



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
October 13, 2021**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, October 13, 2021 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 Assistant City Manager for Public Services Jon Williams.

Others: Dan Langley, Assistant City Attorney; Art Miller, City Engineering Consultant; Rob Heaviside, Senior Engineer; Kelly Carson, Urban Designer; Shane Friedman, Senior Planner; Jordan Kowalchik, Planner I and Colene Rivera, Recording Secretary.

ABSENT

Voting Members: Economic Development Director Tanja Gerhartz

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on September 29, 2021.

***Motion by Assistant City Manager for Public Services Williams to approve the above minutes.
Seconded by, Building Official Nemecek; the motion carried unanimously 4-0.***

DRC BUSINESS

Agenda Item #3: Zion Evangelical Church – SITE PLAN

16173 Marsh Road
American Civil Engineering Company

Thomas Skelton of American Civil Engineering Co. and Phillip McCain of Zion Lutheran Church; representatives for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING

4. Sheet C04 – Master Plan:

- a. **The City has allowed grass parking spaces on these types of uses with the drive aisle paved with asphalt or concrete. We recommend additional paved parking be provided – suggest the 10 spaces on the east side of the new church to be paved and provide easier access for handicap parking.** Applicants inquired about possibility of moving the parking spots and/or the handicap spaces to other area on the site? City staff stated to submit the proposed area and city staff will review.
- b. **As a condition of granting the lot split, the proposed easements shall be recorded. Provide recorded easements.** Applicants will submit recorded easement in their next revised submittal to the city. City staff also discussed some outstanding invoice fees related to the Lot Split aspect of this project. City staff stated these fees will need to be paid at time of next submittals. Applicants understood and will look into this matter.

7. Sheet C08 – Utility Plan:

- b. **Show size and location of the irrigation meter for the site – must be connected to reclaim line on Marsh Road.** This comment was discussed and the Landscape Architect was proposing types of plantings that may not have to include irrigation. City staff will review options for determination after submittal of landscape & irrigation plans.

16. 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. Internal sidewalks shall connect to the public sidewalks in the right-of-way per ADA. Applicant’s inquired about any cracked, damaged sidewalks prior to project start? City staff stated they would review and determine a plan.

22. Please provide a 5’ wide landscape buffer along the west property boundary abutting the retention area. Landscape Architect will get with city staff for sidebar meeting to discuss these details.

Motion by City Engineer Monahan to have the applicants revise and resubmit the site plan for another full DRC review cycle. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 4-0.

Agenda Item #4: Britt Business Center, Lot 15 – SITE PLAN

571 Susan B Britt Court
Empire Developers, LLC

Chris Sears of Empire Developers, LLC; representative for the project, attended for discussion. The following items were reviewed and discussed:

PLANNING

12. Elevations:

Applicant inquired about maximum height of front elevation per code? Applicant stated they have a 30’ height with a 15’ parapet for a 45’ height total. City staff will verify and get this information to applicant.

- b. **Is the warehouse space proposing any loading docks for the rollup doors?** City staff is requesting to see the details on the next submittal. Applicant understood.

16. **This property is zoned Industrial. Why do the floor plans show banquet rooms, food prep areas, workout rooms, etc.?** City staff inquired of what the proposed uses will be for this building.
17. **Note: Signs are permitted separately. All signage shall adhere to City Code Chapter 102 – Signs.** This is a general comment; signage package will be under a separate submittal in the future for city staff review. Signage will not be approved at this stage of project review. Applicant understood.

City staff discussed that there will be an agreement for the buffer area that Iliana and Kerri are working on with city staff for the buffer to be on their property.

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

Agenda Item #5: Sunshine Retail Center – SITE PLAN

14650 W Colonial Drive
Lam Civil Engineering, Inc.

Xionoli Lin, Quang Lam, Xineglang Chen of Lam Civil Engineering, Inc., John Schmid of Schmid Engineering and Allen Liung of Gveinlogic; representatives for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING

2. **General Requirements (note on plans):**
- e. **The use of Thermoplastic pipe shall meet all City material and installation requirements as specified in the City’s Standards & Specifications including Class I bedding, HP polypropylene pipe (not HDPE; N-12), laser profiling, installation per ASTM D2321, etc. (see under on-line forms on website).** City staff clarified that this a general comment to let the applicants know which type of storm pipe will be acceptable to the city standards. Applicants will comply.
5. **Sheet C1 – Master Plan:**
- a. **The location of the full access driveway shown on Orange West Boulevard will cut across an existing median that isn’t shown – show more detail on how this will take place including modifications to the existing median. Note that Orange West Boulevard is private and will require the Owners to approve (Orange West Utilities, Inc.).** Applicants inquired about Orange West Boulevard as a private road? City staff confirmed it is a private road. Developers will need to provide sidewalks along all the property roadways.
- b. **The Orange West Boulevard entrance is shown to be the full access for large semi-trucks and is insufficient for this use with a standard FDOT driveway curb cut. Minimum 50’ or larger radii will be required.** Applicants inquired about the 50 foot access apron instead of FDOT apron? City staff asked that applicant confirm with DOT for auto turn. Applicants are also going to need permission’s from property owner for

access of the island and driveway. Also discussed the median cut and driveway to shift to the south.

10. A traffic study will be required for review by the Planning Department due to the size of the project and the proposed access points. FDOT approval required on the SR 50 driveway.

Clarified that this is driveway access. Traffic Study will need to be submitted at this time for Site Plan approvals, etc.

PLANNING

22. Architecture

- a. An additional meeting with the architect and City Staff is needed to further discuss building design. Current renderings are more industrial in nature than the proposed commercial use.** City staff will set up an outside meeting with applicants and architect to discuss details and Highway 50 has an
- b. Four-sided, color elevations are required.** 11"x17" size would be acceptable.

23. Vehicular/ Pedestrian access

- a. Vehicular and pedestrian cross access must be provided to the property to the west. A stub out will need to be designed and implemented for future cross access.**

Clarification was given to location of cross access.

Discussion took place regarding storm pipe on Orange West Boulevard and applicants explained that there currently is not a storm water easement. City staff will need to look into this matter.

City staff gave the applicants the name of the property owner to address permissions and agreements for access easement.

Applicants discussed the rear buffer and asked for clarification of 25' landscape buffer instead of wall along with 25' retention pond area.

Discussion also occurred about a Community Meeting for this project and coordinating the details along with timing, etc.

Motion by City Engineer Monahan to have the applicants revise and resubmit the Site Plan for another full DRC review cycle. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 4-0.

Agenda Item #6: Crunch Fitness – SITE PLAN

14150 W Colonial Drive
PV-CR West Market, LLC

No representatives for the project were in attendance at this meeting. The planner for this project stated that the applicants wished to be tabled and placed on the next available DRC meeting. This item was tabled.

Agenda Item #7: Oxford Chase Lots 12-16, 19 & 20 – LOT SPLIT

Winkfield Court – 14853, 14859, 14871, 14877, 14879, 14895 & 14901
Mattamy Orlando LLC

No representatives for the project were in attendance at this meeting. This item will be tabled to the next available DRC meeting.

Agenda Item #8: Oakland Park Parcel 17 – CONSTRUCTION PLANS

Lake Brim Drive
Poulos & Bennett, LLC

Jerry Miller of J&J Building and David Kelly of Poulos & Bennett, LLC; representatives for the project. The following items were reviewed and discussed:

ENGINEERING

4. **Sheet C4.00 – Grading & Drainage Plan:**
 - a. **Portions of Lots 521 & 522 fall within the Town of Oakland limits. Provide status on Interlocal agreement (pre-plat condition).** Applicants stated the status on the Interlocal agreement is unknown to them. City staff stated that they are addressing and monitoring the agreement that is in process.
5. **Sheet C5.00- Utility Plan:**
 - a. **Lots 521, 522, 523 are in the city of Winter Garden and shall be connected to Winter Garden's Water system, not Oakland's. No interconnection between the two separate water systems will be allowed.** Applicant explained his concerns about having to extend the potable water lines to the front of the house. City staff will review and determine a plan for this concern.
6. **Sheet C5.00 – Utility Plan:**
 - a. **Removed these sheets – this project shall follow City of Winter Garden Standards & details.** City staff will review this comment.

PLANNING

20. **Please provide sidewalks along Kershaw Drive and one-way road connecting to the existing sidewalks and to the amenitized stream/ditch trail.** Applicants inquired about clarification on this comment. City staff is requiring sidewalk along the entire front of Kershaw Drive with connections to the sidewalks of the two side roads. Applicants stated that due to tree save efforts, this sidewalk will need to “meander”. City staff is good with this concept and would like applicants to provide details in their resubmittal.
22. **Provide a site plan for the amenitized stream/ditch including hardscape, landscape, bridge, amenities, etc.** Applicants asked to review this request on site and then provide a minor site plan at a later date. City staff were in agreement of this plan but needs to be approved before Final Plat. Applicants understood.
24. **As noted in the Environmental Assessment, the construction activities for this phase will need to be permitted by USFWS because the site is within 660 feet of an active bald eagles next. Please provide status of this permit.** Applicants stated that there is an active permit in the area but it did not include this parcel. Applicants will obtain a separate permit for this parcel. It is in process.
25. **Please provide photometric plans for the proposed street lighting.** Applicants will need to provide lighting on any street that do not currently have street lighting; no lighting in the alley way will be required. Applicants will need to provide a letter from Duke Energy stating street lighting will meet city requirements.

Chairman asked to discuss another project that has an on-going issue? There is a storm water pond that needs to be fixed. Asked where things stand with obtaining the St. John's Water Management permit? Applicants stated that it is actually is a DOT permit, gave an update on status of this permit and it is being addressed, so Engineer of the project can certify the work.

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

DISCUSSION ONLY

Agenda Item #9: 9th Street Commercial Development – PROJECT FEASIBILITY

851 9TH Street
Scott Holder

Scott Holder and Jim Fraser of Central Florida Engineering; representatives for the project, attended for discussion only.

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

Chairman, Steve Pash