



**CITY OF WINTER GARDEN  
DEVELOPMENT REVIEW COMMITTEE  
MINUTES  
NOVEMBER 8, 2023**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, November 8, 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; Shane Friedman, Planning Supervisor; Yvonne Conatser, Senior Planner; Amber McDonald, Planner I and Ellen King, Recording Secretary.

**ABSENT**

**Voting Members:** none

**APPROVAL OF MINUTES**

**Agenda Item #2:**

Approval of minutes from regular meeting held on October 11, 2023.

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

**DRC BUSINESS**

**Agenda Item #3: Stoneybrook Exchange – SITE PLAN APPROVAL**

Stoneybrook West Parkway  
Knight Engineering Services, Inc.

John Schmid of SBE 13, LLC; Tom Knight of Knight Engineering Services, Inc; and Mike

Kimmel of Knight Engineering Services, Inc; representatives for the project, attended for discussion. The following items were reviewed and discussed:

9:34 AM - Jim Monahan, City Engineer, arrived at the meeting.

**ENGINEERING COMMENTS**

- 5. **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 for the entire project frontage. Final plans shall detail all connections including fire protection, reuse water and domestic water supply. 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. 100% of the water/sewer impact fees shall be paid prior to site or building permit issuance or execution of FDEP permit applications by the City.** Applicant questioned reclaim water access? City staff stated a separate connection for the irrigation will be on site for connection.
- 6. **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. (1 ½” meters shown on Utility Plans – City only provides 1” or 2” meters). The plans currently show two 2” potable meters and eleven 1” potable meters. Show location and size of irrigation meter on Utility and Irrigation plans. Assuming (2) 2” potable meters and (11) 1” potable meters the following impact fees will be due (please verify):**

<u>2” Potable water meter</u>	<u>2 ea. @ \$8,688.00 = \$17,376.00</u>
<u>Wastewater for 2” meter</u>	<u>2 ea. @ \$14,136.00 = \$28,272.00</u>
<u>1” Potable water meter</u>	<u>11 ea. @ \$2,715.00 = \$29,865.00</u>
<u>Wastewater for 1” meters</u>	<u>11 ea. @ \$4,418.00 = \$48,598.00</u>
	<b><u>TOTAL = \$124,111.00</u></b>

**(does not include connection/installation fee or required irrigation meter).** Applicant understood this comment and will correct the count to (3) 2” potable water meters on the next revised submittal. Applicant questioned if payment will be requested for lift station impact fee? City Staff confirmed there will be impact fees charged for the lift station meter.

**PLANNING COMMENTS**

- 16. **Many of the following comments will need to be addressed in coordination with drafting a Developers Agreement (DA). The DA will speak to any shared costs and construction of the work in the right-of-way and on-site. A separate meeting is required.** Applicants requested a side bar meeting with City staff to discuss the Developers Agreement and road design requirements.
- 21. **Site Plan review still requires submittal of the proposed building elevations. This can just be digital submittals.** Applicants will submit digital building elevations as part of revised submittal.
- 24. **In earlier discussions regarding the landscape plan the idea was to have the understory tree requirement along the building frontage with the canopy trees placed on the**

**opposite side of the sidewalk where possible. Also, please move the sidewalk into an easement area instead of the right-of-way to provide more landscape space against the street and the ability to move trees to the street side of sidewalk.** This comment will be discussed at a side bar meeting, see items #16. Applicants will bring revised plans for discussion.

**27. Please provide a photometric plan of the site showing compliance with the City's Dark Sky requirements.** Applicant will provide.

### **FIRE SAFETY COMMENTS**

City staff requested applicants to reach out directly to the City Fire Inspector, Vicky Rutherford for clarification of Fire comments.

### **STANDARD GENERAL CONDITIONS**

**40. Fencing, shall meet all City requirements for height, type, etc. Chain link fencing, if used, shall be vinyl coated per Code.** The Applicant questioned if lift stations are usually fenced? City staff stated yes and need to show location on the revised plan 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 5-0.***

### **Agenda Item #4: Tucker Ranch Wellness Park – SITE PLAN APPROVAL**

Avalon Road - 100  
City of Winter Garden

Steve Pash of the City of Winer Garden; representative for the project, attended for discussion. There were no questions by the DRC members.

Applicant for project stated staff comments will be forwarded to the City Consultant for review.

***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 5-0.***

### **Agenda Item #5: Duppenthaler Properties; Winter Groves – FINAL PLAT**

Winter Garden Vineland Road – 731 & 3 more  
Pulte Home Company, LLC

Aaron Struckmeyer of Pulte Home Company, LLC; and Scott Grossman of McIntosh Associates, Inc; representatives for the project, attended for discussion. The following items were reviewed and discussed:

Applicants did not have any items for discussion specifically but stated they are in communications with the City Surveyor for clarification of his comments in the staff report. City staff stated the Applicants should submit the revised plans to Planning Department for the city to track revised project submittals. Applicants will forward revisions and Performance Bond to Planning for review. Applicants informed staff they are currently updating title work and making a revision to the Dedication as requested by the City Attorney.

***Motion by City Engineer Monahan to have the applicant revise and resubmit the Final Plat for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 5-0.***

**ADJOURNMENT**

There being no more business to discuss, the meeting was adjourned at 9:43 a.m. by Chairperson/Planning Director Kelly Carson.

**ATTEST:**

**APPROVED:**

/s/

/s/

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***DRC Recording Secretary, Ellen King***

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***Chairperson, Kelly Carson***

**DISCUSSION ITEM ONLY**

**Agenda Item #6: 570 & 590 E Crown Point Road Office – PROJECT FEASIBILITY**

Crown Point Road E – 570 & 590  
Four Two Nine Inc

Rob Mazur of Four Two Nine Inc; and Jeff Forrest of WPC; representatives for the project, attended for discussion only.