



**WINTER GARDEN**  
**CITY OF WINTER GARDEN**  
**DEVELOPMENT REVIEW COMMITTEE**  
**MINUTES**  
**June 8, 2016**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, June 8, 2016 in the City Hall Commission Chambers.

**Agenda Item #1: CALL TO ORDER**

Acting Chairman/ City Development Consultant Ed Williams called the meeting to order at 10:02 a.m. The roll was called and a quorum was declared present.

**PRESENT**

**Voting Members:** City Development Consultant Ed Williams as acting Chairman for 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, Urban Designer Kelly Carson, Planner Jessica Frye and Customer Service Representative Colene Rivera.

**ABSENT**

**Voting Members:** Chairman/ Community Development Director Steve Pash.

**APPROVAL OF MINUTES**

**Agenda Item #2:**

Approval of minutes from regular meeting held on May 25, 2016.

*Motion by City Engineering Miller to approve the above minutes. Seconded by Building Official Jones, the motion carried unanimously 3-0.* (Economic Development Director Tanja Gerhartz and Assistant City Manager for Public Services Don Cochran were not present at meeting during this vote.)

**DRC BUSINESS**

**Agenda Item #3: Roper Reserve – FINAL PLAT**

Beard Road – 562

Tramell Webb Partners, Inc

Jacob O’Keefe of Richmond American Homes, Anna Landman of Tramell Webb Partners, Ed Johnson of Allen & Company and Gary Showe of Allen & Company;

applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

#### ENGINEERING

7. Provide cost certification for determination of the performance bond amount to include any incomplete items (streetlighting, street and regulatory signage, landscaping, irrigation, wall, amenities, etc.). Final plat will not be scheduled for approval by the City Commission unless the improvements have been completed and the Certificate of Completion issued, or a performance bond or letter of credit for 120% of all incomplete improvements has been provided to the City. Applicants explained this comment is being addressed with landscape costs incorporated into the total costs. They will submit with the next revisions. Applicants understood that they need to submit two cost estimates; one for Performance Bond and one for Maintenance Bond.

#### PLANNING

16. Please verify the maximum impervious surface ratio for each lot in the subdivision. The drainage calculations showed a maximum impervious surface ratio of 40% for each SFR. Each home will be given a 40% maximum which includes the primary structure and future development on the lot (i.e. pools, patios, pavers, sheds, decks, home expansions, summer kitchens, etc.). City staff confirmed this is a general comment and discussed ISR calculations and future development of the lots.

#### CITY ATTORNEY

18. Please see attached memo from City Attorney Daniel Langley. Applicants stated that they have adjusted and the resubmittal will be addressing the Legal comments.

#### CITY SURVEYOR

19. Provide the corrected boundary survey. Applicants will address with surveyor directly about these details.

*Motion by City Engineer Miller to have the applicants revise and resubmit the Final Site Plan addressing all city staff conditions for staff review only. Building Official Jones, seconded; the motion carried unanimously 3-0. (Economic Development Director Tanja Gerhartz and Assistant City Manager for Public Services Don Cochran were not present at meeting during this vote.)*

10:06 am Break in Meeting

*Economic Development Director Gerhartz arrived late at 10:06 am*

10:07 am Meeting Resumed

#### Agenda Item #4: Hennig Tot Lot – SITE PLAN

Bay Street W – 601

Dewberry Engineers, Inc.

Christopher Allen of Dewberry Engineers, Inc.; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

## ENGINEERING

3. Will any potable water be provided for drinking fountains or dog watering stations (none shown)? Provide a dog waste station. Additional impact fees may be required if a water meter is added (see below). Applicant stated that project will not provide potable drinking stations but will incorporate a dog waste station into the area as part of the revised submittal.
4. This submittal only included the proposed hardscape and landscaping. Provide irrigation plans, including location and size of irrigation connection point and meter. Additional impact fees are required (see below). Applicant understood comment and will include on the resubmittal.
5. Confirm with Public Services Utilities that the 12' wide curved driveway can accommodate their service and Vac trucks (the 12' minimum width is usually for straight-in driveways). City staff advised applicant to contact Gary Sapp as the Public Services Collections Superintendent but work through Assistant City Manager for Public Services Cochran to discuss the driveway width and plan. Applicant will comply.
7. As-built record drawing requirements shall conform to City of Winter Garden specifications as noted. City staff explained this is a standard comment.

*Assistant City Manager for Public Services Cochran arrived late at 10:08 am*

## PLANNING

10. Please show the fall zone outline provided by the playground equipment manufacturer. The slides appear to be placed very close to the concrete sidewalk. Applicant will adjust and explained that the scaling on the plans were wrong. This will be corrected.
12. Is lighting proposed in this recreation area? If so, please provide a lighting plan. Applicant stated that this project will not have lighting.

## PUBLIC SERVICES

13. Proposed fence cannot be locked as the City needs access to the lift station at all times. Applicant inquired if this comment pertained to lift station or emergency access gate? City staff confirmed that the lift station is not to be locked and city staff will install a lock at a later time. Applicant was advised to contact Gary Sapp for these details. Emergency access gate will be something that the Fire Department will address.

City staff discussed fencing plan and applicant stated they are planning on using 6' White PVC fencing. City staff explained that this will require a separate permit from the Building Department. Applicant understood and will comply.

*Motion by City Engineer Miller to have the applicant 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.*

**Agenda Item #5: The Sanctuary at Lake Avalon– CONSTRUCTION PLANS**

Marsh Road – 16846, 17000 & 17166

Poulos and Bennett, LLC

Marc Stehli of Poulos and Bennett, LLC, Nicole Gargen of Poulos and Bennett, LLC and Benedict Ruedas of K. Hovanian Homes; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

**ENGINEERING**

4. **Sheet C2.10: Location of the construction entrance needs to be discussed (currently shown at the roundabout). We would prefer this to be at the secondary (east) entrance.**

Applicant will move the construction entrance to the secondary east entrance.

*Assistant City Manager for Public Services Cochran left meeting at 10:17 am*

**Currently Waterside Phase I is responsible for the maintenance of the roundabout thru a R/W Maintenance Agreement. Based on the proposed connection by The Sanctuary, shared maintenance costs should be discussed.** Discussed fair share portion for maintenance of the roundabout. This would be a private agreement between the two developments but city wants it documented on plans. Applicants will reach out to Waterside Development, CalAtlantic, to discuss and coordinate the details of a Developer's Agreement for maintenance of the roundabout for landscaping, irrigation, etc. Details will be discussed and determined at a future date.

*Assistant City Manager for Public Services Cochran returned to meeting at 10:18 am*

5. **Sheets C4.00, 4.01, 4.02: Section "A" doesn't show the combination screen/retaining wall along Marsh Road (see Section "G"), or the required 5' wide concrete sidewalk - provide.** Discussed grading along back of lots to perimeter wall. City staff expressed concern about the slope and grading levels. These lots have an extra 20' but won't be able to actually use this extra depth. Applicants will look at this concern and review options.

13. **Sheets C6.00 thru C6.05:**

- **Minimum manhole depth shall be 5.00 feet to invert (MH 1A).** Applicants discussed depth of manhole. City staff suggested applicants lower the depth run to 0.3 percent and review calculations for consideration for this 100' section.

18. **Informational: Final plans and drainage calculations shall show the maximum impervious surface allowed on each lot, based on the approved SJRWMD permit. In any case however, this cannot exceed 65% ISR per the UVPUD zoning, but must be supported by the approved St. Johns calculations/permit.** This comment was discussed and clarified. The project Engineer will need to provide a letter of certification for the impervious surface of each lot.

## PLANNING

28. Large areas of the average 25' upland buffer appear to have been eliminated in these plans. This is unacceptable; please revise. Applicants admitted this was a layer issue on the plans. They will resubmit and include these details on the revisions. City staff inquired about replanting plan for these areas? The city will require a landscaping plan that needs to include native wetland vegetation plants. Applicants will comply.
31. The eastern access is required to be exit only, but this is not reflected in these plans. This comment was discussed and the intent from the developers is this access will serve as an emergency exit. It was also discussed that this will serve as the construction entrance for Phase II. Discussed concern about how this is marked and enforced. Discussed option of one design during construction and convert design to something else once construction is complete. Applicants will review and determine a plan.
32. Lot 78: The retaining wall was shown in the UVPUD as extending the entire eastern length of the lot because of the adjacent slope. These plans show it shortened- please revise. This comment was discussed. Applicants will look at this lot and see how best to address safety issues with the grade change along edge of property.
33. Please show the required 5' wide sidewalk along Marsh Road in the CPS set to be consistent with the landscape set. Please ensure the walk extends to the property lines of the adjacent parcels to the east and west. This was discussed and applicants understood and will include in resubmittal. The challenge with various project submittals (PPA & CPS) being submitted at same time to the city for review for the same project is overlapping of comments and concerns. With resubmittals, there is a chance that staff comments and notes affect future submittals and comments may overlap.
40. Informational Item: A separate DRC Site Plan Approval application is required for the recreation area. This area must be completely constructed before 50% of the houses in Phase I receive Certificates of Occupancy. This comment was discussed. Applicants want to include this as condition of approval and will include these conditions on future submittals.

## BUILDING

42. C2.01 – Explain how you plan to maintain 20' building separation in conjunction with the building types and setbacks shown. This comment was discussed. It was determined this was a scribe's error. City staff advised applicants to note the scribe's error on all future submittals.

## PUBLIC SERVICES

44. On page C5.13, please identify all valves on water main and reuse water mains. Please add notes to plan to identify valves. Applicants explained how these are labeled on the submitted overall plans and advised city staff to review the details on the profile plans. City staff will review the plan profiles and get back to applicants.

Discussed various utility and fair share proportion fees and applicants discussed a payment plan

of dividing into thirds as the project progresses to meet various thresholds. These were clarified and applicants will work with city legal staff to develop an agreement. City staff inquired about project status of PD, Final Engineering, Final Plat and next steps, etc. Applicants explained their timeline and want to move along as quickly as the city will allow them.

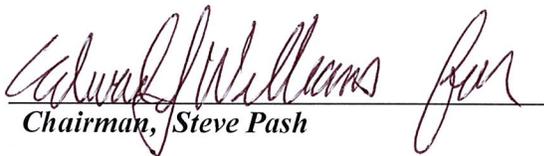
*Motion by City Engineer Miller to have the applicants revise and resubmit the Construction Plans addressing all city staff conditions for another full DRC review cycle. Assistant City Manager for Public Services Cochran, seconded; the motion carried unanimously 5-0.*

**ADJOURNMENT**

There being no more business to discuss, the meeting was adjourned at 10:43 a.m. by acting Chairman/Community Development Consultant Ed Williams.

**APPROVED:**

**ATTEST:**

  
Chairman, Steve Pash

  
DRC Recording Secretary, Colene Rivera  
Kathleen Rathel