



WINTER GARDEN

CITY OF WINTER GARDEN DEVELOPMENT REVIEW COMMITTEE MINUTES July 6, 2016

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, July 6, 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, 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, City Development Consultant Ed Williams, Urban Designer Kelly Carson, Planner Jessica Frye and Customer Service Representative Colene Rivera.

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on June 22, 2016.

Motion by Assistant City Manager for Public Services Cochran to approve the above minutes. Seconded by Building Official Jones, the motion carried unanimously 4-0. (Economic Development Director Gerhartz was not present during this vote).

DRC BUSINESS

Agenda Item #3: Kelso Investments Building – SITE PLAN

Boyd Street S - 161
Kelso Investments, LLC

This item was tabled per applicant request.

Motion by City Engineer Miller to table this agenda item until next meeting. Building Official Jones, seconded; the motion carried unanimously 4-0. (Economic Development Director Gerhartz was not present at the meeting during this vote.)

Agenda Item #4: Heritage at Plant Street (fka Battaglia Property) PLANNED UNIT DEVELOPMENT

Plant Street E – 605 and Newell Street E - 290

M.I. Homes of Orlando, LLC

Derek Henry of MI Homes and Chad Moorhead of Madden, Moorhead and Stokes, Inc.; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Before the specific staff comments were discussed, city staff requested that applicants provide color rendering and elevations of the project to city staff. This will be a key aspect for Planning and Zoning and the City Commission Board meetings. Applicants will comply.

ENGINEERING

1. **The entrance on Plant Street shall have right and left turn exiting lanes – 12’ minimum pavement width (see below regarding typical sections and traffic study).** The entrance was discussed and applicants may need to widen the entrance lanes as part of the traffic study analysis. This comment is to be discussed further at a later date in separate meeting. Applicants explained this can be done but would take away from the aesthetics of the entrance area. City staff has concerns about traffic flow and back up, etc. Applicants will need to work through this while maintaining the aesthetics of the entrance.
6. **Informational: When Plant Street was improved a few years ago, a storm stub-out was provided for the existing flow from this parcel that doesn’t go towards the Library/Perkins. Pre/Post conditions shall be met.** This comment was discussed and applicants will look into the specific details of the storm stub-out. City staff will provide contact name and number from the Plant Street improvement project, so that applicants can research this option and determine which if best for the project (Ann Schwartz at VHB).
7. **Alley Tract Width: The detail only shows a total of 30 feet for the alley tract. This results in a 5’ driveway outside of the garage, and will not allow enough room for parking. Previous projects have provided 60 feet, building to building, to allow for 20’ space behind the garage. NO PARKING WITHIN THE ALLEY TRACT WILL BE ALLOWED.** Applicants stated that their intent is for no parking in the alleyways. City staff expressed concern that in other developments with alleyways, people still park even though it is a no parking zone and creates problems with public services trucks to get to the garbage pick-up areas. City staff requested that applicants table this item at this time and allow the city to do a little more research on this concern and get back to applicants regarding this comment.
11. **Typical sections shall comply with City standards and include the following: Right-of-way width shall be a minimum of 50 feet with minimum roadway pavement width of 24’ as required by City Code (12’ minimum each lane); 16’ minimum lane width for any divided portion (additional width may be required if parking is allowed); 18” of clean fill with no more than 5% passing a #200 sieve required under the subbase; 98% density**

required on all compaction; 2" minimum asphalt thickness; 10" minimum soil cement base thickness; minimum 24" wide concrete curb and gutter required (or Miami curb); 5' wide concrete sidewalks required on both sides of street; minimum 10' wide drainage, utility and sidewalk easements required adjacent to all rights-of-way. All construction shall meet City of Winter Garden requirements for drainage, roadways and utilities (see City Standard Details available on-line at cwgd.com). If requested by the Developer, 1" of asphalt can be installed prior to C of C, and the second lift of 1" can be installed after home construction, if covered by a bond or letter of credit. City staff stated this is a condition of approval and the pavement will need to be widened to provide a total of 12 feet, including 6" flush ribbon curbs, on the alleyways per city code. Applicants will comply.

14. Tree Removal Permit issued by the City of Winter Garden Building Department will be required prior to final plan approval. As required by Code, submittal of the Tree Removal Permit application is required with this preliminary plat submittal. Coordinate with Building Department (Steve Pash). Tree plan needs to show which trees are to be removed and which will be saved. City staff explained this is informational at this time but will need to have a tree plan and process permitting at time of submittal during the pre-plat phase.
15. Provide traffic study methodology for review by the City's transportation consultant. Accel and/or decel lanes may be required on Plant Street. Applicants inquired about the timing of the traffic study as they were under the impression that this was down the road in the planning stage of project. City staff explained that this is needed sooner rather than later to see about addressing the concerns regarding entrance way and addressing Engineering comment #1. City staff will get back to applicants on the timing of the traffic study. Traffic report could potential affect the layout of the project.

PLANNING

24. Per code, a minimum 25-foot yard shall be maintained between the walls of all structures and the perimeter of the PUD. Additionally, a minimum 25-foot yard shall be maintained between the walls or edges of all accessory structures such as screen rooms and any PUD perimeter that is adjacent to a public right-of-way. The rear setbacks are currently listed as 10'. Please revise. Applicants inquired about this comment as they felt this requirement was being met on the plans. City staff requested that applicants include statement in the descriptive portion of the plans about single family homes not allowed to have individual pools. Also, discussed patio impervious surface area as applicants wanted each single family home to have the option of a large 30'x75' patio area with a 0 foot setback. City staff expressed concern with impervious surface area on each lot. At best, this project would be allowed up to 65% for each lot based on their water management permit for the development. Applicants inquired about a waiver on this limit? City staff requested applicants to come back with a proposal and discuss. Applicants will comply.
25. In the minimum building setback table, there is a minimum 20' setback between structures. Does this apply to the SFR units (which would mean 10' setbacks on either side of 40' lots), or is this for the townhomes only? Please clarify all setbacks including the garages for townhomes. Applicants will review these and ensure setbacks for each

housing type are correct and consistent.

26. There appears to be an unlabeled tract located directly south of Tract H. City staff requested a clearer layout to determine calculations. City staff asked to create a separate tract sheet. Applicants will comply.
27. Has a soils report been completed yet? If Type 'A' soils exist on site, the property must comply with the provisions of the Wekiva Parkway and Protection Act. Applicants will provide soil sample report. Also discussed was use of irrigation from retention ponds. Then when the water tables are too low, switch over to municipally-supplied water during this timeframe. City staff requested that applicants provide the details of how this proposal would work on the site, however, if reclaimed lines are available to service the subdivision, the developers would be required to utilize them. Applicants will comply. The developers may even need to accommodate for future connections to reclaimed lines if they do not exist presently. City Staff explained to applicants that wells are not allowed within the city limits and they would need to design this proposed system accordingly.

Economic Development Director Gerhartz arrived late at 10:16 am

Economic Development Director Gerhartz left meeting at 10:16 am

Economic Development Director Gerhartz returned to meeting at 10:17 am

BUILDING

31. Townhomes do not appear to meet the separation requirements of FBCR 302. This was discussed and applicants will review the building code for spacing and fire wall separation between every unit. They will have their architect look at the code and revise as needed.
32. Each townhome will need to provide individual meter/hookup for all utilities. City staff stressed planning for individual properties as each townhome is individually owned and need to be independent of each other. Applicants will look at this aspect and determine a plan.

City staff explained to applicants that they will need to underground the lines that are along Plant Street as part of the overall project development. Applicants were not aware of this requirement but will comply. Street lighting is completed along Plant Street so this project will not have to provide this feature.

City staff inquired if applicants have initialed process with Orange County Public Schools (OCPS)? Applicants have submitted application and stated it is currently under review and in progress. City staff will need something in writing from OCPS prior to Planning and Zoning Board/ City Commission Board meetings. Applicants understood and will provide.

Motion by City Engineer Miller to have the applicants revise and resubmit the Planned Unit Development addressing all city staff conditions for another full DRC review cycle. Building Official Jones, seconded; the motion carried unanimously 5-0.

10:30 am Break in Meeting

10:31 am Meeting Resumed

Agenda Item #5: Lake Roberts Reserve – PLANNED UNIT DEVELOPMENT

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

Bob Zlatkiss of American Orange County Investments, Bill Fogle of Civil Design Corp, Bill Maki of Daly Design Group, Chris Tyree of Taylor Morrison, Kevin White of Waldrop Engineering, and Tom Sullivan of Gray Robinson, PA; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

City Staff wished to express concerns regarding this project prior to discussing specific staff comments in staff report.

- 1) Utilities for this project will have to come from Orange County due to not being able to trade service area within the city of equivalent size.
- 2) Concern about access to this proposed development on a road over lakes, wetlands and muck areas during construction and development and also from a long-term maintenance and viability standpoint.
- 3) The amount of fill for this project – several lots are proposing between 5- 6 feet of fill.
- 4) Size of the lakefront lots need to be increased.

ENGINEERING

Applicants began to go through the staff comments one by one and then City Engineer commented that applicants only needed to address the Engineering comments that were underlined on future submittals and non-underlined comments will become conditions of approval. Once they understood this, they did not have any specific comments other than below:

7. **All proposed easements shall be 30' minimum width for sanitary, water and storm; improvements shall be centered within the easement. Common areas not abutting right-of-way shall include a tract (not easement) for access and maintenance.** Applicants understood this comment and will adjust accordingly.

10:55 am *Assistant City Manager for Public Services Cochran left meeting.*

PLANNING

14. **The lakefront lots must be, at a minimum, 90' wide. Other lots around Lake Roberts are 100+ feet wide. The lakefront lots should be wider to account for bigger houses, pools, docks, etc.** This comment was discussed at length regarding lot widths. Applicants conceded that they will adjust as requested by city staff for this project to be within a similar range to lakefront lots in the area for Lake Roberts.
16. **Sheet 11: What is the compensating storage area on the southeast corner adjacent to the property? Are you intending to use this as compensating storage for your flood plain encroachment?** Applicants will correct by removing this mislabeled storage area on the revised plans.
17. **Provide turning movement analysis at entrance and Stoneybrook West Parkway to analyze safety concerns.** Applicants will provide this analysis.
18. **Entrance road needs to be divided with a landscaped median the entire length until it**

reaches the main subdivision. The entrance will need to be addressed as discussed at top of the agenda item. Applicants will determine a plan for the concern and bring to city staff their proposals. City staff will address these options and determine a plan to best suit all parties involved in this project (developer, future residents for this community, the future HOA management group for this development, the city and its tax payers) and future insurances that there will be a long-term plan and funds in place specific for the entrance area and roadway. Applicants understood the city's concern and will provide options and insurances for these concerns. Discussed emergency road access and needing to address in a separate meeting at a later date. Applicants understood.

10:59 am Assistant City Manager for Public Services Cochran returned to meeting.

20. Staff has a great deal of concern about filling the site upwards of six feet. Please revise the plans to reduce the amount of fill. This was a concern also discussed at the top of the agenda and applicants will address this comment. The actual fill level will be determined during the final engineering process.
21. Drainage system: What impervious surface ratio for the lots is the system designed for and what impervious surface ratio will the system be permitted for? The impervious surface ratio was discussed and this comment was clarified.
22. Per code, a minimum 25-foot yard shall be maintained between the walls of all structures and the perimeter of the PUD. Additionally, a minimum 25-foot yard shall be maintained between the walls or edges of all accessory structures such as screen rooms and any PUD perimeter that is adjacent to a public right-of-way. City staff explained this was an informational comment only.
23. Informational Item: A tree retention & removal plan depicting every tree above 16 inches in caliper size will be required as part of the final engineering submittal. Please note: Every effort must be made to save as many significant trees as possible, even if this entails changing the grading plan and/or utilizing retaining walls to accommodate them. Staff will review in detail, and an on-site tree inspection of all trees slated for removal is required. Applicants understood and will comply.
24. REPEAT COMMENT: Please show the required 25' vegetated wetland buffer on the plans. This buffer requirement is not limited to the rear yards of select residential lots. Also, please provide information on how this buffer will be planted to meet Code regulations. All mitigation for wetland encroachment shall be done in the City since impacts are within the City limits. This comment was explained and applicants understood. They will adjust plans to show the dedicated wetland buffers on the plans.
25. Plans show the NHWE for Lake Roberts at 108.11, however Orange County lists it at 109. Please comply with the 109 elevation or submit evidence that Orange County has officially changed it. Applicants explained the NHWE number and the variance. City staff understood and applicants will include details in response.
26. Is the applicant proposing to vacate a portion of Walker Pond Road? Applicants are planning to vacate and city staff explained this will be a separate hearing procedure. Applicants understood.
27. The lot dimension between lots 55 & 56 appears to be incorrect. Applicants will correct.

28. Development Standards, Sheet 18:

- a. The side yard setback is listed as 5'. This setback should be greater for the larger lots. Applicants will adjust on the table and on the plans.
- b. Approved architectural themes: This is really vague. Is Mission/Mediterranean style not acceptable? This appears to be the character of the entry features and subdivision walls. Applicants will remove this from the plans and not wanting to be locked into a design style on the PUD.
- c. All rear and side elevations must have the same architectural features as the front elevations. Please revise the notes on this sheet, as well as the architectural elevations shown on sheet EL-301. City staff explained this is a new requirement. Applicants will comply.
- d. On the typical lot plans 3 & 4, per Code: On corner lots, no curb cut or driveway shall be constructed or maintained on the radius of any curved curbing or within 15 feet of the point of curvature of either street. Please revise. Applicants understood.

29. Sheet D-201, Master Dock Plan: Applicants asked for clarification on this comment.

- a. Please provide dimensions of the dock lengths on the plans.
- b. Please provide a typical boardwalk width on the dock detail.

City staff explained that applicants will need to include details of typical measurements for the dock with maximum length and typical width, etc.

30. Revised recreation plans were not submitted for review. Please submit them, addressing all City Staff comments, identifying all of the proposed recreation elements.

- a. Tract 'P' is not an acceptable recreation area. Any recreational development there would impact the wetlands. Please identify another area to meet the active recreation requirements.
- b. Please redesign the rock riverbed as a water feature. In the absence of a community pool, helps meet the City's standards for quality recreation areas.
- c. REPEAT COMMENT: Please provide a more detailed layout of the boardwalk that connects north.

City staff explained that these items will be reviewed and discussed at a later date in a separate meeting.

31. The City's Traffic Consultant (Ltec) completed a review of the Lake Roberts Review Traffic Impact Study. That review (dated 6-8-16 and sent via email from City Staff on 6-10-16) contains comments that must be addressed before approval. Please address these comments and resubmit the Study. City staff explained that this item will be reviewed and discussed at a later date in a separate meeting.

Applicants inquired about confirmation and details pertaining to the July 12, 2016 Community Meeting. Applicants stated this is a meeting with the neighboring community in Orange County. City staff explained that they would have to get back to the applicants regarding this meeting as they were not aware of this event.

Applicants inquired about being able to be on the August 1, 2016 Planning and Zoning Board meeting agenda? City staff explained that they did not feel that this project could be approved by the DRC board for that recommendation at this point to be able to meet the deadline for August 1, 2016. There are several items that need to be finalized and worked out prior to the DRC staff being comfortable to recommend this project to move forward to the P&Z Board for review.

City staff inquired about borings/soil analysis for this project? Applicants explained that several borings of approximately 8' deep have been done with probes beyond this depth. They will provide the report to city staff for review. City staff stated that it is possible that applicants may have to consider deeper borings for this project and to talk to their geotech specialist on this concern.

Motion by City Engineer Miller to table this project until able to conduct the off-line meetings and then reconvene at a future date. Building Official Jones, seconded; the motion carried unanimously 5-0.

ADJOURNMENT

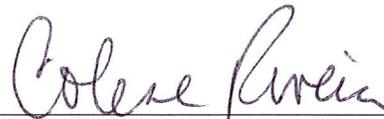
There being no more business to discuss, the meeting was adjourned at 11:21 a.m. by Chairman/ Community Development Manager Steve Pash.

APPROVED:

ATTEST:



Chairman, Steve Pash



DRC Recording Secretary, Colene Rivera