



**CITY OF WINTER GARDEN  
DEVELOPMENT REVIEW COMMITTEE  
MINUTES  
May 25, 2022**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, May 25, 2022 in the City Hall Commission Chambers.

**Agenda Item #1: CALL TO ORDER**

Chairman/Community Development Director Steve Pash called the meeting to order at 9:30 a.m. The roll was called and a quorum was declared present.

**PRESENT**

**Voting Members:** Chairman/Community Development Director Steve Pash, City Engineer Jim Monahan, Building Official Skip Nemecek, and City Engineering Consultant, Art Miller on behalf of City Manager, Jon C. Williams.

**Others:** City Attorney, Dan Langley; Senior Engineer, Rob Heaviside; Urban Designer, Kelly Carson; Senior Planner, Shane Friedman; Planner I, Jordan Kowalchik, and Recording Secretary, Ellen King.

**ABSENT**

**Voting Members:** City Manager, Jon C. Williams, and Economic Development Director Tanja Gerhartz

**APPROVAL OF MINUTES**

**Agenda Item #2:**

Approval of minutes from regular meeting held on May 11, 2022.

***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: Mosaic Winter Garden Salon - CAPUD**

Plant Street E - 996  
Doty Solik Law

Mary Solik of Solik Law; representative for the project, attended for discussion. The following items were reviewed and discussed:

### **ENGINEERING**

- 3. The site appears to be severely overbuilt, asking exceptions to the parking requirements, etc. Also, no stormwater management/treatment was shown which will have an impact on the buildable area. This parcel was not included in the Plant Street stormwater system other than its existing impervious area - not at 79.4% impervious.**

Applicant stated that they will be back with a preliminary redesign work for a single building for full plan review. Applicants will set up a side bar meeting with staff to discuss various modifications, etc.

- 10. Drainage: Provide existing drainage pattern and proposed drainage (i.e. existing and proposed grades, etc.). Off-site drainage shall be accommodated. See above comment regarding Plant St. drainage.** Applicant requested clarification for placement of the stormwater pond to be on the southwest side of the property up against the adjoining property owner and away from the street? City staff confirmed this location.

***Motion by City Engineer Monahan to have the applicant revise and resubmit the Character Area Planned Unit Development for another full DRC review cycle. City Engineering Consultant Miller, seconded; the motion carried unanimously 4-0.***

### **Agenda Item #4: Tilden Reserve – ANNEXATION, REZONING & FUTURE LAND USE**

Tilden Road

G L Summitt Engineering, Inc

Carl Jacobs of Element Homes and Scott Moore of Ravensdale; representatives for the project, attended for discussion. The following items were reviewed and discussed:

### **PLANNING**

- 17. Staff is not requiring full, individualized elevations at this time, but rather examples that are consistent with the JPA guidelines and comments of the previous reviews. These examples are important as they will be included in the final PUD as guidelines that must be adhered to when the project gets to the point that homes are being designed.** Applicants gave staff an update on status of elevation submittal. City Staff stated that these elevations will need to be included as part of their revised submittal packet for review. Applicants understood and will comply.

- 18. The Informal Concurrency Application with OCPS has indicated this project will result in a fail. Please provide the formal application.** Applicants stated this was submitted yesterday for signature. City staff stated that the applicants will need to submit this item as part of their revised submittal packet.

- 19. The City is requiring the conditions of the Traffic Impact Analysis memorandum be met:** Applicants stated that the Traffic Study was submitted for the county road intersection. City staff will need to review.

**b. Staff is still deeply concerned by the hazard of someone stopped at the**

**entrance, trying to make a left-hand turn, not being visible from around the bend. The conditions of this blindspot were one of the central themes of the community's concerns at the community meeting.** Applicants stated they understand the concerns regarding the intersection and will address these concerns with various proposed options.

***Motion by City Engineer Monahan to have the applicant revise and resubmit the Planned Unit Development for another full DRC review cycle. Building Official Nemecek, seconded; the motion carried unanimously 4-0.***

**Agenda Item #5: Circle K – PCD REZONING**

Colonial Drive W - 14990

Kimley-Horn and Associates

Jarod Stubbs of Kimley-Horn; representative for the project, attended for discussion. The following items were reviewed and discussed:

Applicant stated he did not have any specific questions on this PCD Rezoning application. He informed city staff that he is working on the Lot Split application details for this address and will get these submitted soon.

***Motion by City Engineer Monahan to have the applicant revise and resubmit the Planned Commercial Development for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 4-0.***

**Agenda Item #6: Oxford Chase Lots 12-16, 19, 20 – LOT SPLITS**

Winkfield Court - 14853, 14859, 14865, 14871, 14877, 14895, 14901 (Lots 12-16, 19 & 20)

Mattamy Orlando LLC

Jon Droor of Mattamy Orlando LLC and Gillian Chung-Miller of Mattamy Orlando LLC Mattamy; representatives for the project, attended for discussion. The following items were reviewed and discussed:

**ENGINEERING**

**4. Repeat comment: Permit modification or approval from SJRWMD approving the conveyance shall be required.** Applicants gave an update on status. City staff stated applicants will need to provide a letter from SJRWMD. Applicants understood and will comply.

**CITY ATTORNEY**

**5. A drainage easement to the HOA needs to be reserved/created over, under and through the portion of Tract S being conveyed to each of the lot owners so that the HOA continues to operate, maintain, and repair the drainage improvements thereon (repeat comment). This could be accomplished by a separate drainage easement recorded prior to the conveyance or**

**by placing a reservation of drainage easement in the quit claim deeds. The applicant's response to this comment is not acceptable. The plat anticipated that fee simple ownership of (not a drainage easement over) Tract S would be held permanently by the HOA and the HOA is deeding (or has deeded) fee simple ownership to the adjacent property owners without a specific reservation of a drainage easement. There is no clear indication that the portion of Tract S being conveyed remains subject to a drainage easement. Thus, there is a need to clarify by recorded instrument that the portions of Tract S being conveyed remain subject to a drainage easement in favor of the HOA.** City staff stated this should be addressed through the deed. Applicants will address and ensure that these have been submitted for city staff review.

- 6. The resubmittal did not include a revised proposed Binding Lot Combination Agreement for each of the lots which combines the portions of Tract S being conveyed with the adjacent lots.** Binding Lot Agreement was discussed. Applicants will verify that these have been submitted.

#### **CITY SURVEYOR**

- 8. Please see attached from Surveyor dated 5/23/2022.** City staff explained these are standard comments and applicants will need to address.

***Motion by City Engineer Monahan to have the applicant revise and resubmit the Lot Split for staff review only. City Engineering Consultant Miller, seconded; the motion carried unanimously 4-0.***

#### **Agenda Item #7: Oxford Chase Lots 61-71 – LOT SPLITS**

716, 722, 728, 734, 740, 746 Oxford Chase

Mattamy Orlando LLC

Jon Droor of Mattamy Orlando LLC and Gillian Chung-Miller of Mattamy Orlando LLC Mattamy; representatives for the project, attended for discussion. The following items were reviewed and discussed:

#### **ENGINEERING**

- 1. Planning Department shall review and comment on City requirements for lot splits as contained in Section 110-96 of the City Code, and all zoning requirements per Section 118 of the City Code, including conditions of the PUD zoning and subsequent platting.** Applicants inquired about this comment for clarification and acknowledged comment.
- 7. Repeat comment: There is a conservation easement (Doc #20160393125 - attached) granted to the St. Johns River Water Management District (SJRWMD) on a portion of the previously-conveyed Tract A as a condition of permit approval. Provide a release or agreement from SJRWMD for this transfer. Provide a joinder & consent if required. The sketch of description does not show this or the 30' wide drainage easement mentioned above. Permit modification or approval from SJRWMD approving the conveyance shall be required.** Applicants inquired about Tract A along Black Lake. City Attorney advised accordingly and applicants will need to provide acknowledge/ approval from St. Johns River

Water Management District.

#### **CITY ATTORNEY**

8. **The submittal package is missing the required executed Binding Lot Combination Agreements needed for each lot and the combination with the portion of Tract A that was conveyed to the lot owners.** Applicants inquired if the executed Binding Lot Combination Agreements were received by the city staff? Planner will coordinate with City Attorney on these details.
9. **The following comment from my July 30, 2020 review comments was not addressed by this submittal: “2. Each of the property owners will be required to enter into and have recorded a binding lot combination agreement. Such agreement provides for unity of title between the lot and portion of Tract A conveyed from the HOA to the lot owners. Further, such agreement should make it clear that the portion of Tract A being conveyed to the lot owners is subject to the restrictions on the plat (including the dedication of development rights to the City) and a Conservation Easement.”** Planner will coordinate with City Attorney on these details.

*Motion by City Engineer Monahan to have the applicant revise and resubmit the Lot Split for staff review only. City Engineering Consultant Miller, seconded; the motion carried unanimously 4-0.*

#### **Agenda Item #8: First Baptist Daycare Building – SITE PLAN**

81 & 91 N Main Street and 72 N Woodland Street  
Klima Weeks Civil Engineering, Inc

Selby Weeks of Klima Weeks Civil Engineering, Inc; representative for the project, attended for discussion. The following items were reviewed and discussed:

#### **ENGINEERING**

##### **3. Sheet C200 – Erosion Control & Demolition Plan:**

- a. **Provide MOT and staging/laydown area plans.** Applicant inquired about this comment for clarification. City staff explained the city is requesting information on where the materials are being stored.
- b. **A demolition permit will be required; see on-line forms on the City’s website for application.** Applicant stated that the church already applied for demo permit.

##### **5. Sheet C500 – Utility Plan:**

- b. **The plans show a 2” potable meter and 1” irrigation meter.** Applicant discussed meter size for project and various details.
  - c. **A utility easement will be required to access and maintain the domestic and irrigation water meters – to be recorded prior to issuance of the C of O.** Applicant stated that the Engineer for the project will include details for irrigation water meters.
6. **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.**

**According to the plans there will be (1) 1" potable meter and (1) 1" irrigation meter. Based on the above, the utility impact fees are as follows (to be verified – see above):**

<b><u>1" Irrigation meter</u></b>	<b><u>1 ea. @ \$2,715.00</u></b>	<b><u>= \$2,715.00</u></b>
<b><u>2" Potable water meter</u></b>	<b><u>1 ea. @ \$8,688.00</u></b>	<b><u>= \$8,688.00</u></b>
<b><u>Wastewater for 2" meter</u></b>	<b><u>1 ea. @ \$14,136.00</u></b>	<b><u>= \$14,136.00</u></b>
	<b><u>TOTAL</u></b>	<b><u>= \$25,539.00</u></b>

**(does not include connection/installation fee; check with Utility Billing to verify any existing credits.)** This comment was clarified for applicant to check with Utility Billing for existing credits. Applicant will comply.

- 7. Minimum 5' wide concrete sidewalks shall be constructed along all street frontages pursuant to Code. Any damaged, broken or cracked sections (including existing curbs and pavement) shall be replaced prior to issuance of certificate of occupancy.** This was noted under Planning Comment # 22.
- 10. Streetlighting, both internally and on all street frontages, is required pursuant to City Code – dark skies lighting is required. A photometric plan has been submitted for review by the Planning Department. Streetlights shall match the City's "downtown" decorative streetlights at the owner's expense.** Applicant inquired about details of street lighting for project. This was discussed and clarified and will be coordinated with Facilities Manager Caines.
- 13. No dumpsters are shown. All dumpsters shall be enclosed and shall provide 12' minimum inside clearance (each way inside of bollards), and access by solid waste vehicles. Coordinate additional requirements and approval with Public Services Department, Solid Waste Division.** Discussed dumpster details for project. These details will need to be coordinated and planned prior to City Commission meeting for this item.

## **PLANNING**

- 17. The end parallel parking spaces downtown are typically flared to allow for easier entry/exit. Staff has concerns about the 90 degree ends on the spaces as shown.** Planner discussed this comment and applicant will comply.
- 18. Lighting Plan – The proposed pole fixtures in the parking lot are too modern and are not consistent with downtown standards. Please use the standard downtown fixture (detail attached).** This item was discussed as part of Engineering comment #10.
  - a. It is noted that the City is coordinating the street lighting.** This item was discussed as

part of Engineering comment #10.

**21. Note: The building design must adhere to all conditions of approval made by the Architectural Review and Historic Preservation Board on August 17, 2021. This includes all of the Staff conditions outlined in the Staff Report.** Clarified this is a conditional note of approval.

## **FIRE**

Applicant had questions pertaining to Fire Department comments 23 - 31. Applicant was requested to reach out to the City Fire Inspector directly to inquire about these comments.

Also, applicant expressed concerns regarding the Pegasus Engineering Stormwater Review Comments for impervious area for this project. City staff will meet with applicants to discuss these concerns in a side bar meeting.

***Motion by City Engineer Monahan to have the applicant revise and resubmit the site plan for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 4-0.***

## **Agenda Item #9: Florida Paints Expansion – SITE PLAN**

78 3<sup>rd</sup> Street

Taxon Group LLLP

Todd Andrews of Andrews General Contractors, Derek Ramsburg of Kimley-Horn and Don Strube of Florida Paints; representatives for the project, attended for discussion. The following items were reviewed and discussed:

## **ENGINEERING**

### **5. Sheet C5.0 – PGD Plan (repeat comments):**

#### **a. Show how the roof drainage will be collected & discharged.**

**The building expansion is very vague on how the 10,000 + addition will have the roof drains connected. That much intense flow could impact the system if they use the flume. It looks like the north side is just going to a splash pad over the landscape area. Not enough detail.** Applicants discussed drainage and clarification for this comment. Applicants acknowledge they will need to determine a drainage plan for this project.

#### **b. It appears the site discharge will be directed onto 2<sup>nd</sup> Street which is not acceptable and shall be addressed. That much intense flow could impact the system if they use the flume. It looks like the north side is just going to a splash pad over the landscape area. Not enough detail.** This comment was discussed and city staff will determine GIS details and discuss with applicants.

### **6. 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.** Applicant discussed plan for project and explained some of these details.

- a. **Show size and location of irrigation meter. All irrigation on the site shall be designed to be supplied by reclaimed water when available and shall be served by a jumper to potable water until that time.** Applicant explained they are not planning to add additional irrigation meters and just connecting to existing.
- b. **Fire sprinkler systems will be required on all buildings over 6,000 s.f. with Point of Service (POS), backflow prevention, etc. shown. All work downstream of the POS shall be performed by a licensed fire sprinkler contractor (note on plans), subject to review and approval by the Building and Fire Departments.** Applicant understood comment.

## **PLANNING**

13. **A Lot Combination application is required.** City staff inquired if applicants had submitted a Lot Combination application? Applicant will need to submit this application.
16. **The building design needs to provide more architectural articulation along street-facing portions. There is a very long stretch along E Bay Street that is blank. One possibility is to utilize the same style of factory windows (regular or faux) as the main warehouse building. There needs to be elements that work to break up the long, blank stretch.** Applicants will need to provide building design for this project for staff review, etc.

***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 4-0.***

## **Agenda Item #10: Florida Paints Office/Warehouse - SITE PLAN**

3<sup>rd</sup> Street - 79

Taxon Group LLLP

Todd Andrews of Andrews General Contractors, Derek Ramsburg of Kimley-Horn and Don Strube of Florida Paints; representatives for the project, attended for discussion. The following items were reviewed and discussed:

## **ENGINEERING**

### **5. Sheet C5.0 – Paving, Grading, & Drainage Plan:**

- a. **Repeat comment: 4<sup>th</sup> and 5<sup>th</sup> Street extensions to E. Bay need to be discussed. 4<sup>th</sup> Street north of the project is unimproved and 5<sup>th</sup> Street goes thru a commercial property – provide title information showing these rights-of-way haven't been vacated or abandoned.** Applicant will determine status of title information to submit to city for review. City of Winter Garden still owns 5<sup>th</sup> Street parcel. These details need to be provided by applicants to determine next steps, etc.



6. **Sheet C6.0 – Utility Plan:**

- a. **Potable and Fire lines shall be separate – not served off the same main.** Confirmed this is standard comment.
- b. **All irrigation on the site shall be designed to be supplied by reclaimed water when available and shall be served by a jumper to potable water until that time (separate meter required).** Confirmed this is standard comment.
- c. **Fire sprinkler systems will be required on all buildings over 6,000 s.f. with Point of Service (POS), backflow prevention, etc. shown. All work downstream of the POS shall be performed by a licensed fire sprinkler contractor (note on plans), subject to review and approval by the Building and Fire Departments.** Confirmed this is standard comment.

**PLANNING**

Discussed architectural elevations and timing of submittal. The warehouse elevations were submitted but not the office space. Applicants will follow up on this and submit in their next revised submittal.

*Motion by City Engineer Monahan to have the applicant revise and resubmit the site plan for another full DRC review cycle. Building Official Nemecek, seconded; the motion carried unanimously 4-0.*

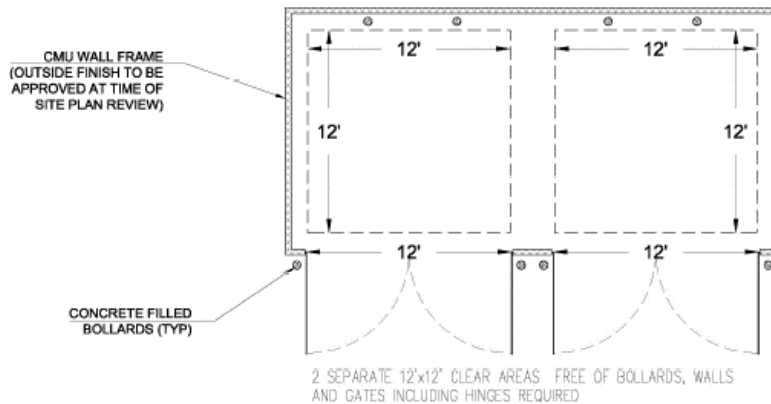
**Agenda Item #11: WG Commerce Center, Lot 19 – SITE PLAN**

630 Garden Commerce Parkway  
RCE Consultants, LLC

Charles Levin and Matthew Levin of Shuffled Inc (QPC); representatives for the project, attended for discussion. The following items were reviewed and discussed:

**PLANNING**

- 16. **Dumpster detail is not showing the minimum inside clearance of 12' both ways. Please follow the City's dumpster layout detail standards (see below).** Applicants discussed potential options for dumpster layout. Applicant understood the requirements and will review and provide details in next submittal.



***Motion by City Engineer Monahan to have the applicant revise and resubmit the site plan for full DRC review cycle. City Engineering Consultant Miller, seconded; the motion carried unanimously 4-0.***

**Agenda Item #12: Smith & Boyd Commercial Building – SITE PLAN**

Smith Street W - 21

Brett Claflin

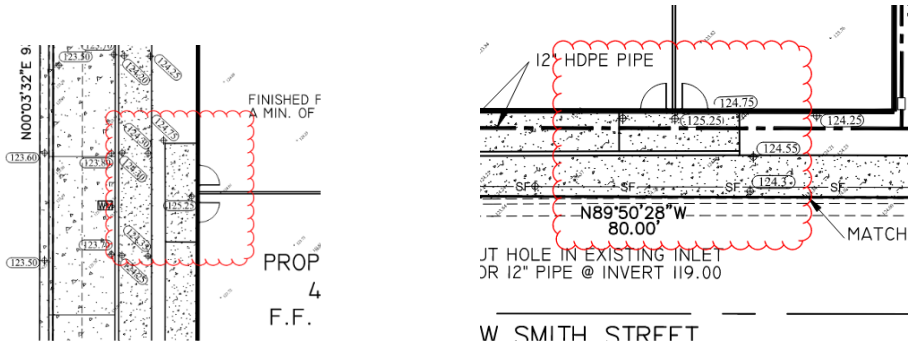
Brett Claflin; representatives for the project, attended for discussion. The following items were reviewed and discussed:

**ENGINEERING**

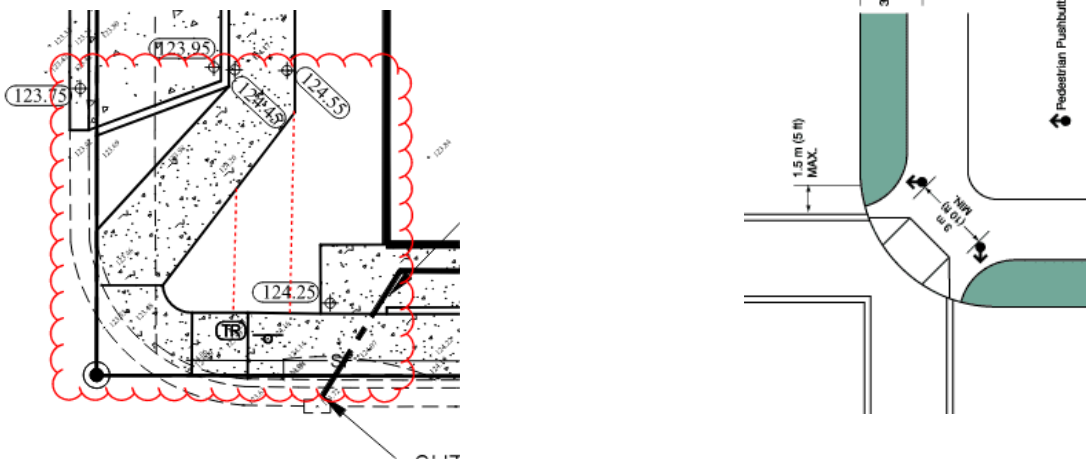
- 4. Streetlighting, both internally and on all street frontages, is required pursuant to City Code – dark skies lighting is required. A photometric plan shall be submitted for review by the Planning Department. Streetlights on Boyd Street shall match the City’s “downtown” decorative streetlights at the Developer’s expense.** This was explained that street lighting will need to be installed as part of this project. Applicant will comply.

**PLANNING**

- 10. A community meeting will be required.** This is a city requirement. Applicant understood.
- 11. Please also provide pedestrian steps at both entrances (see below) in addition to the ADA ramps. The difference in grade should allow one or two stair steps to the entrance.** Applicant discussed steps and will add them back into the project. This will be part of the revised submittal.



**12. Please connect the sidewalks with a more direct route in order to avoid pedestrian shortcuts through the grass (see below for examples). Either make a second route or something more curvilinear.** Sidewalk aspect of project was discussed and these connections will be added.



**Motion by City Engineer Monahan to have the applicant revise and resubmit the site plan for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 4-0.**

**ADJOURNMENT**

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

**ATTEST:**

**APPROVED:**

/s/

/s/

**DRC Recording Secretary,  
Colene Rivera & Ellen King**

**Chairman, Steve Pash**