



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
February 15, 2023**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, February 15, 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, City Engineer Jim Monahan, Building Official Skip Nemecek, and Assistant City Manager for Public Services Steve Pash; and Art Miller City Engineering Consultant on behalf of Economic Development Director Tanja Gerhartz.

Others: Rob Heaviside, Senior Engineer; Shane Friedman, Senior Planner; Amber McDonald, Planner I and Ellen King, Recording Secretary.

Also in attendance were Kurt Ardaman, City Attorney; and Betsy Sorg, Economic Development & Downtown Manager.

ABSENT

Voting Members: Economic Development Director Tanja Gerhartz

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on February 1, 2023.

Motion by Building Official Nemecek, to approve the above minutes. Seconded by City Engineering Consultant Miller; the motion carried unanimously 5-0.

DRC BUSINESS

Agenda Item #3: Nest School: Playground Garden – MINOR SITE PLAN APPROVAL

Marsh Road – 16161
Evolving Landscapes

David Schroeder of Evolving Landscape; Steve Burns of Burns Golf & Landscape Design/Evolving Landscape; and Erica Sapienza of The Nest Schools; representatives for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING

2. **A separate tree removal permit is required to remove any trees. Coordinate with Building Department. No trees may be planted over or within 5 feet of any utility lines. Only sod or shrubs may be planted over utility lines.** Applicant understood.
3. **Sheet L3.0 – Demolition Plan:**
 - a. **Although the site work area is less than one acre (+24,550 s.f.) and exempt from NPDES permitting, an erosion and sediment control plan (silt fences, etc.) is still required per Chapter 106 of the City Code.** Applicant understood.
4. **Sheet L5.0 – Layout Plan:**
 - a. **Walking paths shall be a minimum width of 5 feet and ADA compliant – 4 feet width shown.** Staff commented that the walkways leading up to the garden area are to be ADA compliant, but not the pathways in the garden.
5. **Sheets L6.0 & L6.1 – Grading Plan & Notes:**
 - a. **Show proposed pipe inverts including discharge points.** Applicant understood
 - b. **What do the discharge points consist of – headwall; mitered end? Please label.** Applicant understood.
 - c. **The plans show 4" PVC or HDPE. While this may be sufficient hydraulically, we recommend larger diameter pipe to prevent clogging (i.e. large mulch areas).** Applicant understood.
6. **No new utilities are shown. If proposed, all utilities shall conform to Chapter 78 of the City Code. Impact fees will be required for any utility connections and shall be paid prior to issuance of building permit and City execution of FDEP permit applications. The site shall be served by City water, sewer and reuse. All utilities required for the development shall be run to the site at the Developer's expense, including potable water, reclaimed water and sanitary sewer. 100% of all required water, irrigation and sewer impact fees shall be paid prior to City execution of FDEP permits and issuance of site or building permits.** Applicant stated that there would be no new utilities.
Provide irrigation plan showing location of connection to existing system or meter if a new connection is required. All irrigation on site shall be supplied by reclaimed water. Applicant to clarify on the plan the current system is reclaimed water, and will amend existing system using existing meter.
7. **All on-site utilities, including drainage system, shall be privately owned and maintained.** Applicant to apply to SJRWMD, and forward response to the city.

PLANNING

12. **There may be a misunderstanding between staff and the applicant based off of prior meetings. Is there no landscaping being proposed? The plan only shows sod, sand and concrete paths. Buffer landscaping is required per code.** Applicant will submit landscape plan.

13. **Over 20 trees are planned to be removed with ten of those trees having a DBH of 12" or higher. Many of these trees were a natural buffer between the previous Church and the residential lots to the east. The applicant needs to plant a 5' wide buffer along the eastern boundary consisting of a continuous shrub and replacement trees.** Applicant will submit landscape plan.

STANDARD GENERAL CONDITIONS

22. **After final plan approval, a preconstruction meeting will be required prior to any commencement of construction. The applicant shall provide an erosion control and street lighting plan at the preconstruction meeting and shall pay all engineering review and inspection fees prior to construction. Inspection fees in the amount of 2.25% of the cost of all site improvements shall be paid prior to issuance of the building permit.** Applicant noted that this is mostly garden spaces with a few play elements. Staff to figure out what permits are needed.

Motion by City Engineer Monahan to have the applicant revise and resubmit the site plan for another full DRC review cycle. Assistant City Manager for Public Services Pash, seconded; the motion carried unanimously 5-0.

Agenda Item #4: Stoneybrook Place Senior Living – SITE PLAN APPROVAL

Reaves Road – 12920 & 12921

Burkett Engineering

Sean Hickman of Burkett Engineering; Don Huber and Allan Bradley of The Huber Group; representatives for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING

3. **Sheet 6 – Site Plan:**

- a. **The 40' wide strip along Stoneybrook West Parkway is under the ownership and control of Orange County Parks & Rec for a future bike trail and is subject to an electric transmission easement granted to Duke Energy. Approval from Orange County and Duke Energy will be required for any crossings of this area.** Applicant to obtain approvals, and requested the city consider it a condition of approval. Read into the record by the applicant was a quit claim deed from the Expressway Authority to Orange County Parks Department regarding bike path/vehicular access, and the applicant requested that any approvals be subject to the quit claim deed. Staff requested a copy of the quit claim deed be provided in their next review submittal.

4. **Sheet 8 – Utility Plan:**

- c. **Lift station shall have backup power, either by its own generator or a system-wide generator for the entire site – provide verification.** Applicant will show on plans.
- d. **Required fire sprinkler system is not shown other than the FDC. Show point of**

service (POS), etc. All work downstream of the POS shall be performed by a licensed fire sprinkler contractor. Applicant understood and will provide.

- e. Recommend separating the fire suppression system from the potable system for the following reasons. Discussion was had. Staff will meet with City Fire Inspector Vicky Rutherford to discuss comments i – iii below, and meet with applicant and engineer to determine revisions needed.
 - i. 8" DDCVA would be all that was required for the fire suppression lines. The building side of the DDCVA would be the point of service.
 - ii. The separate potable meter may be reduced from 6" due to the potential peak flows and demand. It should be noted that the impact fees for a 4" meter is half of a 6". The monthly base fee is also reduced between the sizes as well.
 - iii. Separate systems provides the ability to maintain one without sacrificing drinking water or fire protection.
12. Streetlighting, both internally and on all street frontages, including Reaves and Stoneybrook West Parkway, is required pursuant to City Code – dark skies lighting is required. A photometric plan has been submitted for review by the Planning Department – provide Duke Energy plan for street frontages. Applicant is working with Duke Energy.
13. Fire sprinkler systems are required on all buildings over 6,000 s.f. with Point of Service (POS), backflow prevention, etc. as shown. All work downstream of the POS shall be performed by a licensed fire sprinkler contractor. Review and approval by the Fire & Building Departments is required. Applicant understood.
16. Permits or exemptions shall be provided from SJRWMD for stormwater, Orange County (Trail crossing; Reaves Rd. improvements); CFX (force main); and FDEP for water, wastewater and NPDES NOI as may be appropriate. Applicant understood approval of conditions (see comment #3.a) would be considered at time of Pre-construction meeting.

PLANNING

19. Landscape:
 - a. REPEAT COMMENT: Per the PUD requirements, live oaks shall be min. 4" caliper. Applicant to provide.
20. Note: The City is the lead regulatory agency in regards to reviewing proposed development within or adjacent to wetlands. A permit from SJRWMD does not constitute an approval from the City. If a conservation easement is recorded over the wetland area and upland buffer, the City shall be included as a party that has jurisdiction over any future activities within these areas. Applicant will add note.
21. REPEAT COMMENT: A conservation easement shall be placed over the vegetated buffer area on the north side of the site. As many of the existing listed ferns as possible shall be maintained on site.
Please submit a copy of the easement document for City review. A sketch & description of the easement area was submitted, but not the easement document itself. Applicant to submit completed easement document for City review.
22. REPEAT COMMENT: Please provide specs or cut sheets of proposed lighting fixtures so we may determine if they are dark skies compliant. Applicant will provide.

24. REPEAT COMMENT: Dumpster enclosures are required to have min. 12' clear space. Please revise. Applicant will revise.

Motion by City Engineer Monahan to have the applicant revise and resubmit the site plan for staff review only. City Engineering Consultant Miller, seconded; the motion carried unanimously 5-0.

Agenda Item #5: 30 North Park – FINAL PLAT

Park Avenue N – 30
Allen & Company

Duane Young and Tivia Bryan of Allen & Company; and Joe Hoffer of 30 N Park LLC; representatives for the project, attended for discussion. The following items were reviewed and discussed:

ATTORNEY

3. The code requires that common area tracts be conveyed by deed to the homeowner's association. Please have the developer submit a proposed Quit Claim Deed to the homeowner's association for conveyance of the common area tracts (Tracts A, B and C). The original executed version must be provided prior to scheduling the final plat for City Commission consideration. Also, we need a partial release of mortgage(s) releasing Tracts A, B and C from the mortgage lien. Discussion was had. Applicant to submit latest documentations for City review.

Additional discussions were held on attorney comments and applicant will follow up.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Final 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 10:04 a.m. by Chairperson/Planning Director Kelly Carson.

ATTEST:

APPROVED:

/s/

DRC Recording Secretary, Ellen King

/s/

Chairperson, Kelly Carson