



**CITY OF WINTER GARDEN  
DEVELOPMENT REVIEW COMMITTEE  
MINUTES  
September 14, 2022**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, September 14, 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 9:35 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, 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 August 31, 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: West Crown Point Warehouse - SITE PLAN**

West Crown Point Road N – 198 & 175  
RCE Consultants, LLC

Peter Fleck of Trec Development, and Larry Poliner of RCE Consultants, LLC;

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

### **ENGINEERING**

#### **3. Sheet C-4.0 – Utility Plan:**

- a. **Repeat comment: Provide separate irrigation meter for future reuse connection (jumper called out, but no meter is shown). 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. Any irrigation lines within City R/W shall be purple in color. All points of connection to reclaimed water mains shall have appropriate meters, backflow preventors, etc. All irrigation mains within the City's R/W under the pavement shall be encased within a sleeve.**

Applicant will provide irrigation meter.

### **PLANNING**

1. **Repeat comment: Landscape buffers are missing along the project boundary and building perimeter. Landscaping shall adhere to the requirements of Chapter 118, Article X, Division 3. – Landscape Design Standards. Plans are required to be signed & sealed by a Landscape Architect. Irrigation plans are also required.** Applicant understood and will enhance the landscape.
2. **Repeat comment: The minimum front building setback in C-2 (Arterial Commercial District) is 40 feet. The proposed site plan is showing a front setback of 10 feet from the public right-of-way. This will require a variance approval.** Applicant will apply for a variance.
3. **A community meeting is required.** Staff will schedule a 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 #4: Solomon's Auto Body – PLANNED COMMERCIAL DEVELOPMENT REZONING**

Colonial Drive W – 14451

Elite Capital

Shazad Nesaralli of Solomon's Auto Body, and Quang Lam of Lam Civil Engineering; representative for the project, attended for discussion. The following items were reviewed and discussed:

### **PLANNING**

22. **Repeat comment: Please follow CHAPTER 118, ARTICLE X, DIVISION 3. – LANDSCAPE DESIGN STANDARDS, of the City code for landscaping requirements along State Road 50.**

- b. **A tree survey will be required showing size and type of all trees over 12" DBH,**

**etc. meeting all Code provisions. The landscape plan should include a table listing all trees to be removed, and how the proposed landscape plan will satisfy the 2-to-1 replacement requirements for all trees 12" DBH or greater.** Applicant will provide a tree survey and add a mitigation table.

- 30. A community meeting will be required.** Staff will arrange a time with applicant and set up meeting.

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

### **Agenda Item #5: 12324 W Colonial Drive Commercial Building – SITE PLAN**

Colonial Drive W – 12324

Timothy W. Schutz, P.E.

Tim Schutz of Timothy W. Schutz, P.E.; and Mark Anthony Buot of ROI; representative for the project, attended for discussion. The following items were reviewed and discussed:

**3. General Requirements (as noted):**

- g. All utilities shall be underground pursuant to Code (Sec. 18-33) including electrical power, cable, telephone, etc. Ensure that the electrical feed from the existing power pole on SR 50 to the new panel is underground.** Applicant will add note on plans.
- 11. Permits, modifications, or exemptions from SJRWMD, FDOT for driveway & drainage, and FDEP (water, wastewater) are required prior to site plan approval.** Applicant has processed all these permits.

### **PLANNING**

- 12. Note: A community meeting is required for major site plans.** Staff will arrange time with applicant and set up meeting.
- 13. Repeat comment: Please follow Article IX. - West State Road 50 Overlay Commercial Development Standards, Sec. 118-1441. - Building design standards.** Architect has recently been contracted and will contact staff.
- 14. Repeat comment: Benches, bicycle racks, and trash receptacles will be required at the front of the building. Please provide these on the plan to scale so that staff can verify they will fit in their proposed locations.** Applicant will include the physical locations on plans and will be to scale on plans.
- 15. Landscape plan:** The Landscape Architect will coordinate with staff.

***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 #6: Tucker Oaks Office Park Ph.1 – SITE PLAN**

Tucker Oaks Blvd

Central Florida Total Health Care, Inc.

Greg Crawford of Florida Engineering Group, Inc; representative for the project, attended for discussion. The following items were reviewed and discussed:

**ENGINEERING**

- 2. **Repeat comment: It appears a bald eagle’s nest is located on this property. Show location including required protection zones (330’ & 660’ radii).** Applicant will revise the plans to include circles of protected zones.
- 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. The plans currently show twelve 1” potable meters – please confirm. Assuming a 1” potable meter and 2” irrigation meter the following impact fees will be due:**

<u>1” Potable water meter</u>	<u>1 ea. @ \$2,715.00 = \$2,715.00</u>
<u>Wastewater for 1” meter</u>	<u>1 ea. @ \$4,418.00 = \$4,418.00</u>
<u>2” Irrigation meter</u>	<u>1 ea. @ \$8,688.00 = \$8,688.00</u>
<b><u>TOTAL</u></b>	<b><u>=\$15,821.00</u></b>

**(does not include connection/installation fee or additional future meters – see below)**

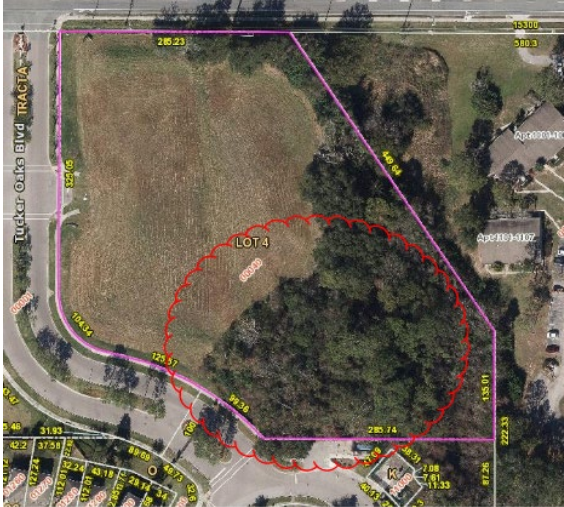
The Applicant noted that there will be a total of six water meters on the site for the future development.

- 8. **The above impact fee calculation is only for Phase 1. Additional future meters are shown which will require impact fee payment at this time. Provide a tabulation of all meters for future phases including anticipated sizes, including irrigation meters. Connection to existing reclaimed lines is required.** Commercial payment is all up front.

**PLANNING**

- 22. **The heavily wooded area to the south, next to the conservation easement, has never been cleared and it appears to be purposely preserved in historical aerial photos (see below). Yet the site plan shows no wetland delineation lines or bald eagle nest radii.**

**Staff is very concerned about this area, especially since the applicant is proposing parking and a Phase 6 Building. Staff does not support the removal of this area for a building that cannot meet basic perimeter landscaping requirements and also creates large sod areas with no landscaping.** Staff will review plans in detail and coordinate further discussions.



26. **A community meeting will be required.** Staff will arrange details of community meeting.

***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 4-0.***

**Agenda Item #7: Cypress Street Office – SITE PLAN**

Cypress Street E – 114

Florida Engineering Group, Inc.

Bill Hockensmith of Florida Engineering Group; representative for the project, attended for discussion. The following items were reviewed and discussed:

**ENGINEERING**

1. **A demolition permit will be required for the proposed building demolition. Due to the age of the building ARHPB approval may be required – to be addressed by Planning.** Staff confirmed this building is not in the historic district.
  2. **Sheet C-5 – Site Geometry Plan:**
    - a. **Parking: 13 parking spaces are required with 8 being provided both on-site and adjacent street, but the additional 5 spaces needed are said to be provided on the adjacent church property. Will these be paved? They (a) need to be shown and (b) provide a permanent cross parking agreement/binding lot agreement for their perpetual use.** An off-site parking agreement is needed; staff will need to review the agreement before it's recorded.
13. **Streetlighting, both internally and on all street frontages, is required pursuant to City Code – dark skies lighting is required. Provide a photometric plan to be submitted for review by the Planning Department.** Applicant will provide verification of street lighting

for staff review.

- 15. 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 with Public Services Department, Solid Waste Division.** Applicant will comply by using garbage cans to be screened.

## **PLANNING**

- 18. Elevations: There appears to be a mistake with the elevations. The rear elevations ended up in the front facing Cypress Street with the front elevations facing the parking lot. The elevation with the majority of the glazing and articulated façade should be facing Cypress (see below).** Applicant understood.



- 20. A community meeting will be required.** Staff will arrange time with applicant and schedule this meeting.

***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 8: Tract 17 (Oakland Park Parcel 17) – SITE PLAN**

Tilden Oaks Trail - 999

J&J Building LLC

Kelly & Jerel Miller of J&J Building, LLC; representative for the project, attended for discussion. The following items were reviewed and discussed:

## **PLANNING**

7. **As discussed with the applicant, lots 521-523 shall be oriented towards Tilden Oaks Trail and have detached rear garages. Please submit the revised lot envelope plans for review.**  
Applicant revised the orientation of the garages and staff will review.
8. **Please specify proposed material of the bench pad (not either/or) with a detail or spec.**  
Applicant understood and will modify.
9. **Please submit a photometric lighting set for review.** No additional lighting proposed and planning to use the existing lighting on the site.
10. **Please submit irrigation plans for the stream and amenity areas.** Applicant understood that these plans would have to be submitted now under the site plan review.
11. **Per the tree removal and mitigation calculations, the applicant is required to pay into the tree fund for the required mitigation trees that cannot be relocated on site. Applicant shall submit a cost estimate to the City, detailing the proposed cost to furnish and install 33 canopy trees (min. 10' height, 3.5" caliper). City shall review the cost estimate and determine if it is acceptable. If so, an agreement will be drafted by the City, executed by the applicant, and then scheduled for City Commission approval.** Applicant will submit for review. The Applicant also requested/confirmed mitigation clarification on the trees that the City is looking for 10' tall trees, 3.5" caliper for the mitigation.

***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 9: Stoneybrook Place Senior Living – SITE PLAN**

Reaves Road – 12920 and 12921

Burkett Engineering

Sean Hickman of Burkett Engineering, Inc.; Clifford Alejos of Burkett Engineering, Inc.; and Kevin See of Leo Branch Group; representative for the project, attended for discussion. The following items were reviewed and discussed:

## **ENGINEERING**

5. **Sheet 10 – Paving, Grading & Drainage Plan:**
  - c. **Reaves Road shall be brought up to City Standard for the full project frontage.**  
Applicant noted that Reaves Road will need to be brought up to Orange County Standards first since it is in their jurisdiction. Staff informed that the road will eventually be under the City's jurisdiction. Applicant will keep the city informed of road improvements plans with Orange County.



**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 10: PAM Rehab Hospital Winter Garden – SITE PLAN**

Winter Garden Vineland Road – 541  
 Klima Weeks Civil Engineering, Inc.

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

**ENGINEERING**

- 3. **Sheet C300 – Site Geometry Plan:**
  - b. **Correspondence from the Design Engineer after plan submittal indicated the project will install turn lanes, etc. on Winter Garden/Vineland Road – that isn't shown. Provide updated traffic study for review by the Planning Department.** The Applicant will incorporate the turn lane in the revised submittal.
  - c. **Provide ADA sidewalk connection to intersection of Roper/WG-Vineland.** Applicant understood and will look at the connections.
- 4. **Sheet C500 – Utility Plan:**
  - a. **The plan shows a 15' wide Public Utility Easement on the north side of Roper. Is this existing or proposed? Provide all recorded easements prior to issuance of the C of O.** Applicant noted this is a proposed easement.
  - c. **According to the plans there will be (2) 2" potable meters and (1) 2" irrigation meter. Based on the above, the utility impact fees are as follows:**

<u>2" Irrigation meter</u>	<u>1 ea. @ \$8,688.00</u>	<u>=</u>	<u>\$8,688.00</u>
<u>2" Potable water meter</u>	<u>2 ea. @ \$8,688.00</u>	<u>=</u>	<u>\$17,376.00</u>
<u>Wastewater for 2" meter</u>	<u>2 ea. @ \$14,136.00</u>	<u>=</u>	<u>\$28,272.00</u>
	<u>TOTAL</u>	<u>=</u>	<u>\$54,336.00</u>

**(does not include connection/installation fee).** Applicant discussed reason for two potable water meters based on Florida Building Code for hospitals. The applicant requested to reduce to a one 2" meter? Staff will consider.

**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.**



**ADJOURNMENT**

There being no more business to discuss, the meeting was adjourned at 10:09 a.m. by Chairman/Community Development Director Steve Pash.

**ATTEST:**

**APPROVED:**

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*DRC Recording Secretary, Ellen King*

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*Chairman, Steve Pash*

**DISCUSSION ITEM ONLY**

**Agenda Item #11: 280 E Plant Street – PROJECT FEASIBILITY**

Plant Street E – 280  
DE Construction

Jason Martins of DE Construction; and Doug Eisinger of DE Construction; representative for the project, attended for discussion only.

**Agenda Item #12: 733 S Main Street Office - PROJECT FEASIBILITY**

Main Street S – 733  
The Sheehan Firm, P.C.

Tom Sheehan of the The Sheehan Firm, P.C. and Ryon Yemm; representative for the project, attended for discussion only.