



**CITY OF WINTER GARDEN  
DEVELOPMENT REVIEW COMMITTEE  
MINUTES  
May 24, 2023**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, May 24, 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, Assistant City Manager for Public Services Steve Pash, and City Engineering Consultant Art Miller on behalf of Economic Development Director Tanja Gerhartz.

**Others:** Kurt Ardaman, City Attorney; Rob Heaviside, Senior Engineer; Shane Friedman, Senior Planner; Planner I Amber McDonald; Betsey Sorg, Economic Development & Downtown Manager; and Ellen King, Recording Secretary.

**ABSENT**

**Voting Members:** Economic Development Director Tanja Gerhartz.

**APPROVAL OF MINUTES**

**Agenda Item #2:**

Approval of minutes from regular meeting held on May 10, 2023.

***Motion by City Engineering Consultant Miller, to approve the above minutes.  
Seconded by Building Official Nemecek; the motion carried unanimously 4-0.***

**DRC BUSINESS**

**Agenda Item #3: West Market Lot 10 – SITE PLAN APPROVAL**

Colonial Drive W - 14230  
Connelly and Wicker, Inc.

Autumn Hubsch of Connelly and Wicker, Inc. and Blake Price of J Hebden Park, LLC;

representatives for the project, attended via conference call, for discussion. The following items were reviewed and discussed:

*City Engineer Monahan arrived at the meeting.*

## ENGINEERING

### 3. Sheet 5 – Site Plan:

- a. The plan shows the building and parking over what is labeled a Perpetual Easement. Provide proof that these improvements are allowed within the easement. Applicants to provide original DOT permit with next submittal.

### 4. Sheet 7 – Site Utility Plan:

- c. Fire sprinkler systems will be required on all buildings over 6,000 s.f. with Point of Service (POS), backflow prevention, etc. shown. The Point of Supply (POS) for the dedicated fire protection system shall be shown with a note that all work downstream of it shall be performed by a licensed fire sprinkler contractor. Review and approval by the Fire & Building Departments is required. Applicants will contact Vicky Rutherford, Fire Inspector for clarification.

7. Any new water, sewer, or irrigation connections are required to pay utility impact fees, to be paid prior to issuance of site or building permits or execution of FDEP permits. Two new water services are shown with a new sanitary lateral(s). Based on the plans and assuming 1" potable water meters and a 1" irrigation meter, the impact fees are as follows (verify meter sizes):

<u>1" Potable water meter</u>	<u>3 ea. @ \$2,715.00 =</u>	<u>\$8,145.00</u>
<u>Wastewater for 1" meter</u>	<u>3 ea. @ \$4,418.00 =</u>	<u>\$13,254.00</u>
<u>1" Irrigation Meter</u>	<u>1 ea. @ \$2,715.00 =</u>	<u>\$2,715.00</u>
	<u>TOTAL =</u>	<u>\$24,114.00</u>

(does not include connection/installation fee; check with Utility Billing to verify any pre-payments). Applicants inquired when meter fees are paid. Staff stated all infrastructure is in place and applicants will provide info and fee payment during pre-construction meeting.

## PLANNING

24. A community meeting is required for all major site plans. Applicants will need to contact the planner to schedule.

## FIRE

27. Any commercial building over 6000 Sq. Ft shall be provided with a dedicated Fire Sprinkler System and a monitored Fire Alarm System. Applicants to contact Vicky Rutherford, Fire Inspector for clarification.

*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: The Parlour Room – SITE PLAN APPROVAL

Darcy Unroe of Unroe Engineering; William Lathorn of D&D Construction LLC and Jacob Williams of Exchange Place; representatives for the project, attended for discussion. The following items were reviewed and discussed:

## ENGINEERING

### 5. Sheet C1 – Site Layout Plan:

- a. Drive aisle and access to parking spaces shall be paved to prevent tracking of gravel onto street. Discussion took place regarding use of sod to stay consistent with neighboring area. Staff confirmed drive aisles are required and agreed to allow concrete paving up to the rear of the house but not the 15' shown on the plans. Applicants will revise.
- b. The entrance driveway width is substandard – review and approval by Fire Department required. Applicants will contact Fire Inspector, Vicky Rutherford for clarification.
- c. Show required 5' wide sidewalk along Florida Avenue – provide sidewalk easement if not within the right-of-way. Applicants requested 4' wide sidewalks to be consistent with neighboring area. City Staff confirmed 5' wide sidewalks are required. A plan was discussed and applicant will comply.
- d. Show existing and proposed utility connections. Provide separate irrigation and potable water meters, not off the same service. All irrigation on the site shall be designed to be supplied by reclaimed water and shall be served by a jumper until reclaim is available. Applicants do not intend to provide irrigation for the property. City Staff confirmed Commercial properties are required to have irrigation.
- e. No dumpster is shown - all dumpsters shall be enclosed and shall provide 12' minimum inside clearance (each way inside of bollards or gate hardware), and access by solid waste vehicles. Coordinate additional requirements with Public Services Department, Solid Waste Division. Applicants stated the use is low volume and requested to continue trash can use? City Staff agreed a dumpster would not be required.
- f. Callout pavement type and provide typical section. Applicants will provide.

## PLANNING

1. Landscape plan indicates 5 trees and 96 shrubs on the legend, however, the plan only shows 4 trees and 34 shrubs. Please revise. Applicants will provide.
3. Provide cut sheet or elevation of proposed deck. Depending on the elevations of the deck, additional landscaping may be required for screening. Applicants will provide.

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

