



WINTER GARDEN
CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
September 28, 2016

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, September 28, 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 10:00 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 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 September 21, 2016.

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

DRC BUSINESS

Agenda Item #3: Heritage at Plant Street – PRE PLAT

Plant Street E – 605
M.I. Homes of Orlando, LLC

Chad Moorhead of Madden, Moorhead & Stokes, Inc. and David Brown of M.I. Homes of Orlando, LLC; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Applicants stated that the survey and topo was delivered to city by Surveyor separately and did not get connected with the developers revised plan submittal. City staff will investigate where these are located and distribute them for staff review.

City staff inquired if applicants had elevation design plans? Applicants stated that they do not have these as of yet but can have preliminary elevation very soon. City staff stated that these are required for pre-plat approval. Applicants will address this requirement and submit.

ENGINEERING

- 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 – not valley gutter); 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.** Applicants inquired about type of curbing allowed. City staff discussed in detail and applicants understood. They will revise plans accordingly to remove the note for valley gutter and replace with Miami curb.

Assistant City Manager for Public Services Cochran arrived late at 10:04 am

Applicants stated they met with the neighboring community committee members (2 members) regarding the separation wall between this project and neighboring Courtlea Oaks. Applicants indicated that the community representatives are requesting a pre-cast masonry wall with landscaping of creeping vine growing on both sides of the wall. Discussion took place about style of wall, painting of wall and maintenance of landscaping along both sides of wall. Applicants are working on the specifics and details with committee. City staff emphasized need to applicants to meet with all representative of community committee to ensure everyone in the community are on the same page with this change of wall type. Applicants will comply.

- 13. West Orange Trail R/W is owned by the City of Winter Garden with an easement to Orange County for the Trail. Orange County Parks & Rec shall review and approve the crossing over the Trail, prior to construction. Additional details shall be provided on the final construction plans to prevent vehicular access to the Trail; signage; etc.** Applicants stated they would discuss with Orange County Parks & Rec contacts regarding this comment for details and direction.
- 16. Traffic impact analysis is being reviewed by the City's transportation consultant. Turn lanes, etc. will be reviewed further during the preliminary plat and final construction plan phases.** Applicants inquired about left and right turn lanes for project and it was confirmed by city staff this project will need to include in the revised plans.

Economic Development Director Gerhartz arrived late at 10:09 am

17. Preliminary Geotechnical Report has been provided. More detailed soil borings in roadway and pond are required to be submitted with Final Engineering. Phase 1 Environmental Site Assessment provided but only evaluated the potential for obvious environmental concerns from activities on or near the site. Endangered/threatened species or wetlands were not addressed. Applicants stated they will coordinate this to insure that additional borings are completed.

PLANNING

23. Per Code section Sec. 110-124, please show ground elevations: Ground elevations on the tract based on U.S. Coastal and Geodetic Survey datum level for land that slopes less than approximately two percent, show spot elevations at all breaks in grade, along all drainage channels or scales, and at selected points not more than 100 feet apart in all directions. For land that slopes more than approximately two percent either show contours with an interval of not more than five feet if ground slope is regular and such information is sufficient for planning purposes, or show contours with an interval of not more than two feet if necessary because of irregular land or need for more detailed data for preparing plans and construction drawings. This comment was discussed and reviewed. Applicants will comply. Discussed drainage along neighboring properties and need to address elevations, grading and drainage.

Also, your title sheet indicates that you have provided a topographic survey, but there appears to only be a boundary survey included. A topographical map is required per Code section 118-835.c. City staff will search for this submittal as it was received separately from other plans and determine if received for review. Applicants stated they would provide again as needed.

24. Please provide proposed phasing information on the plans (if you intend to develop this project in only one phase, this needs to be stated as well). Applicants stated they intend to build all development as one phase and will indicate this on the plans.

PUBLIC SERVICES

28. Do all the streets connect? The plans make it appear that the streets by the Townhomes only connect to the back section (larger lots) via the main entry. This comment was clarified by the applicants and city staff was satisfied with this explanation.
29. Plans do not indicate the connection to the existing water system or show any valves on the water main or reuse line. Applicants will comply.
30. Plans do not indicate force main from the lift station and associated valves. Applicants will comply.
31. Plans not indicate sewer laterals, water meters, and irrigation meters for each lot. Applicants will comply.

Motion by City Engineer Miller to have the applicants revise and resubmit the Preliminary Plat addressing all city staff conditions for staff review only. Assistant City Manager for Public Services Cochran seconded; the motion carried unanimously 5-0.

Agenda Item #4: Dillard Pointe – PRE PLAT

Dillard Street N – 555
Poulos & Bennett, LLC

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

ENGINEERING

- 11. Permits or exemptions from the SJRWMD, FDEP (water, wastewater, NPDES) shall be obtained prior to commencement of any construction. 50% of all water and sewer impact fees are payable prior to City execution of FDEP permits or final plan approval.**
Applicants inquired about impact fees for project. City staff stated that they would review the impact fee details pertaining to this project and get back with applicants. Applicants stated they would provide the permits and exemptions to city staff.

PLANNING

- 19. Informational Item: Recreation mitigation fees will be required for any required recreation areas that are not able to be located on site. This fee is based on the fair market price of the land that would otherwise be dedicated to recreation. With 12 proposed units, the fees will be equal to 0.16 acres of the land at the market rate price. The amount will be incorporated into the Developer's Agreement.**
Applicants were inquiring about the calculations total. They had a different total. City staff will review the numbers again and get back to applicant on the discrepancy.

Applicants inquired about timeline and process of project. City staff advised that these details could be discussed at a future meeting with the Planning Department. Applicants were advised that a Community Meeting will need to be set up and there will need to be separate review and approval for PD and then the Pre-Plat. Applicants understood and will comply.

Since there were so many things to discuss in future side-bar meetings regarding the specifics of this project, city staff voting member requested that the DRC Committee Chair make the motion for this project.

Motion by Director of Community Development Director Pash to recommend that the Preliminary Plat be placed on the next available Planning and Zoning Board agenda following the PD approval and subject to staff side bar meeting regarding impact fees. City Engineer Miller, seconded; the motion carried unanimously 5-0.

Agenda Item #5: Tremaine Boyd – SITE PLAN

Boyd Street S – 109
Tremaine Boyd LLC

Chairperson Pash announced that this agenda item will be postponed to the October 12, 2016 DRC meeting.

10:21 am Break in Meeting
10:22 am Meeting Resumed

Agenda Item #6: West Orange Business Center, Lot 3 – SITE PLAN

Winter Garden Vineland Road - 1327
Lost Lake Medical Building, LLC

Rick McCoy, P.E. of McCoy & Associates; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

7. All irrigation shall be designed to be connected to reclaimed water mains (coordinate location and connection point with Friendly Capital site). Any irrigation lines within City R/W shall be purple in color. All points of connection to reclaimed water mains shall have appropriate meters, backflow preventers, etc. All irrigation mains within the City's R/W under the pavement shall be encased within a sleeve. City staff explained some of the details pertaining to the reuse water lines but advised that applicant contact Friendly Capital for specific plans and details. City staff let applicant know to include the details about irrigation meter size on the revised plans. Applicants will comply.

PLANNING

10. Please submit plans that are to scale. I was unable to confirm dimensions of site plan elements and buffers. City staff requested the next submittal include full size plans and need to be to scale. Applicant will comply.
14. Please provide a pedestrian walk along the front of the building that connects the entrances and the perimeter sidewalks. City staff requested that applicant include details of pedestrian walk with internal access and connections between buildings.
15. Architecture:
- a. Please provide 4-sided color elevations of the proposed building.
 - b. Note: The elevations require approval by the City Manager.
 - c. A separate meeting can be scheduled to discuss the specifics of the architectural design. As an initial comment, we suggest that the center unit's façade look similar to the other two (Mediterranean revival style). These details were discussed. Applicant stated that developer has not yet determined an architect for this project. The concept drawing was done by a draftsman and many details are to be determined. Applicants stated he will have the developer contact city planner for project to discuss details.

PUBLIC SERVICES

20. **Plans do not include dumpster specs as to the size of the enclosure.** The dumpster location was discussed and concerns were expressed. Applicant will review the location and see what other options there are to accommodate the dumpster location for truck access.

Motion by City Engineer Miller to have the applicant revise and resubmit the Site Plan addressing all city staff conditions for another full DRC review cycle and subject to off-line meeting. Building Official Nemecek, seconded; the motion carried unanimously 5-0.

10:28 am Break in Meeting
10:30 am Meeting Resumed

Agenda Item #7: Oakland Park Phase 3 Replat – FINAL PLAT

Lake Brim Drive – 970, 974 and 978
Lake Apopka 2012, LLC

Chairperson Pash announced that this agenda item has been postponed until further notice.

Agenda Item #8: McKey Groves – PRE PLAT

Fullers Cross Road E – 315
Meritage Homes of Florida, Inc.

Chad Moorhead of Madden, Moorhead & Stokes, Inc. and Dave Glunt of Meritage Homes; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

4. **Per the previous pre-plat plans and approval, a 15' wide landscape and wall tract will be required on Fullers Cross Road. Walls and landscaping shall be located within a landscape and wall tract, to be maintained by the HOA. Clarify where the existing R/W line on Fullers Cross Road is located; wall and landscape tract shall be outside of the existing R/W – provide typical section.** Applicants will review previous submittal and compare the two plans.
6. **Entrance shall provide 2 exiting lanes for right, thru and left turns.** Applicants stated they will include in revised plans.
8. **Utilities: 16 inch potable water main will be required to be tied in at both ends. The east end of the existing 16 inch line is located on the north side of E. Fullers Cross across from the entrance to Fullers Landing. The west end is located in the Right of Way in front of 1625 N. Fullers Cross Road (approximately 150 feet from the current location). Both ends of the existing pipe end with a valve and a cap.**
As discussed 9/22/16, the force main connection will be to the south at Lift Station #33, and shall be 8". City will pay upsizing differential between 6" and 8". Applicants will discuss with city staff at a later meeting.

12. Sheets DR-1 thru 4 reference details on Sheets DT-2 and DT-3, however, these sheets were not provided for review. Applicants will add these detail sheets in the revised plans.
17. Some of this property appears to be "A" type soils and may require adherence to the Wekiva protection regulations. Wekiva Protection requirements as outlined in the Comprehensive Plan shall be met, especially for drainage. Geotechnical report indicates an absence of Karst features. Type "A" soils on property were discussed and admitted this creates a constraint to the project. Applicants explained some specifics in detail and wanted to wait for additional applicant to discuss further comments.

10:34 am Second applicant, Dave Glunt of Meritage Homes arrived to meeting

PLANNING

27. Under the proposed plan, the lot grading for lots 23-27 includes a six foot high retaining wall adjacent to the perimeter of the adjacent property and its two acres of developable upland. While the issue of providing access has been addressed, the proposed grading and elevations destroy the feasibility of developing the neighboring property and will not be supported by staff. Redesign and resubmit to correct the lot grading, and pond grading issues associated with lots 23 through 27, the wet retention pond and dry retention pond. This may require relocating the ponds and regrading that portion of the property in order to not destroy the ability to use the adjoining property. This comment was discussed regarding the adjacent property to the North. There are concerns regarding elevations with the proposed subdivision and the proposed height of the retaining wall for the wet pond. The neighbor provided a letter to the City regarding some proposed buffering to mitigate impact to the property. There were also concerns of the lot drainage, water flow and retention pond elevations. Applicants are going to need to resolve these issues with the adjacent property and discuss and search for solutions. City staff reminded the applicants that the neighbor's property is also part of the PUD, so it will need to be included in the details of what is being proposed.
34. Please provide a tree survey of the property. This comment was clarified. Applicants will need to provide a tree survey of the property on the west side along the lake. City staff understood this has a burnt out orange grove area and those trees will not be a part of tree survey.

PUBLIC SERVICES

42. Lift station needs an access road as sewer equipment must have access to the lift station. Current renderings reveal that lift station has no access road, not enough room for maintenance vehicles and equipment. Applicants will comply.

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

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:47 a.m. by Chairman/Community Development Director Steve Pash.

APPROVED:

ATTEST:



Chairman, Steve Pash



DRC Recording Secretary, Colene Rivera