



**CITY OF WINTER GARDEN  
DEVELOPMENT REVIEW COMMITTEE  
MINUTES  
July 20, 2022**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, July 20, 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 July 13, 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: Winter Garden Gateway – CAPUD REZONING**

Plant Street E – 1500 & 1700  
LandDesign

Brian Forster of LandDesign; Jay Strates of Strates Properties LTD; representatives for the project, attended for discussion. The following items were reviewed and discussed:

Since there are significant issues/comments/questions regarding this project, the applicant agreed to meet with staff to discuss. Staff to work with Brian Forster of LandDesign to schedule the meeting for later this week or next week.

## ENGINEERING

- 12. Permits or exemptions shall be provided from SJRWMD for stormwater and FDEP for water, wastewater and NPDES NOI.** They submitted a conceptual permit application to SJRWMD, will submit ahead for staff to look over as soon as possible for a cursory review. Applicant has started coordinating loosely with the railroad regarding the easement.

## PLANNING

- 17. City Staff does not support the proposed multi-family residential plans. Please revise to include more office, commercial and/or flex uses.** *This will require a separate meeting with staff and applicant.*
- 18. A community meeting is required.** Staff will work to schedule a meeting in the City Commission Chambers or next to the West Orange Health on Plant Street when the project review is further along.
- 19. The TIA methodology has been submitted - Please see attached review from LTec.** Will discuss further at a meeting to be arranged between staff and applicant. The applicant will address the comments and hold until meeting with staff is held if some tweaking is needed. The TIA methodology does not have to be resubmitted.
- 25. General Comments & Questions:**
- f. You are removing 115 oaks on site and retaining only 3, even in areas that are identified as open spaces, which is at odds with the City's tree protection policies. Please explore additional ways to save more existing trees on site. Note: Any removed tree shall be mitigated on site on a 2-to-1 basis.** The applicant will work this out. A lot of trees are dead but they still count in the mitigation.
- 26. Per the Plant Street Character Area Design Plan, Page 24: "Surface parking within the Character Area is to be limited to the minimum required by governing code. Additional parking above code minimum is permitted provided that it is contained within the footprint of a building or in a parking structure".**  
**According to the calculations, this requirement is not being met.** *The applicant has let it be known that they would like a certain ratio for the multi-family part, and feel they can meet closer to the minimums for the office and retail. They are trying to promote off-street parking as they thought the city wanted. They were trying to exclude the on-street parking from the required parking for guest, and not over-lap it. This will be further discussed/clarified in a separate meeting.*
- 27. Note: Lighting shall be installed internal to the development pursuant to City Code meeting dark skies requirements (Code Section 118-1536(k)). A photometric plan will be required as part of the Site Plan Approval application.** For informational purposes.

***Motion by City Engineer Monahan to have the application 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: Britt Business Center – PLANNED COMMERCIAL DEVELOPMENT REZONING**

East Crown Point Road – 530, 550, 570, 590, 610 & 630

Madden, Moorhead & Stokes, LLC

David Stokes of Madden, Moorhead & Stokes, LLC; Rob Consalvo of Winter Garden Development LP; Judah Rubin, Rubion RE Advisors LLC; and Sabrina Pernacete of Store Space; representative for the project, attended for discussion. The following items were reviewed and discussed:

**PLANNING**

- 20. A community meeting is required. Staff will coordinate with applicant on the meeting date.** *The applicant is ready to have meeting as soon as possible. Will tweak office elevations before the community meeting. Approximate date of August, staff will start work on scheduling.*
- 23. Please provide a set of architectural guidelines that all of the buildings in the PCD will be required to follow. The guidelines should define the development’s adopted architectural style as well as requirements for building materials, colors, massing, finishes, relationships to other buildings and surrounding streets, etc. Staff is available for an offline meeting to discuss, as needed. Otherwise, final elevations can be submitted for review, and if approved, will be exhibited in the PCD ordinance.** *The applicant requested a separate meeting to go over with staff.*
- 24. Is there a timeline for Lot #2? This lot contains the only access from East Crown Point Road.** *The soccer complex is moving forward. They’ve engaged in a separate Civil Engineer, Kimley-Horn. A generic layout will be provided. A building for Indoor and an outdoor field is planned. They are working on the Building elevations. Lot #2 already has cross access by the association there was discussion between applicant and staff.*
- 25. Lot #2 was initially proposed as a soccer complex. Please verify if that is the still the plan. Staff will not support a “TBD” designation for any lot in the PCD.** *It will be called something like Sport Facility, remove the TBD.*
- 26. Building #3 was initially proposed as storage. Staff will not support light-industrial use within the PCD.** *Will clarify as storage.*
- 27. Site plan shows a 30’ existing drainage easement to remain, but the parking of Lots #1 & 3, and the future building in Lot #2 all encroach into the easement.** *The 30’ drainage easement on the West is not exclusive so that is why the parking is overlapping a little bit. There is existing drainage pipes underground, there is not a swale that is being infringed upon.*
- 28. A sidewalk is required along Crown Point Cross Road.** *The applicant does not think the sidewalk should be done. There is nothing there on either side, and then there are some swales. Staff will look at it and maybe consider a sidewalk fund for what is missing there.*

Question by the applicant: Previously discussed during another meeting was to come in with Construction plans for the office building on the North and overlapping the processes? They was to start preparing the plans for staff review and stagger the Center's plan review and the office building reviews. Staff was fine with it.

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

#### **Agenda Item #5: MAO Inspection Building and Rim Shop – SITE PLAN**

Story Road E - 1275

Kimley-Horn

Bradley Younts of Kimley-Horn and Associates, Inc.; Jonathan Huels of Lowndes; and Ben Buckner of Manheim Orlando; representative for the project, attended for discussion. The following items were reviewed and discussed:

#### **ENGINEERING**

##### **5. Sheet C600 – Engineering Plan:**

**c. Fire sprinkler systems will be required on all buildings over 6,000 s.f. with Point of Service (POS), PIV, FDC, 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.** Point of Service connection is that at the valve right before the right-of-way, or at the tap? Usually where the fixture is is the Point of Service, per staff. The usual connection for the potable connection is right before the right-of-way line.

**11. Site lighting is required as well as street lighting on all street frontages if not existing; all lighting shall meet dark skies requirements per City Code. A photometric plan shall be provided for review by the Planning Department.** All lighting is installed and was finished about three weeks ago, per applicant.

**12. Minimum 5' wide concrete sidewalks shall be constructed along all street frontages pursuant to City Code. Existing sidewalks, curbs, & pavement will be checked at completion and any damaged sections shall be replaced.** The applicant commented that adjacent to this property, that whole right-of-way is a ditch and not sure this can be accommodated from an engineering perspective. Staff to look into this.

#### **PLANNING**

**13. A community meeting is required.** Staff to schedule a community meeting, if needed.

**15. If additional site lighting on the buildings is proposed, please provide a photometric plan, see Chapter 118, Article X, Division 4 for requirements.** A full photometric plan will be submitted for the wall packs on the walls all around the building. The city wants to make sure there is no bleeding off the site.

**16. Please provide a 10-foot landscape buffer around the perimeter of the proposed buildings. A five-foot sidewalk may be included in this buffer area. This buffer should contain an**

**average of one canopy tree for every 50 linear feet of building perimeter as well as all edges of the building having a foundation of shrubs and groundcovers as a minimum, comprising at least 30% of the required green space.** Staff clarified that the city has been trying to clean up this site for a long time. The Eastern end of the lot that's fenced in, we would love to see that fence pushed back against the parking lot and some landscaping put in there. Applicant commented that between the fence and the guardrail is a rock area (crash area) to stop cars from getting off the property, for people stealing cars. Landscaping would block the security cameras from catching them before they get to the fence and then onto the property. Staff to coordinate meeting to discuss ideas of landscaping.

#### **FIRE INSPECTOR**

- 22. Fire Lanes shall be established around Fire Department Connections.** Applicant has talked to Vicky Rutherford, Fire Plans Examiner.
- 24. Any new construction over 6,000 sq. ft. of construction type IIb or higher, or specialty use structure as determined by the AHJ; shall provide a site survey test to determine the available signal strength for Two-way radio communication compliance per State Statue 633.202 (18) and NFPA-1 (2018 Edition).** Applicant has talked to Vicky and will work this out.

#### **STANDARD GENERAL CONDITIONS**

- 25. The Owner is responsible for meeting all provisions of ADA and Florida Accessibility Code.** Standard comment.
- 28. Minimum 5' wide concrete sidewalks shall be constructed along all street frontages pursuant to City Code.** Discuss this standard comment to figure out.

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

#### **Agenda Item #6: 739 Vineland Office Building – SITE PLAN**

Vineland Road - 739

Dave Schmitt Engineering, Inc.

Makram Saredine of Dave Schmitt Engineering; representative for the project, attended for discussion. The following items were reviewed and discussed:

#### **ENGINEERING**

- 7. Sheet 7 – Paving, Grading & Drainage Plan:****a. The site is being raised +3' above existing grade. The cross-sections along the north boundary show a six foot chain link fence at existing grade which will only be 3' above the proposed improvements – Planning to review for buffer requirements.** Applicant asked for an 8' chain link fence, staff said it's too tall. Staff to look at it.

