



WINTER GARDEN
CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
May 25, 2016

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, May 25, 2016 in the First Floor Conference Room.

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, Building Official Mark Jones and Assistant City Manager for Public Services Don Cochran.

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

ABSENT

Voting Members: Economic Development Director Tanja Gerhartz.

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on May 11, 2016.

Motion by City Engineer Miller to approve the above minutes. Seconded by Building Official Jones, the motion carried unanimously 3-0. (Assistant City Manager for Public Services Cochran was not at the meeting during this vote)

10:01 am Break in Meeting
10:02 am Meeting Resumed

DRC BUSINESS

Agenda Item #3: Roper Reserve Amenity – Site Plan Approval

Beard Road - 562
Tramell Webb Partners, Inc.

John Gilbert of Tramell Webb Partners, Inc. and Drew Abel of Richmond American Homes; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

1. **Show site grading and drainage plan. All runoff shall be collected and/or directed to the infrastructure stormwater collection system.** Applicants understood comment and will comply. They have the site grading on the engineering plans and will layer this onto these plans for the resubmittal.
2. **With the Outdoor Kitchen shown, will any potable water be provided (none shown)?** Discussion took place about outdoor kitchen and water connection. Applicants stated they only plan to offer a hose connection and a location to rinse off cooking items. It was discussed that applicants will need a separate meter for water usage and drainage containment. City staff reminded applicants that this aspect will require a separate meter. Applicants will revised plans and include these details in the resubmittal.
3. **This submittal only included the proposed hardscape with landscaping and irrigation “by others”. Provide landscape/irrigation plans, including location and size of irrigation connection point(s) and meter(s).** Applicants understood.
4. **All walks shall be 5’ minimum width, concrete, as shown.** Applicants noted this comment.

PLANNING

8. **Any proposed lighting will be required to meet the City’s dark skies requirements and will need to be indicated on the plans. Please provide details of the lighting on-site.** Applicants stated they do not plan to have lighting for this project and the area will be closed at dusk. Applicants also stated that they do meet the dark skies requirements with the existing lighting.
9. **The approved PCD showed a decorative fence surrounding the fitness pavilion with gate, also the construction plans showed two sidewalk entry points into the fitness pavilion. Please provide the decorative fence and extra sidewalk entry point with gates.** Applicants understood and will include these details in resubmittal.
10. **Equipment booklet provided with submittal indicates rubber mulch and playground will be ADA accessible, please verify that entryway into the playground is ADA accessible.** Applicants explained that the entrance to the playground will be ADA accessible.
11. **The site plan only indicates the surrounding wall around the subdivision as a Precast Privacy Wall; please provide more details regarding the wall.** Applicants inquired in they could submit photo concept renderings of proposed wall? City staff stated this will be OK but applicants will be held to those standards if approved. Applicants understood.
12. **More detail regarding the architecture and material for wall, columns, and pavilions will need to be provided for review.** Applicants will include in resubmittal.

Applicants discussed the entrance signage height at 7’ high. Staff explained that the applicants can apply for variance as this exceeds the city ordinance height of 6 feet. Staff explained that the Planning and Zoning Board has voted favorability for these variances and does not anticipate any problems with approvals. Applicants inquired about the variance process and it was explained.

Assistant City Manager for Public Services Cochran arrived late at 10:11 am

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 4-0.

10:12 am Break in Meeting

10:13 am Meeting Resumed

Agenda Item #4: Little Gators Pediatric Dentistry – Site Plan Approval

Winter Garden Vineland Road - 3650

Little Gators Pediatric Dentistry, LLC

Darren Oliverio of Harbor Community Bank, Jim George of J. George Construction and Jeff Powell of Powell Studio Architecture; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Applicants acknowledge receipt and review of Staff Report. They acknowledged need to submit landscape and irrigation plans which they did not have at this time. They stated this is an existing bank and are enclosing the drive through area; building has existing fire sprinklers. Applicants inquired about lighting plans? City staff advised that if they are not changing lighting plan then just state this in a written response or on the plans. They did not have any specific comments or concerns to address pertaining to the staff report at this meeting. They inquired about the review process and next steps? It was explained that a motion would be made and then the chairman would explain the next steps based on this motion.

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 4-0.

Chairman Pash explained that the applicants will need to revise the plans and resubmit along with written responds to staff comments for staff review. Once staff has reviewed the resubmittal, applicants will receive a written staff report based on these revisions and then next steps. Applicants understood.

10:15 am Break in Meeting

10:16 am Meeting Resumed

Agenda Item #5: Waterside Phase 2B Landscape/ Hardscape – Site Plan Approval

Marsh Road - 17310

Court Street Partners

Todd Clements of Court Street Partners and Theodore Woppelmann of Court Street Partners; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

1. Sheet HS-01: Is a wall required between the residential property and the future commercial property to the NW? This comment was discussed and clarified that based on project, the NW property has not been fully determined how they intend for this space to be utilized. Based on future development, this aspect would be required to install the wall barrier at time of construction for the property.
2. Sheet HS-02:
 - Call out the required 5' width concrete sidewalk along the south side of Marsh Road. City staff explained applicants will need to submit details of how this required sidewalk will be installed based on city code. If another aspect of the overall project is planning to build this required sidewalk, then this project needs to determine the detail of who and what part of the project is constructing this and include these specific details on the plans. Applicants will need to submit project to be inclusive of the city code requirements.
 - The "Mulch Trails" shall be concrete, minimum 5' width. This comment was discussed and explained the mulch trail needs to be concrete based on other finished projects that have used mulch and crushed rock. The city has concluded that these materials are not successful. This project will not be allowed to have a mulch trail and it was explained that mulch trail on other project have been a constant maintenance and upkeep and concluded based on these other projects around the city that this is not acceptable and applicants will need to plan to concrete this pathway. Applicants understood and will discuss with overall project contacts.
3. Sheet HS-03: Provide details on the retaining wall: top and bottom elevations, etc. Building Permit required. Applicants discussed that several of these comments are not within the aspects of their scope of work. City Staff explained that the applicants need to include the details with the responsible party for these aspects. The submittal needs to be an all-inclusive package with all the details for review. It was suggested that applicants coordinate with parent company and all the subsidiaries to have a cohesive package with all the various parts and pieces being consistent from one submittal to the next. Applicants understood and will comply.
4. Sheet IR-02: We could only find one 2" irrigation meter on the plans; are others proposed? 100% of all required water and sewer impact fees shall be paid prior to City execution of FDEP permits and issuance of site or building permits. Impact fees for irrigation meters shall be paid prior to construction. Applicants explained that they plan to use one meter.

Based on the 2" irrigation meter shown, the impact fees are \$8,688.00 (per 2" meter). 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. Applicants understood and will comply.
5. Landscape or other improvements (walls, signs, etc.) shall not encroach into the required sight distance pursuant to FDOT requirements. Design Engineer shall provide certification that sight distance requirement are being met at all intersections. Applicants

understood and these details need to be included in the resubmittal.

PLANNING

7. *As shown, the 7' tall Waterside entry sign will require a variance as the maximum permitted height is 6'.* City staff explained that they can request a variance and have the entry sign wall height at 7 feet. The city has been favorable with these variances. Applicants understood but stated that they will have the entrance wall sign be at 6' high.
9. *Has the mailbox configuration been reviewed and approved by the Post Office? If so, please submit approval letter.* Applicants inquired if they could submit the email as written consent. City staff agreed.
10. *Please show proposed light fixtures with product specifications and photometrics. All fixtures shall meet dark skies requirements.* Applicants stated there will not be any lighting elements as part of this project's scope.

Motion by City Engineer Miller to have the applicants revise and resubmit the Site Plan addressing all city staff conditions for staff review only unless other items come up in which we would need to bring this item back to DRC. Building Official Jones, seconded; the motion carried unanimously 4-0.

10:32 am Break in Meeting
10:33 am Meeting Resumed

Agenda Item #6: Lake Roberts Reserve – Planned Unit Development

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

Daniel Gough of Bio-Tech, Kevin White of Waldrop Inc, Robert Zlatkiss of American Land Development of Central Florida, LLC, Tom Sullivan of Gray Robinson, P.A., William Foyle of Civil Design Group Inc. and Tom Daly of Daly Design Group; applicants for the project were in attendance for discussion.

It was stated that this agenda item is currently outside of the city limits and would be for discussion only.

Agenda Item #7: Oakland Park Phase 5A – Preliminary Plat

Oakland Avenue E - 15241
Crescent Communities

This agenda item was tabled and will come back to DRC at a future date.

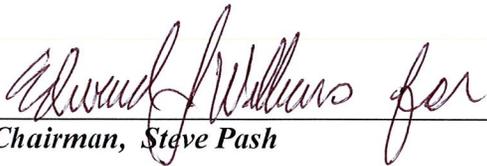
Motion by City Engineer Miller to table item 7 of Oakland Park Phase 5A Preliminary Plat. Building Official Jones, seconded; the motion carried unanimously 4-0.

ADJOURNMENT

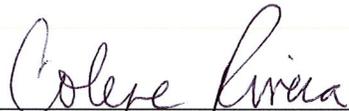
There being no more business to discuss, the meeting was adjourned at 10:33 a.m. by Chairman/ Community Development Manager Steve Pash.

APPROVED:

ATTEST:



Chairman, Steve Pash



DRC Recording Secretary, Colene Rivera