



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
September 13, 2023**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, September 13, 2023 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Chairperson/Planning Director Kelly Carson called the meeting to order at 9:30 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Chairperson/Planning Director Kelly Carson, Economic Development Director Marc Hutchinson, City Engineer Jim Monahan, Building Official Skip Nemecek, and Assistant City Manager for Public Services Steve Pash.

Others: Rob Heaviside, Senior Engineer; Art Miller, City Engineering Consultant; Shane Friedman, Planning Supervisor; Yvonne Conatser, Senior Planner; Amber McDonald, Planner I and Ellen King, Recording Secretary.

ABSENT

Voting Members: none

Others: Dan Langley, City Attorney.

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on September 6, 2023.

Motion by Assistant City Manager for Public Services Pash, to approve the above minutes. Seconded by Building Official Nemecek; the motion carried unanimously 5-0.

DRC BUSINESS

Agenda Item #3: Morgan Street Office Retail Complex – LOT COMBINATION

Vineland Road – 965, 981 & 995

Florida Engineering Group, Inc.

Greg Crawford of Florida Engineering Group, Inc.; representative for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

6. **If the lot combination is approved, a topographic survey and engineered site plan meeting the requirements of Section 118-68 will be required prior to building permit application for review and approval by the DRC and City Commission.** Applicant understood and will submit plans.

CITY ATTORNEY COMMENTS

8. **The property owner needs to execute and have recorded a binding lot combination agreement.** City Staff will draft the binding lot combination agreement for applicant's review.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Lot Combination for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 5-0.

Agenda Item #4: Image Builders – Office/Warehouse – LOT COMBINATION

Garden Commerce Parkway – 680 & 690
IBI Properties, LLC

Sandy Harvey of Image Builders; representative for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

6. **If the lot combination is approved, a topographic survey and engineered site plan meeting the requirements of Section 118-68 will be required prior to building permit application for review and approval by the DRC and City Commission.** Applicant understood.

CITY ATTORNEY COMMENTS

10. **The property owners will need to execute and record a binding lot combination agreement and the side yard easement vacation approval needs to occur.** City staff explained the Easement Vacation Ordinance and Lot Combination aspects will be on the same City Commission agenda.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Lot Combination for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 5-0.

Agenda Item #5: Duppenthaler Properties – MINOR SITE PLAN LS/HS/IR

Winter Garden Vineland Road – 721 & 3 more

Pulte Home Company LLC

Bernard Sullivan of Pulte Home Company LLC, and Rick Conant of Foster Conant; representatives for the project, attended for discussion. The following items were reviewed and discussed:

PLANNING COMMENTS

7. **There are missing trees and shrubs along the landscape buffer on Roper Road. Please revise.** Applicant and City staff agreed to discuss at a future meeting.
8. **The maximum height allowance for the entryway sign and pillars is 6'. The applicant is showing a 6'9" background with 8'2" pillars. Please revise.** Applicant and City staff agreed to discuss at a future meeting.
9. **The gate is 7'4" tall. This must be reduced to the same height as allowed fences which is a 6' maximum.** Applicant and City staff agreed to discuss at a future meeting.
13. **Why is crushed shell being used for the pedestrian paths? This will inevitably washout and be a problem for the future residents.** Applicant and City staff agreed to discuss at a future meeting.

Motion by City Engineer Monahan to have the applicants revise and resubmit the site plan for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 5-0.

Agenda Item #6: Beazer Windham Park – PRELIMINARY PLAT APPROVAL

Avalon Road – 1265 & 1271

Beazer Homes

Katie George of England-Thims & Miller; and Chris Warshaw of England-Thims & Miller; representatives for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

5. **Sheet 5 – Utility Plan:**
 - b. **All irrigation shall be supplied by reclaimed water – show reuse lines or show how the site will be irrigated.** Applicants understood and will show these details on revised submittal.
 - d. **The proposed meter banks will need to be discussed. Water and reclaim meters shall be located in the right-of-way or within a utility easement.** Applicants agreed to extend the meter banks within the utility easement.
16. **Drainage methodology and preliminary calculations shall be submitted with the next submittal. Potential adverse impacts to surrounding properties shall be avoided.**

Applicants will provide a brief narrative to include details of outfall, preliminary calculations and a full set at Final Engineering submittal as laid out by city during various stages of this project progression. Application understood and will comply.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Preliminary Plat 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 9:57 a.m. by Chairperson/Planning Director Kelly Carson.

ATTEST:

APPROVED:

/S/

/S/

DRC Recording Secretary, Ellen King

Chairperson, Kelly Carson