



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
August 3, 2016**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, August 3, 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 10:03 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 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.

ABSENT

Voting Members: Economic Development Director Tanja Gerhartz

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on July 20, 2016.

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

10:04 am Break in Meeting
10:05 am Meeting Resumed

DRC BUSINESS

Committee Chair declared we would address item # 3 and then jump to Item #6 immediately following as this item had the same applicants.

Agenda Item #3: Fullers Oak – FINAL PLAT

Fullers Cross Road E – 1205
Meritage Homes of Florida

Andon Calhoun of Meritage Homes, Justin Allen of Meritage Homes and Ed Johnson of Allen & Company and Tom Daly of Daly Design; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

5. **Verify with Design Engineer (& City) that the drainage easement between Lots 17 & 18 meets the Code requirements for width (30' minimum or show formula based on size & depth of pipe).** City staff requested that applicants check with their engineer that the drainage easement meets the city requirements. Applicants acknowledged.
9. **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). Provide certified cost of incomplete improvements.** City staff stated that applicants will need to submit the cost breakdown. Applicants will comply.
10. **Maintenance Bond: A maintenance bond or letter of credit is required in the amount of 20% of the cost of the improvements and shall comply with the City's ordinance concerning duration (2 years). Based on the Design Engineer's certification of cost of \$1,246,535.07, the Maintenance Bond shall be \$249,307.01, representing 20% of the cost. This shall be backed up by the Contractor's final pay application, for verification of warranty amount and inspection fees. This item can be delayed until the improvements have been installed as a condition of issuing the Certificate of Completion. The form of the bond or letter of credit shall be approved by the City Attorney (see City website for form).** City staff reminded applicants that they will need to update the final project costs for the Maintenance Bond submittal.
14. **Streetlighting must be installed and operating as a condition of issuing the Certificate of Completion. Other than for model homes as specified in Code, no building permits or certificates of occupancy will be granted on any house until all of the above have been completed and accepted by the City and the Certificate of Completion has been issued.** City staff requested a streetlighting plan for project be submitted to Public Services that includes both internal and external lighting along Fullers Cross Road.

Motion by City Engineer Miller to have the applicants revise and resubmit the Final Plat addressing all city staff conditions for staff review only. Interim Building Official Nemecek seconded; the motion carried unanimously 3-0.

(Assistant City Manager for Public Services Cochran was not at meeting during this vote).

Committee Chair stated the meeting would jump to Item #6.

Agenda Item #6: Fullers Oak Park – SITE PLAN

Fullers Cross Road E – 1205

Daly Design Group

Andon Calhoun of Meritage Homes, Justin Allen of Meritage Homes and Ed Johnson of Allen & Company and Tom Daly of Daly Design; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

10:07 am Assistant City Manager for Public Services Cochran arrived late to meeting

1. **Show site grading and drainage plan. All runoff shall be collected and/or directed to the infrastructure stormwater collection system.** Applicants stated they were not clear if site grading and drainage plan request was for the dog park or the tot lot? Applicant then proceeded to discuss the drainage of both areas. City Staff clarified this comment was pertaining to the Tot Lot area and is requesting specific details in the resubmittal.
4. **Provide irrigation plans, including location and size of irrigation connection point(s) and meter(s). All irrigation shall be supplied by reclaimed water.** City staff requesting details for irrigation plans including connection point and meter size details. Applicants stated that this is ready and will need to include as an overlay to existing plans. They will comply.

PLANNING

8. **Please provide the product information for the Tot Lot and the associated equipment (i.e. Tuff Timber Edge and Engineered Wood Fiber Play Surface).** Product type was on the plans, Applicant clarified that the name on the plans was the manufacturer and that they would provide the product details in their next resubmittal.
10. **Dog Park is missing required equipment; please provide the equipment on plans with product information.** City staff requested that they include these details on the plans in next submittal.
11. **How will the dog park be accessed and maintained? Please provide access to this area so it can be used by the residents and maintained.** Discussed that applicants will need to include internal access to Dog Park as an amenity to development and need inter connection for residents and for maintenance. Applicants inquired about options and possible alternatives and city staff stated that this could be discussed in an outside meeting.
12. **A Landscape and Irrigation plan will need to be provided for Recreation Area, Front Entrance and Dog Park.** Applicants will need to provide more details in resubmittal. Applicants understood.

City staff informed applicants that during construction there was some damage done on the south side of Fuller's Cross Road and to the irrigation system in Tuscany. Site contractors have

addressed this issue but city staff wanted to also inform applicants of this situation. Applicants acknowledged.

Motion by City Engineer Miller to have the applicants revise and resubmit the site plan addressing all city staff conditions for staff review only and this may require an off-line meeting with staff. Assistant City Manager for Public Services Cochran, seconded; the motion carried unanimously 4-0.

10:18 am Break in Meeting
10:19 am Meeting Resume

Agenda Item #4: Dillard Pointe – PUD Rezoning

Dillard Street N – 555
Poulos and Bennett

Eric Marks of Avex Homes, Jeff Huebner of Avex Homes and Marc Stehli of Poulos & Bennett; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

6. **The City will not require Dillard Street to be resurfaced by the Developer from Division to Surprise. The Developer will however, be required to provide connections to sanitary sewer and water that may require roadway excavation and pavement replacement at the Developer's cost. The water line serving Lots 1-4 along N Dillard Street will need to be addressed in detail at Final Engineering.** This comment was discussed and city staff advised that applicants can meet with engineering staff in a side bar meeting to discuss details.
7. **All infrastructure demolition and improvements shall be completed by the Developer prior to issuance of building permits or final plat recording.** This comment was explained to applicants and they understood.

PLANNING

17. **Informational Item: the Preliminary Plat that was submitted will require a separate review after the PUD rezoning has been adopted by City Commission.** This comment was clarified and explained that the applicants need to submit two separate applications and plans, for approvals. These are two separate review processed and treated independently. The PUD rezoning has to be approved first by City Commission and then the Preliminary Plat can be approved by DRC committee and subsequent boards. Applicants advised that they had submitted both of the applications and plans, etc. City staff advised that the Preliminary Plat can be submitted and reviewed but could not be approved until the zoning is approved by City Commission meeting. Applicants understood.

PUBLIC SERVICES

24. Plans must indicate reuse water meters connected to the reuse water system. Reuse water system does exist approximately 3 blocks away at Trailer City and Crest Avenue. Applicants are being required to tie into these existing lines. Discussed backflow jumper to potable water and dual line system for individual meter systems, etc. Applicants understood.

Motion by City Engineer Miller to move to recommend the Dillard Pointe Subdivision Planned Unit Development Rezoning be placed on the next Planning and Zoning Board agenda, with a community meeting first and subject to all staff conditions as contained in the report. Assistant City Manager for Public Services Cochran, seconded; the motion carried unanimously 4-0.

10:25 am Break in Meeting
10:27 am Meeting Resumed

Agenda Item #5: Park & Plant – PUD Rezoning

Plant Street W – 462

Tri3 Civil Engineering Design Studio, Inc.

Franco Sala of F & J Developers, Michael Scala of Olde Town, Debbie Rodriguez, Andrew Sechler of Elite Universal and Connie Owens of Tri3 Civil Engineering Design Studios, Inc.; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Applicants were inquiring about the staff report comments. They were inquiring about how to address some of the comments that are phrased as questions? Staff stated that a side bar meeting would be appropriate to address a large portion of these comments. City staff also discussed that the staff report comments are concerns that city staff have about the project and looking for applicants to address how they will solve these concerns in both the response letter and plan revisions/ resubmittal.

ENGINEERING

7. There are numerous drainage and utility easements from the previous plat that will need to be vacated. “No objection” letters from all utility companies will need to be obtained by the Applicant and the City Attorney will need to give an opinion on whether they can be vacated by the re-plat or by separate instrument. The discussion of undergrounding utilities will take place at a later date; the City will not grant easements within it’s right-of-way. This comment was discussed. City staff explained how this concern can be addressed through a letter from the city regarding right of way and easements. Applicants understood.

PLANNING

12. The monument sign is not permitted to be located within the City’s right-of way. Please revise and consider other options for signage, such as integrating it into the design of the subdivision wall. The monument sign placement was discussed and advised that specifics

and details can be addressed in a side bar meeting.

13. *Please move the Park Ave building further north and the Plant Street building slightly west to better architecturally define the corner of Park & Plant.* This comment was discussed briefly regarding turn radius concerns and building placement, etc. City staff advised to address the comment in the side bar meeting where details can be worked out.

14. *What is the reason for not separating the Park Ave Building into 2 buildings?* Applicants inquired how to respond to staff comment? Staff advised that this can be reviewed in the side bar meeting.

PUBLIC SERVICES / SOLID WASTE

18. *Will recycling containers be located in the same location for pickup since garbage will be serviced on the same day as recycling? It appears that there will not be enough room for 48 containers in the specified locations.* Various options were discussed. Public Services staff will look at plans and review with application to work out the details.

Motion by City Engineer Miller to recommend the Planned Unit Development Rezoning be placed on the next Planning and Zoning Board Agenda subject to staff review of any outstanding items. Interim Building Official Nemecek, seconded; the motion carried unanimously 4-0.

ADJOURNMENT

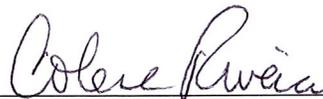
There being no more business to discuss, the meeting was adjourned at 10:46 a.m. by Chairman/ Community Development Manager Steve Pash.

APPROVED:

ATTEST:



Chairman, Steve Pash



DRC Recording Secretary, Colene Rivera