



**CITY OF WINTER GARDEN  
DEVELOPMENT REVIEW COMMITTEE  
MINUTES  
July 20, 2016**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, July 20, 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 10:02 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, Interim Building Official Skip Nemecek, Economic Development Director Tanja Gerhartz and Assistant City Manager for Public Services Don Cochran.

**Others:** City Attorney Kurt Ardaman, Assistant City Attorney Dan Langley, Senior Engineer Jim Monahan, 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 July 6, 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. (Economic Development Director Gerhartz was not at the meeting during this vote).*

**DRC BUSINESS**

**Agenda Item #3: Oakland Park Phase 4B – FINAL PLAT**

Lake Brim Drive  
Lake Apopka 2012, LLC

Thom Cunningham of Crescent Resources, LLC; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

## ENGINEERING

8. Performance Bond: The improvements are not completed. A Performance bond or letter of credit in the amount of 120% of the cost of all incomplete improvements shall be provided to the City, based on the Design Engineer's certification, executed construction contract, and latest payment application. Performance Bond/LOC amount shall include cost of street lighting from Duke Energy; street and regulatory signs, required landscaping, second lift of asphalt, walls, amenities, etc. City Attorney shall approve the form of the bond or letter of credit prior to final plat recording. Final plat will not be forwarded to the City Commission for approval without performance bond. The form of the bond or letter of credit shall be approved by the City Attorney (see City website for form).

Response indicates a draft bond was included with this submittal, but was not in our package, including the Engineer's cost certification requested above. Engineering staff indicated that they had not received a copy of the Performance Bond and costs to review. Applicant will check on this and get a copy to city; staff planner will also verify if the electronic submittal contained these details. Staff will need to review and get an original bond after the cost is approved.

## PLANNING

18. The roads that extend to the border at the Town of Oakland may need to be changed to provide cul-de-sacs. Once we receive a traffic study showing the impact of future development this determination will be made. Staff explained that this is an informational comment.

## CITY ATTORNEY

19. Please see attached memo from City Attorney Daniel W. Langley

*From the attached memo:*

1. The submittal we received via your memorandum dated June 23, 2016 is very incomplete and did not provide most of the documents identified as missing during sufficiency review. City Attorney explained that since several things were not submitted or provided for review, he was not able to provide a full detail of staff comments since the submittal was incomplete.

Also, there was discussion that the project will only be able to plat the area that is within the city limits and the applicant will need to provide an easement for the portion of the stormwater pond that is in Oakland. Applicant understood and will comply.

*Motion by City Engineer Miller to have the applicant revise and resubmit the Final Plat addressing all city staff conditions for staff review only. Assistant City Manager for Public Services Cochran, seconded; the motion carried unanimously 4-0. (Economic Development Director Gerhartz was not at meeting during this vote)*

10:10 am      Break in Meeting

10:10 am Economic Development Director Gerhartz arrived late to meeting  
10:11 am Meeting Resumed

**Agenda Item #4: Lake Roberts Reserve – PLANNED UNIT DEVELOPMENT**

Walker Pond Road – 12451

Gray Robinson, P.A.

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

**ENGINEERING**

5. **The emergency access to Walker Pond Road shall be a tract maintained by the HOA (as shown). Fire Department needs to review and comment.** Applicants stated that they wish to set up a separate meeting to discuss specifics regarding access with Fire Inspector, Vicky Rutherford. Applicants can contact her directly to set this up.
11. **Utilities: Minimum 8” potable water (internal), 8” reuse water, and minimum 6” sanitary force main are required. Utilities shall be extended to the project at the developer’s expense. Need resolution of County Utility Jurisdictional issue; the City cannot give up any of its assigned areas.** This comment was discussed and the majority of the development will be served by Orange County utilities and the 2 lots to the north will be served by City of Winter Garden utilities. Applicants are planning to leave the jurisdictions as they are and city staff requested these details and specifics be placed on the plans.

**PLANNING**

18. **REPEAT COMMENT: Entrance road needs to be divided with a landscaped median the entire length until it reaches the main subdivision.** This comment was discussed and city staff expressed concern about emergency access and median area. Applicants discussed Orange County EPD report and wanted city staff to review this report regarding the quality of the wetland areas and body of water.
19. **Please provide retaining walls on both sides of the main entrance drive to minimize encroachment into the wetlands.** City staff expressed concerns about environmental protection. These issues and details still need to be addressed and worked out. Applicants will continue to work with staff on these concerns.
20. **There are operational issues with the proposed access at Stoneybrook West Parkway and the project entrance. These issues need to be resolved by the developer before access is permitted.** Applicants discussed this comment and this will be a condition of approval. Several aspects still need to be addressed.
21. **How will vehicles access lot 89 upon entering the subdivision? The new turnaround area**

does not appear to provide enough room to access a driveway without traveling southbound on the northbound lane. Applicants stated they would show driveway on future plan submittals for staff review.

26. **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 was a discussion item and city staff expressed that applicants will need to provide more details.
- a. **Where is the wetland line north of lots 9-12? The 25' wetland buffer may be required.** Applicants will need to show with a specific line on the plans the wetland/ lake buffer and include development and buffer/enhancement line details on plans that are labeled.
27. **REPEAT COMMENT: 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.** This comment was discussed again and explained as a datum change between NGVD 1929 datum and NAVD 1988 datum. City staff stated that applicants need to respond and explain the discrepancy.
28. **Please provide the NHWE through the site's lake and wetland areas. The current survey cuts it off.** Applicants will need to show details of normal high water level through the wetland/ lake.
29. **Please submit a study consistent with Orange County procedures to establish a NHWE for Lake Reeves.** Applicants will comply; the NHWE has already been established by Orange County.
32. **Note: The City's Traffic Consultant (Ltec) is currently reviewing the revised Traffic Impact Analysis that was forwarded to City Staff on July 13, 2016. If there are any additional comments, they must be addressed before approval.** City staff explained that there are both operational and safety concerns that will need to be addressed before approval.

Also, there was discussion regarding who was initially responsible for the Lake Reeves water clean-up, the current owner of the property and as the developer of this project will be responsible for the clean-up program for Lake Reeves. Discussed Lake Reeves proposed MSBU/MSTU for maintenance and monitoring to help improve this body of water.

***Motion by Community Development Director Pash to approve the Planned Unit Development project subject to staff conditions that may not all be outlined in the current staff report but will be addressed in a staff report forthcoming to be placed on the next Planning and Zoning Board meeting on August 1, 2016. City Engineer Miller, seconded; the motion carried unanimously 5-0.***

10:30 am      Break in Meeting  
10:31 am      Meeting Resumed

**ADJOURNMENT**

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

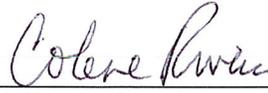
**APPROVED:**

**ATTEST:**



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*Chairman, Steve Pash*



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*DRC Recording Secretary, Colene Rivera*