



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
February 19, 2020**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, February 19, 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 9:42 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, Assistant City Attorney Dan Langley, City Engineering Consultant Art Miller, Senior Engineer Rob Heaviside, Urban Designer Kelly Carson, 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 February 5, 2020.

Motion by City Engineer Monahan to approve the above minutes. Seconded by Building Official Nemecek; the motion carried unanimously 3-0.

DRC BUSINESS

Agenda Item #3: Tilden Road – PRELIMINARY PLAT APPROVAL

Tilden Road - 14908 & 14950

Dave Kelly of Poulos & Bennett, Ricky Diaz of MI Homes and John Laga of Laga Enterprises, LLC; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

3. Provide certified boundary & topographic survey. Tilden Road right-of-way is shown as 50' wide but measures 60' on OCPA website. Applicants stated this was submitted with the project but as a separate piece.
Per the PUD conditions of approval: Preliminary Plat and Final Plans shall provide additional boundary & topographic survey information for the site, including both sides of Tilden Road including existing streets/driveways, utilities, stormwater, flagged wetland lines, etc. A tree survey will be required at some point showing size and type of trees, etc. meeting all Code provisions. Refer to Section 110 of the City Code for subdivision plan requirements. City staff requested the boundary & topographic survey be submitted within the large set of revised plans. Applicants acknowledged.
6. Sheet C4.00 – Drainage & Utilities Plan: Applicants requested guidance for what the city staff was looking for in terms of reply and direction on these comments? City staff explained that these aspects need to be added to the plans and will be conditions of approval for the project. Applicants understood.
 - f. 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').
 - g. The proposed reclaimed water main is shaded back and not shown in the legend. This shall be shown to be constructed – 8" minimum diameter.
 - h. Water main shall be 8" minimum diameter and looped at cul-de-sacs per City Standard Detail.
 - i. A westbound left turn lane on Tilden Road will be required. Orange County approval required for any work in the Tilden Road right-of-way.
 - j. The environmental swales shall be within an easement to be maintained by the HOA. Provide typical section with next submittal.
 - k. All sanitary pipes and fittings shall be SDR 26 per City standards. Use City Standard Detail Sheets for utilities and public works.
 - l. If Thermoplastic pipe is used it shall meet all City material and installation requirements as specified in the City's Standards & Specifications including Class I bedding, HP polypropylene pipe (not N-12), laser profiling, installation per ASTM D2321, etc. (see under on-line forms on website).
14. The environmental report states that gopher tortoises are present on the site, and that sand skinks are highly possible and recommends a sand skink survey be performed. Provide approvals from FFWCC prior to construction that any species identified have been addressed. Applicants had an environmental study report that stated the sand skinks and gopher tortoises are not present in the northern section of this property. City staff understood and requested that applicants provide documentation of these details. Applicants will

comply.

23. **Direct vehicular access to Tilden Road will not be allowed – final plat shall dedicate access rights to the City.** The comment was clarified for the lots that back up to Tilden Road so as not to have double access.
25. **Easements will need to be vacated prior to final plan approval and platting.** This comment was discussed and clarified for final construction plans and plat. **Per the PUD approval: Prior to final construction plan and plat approval, documentation that the easements, agreements, and leases affecting the property have been accommodated, relocated or vacated.** Applicants understood.
29. **The Traffic Impact Analysis shall be updated (9/12/19) and reviewed by the City’s transportation consultant. Additional intersection improvements may be required including right-of-way dedications to accommodate additional (turn) lanes, etc.** Applicants will update.
30. **Drainage methodology and preliminary calculations shall be submitted with the next submittal. Potential adverse impacts to surrounding properties shall be avoided.** This comment was clarified. Applicants will need to create a tract owned and maintained by the HOA. The details of the collection system need to be on the plans. City will not allow a swale for drainage along the back of individual properties. Applicants understood and will have to modify their plans to accommodate this new direction.

Motion by City Engineer Monahan to have the applicants revise and resubmit the Preliminary Plat for another full DRC review cycle. Building Official Nemecek, seconded; the motion carried unanimously 3-0.

9:51 am Break in Meeting
9:52 am Meeting Resumed

Agenda Item #4: Royal Sky Plaza – FINAL PLAT

Colonial Drive W - 14811
Wilma Estate Developers

Amit Aggarwal of Wilma Estate Developers, Anuj Aggarwal of Wilma Estate Developers and Aron Bishman of Bishman Surveying; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

9:53 am Assistant City Manager for Public Services Williams joined the meeting

ENGINEERING COMMENTS

4. **The lot boundaries extend into the common area easements (i.e. pavement, stormwater pond, drainage, utilities, landscaping, etc.), that are to be maintained by the POA, and does not appear to be consistent with the Bylaws and Declaration.** The lot boundaries were discussed and city staff explained some concerns regarding the submitted plat. Applicants understand that the areas except for the building pads are common areas as a tract but were not certain how to exhibit this when the future building pad sizes are unknown at this time? It was determined that the applicants will need to submit an easement vacation request for this prior to approval of the Final Plat (for the portion of the easement that was granted to the

City with Brandy Creek). Applicants understood and will comply.

7. **Transfer of all common areas, tracts and easement to the POA and the City shall take place prior to, or with the final plat recording (via deed). Draft quit claim deeds have been provided to the City Attorney and City's Reviewing Surveyor for review.** There was discussion of pond, easement and lot encroachment. Applicants understand this needs to be addressed, clarified and cleaned up. City staff also requested that applicants need to better differentiate between existing easements and proposed easements being platted for this project. Applicants will comply.
9. **Performance Bond: The improvements are not completed (C of C not issued). A Performance bond or letter of credit in the amount of 120% of the cost of all incomplete improvements shall be provided to the City, based on the Design Engineer's certification and executed construction contract (final pay application). Performance Bond/LOC amount shall include cost of street lighting from Duke Energy (if not already paid or installed); street and regulatory signs, final lift of asphalt, required landscaping, walls, amenities, etc. City Attorney shall approve the form of the bond or letter of credit prior to final plat recording. Provide Design Engineer's certification of cost of any incomplete improvements and contractor's contract for the work. Final plat will not be forwarded to the City Commission for approval without performance bond (unless C of C has been issued).** Applicants explained that the current work being done on the project is around 50% completed. They understood that the remaining work will require a Performance Bond and needs to be submitted about 2 weeks out from Final Plat approval at City Commission. City staff was in agreement of this plan.

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

10:12 am Break in Meeting
10:13 am Meeting Resumed

Agenda Item #5: Palm Coast Collision – SITE PLAN APPROVAL

Carter Road - 945
Palm Coast Collision

Albert Flores of Albert Flores/ Joe Simmon PE and Tom Ramsammy of Palm Coast Collision; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Applicants wished to review each comment for questions, clarification and direction:

Pursuant to your request, we have reviewed the site plan stamped received by Planning on 1/13/2020 for compliance with the City's stormwater and site requirements. This plan proposes to construct one new industrial building of 17,337 s.f. with associated parking and infrastructure as an expansion to the existing facility adjacent to the north. This is the first review of this phase although the adjacent property was last reviewed and approved by DRC on May 5, 2017 and subsequently constructed. Applicant corrected the statement of construct one new industrial

building of 17,337 s.f. on the cover sheet to 34,674 s.f. due to a second floor and stated that this would be updated in the next submittal.

ENGINEERING COMMENTS

1. **No buffering is shown between this property and the property adjacent to the north. Unless a binding lot agreement is proposed and approved by the City Commission, a buffer will be required, as well as cross access and drainage easements.** Applicants will need to clarify and adjust binding lot errors on the various parcels involved in this project. Applicants understood.
2. **Plans shall be signed/sealed and dated pursuant to F.S. 471 and FAC Rule 61G-15. The electronic seal did not show the date.** This was clarified and applicants will need to provide sealed and dated plans for both electronic and hard copies. Applicants understood.
3. **General Requirements:**
 - d. **All Storm (>12") and Sanitary lines (>6") shall be inspected by CCTV prior to completion.** This will need to be addressed: Sanitary pipes shall be SDR 26; Storm & Sanitary lines inspected with camera to review joins, cracks, etc. Applicants understood.
4. **Sheet C-001 - Existing Conditions & Demo Plan:**
 - a. **Provide complete boundary & topographic survey of the site showing existing easements, etc.** This was discussed
 - b. **Show the ingress/egress easement that we believe is over the south 30' of the site.** Applicants will need to dimension it out for clarification.
7. **Sheet C-004 – Grading & Drainage Plan:**
 - f. **The existing ditch along Carter Road shall be piped.** Applicant will need to provide treatment, pipe the ditch, and provide calculations accounting for water runoff on this property.
9. **Screen and retaining walls will need a separate permit from Building Department.** This comment was clarified and is a general comment.
11. **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.** Applicants inquired if wall-pack lighting would be allowed? City staff stated as long as it is safe, meets code requirements and dark sky requirements, the city does not determine a specific type required. Applicants will need to meet with Duke Energy for street lighting and meet the city requirements for this aspect. Applicants understood.

PLANNING COMMENTS

16. **The survey, as well as the Orange County Property Appraiser map, is showing a legal description and address for only one parcel for this project. However, the site plan is showing the legal description and address for two parcels. The City has no record for a request to combine these lots. There was a binding lot agreement that was approved for the properties located at 917 & 933 Carter Road and recorded 05/16/2017. The property appraiser may have been given the wrong parcel IDs or combined the wrong lots. This will need to be remedied before any site plan approvals.** This was addressed under Engineering comment #1.

18. Sheet C-0003:

d. The 3D rendering of the front elevation is showing a canopy/portico coming directly behind the parking in the front. However, the site plan does not show this. The site plan must show this in order to measure the building setback. Applicants understood.

19. Elevations:

a. The north, south and east elevations are not showing any architectural features or color schemes to break up the wall. These very large continuous facades need to be broken up somehow. Applicants explained some architectural details they plan to incorporate into the building exterior design. Applicants were asked to include this information in the next submittal.

21. Outside storage will not be permitted at this location. Applicants stated there will be no outside storage

24. Does the applicant plan to keep the 9'x 9' metal shed in the northeast corner of the project? Applicants stated that this will be removed.

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.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:29 a.m. by Chairman/ Community Development Director Steve Pash.

APPROVED:

ATTEST:



Chairman, Steve Pash



DRC Recording Secretary, Colene Rivera