



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
June 24, 2020**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, June 24, 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 9:35 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, Economic Development Director Tanja Gerhartz and Assistant City Manager for Public Services Jon Williams.

Others: City Attorney Kurt Ardaman, Assistant City Attorney Dan Langley, City Engineering Consultant Art Miller, Urban Designer Kelly Carson, Senior Planner Shane Friedman, Planner I Soraya Karimi and Customer Service Representative Edlyn Gonzalez.

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on June 10, 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. (Economic Development Director Gerhartz not in attendance at this time.)

DRC BUSINESS

Agenda Item #3: Medina Residences – Lot Split

West Crown Point Road N - 1288
Iban Medina

Iban Medina, homeowner & applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

CITY SURVEYOR COMMENTS

9. **Please refer to attached memorandum dated June 19, 2020 for City Surveyor comments**
Applicant is in contact with City Surveyor for minor corrections prior to the next submittal.

Motion by City Engineer Monahan to have the applicant revise and resubmit for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 4-0. (Economic Development Director Gerhartz not in attendance at this time.)

Agenda Item #4: C-Life Church – Site Plan

Colonial Drive W - 12201
Four Star Homes

Frank O’Keefe and Sam Hamilton of Zev Cohen & Associates, Jay Hembree & John Hembree of Hembree Construction, Matt Rearden of Four Star Homes & Jon Rearden of C-Life Church Orlando; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

4. **Sheet C5 – Site Paving, Grading & Drainage:**
- c. **The existing ditch along the west side of the site is proposed to be piped with the People’s Plaza development and is currently under Orange County’s jurisdiction. County approval required; coordinate pipe connection with the People’s Plaza development.** Applicant is now working with Orange County for permitting.
 - e. **As stated in the soils report, the underlying clayey soils have poor permeability – the swale proposed along the SR 50 frontage will not be able to recover during the rainy season - address.** Applicant stated there is no storm water purpose for the swale rather to reduce the flow entering the right of way.
5. **Sheet C7 - Utility Plan:**
- b. **Show irrigation meter and size; the City provides only 1” or 2” meters, not 1.5”.** Applicant confirmed they will set up a meter for reclaimed water and verified with City Staff that the well on site is not permissible for use of irrigation.
 - d. **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 understands that the impact fees will need to be paid prior to execution of FDEP permits.
15. **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.

Applicant will submit details for dumpster requirements on the next submittal.

16. Please provide a stub-out for future cross access on the western property line and label as such. You will need to align stub-out with stub-out on People's Plaza Planned Commercial Development. Applicant confirmed that they will provide a stub-out and note this on the following submittal.

21. An irrigation plan is required. Note: Sheet index does show this as omitted for this submittal. Applicant will include the irrigation plan in the following submittal.

Applicant announced that they will also include color elevations with the next submittal.

Motion by City Engineer Monahan to have the applicants revise and resubmit for another full DRC review cycle. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 4-0. (Economic Development Director Gerhartz not in attendance at this time.)

Agenda Item #5: VyStar Credit Union – Site Plan

Colonial Drive W – 14130

VyStar Credit Union

Harry Newkirk of Newkirk Engineering Inc. & Nicholas Burden of NC Wealth Management; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

2. Sheet SU-1 – Boundary & Topographic Survey:

a. The survey shows this as Lot 5 of West Market, although the recorded plat shows this as Lot 4. Applicant will make the revision to show as Lot 4.

b. The boundary of the parcel as shown on the survey and site plan does not match the platted lot lines. Applicant will replat Lot 4 and resubmit.

3. HDPE pipe is being specified; 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, laser profiling, installation per ASTM D2321, etc. (see under on-line forms on website). Applicant stated that the only HDPE pipes will be roof drains.

4. Public Services Solid Waste Division shall approve dumpster location/alignment. All dumpsters shall be enclosed and shall provide 12' minimum inside clearance (each way inside of bollards and gate hardware). The trash enclosure detail provided will also be reviewed by the Planning Division. Applicant understands and will address this comment with the Architect.

6. All on-site utilities shall be privately owned and maintained. 100% of all required water and sewer impact fees shall be paid prior to City execution of FDEP permits or issuance of site or building permits. Meter sizes shall be provided for review by the Utilities Department for verification of impact fees at time of Building Permit application. Final plans will not be approved for construction until utility impact fees have been paid and FDEP permits or exemptions have been issued. Applicant will provide letter of exemption.

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. Two new water services are shown with a new sanitary lateral(s). Based on the plans showing a 1" potable water meter and a 1" irrigation meter, the impact fees are as follows:

<u>1" Potable water meter</u>	<u>1 ea. @ \$2,715.00</u>	<u>= \$2,715.00</u>
<u>Wastewater for 1" meter</u>	<u>1 ea. @ \$4,418.00</u>	<u>= \$4,418.00</u>
<u>1" Irrigation Meter</u>	<u>1 ea. @ \$2,715.00</u>	<u>= \$2,715.00</u>
<u>TOTAL</u>		<u>= \$9,848.00</u>

(Does not include connection/installation fee; check with Utility Billing to verify any pre-payments). Applicant received clarification from City Staff that payment for impact fees is due prior to pre-construction meeting with the exclusion of road impact fees which are due at time of building permit issuance.

12. Permits, modifications, or exemptions shall be provided from SJRWMD & FDOT for storm water and FDEP for water, wastewater and NPDES NOI. Applicant understands and will include permits with the resubmittal.
13. FDOT driveway permit is required. Applicant will submit an email notice from FDOT regarding permit exemption.

PLANNING COMMENTS

15. Please indicate the current lot lines on the site plan. Any new or proposed lot lines are currently not approved. A lot split or replat is required. Applicant inquired about keeping the site plan as is and adding around ten feet of landscaping around the building. City Staff advised that they will take a closer look at this with the next submittal.
17. Benches and trash receptacles are required at building entrances and should be indicated on the site plan. Applicant confirmed with City Staff that one 6ft bench at the front with a trash receptacle is suitable.

STANDARD GENERAL CONDITIONS

30. 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 verified with City Staff that a certified engineer estimate or site contractor estimate should be provided prior to the pre-construction meeting. City Staff noted that this comment also applies to landscaping and irrigation.

Motion by City Engineer Monahan to have the applicants revise and resubmit for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 4-0. (Economic Development Director Gerhartz not in attendance at this time.)

9:55am Economic Development Director Gerhartz joined meeting in progress.

Agenda Item #6: Winter Garden Boutique Hotel – Site Plan

Highland Avenue N – 8
Klima Weeks Civil Engineering, Inc.

Selby Weeks of Klima Weeks Civil Engineering, Pete Watzka of WGH Property, Michael Morrissey & Sam Walker of Morrissey Design Studio; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

3. Sheet C100 – Site Plan:

- a. **The sidewalks proposed on Highland and W. Plant are within the property and will require easements to be recorded prior to issuance of the certificate of occupancy.** Applicant will show proposed easements on the next submittal.
- b. **Provide footprint area in summary.** Applicant clarified that this comment refers to the gross area of the building.
- c. **Provide Autoturn plots for the roundelle for a single unit truck or bus as well as access to the Police Department parking lot.** Applicant clarified the intended use of the roundelle with City Staff and will address the requested plots as well as the Police Department parking lot access with the following submittal.

4. Sheet C200 – Demolition Plan:

- a. **Provide MOT and staging/laydown area plans. If only half of the Highland brick are removed, what will keep the remainder in place during construction?** Applicant inquired about an open cut on Bay Street in order to make a utility connection. City staff reiterated the requirement of MOT plans, resurfacing plans and delivery methods during construction. Applicant also confirmed that staging will still take place at the Police Department parking lot.
- c. **Provide written approvals from the Masonic Lodge concerning removal or relocation of their bollards, signs, etc. that were previously approved by the City.** City Staff will provide the applicant with the updated contact for the Masonic Lodge.

5. Sheets C400 – Grading & Drainage Plan:

- b. **The CDS unit proposed to provide stormwater treatment for this site is located in a modified curb inlet within the City's right-of-way. A Right-of-way Maintenance Agreement will be required for the maintenance of this unit by the hotel owner unless relocated within the property (see below R/W agreement also required).** Applicant asked for assistance with a standard draft for the agreement.
- c. **Provide drainage calculations, soil report (SHWT), etc.** City Staff will provide a spreadsheet to assist the applicant with calculations.

6. Sheet C500 – Utility Plan:

- c. **The plans show a 1" potable meter and 1" irrigation meter. We question the 1" potable meter size – provide more information concerning internal uses with flow calculations (i.e. number of seats in restaurant; laundry capability; retail uses; etc.)** Applicant agreed to provide details on this matter with the following submittal.

16. 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

