



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
January 22, 2020**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, January 22, 2020 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Chairman/Community Development Director Steve Pash called the meeting to order at 9:29 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: City Attorney Kurt Ardaman, City Engineering Consultant Art Miller, Senior Engineer Rob Heaviside, Senior Planner Shane Friedman, Planner I Soraya Karimi and Customer Service Representative Colene Rivera.

ABSENT

Voting Members: Economic Development Director Tanja Gerhartz

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on January 8, 2020.

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.

9:30 am Break in Meeting
9:31 am Meeting Resumed

DRC BUSINESS

With no applicants present for Agenda Item #3 at this time, Chairman announced that this project would be moved to end of agenda. This meeting will move on to Agenda Item #4.

Agenda Item #4: Duke Energy Winter Garden Operations Center Access – SITE PLAN

East Crown Point Road – 402

S&ME, Inc.

Terry McKloski of S&ME, Inc.; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

1. **The City's Transportation Consultant shall review and approve the updated traffic study dated 12/19/19 as well as the revised plans that were submitted.** Applicant indicated this review has been completed and approved. City staff stated at the time of the comments, this was not communicated to the Engineering Department. City staff confirmed that the traffic study is complete and approved.

Motion by City Engineer Monahan to approve the Minor Site Plan as shown. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 4-0.

City staff then explained to the applicant the next steps in the approval process. He will receive an approval letter in about one week and then a pre-con meeting can be set up with the Engineering Department.

9:33 am Break in Meeting

9:33 am Meeting Resumed

Agenda Item #5: People's Plaza – PRE-PLAT

Colonial Drive W – 12301

People's Plaza, LLC

Mitch Collins of Mitch Collins P.E., Inc.; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

5. **The minimum width for an easement within the City of Winter Garden is 30', with the facility centered within the easement. Easements having more than one pipe shall adhere to Section 110-203 of the City Code requiring easement widths based on the following: Minimum Easement Width = (2) x (Depth of Pipe) + (Pipe Diameter + 7'). Clarify easement widths for water, reclaim, and sanitary: Sheet C-1B calls out a proposed 30' wide easement (scales 20'); Sheet C-4 calls out a 20' wide easement.** Applicant stated that he would adjust the easement from 20 feet to 30 feet on the plans.

PLANNING

19. All surrounding properties will require cross access easements. Cross access easements are required for proposed lots within the property. Cross access was discussed and these will need to be along West Colonial Drive/ Hwy 50. Applicants will comply.

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

Agenda Item #6: Hampton Inn at People's Plaza – SITE PLAN

Colonial Drive W – 12301

People's Plaza, LLC

Mitch Collins of Mitch Collins, P.E. Inc. and Dale Parsons of People's Plaza, LLC; applicants for the project, were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

1. The Developer agreed at the 11/29/06 DRC Meeting to pay his one-half share of the improvements to Carter Road along the project's frontage, including, but not limited to, the following (which has now been reduced since FDOT installed the traffic signal):
 - a. A developer's agreement, drafted by the City Attorney, shall be prepared to allocate the Carter Road improvements' cost share, as well as further defining other commitments of the development including, but not limited to, easement requirements, etc. This aspect was discussed and the applicant's attorney is working on drafting a Developer's Agreement for the city's legal consultants to review.
2. Sheet D-1, Demolition: The relocation of the eastbound directional left turn into the property will require FDOT approval. The City has a permit to landscape, irrigate and maintain the medians in this area. What provisions are being made to adjust the landscaping, irrigation and brick pavement that this project will be responsible for? The details were discussed of the overlay to include on their plans. He explained that these details were included in the demo plan, site plan and landscaping plan on updates to the median. Applicant will verify that the city's specific requirements are included in their plans to match the requirements of the overlay.
3. Sheet C-1, Site Layout: Applicant explained that they are still waiting for response comments from FDOT on their driveway plans. Once this has been received, they will submit to City. Then these comments can be addressed. The placement of the cross access was discussed and was clarified that this comment is separate from Planning comment # 30.
 - a. In our experience, FDOT does not approve interior driveway connections, as shown for the SE parcel, this close to the main driveway entrance. Provide FDOT approval.
 - b. As mentioned above, the directional median cut relocation will require FDOT approval.
4. Sheet C-4, Water Utility Plan:

- b. Show Point of Supply for fire line with note stating that all work downstream of the POS shall be performed by a licensed fire sprinkler contractor. Applicant stated he would change to include this note.
- e. 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. According to the plans there will be (1) 2" potable meter, (1) 2" irrigation meter, and (1) 1" irrigation meter (confirm size of hotel irrigation meter). Based on the above, the utility impact fees are as follows (coordinate any existing credits with the Utility Billing Department and provide estimated meter sizes for the other parcels):

<u>1" Irrigation meter</u>	<u>1 ea. @ \$2,715.00</u>	<u>=</u>	<u>\$2,715.00</u>
<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>1 ea. @ \$8,688.00</u>	<u>=</u>	<u>\$8,688.00</u>
<u>Wastewater for 2" meter</u>	<u>1 ea. @ \$14,136.00</u>	<u>=</u>	<u>\$14,136.00</u>
	<u>TOTAL</u>	<u>=</u>	<u>\$34,227.00</u>

(does not include meters for future development sites or connection/installation fee)

City staff explained that applicant will need to determine meters for overall project including undeveloped parcels. These can be stubbed out and then installed during Building Permit process. Applicants will receive credits for existing meters on the site. Applicants inquired about meter sizes and city staff confirmed the smallest size would be 3/4" and there is not a 1 1/2" size. Applicants understood.

5. Sheet C-5, Sanitary Utility Plan:

- a. What food preparation will be performed in the hotel? Provide grease trap. Grease trap sizing shall be reviewed and approved by the Building Department. Applicants confirmed there will not be any food prep on site. The site will provide continental-style breakfast with prepackaged foods.
 - c. Staff is reviewing the condition of the 8" gravity sanitary on Carter Road to see if it needs to be replaced with this work. This 8" gravity sanitary line was discussed and the investigation was completed. City explained that on Carter Road a 90-degree bend was discovered in the current sanitary line. This is not acceptable and will need to be replaced with slight grade adjustment connecting the two ends as a straight line pipe.
8. Who will own and maintain the on-site sanitary system? With the easements proposed, it is assumed that the City will own and maintain the water and reclaim water mains that are within dedicated easements – please confirm. Applicant explained that they intend for the city to maintain the water and future reclaim water mains and then the sanitary lines be private. City staff stated this is acceptable but will need to be very clear on the plans what part of the sanitary system is private to be maintained by the property owner and what part is city owned. Applicants understood and will comply.
10. Tree removal shall adhere to the City's Tree Protection Ordinance – separate review, approval and permit is required. Coordinate with the Building Department (Steve Pash) on any tree removal and protection. Additional landscaping and tree replacement may be required with final plan. Pursuant to Code (Chapter 114-70), a tree survey will be required

with the preliminary plat submittal showing size and type of trees, trees that will be removed/saved, etc. meeting all Code provisions. The tree removal process was clarified and applicants understood.

11. 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. 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. It should also be noted that the buildings may require fire sprinklers subject to review by the Building and Fire Departments. The overall site was discussed for process of various lines, meters and rates.

18. All dumpsters shall be enclosed and shall provide 12' minimum inside clearance (each way inclusive of bollards), and access by solid waste vehicles. Coordinate additional requirements (compactors, etc.) with Public Services Department, Solid Waste Division. The 12' wide clearance of dumpster requirements were clarified and applicant will comply.

9:39 am Second applicant for this project joined meeting

PLANNING

26. Is the 12' wide paved section between the porte cochere and the landscape area to the south a one-way drive? Will it be marked? The one-way drive was discussed. Applicants will need to determine which direction and this will need to be clearly marked on the site. Applicants understood.

27. Per code, site furnishings (bench, bike racks, and trash receptacle) are required to be located adjacent to the main entrances of the building. Please provide. Applicants will include on elevation sheet.

28. What is proposed for the area labeled "proposed recreational court" on the east side of the pond? Applicants will need to better define the use of this court and label on the plans. Applicants will comply.

29. Is the tree that is located towards the northeast corner of the site (near the pond) proposed to be saved or removed? This was discussed and applicants will need to label for removal.

30. The cross access point to the east: This property to the east is anticipated to be going through Site Plan approval shortly, and upon further review, it seems like the cross access connection would be better shifted slightly north, as a continuation of the east/west drive that is already proposed to the south of the Hampton Inn. Please revise. Applicant thought this comment was same as Engineering comment #3. City staff clarified that this is separate location from Engineering comment. The location was determined and discussed. Applicants will make this adjustment on the revised plans.

PUBLIC SERVICES

31. Please have the applicant show ingress/egress access at all points of entrance to this and future sites as well as the dumpster enclosure via AutoTurn for Commercial FEL 33' x

8'.16". Please include a detail of the dumpster enclosure to ensure a 12'W x 12'D minimum inside clearance (each way excluding the offset for the bollards). This was discussed under Engineering comment #18.

FIRE

32. *Any commercial building over 6000 Sq. Ft shall be provided with a Fire Sprinkler System and a monitored Fire Alarm System. Lock Box shall be no higher than 7' from finish floor and shall be monitored by the Fire Alarm System or Burglar Alarm System.*

Applicants were asked to contact Fire Inspector for clarification on this comment. Her contact information was handed to applicants.

Applicants inquired about review and approval process? City staff explained which aspect of the project needs to be approved from the various boards and how to move forward with approvals to move the project along concurrently, etc. Pre-Plat goes to City's Planning and Zoning Board and Site Plan goes to City Commission Board. Final Plat will go before City Commission Board as well.

Applicants stated they have detailed cost estimate ready to submit to the Engineering Department. Applicants were asked to submit to planning as part of the overall project for engineering to review.

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 #7: Winter Garden Commerce Center Ph. 2 – CONSTRUCTION PLANS

Garden Commerce Parkway Applicant
Winter Garden Commerce Center, LLC

Scott Holder of Holder Investments and Katheryn Holder of Holder Investments; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

1. *If other than the PID approved uses, provide what is proposed on these two lots.* Applicant stated that at this time, he does not have a definite plan for uses other than potential RV & Boat storage on west side provided the road goes through the property.
2. *Street name shall be as existing – Garden Commerce Parkway (not Commerce Center Parkway).* Applicant will correct on plans.
4. *The existing temporary cul-de-sac shall be removed and constructed at the southern terminus of the property.* The temporary cul-de-sac on the site was discussed and explained from an emergency service stand point is required for vehicles to turn around. Applicant stated not knowing the plans for the property on the south, this cul-de-sac may not make sense. Applicant inquired if he could install a hammer head instead? City staff stated that

they would review this request and get back to applicant on this option. This would be discussed in a side bar meeting.

5. **The minimum roadway pavement width shall be 28' (24' shown) to match the existing width of Garden Commerce Parkway.** The required width of the road was discussed and clarified.
6. **Typical roadway section shall comply with City standards and include the following: Right-of-way width shall be 60 feet with minimum roadway pavement width of 28' as required by City Code (14' minimum each lane); 18" of clean fill with no more than 5% passing a #200 sieve required under the 12" thick stabilized subbase (LBR 40); 98% density required on all compaction; 2" minimum asphalt thickness; 10" minimum soil cement or crushed concrete base thickness (limerock shown); minimum 24" wide concrete curb and gutter required; minimum 5' wide concrete sidewalks required on both sides of street; minimum 10' wide drainage, utility and sidewalk easements required adjacent to all rights-of-way (show on typical sections). All construction shall meet City of Winter Garden requirements for drainage, roadways and utilities (see City Standard Details available online at cwgdn.com). If requested by the Developer, 1" of asphalt can be installed prior to C of C, and the second lift of 1" can be installed after building construction, if covered by a performance bond or letter of credit.** City staff stated that lime rock is not allowed and clarified that the sidewalks would be part of the building permit process. Applicant will not have to install sidewalks at time of the roadway construction. Applicant understood.
8. **Tree removal shall adhere to the City's Tree Protection Ordinance – separate review, approval and permit is required. As required by Code (Sec. 114-70), submittal of the Tree Removal Permit application is required with the preliminary plat submittal. Coordinate with the Building Department (Steve Pash) on any tree removal and protection. Additional landscaping and tree replacement may be required with final plan.** This is a standard condition.
9. **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.** Applicant inquired about timeline for City water, sewer and reuse line to this area? City staff stated that there is a connection along Ninth Street.
10. **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. Sanitary laterals, fittings, and pipes shall be SDR 26 per City standards. Use City Standard Detail Sheets for utilities and public works. Provide the proposed uses of the 2 lots and anticipated meter sizes for impact fee payment. When building plans are submitted, a true-up of fees will be calculated.** City staff explained that a Developer's Agreement would need to be created and impact fees would be determined, etc.
13. **Streetlighting both internally and on all street frontages is required pursuant to City Code – dark skies lighting is required. Streetlighting plan from Duke Energy shall be provided prior to the pre-con, once the plans are approved.** City staff explained that the lighting would need to be assessed as to current version and dark sky lighting is required per city code.

STANDARD GENERAL CONDITIONS

20. **No fill or runoff will be allowed to discharge onto adjacent properties; existing drainage patterns shall not be altered. The applicant should note that if approval is granted, the City of Winter Garden is not granting rights or easements for drainage from, or onto, property owned by others. Obtaining permission, easements or other approvals that may be required to drain onto private property is the Owner/Developer's responsibility. Should the flow of stormwater runoff from, or onto adjacent properties be unreasonable or cause problems, the City will not be responsible and any corrective measures required will be the responsibility of the Owner. Site construction shall adhere to the City of Winter Garden erosion and sediment control requirements as contained in Chapter 106 - Stormwater. If approval is granted by the City of Winter Garden, it does not waive any permits that may be required by federal, state, regional, county, municipal or other agencies that may have jurisdiction.** Applicant discussed water drainage concerns on this site as well as run off concerns on adjacent properties. City staff will evaluate this concern.
21. **After final plan approval, a preconstruction meeting will be required prior to any commencement of construction. The applicant shall provide an erosion control and street lighting plan at the preconstruction meeting and shall pay all engineering review and inspection fees prior to construction. Inspection fees in the amount of 2.25% of the cost of all site improvements shall be paid prior to issuance of the building permit.** Applicant inquired about a Developer's Agreement? This will be discussed in a side bar meeting.

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

Agenda Item #3: Pointon Realty new office – MINOR SITE PLAN

Main Street S – 751
Pointon Realty, Inc.

Geoff Pointon of Pointon Realty, Inc. and Daniel Farese of Transpasacon Inc.; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Applicants acknowledged receipt of staff report and did not have any specific comments he wished to further discuss at this meeting.

ENGINEERING

We recommend approval for the special exception, subject to approval by all other departments, and the following conditions and comments: City staff from the Engineering department wished to make a correction to the above statement that was in the staff report. It should have read “recommend approval of the *Site Plan*” not “special exception”. This was noted.

Motion by City Engineer Monahan to approve the Site Plan as shown. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 4-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:34 a.m. by Chairman/ Community Development Director Steve Pash.

APPROVED:

ATTEST:



Chairman, Steve Pash



DRC Recording Secretary, Colene Rivera