicants also inquired about timing of minor site plan approval for the recreation area. City staff advised this will need to be submitted in conjunction with the Final Engineering plans. City staff explained this process will take approximately 60-90 days depending on details of the submitted plans. Applicants understood. City staff gave applicants an update on Developer's Agreement, which is not tied to the UVPUD reading at City Commission scheduled for Thursday, May 12, 2016.

Motion by City Engineer Miller to have the applicant revise and resubmit the Preliminary Plat addressing all city staff conditions for staff review only. Assistant City Manager for Public Services Cochran seconded; the motion carried unanimously 3-0.

After motion, applicants inquired about next steps and timeline. City staff informed applicants that after DRC approval, the preliminary plat would only need to go the Planning and Zoning Board for approval. The final plat will have to go before City Commission for final approval.

10:12 am Break in Meeting
10:13 am Meeting Resumed

Agenda Item #4: West Orange Business Center, Buildings A, D & E – SITE PLAN

Winter Garden Vineland Road – 1255, 1261, 1267
Winter Garden Vineland, LLC

Jack Reynolds of JHR Consultants, Inc.; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

3. **Provide permit modification from SJRWMD for stormwater and FDEP NPDES NOI.** Applicant requested clarification for this comment as he explained that the infrastructure and details were already in place? City staff explained that applicants will need to request a letter modification from SJRWMD for stormwater and FDEP NPDES NOI as phasing is completed to sign off on the development. Applicant understood.
4. **Buildings D & E show proposed ¾" water meters, but Building A doesn't show any new water meters - provide. Impact fees for water, wastewater and irrigation are based on the various meter sizes to be installed. For ¾" meters the following impact fees apply: Irrigation: \$1,086/meter; Water: \$1,086/meter; Wastewater: \$1,767/meter.** Applicant will add water meter details to plans for building A.
7. **Provide Erosion and Sediment control plan including silt fence and protection to existing inlets.** Applicant explained that the area was less than one acre, the city still requires a SWPPP. City staff confirmed that if truly less than one acre than yes it would be exempt. The overall size of project was questioned and requested applicant to look at this one more time to confirm size of project. Also explained that federal, state and county agencies are conducting inspections and this is monitored closely. Applicant confirmed that they probably will need to get NPDES permit.
8. **On-site lighting will be required pursuant to City Code; dark skies lighting is required; provide lighting plan with photometrics for Planning Department review.** This comment was clarified that applicant will need to get a letter from Duke Energy that the project meets the dark skies requirement and then provide this letter to the city. Applicant understood.
9. **Provide irrigation plan showing connection point(s), meter size(s), and backflow prevention.** Applicant explained that the site is currently on well water irrigation. City staff understood this but the last phase of the project connected to reclaimed water. Therefore, this project will need to connect and discontinue use of well water. Project will need to connect to eastern back corner to city services and requested applicant check with the other project's contractor for meter location and connection point.

PLANNING

12. **The property was approved to be developed with flex space, including part office with associated storage. Due to the calculated parking for the site, the storage space can never be converted to office or retail space. Please provide a floor plan of the proposed buildings to verify parking requirements and established permitted floor space.** The project approval for flex space (and not as office space) was discussed and concern about current parking for existing businesses. City staff expressed concerns about needing to deal with insufficient parking concerns for existing business operations and planning for future parking for proposed business operations within the flex space. City staff explained that they have to review the project as a whole for the entire overall development. City staff expressed concerns about traffic flow, parking spaces and access points for project. Applicant understood.
13. **Provide 4-sided color elevations of the new buildings.** Applicant was advised to photograph the existing building and indicate that new building will have the same/ similar look.

14. Perimeter Buildings "A", "D" and "E" will require tile roofs. City staff explained that they had spoken to property owner and owner indicated this could be done.
15. The PCD depicts a concrete side-walk along the north side of Buildings "D" and "E"; a 5' concrete sidewalk will need to be added to the north side which is handicap accessible and the handicap parking spaces will need to be relocated to properly serve both buildings (see comment 20 & 21). The 5' sidewalk pathway and parking spaces were discussed, applicants understood what is being required and will comply. City staff approved applicants to have the sidewalk flush with pavement as long as safety standards are in place for parking spaces, such as wheel stops.

PUBLIC SERVICES

17. Sewer main on building A is run under a structure and is not recommended. City staff discussed this comment and advised against running the sewer main line under the building but it is up to developer how they handle this. Applicant appreciated the discussion and will review with property owner.
18. Each office or warehouse should each have its own water and sewer connection (Building D and E). Applicant understood this comment and there will need to be one meter per building – so two meters; one for Building D and one for Building E; water meter for Building A to be added. Property owner can then determine how each tenant will handle the water usage, etc. Applicant understood.

BUILDING

21. Building "D" shows 2 ADA parking spots, but is located on the side of the building and not close to main entrance. Applicant will adjust and revise on plans for meet ADA guidelines.

Motion by City Engineer Miller to have the applicant revise and resubmit the Site Plan addressing all city staff conditions for another full DRC review cycle. Assistant City Manager for Public Services Cochran seconded; the motion carried unanimously 3-0.

Next steps were explained to the applicant and he understood.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:25 a.m. by Chairman/ Community Development Manager Steve Pash.

APPROVED:

ATTEST:



Chairman, Steve Pash



DRC Recording Secretary, Colene Rivera