



**WINTER GARDEN**  
CITY OF WINTER GARDEN  
DEVELOPMENT REVIEW COMMITTEE  
MINUTES  
August 17, 2016

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, August 17, 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, 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 August 3, 2016.

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

**DRC BUSINESS**

**Agenda Item #3: Hickory Hammock Phase 2B Landscape/Hardscape – SITE PLAN**

Avalon Road – 1000  
Tramell Webb Partners

John Gilbert of Tramell Webb Partners; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

**ENGINEERING**

- 3. Landscape or other improvements (walls, signs, etc.) shall not encroach into the required sight distance pursuant to FDOT requirements. Show sight triangles on sheet LS-1 (Lake Claire Overlook/Sunrise Grove intersection). Applicant explained that this will be corrected. It had been accidentally left off the submitted plans and it will be revised.

**PLANNING**

- 4. The planting plan does not adhere to the City’s Florida Friendly landscape regulations. In general, St. Augustine is an irrigation-intensive grass that is not permitted to be utilized in retention areas, and should be used sparingly throughout the common areas. Per Ordinance 15-40: Turf should be selected to survive on minimal rainfall once established and to only use irrigation water when needed. St. Augustine grass was discussed vs. Bahia. City staff assured applicant that this can be addressed and a compromise can be reached to make it compatible with earlier development in phase I of the subdivision in which St. Augustine grass was planted as approved prior to code change.

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

- 10:04 am Break in Meeting
- 10:04 am Economic Director Gerhartz arrived to meeting
- 10:05 am Meeting Resumed

**Agenda Item #4: West Orange Business Center Buildings A, D & E – SITE PLAN**

Winter Garden Vineland Road – 1255, 1261 & 1267  
 Winter Garden Vineland, LLC

Jack Reynolds of JHR Consultants and David Colburn of Winter Garden Vineland, LLC; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

**ENGINEERING**

- 3. Based on the plan, four ¾” water meters are proposed. It appears the intent of the design is one meter and backflow per building. Please clarify that the ¾ inch meter called out on the southwest corner of Building “D” is not proposed. The impact fees shown below will change if the fourth meter is required.

Based on three ¾” meter size for the potable, one 2 inch meter for irrigation, and wastewater collection, the fees are:

<u>Irrigation:</u>	<u>1 - 2” meter</u>	<u>= \$8,688.00</u>
<u>Potable:</u>	<u>3 - ¾ inch meters @ \$1,086.00/each</u>	<u>= \$3,258.00</u>
<u>Wastewater:</u>	<u>3 – wastewater connections @ \$1,767.00/each</u>	<u>= \$5,301.00</u>

Total (based on three ¾” meters – see above)

\$17,247.00

Applicants stated that they were good with the ¾” water meters. City staff inquired about the extra ¾” meter called out in the plans and they will correct in the resubmittal.

6. All on-site utilities shall be privately owned and maintained as noted. 100% of all required water and sewer impact fees shall be paid prior to City execution of FDEP permits or issuance of site or building permits. Final plans will not be approved for construction until utility impact fees have been paid and FDEP permits or exemptions have been issued. This comment was discussed and clarified. City staff explained that applicants can apply for an exemption.
7. On-site lighting will be required pursuant to City Code; dark skies lighting is required; provide lighting plan with photometric for Planning Department review. Applicants are not modifying the existing lighting. City staff advised that applicants can respond in their transmittal letter that lighting is already installed and no change to existing lighting. Applicants understood and will comply.

### PLANNING

3. According to the PCD for this development, all development shall meet the standards of the “West State Road 50 Overlay Commercial Development Standards, “All buildings will need to meet these designs standards including the minimum ten-foot wide landscape area with minimum 5’ sidewalk will need to be around all buildings. The landscaping requirements were discussed and applicants understood they will need to have 5’ wide sidewalks around perimeter of each building and include landscaping at the ends of each new building to keep consistent with existing buildings and the West State Road 50 overlay requirements. Discussed the possibility that applicants may need to reduce the overall size of building to accommodate the 5’ landscape requirement for the West State Road 50 Overlay Commercial Development Standards.
5. The finish on the East and West elevations do not meet code requirements. Additional architectural features will need to be added to break up the other perimeter buildings. Discussed the need for the applicants to provide landscaping and architectural features for exterior of the buildings to mimic the existing buildings. Applicants understood. Also city staff suggested that since the drive isles are wider than required, this could be shorten to accommodate the landscaping requirement.

Applicants inquired about the resubmittal requirements. City staff explained that they will need to submit 5 sets of plans, transmittal letter addressing all city staff comments and their St. Johns’ permit, NPDES and letter from DEP. Applicants inquired about tile roof and awnings for new buildings. City staff advised that they will need to match the existing building with style of roof and awnings. City staff will look at the site and get back to applicants regarding these questions.

*Motion by City Engineer Miller to have the applicants revise and resubmit the site plan addressing all city staff conditions for staff review only. Interim Building Official Nemecek, seconded; the motion carried unanimously 4-0. (Assistant City Manager for Public Services Cochran was not present at meeting during this vote.)*

10:15 am      Break in Meeting

10:17 am Meeting Resumed

**Agenda Item #5: Gardenia Plaza – PCD Rezoning**

Colonial Drive W – 14120

Gardenia Plaza, LLC

Nicholas Burden of Epic Development Group and Brian Denham of Denham Engineering; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Prior to discussion of specific comments, city staff stated that applicants submitted an incomplete submittal and the DRC committee would need much more detail to continue to review this project. City staff is requesting more information pertaining to this project including listing of specific uses and prohibited uses, architectural elevations, architectural style for PUD, landscape plans, signage details and the approved special exception for the school and accommodations for this school, etc.

Applicants were inquiring about elevations pertaining to the State Road 50 overlay? City staff can provide examples of elevations and architecture standards in which the applicants can then create the details for PCD. These will need to be presented as visual examples for Planning and Zoning Board and City Commission Board approvals. Applicants inquired about including a theme and style in the master declaration of covenants? City staff explained that applicants will need to include the style guide in the PCD details.

10:20 am Assistant City Manager for Public Services Cochran arrived to the meeting.

**ENGINEERING**

1. **Based on the proposed layout, the project will require platting. Preliminary Plat has been submitted and will be reviewed separately after the re-zoning is complete. Easements for cross access/parking, utilities and drainage shall be provided. Final site plans will not be approved for construction until the preliminary plat has been approved; Certificates of Occupancy for any building will not be issued until the Certificate of Completion has been issued by the City Engineer and the final plat has been approved and recorded.** City staff clarified to applicants that they can submit re-zoning and preliminary plat concurrently but reviews will be slightly off-set. Applicants understood and will comply.
2. **Provide agreement and/or other documentation from FDOT for the joint use of the FDOT stormwater pond, including easements and maintenance responsibility. A portion of Lot 6 is within property owned by FDOT. The stormwater calculations submitted to the City will need to include the FDOT basin information.** Discussed this comment and applicants will need to coordinate the rezoning with FDOT. Applicants were advised to ensure that FDOT is still on board with agreement to share the pond and joint property in lot 6. City is requesting something in writing as a memo of understanding between two parties regarding lot 6. Applicants understood and will comply.
6. **Lot 1 does not appear to be buildable due to the existing FDOT pipe and easement, existing ditch, etc. Provide proposed use, etc.** The development of this project was

discussed and reviewed with regard to access to property. Discussed pipe relocation into the easements, etc. Applicants will need to discuss with FDOT. Applicants understood and will comply. City staff stated again and emphasized that city is not supportive of an additional traffic light on Highway 50. Applicants will need to work with property owners for access to Park Avenue to get to a traffic light for access. Applicants understood and will review options.

8. *A lift station will be required. Lift stations serving more than one property shall be designed to City Standards to be dedicated to the City for ownership and maintenance. Lift station site (minimum 30' X 30') shall be conveyed to the City fee simple via warranty deed.* City staff explained that this is informational and a condition of approval. Also discussed at this time was traffic study submittal details and planned uses for this project. City staff issued a copy of the traffic study report to applicants - Exhibit A. Uses were in the Traffic Study in the Pre-Plat submittal. City Staff explained that applicants will need to include in the outline of the PCD a list of the proposed allowed uses, prohibited uses and special exceptions. Applicants understood and will comply.
13. *The pond berm shall not encroach into, or block in any way, the existing drainage ditch along the south side of the project. A clay core/ liner shall be shown on the typical pond berm detail section.* City staff informed applicants that this comment was informational based on the previous project design at this location and was included more as a heads up regarding the pond berm. Applicants acknowledged the comment.
14. *All underdrain pipe shall be double wall HDPE pipe or PVC pipe as shown.* This is a standard comment.

## PLANNING

18. *The PCD submittal is insufficient, per Section 118-987 a preliminary development plan will need to be provided with the following information:*
  - c. *A plot plan for each building site and common open area, showing the approximate location of all buildings, structures, and improvements and indicating the open space around the buildings and structures.* Applicant inquired about this comment. He was requesting clarification on how to approach this request as a conceptual plan? City staff understood that it is conceptual, but city will require a detailed set of plans. City staff will provide applicants with examples of other PCD's.
19. *A Special Exception Permit (SEP) was obtained for the property to allow for the West Orange Montessori Charter School, the Traffic Impact Analysis (TIA) Methodology provided with the Preliminary Plat did not indicate a school use. The proposed lot layout is inconsistent with what was provided for the SEP application. How will the institutional use be incorporated into the proposed development?* Applicants will need to provide details in resubmittal on status of this situation. The school is most likely not going to be located at this site.

## STANDARD GENERAL CONDITIONS

31. *A separate tree removal permit is required to remove any trees. Coordinate with Building Department.* Discussion took place regarding tree removal permit. Applicants stated that there had been a tree concept plan done about 6-7 years ago and could they use this? Applicant inquired about what was required on the plan; staff indicated that the plans

would need to be updated and all the trees on site would need to be provided. Applicants and city staff will need to walk the area and determine the overall tree plan based on project layout. However, city staff stated that applicants will need to submit more details for project and permits, etc. before applicants are ready to discuss early start for tree clearing, etc. Applicants understood and will comply.

Applicants inquired if there was a requirement for a Floor Area Ratio for this site? City staff stated yes and thought it was 0.35 and will verify this in the Comprehensive Plan. City staff stated that this would probably not be an issue. City staff explained that the project needs to give a lot more information at this stage of project rather than at site plan submittal later. Applicants understood.

*Motion by City Engineer Miller to have the applicants revise and resubmit the Planned Commercial Development for another full DRC review cycle. Assistant City Manager for Public Services Cochran, seconded; the motion carried unanimously 5-0.*

**ADJOURNMENT**

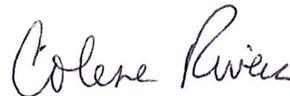
There being no more business to discuss, the meeting was adjourned at 10:40 a.m. by Chairman/ Community Development Manager Steve Pash.

**APPROVED:**

**ATTEST:**



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*Chairman, Steve Pash*



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*DRC Recording Secretary, Colene Rivera*