



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
August 16, 2023**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, August 16, 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: Art Miller, City Engineering Consultant; Rob Heaviside, Senior Engineer; Shane Friedman, Planning Supervisor; Yvonne Conatser, Senior Planner; Amber McDonald, Planner I and Ellen King, Recording Secretary.

ABSENT

Others: Dan Langley, City Attorney

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on August 2, 2023.

Motion by Assistant City Manager for Public Services Pash, to approve the above minutes. Seconded by City Engineer Monahan, the motion carried unanimously 4-0.

9:32 AM *Mark Hutchinson, Economic Development Director arrived late to the meeting.*

DRC BUSINESS

Agenda Item #3: Store Space Office Headquarters – SITE PLAN APPROVAL

East Crown Point Road – 610 & 630

Foresite Group, LLC

Ryan Badger of Store Space, and Sabrina Pernaletе of Store Space; representatives for the project, attended for discussion. The following items were reviewed and discussed:

PLANNING COMMENTS

14. Site Plan:

- a. **The outdoor amenity area must be designed at time of site plan review showing all proposed hardscape and landscape. This area is over 8,000 square feet and needs to be addressed at this stage.** Applicants to submit informal plans and details for staff review prior to submitting Landscape plans.

16. Landscape Plan:

- a. **Please follow Sec. 118-1523. - Landscape buffer along public streets. A minimum 15-foot wide landscape buffer is required for parcels along any public streets and requires 50 percent coverage with shrubs and groundcover. The applicant has provided only 10 foot wide buffer along Crown Point Cross Road.** Applicants and City staff have worked out the 10 foot wide buffer along Crown Point Cross Road.

17. **Elevations: Elevations are still under review by Staff. An offline meeting may be required to discuss further.** Applicants questioned the status of the elevations? City staff confirmed the elevations are under review and will contact applicants for possible meeting.

19. **A community meeting will be required.** Applicants questioned the process moving forward and when a community meeting is needed? City staff reviewed the process and once staff can support the project, it will go before City Commission for final approval; the community meeting can be scheduled now by the Planner and both the headquarters and the storage projects will be combined for this meeting.

Motion by City Engineer Jim Monahan to have the applicants revise and resubmit the site plan for staff review only. Assistant City Manager for Public Services Pash, seconded; the motion carried unanimously 5-0.

Agenda Item #4: Seidel Holdings – SITE PLAN APPROVAL

Colonial Drive W - 15100
Dave Schmitt Engineering, Inc.

No representatives for this project were in attendance. This item was tabled.

Agenda Item #5: Winter Garden FSER – SITE PLAN APPROVAL

Daniels Road
Fulmer Lucas Engineering

Cameron Howard of HCA FL Osceola; Ty Cole of GA Studio; Steyem Bowen of Seyalus; Avery Steed of Fulmer-Lucs; and Kelly Froelich of Daniels 4 Partners LLC; representatives

for the project, attended for discussion. The following items were reviewed and discussed:

BUILDING COMMENTS

- 14. There are no building concerns at this time. A separate permit is required for the trash enclosure/compound. No information has been provided.** A meeting is scheduled to discuss the architectural design concerns of the building.

PLANNING COMMENTS

- 15. The property is zoned C-2 (Arterial Commercial). Hospital/emergency room is typically only permitted through a Special Exception Permit. Approval by the Planning and Zoning Board in residential zoning districts. A Special Exception Permit will be required.**

Applicants inquired about the process moving forward? Staff reviewed the process and stated the site plan and Special Exception go together and should be submitted now. The Special Exception will need to be approved prior to Final Site Plan approval. The community meeting has already been held for this project.

- 19. Please revise Sheet C-1.0 Site Layout Plan regarding the following:**

- a. **Sheet C-1.0 shows a "15' Building Setback" for the front of the building from Daniels Road and a "10' Building Setback" for the side of the building along the south boundary. Per Section 118-586 please correct:**
 - i. **The front setback to the required "40' Building Setback" for the Daniels Road boundary.**
 1. **Clearly show that the proposed building is at least 40 feet from the Daniels Road Right-of Way (ROW).** Applicants verified 40 feet and will revise plans for resubmittal.
- c. **As the Staff stated in the preliminary review if the front of building is not at least 40 feet from the ROW please submit the required variance application.** Applicants verified.
- d. **Add a sidewalk connection from the building to the Daniels Road sidewalk. Must be ADA compliant. Revise the sidewalk connection at the south boundary to be ADA compliant. Clarify who is responsible for the south boundary sidewalk connection.** Applicants will update and revise plans.
- e. **Clarify the location of the dumpster. There is a "Proposed Dumpster Enclosure" statement at the north boundary but a dumpster area with a gate closure is shown at the southwest corner of the building. The southwest location is not ideal as the location requires cross traffic with the proposed ambulance parking area.** Applicants will clarify the parking next to the dumpster as employee parking, not ambulance parking on the revised submittal.

Motion by City Engineer Jim 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 5-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 9:49 a.m. by Chairperson/Planning Director Kelly Carson.

ATTEST:

APPROVED:

/S/

DRC Recording Secretary, Ellen King

/S/

Chairperson, Kelly Carson