



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

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in virtual session on Wednesday, July 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 9:31 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: Assistant City Attorney Dan Langley, City Engineering Consultant Art Miller, Urban Designer Kelly Carson, Senior Planner Shane Friedman, IT Director Chad Morrill and Customer Service Representative Edlyn Gonzalez.

ABSENT

Voting Members: Economic Development Director Tanja Gerhartz

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on July 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.

DRC BUSINESS

Agenda Item #3: Firestone Complete Auto Care – SITE PLAN APPROVAL

Colonial Drive W – 14170
Upham, Inc.

Roger Strcula; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

2. **Sheet C-4 – Site Layout Plan:**

b. **Revise the dumpster dimensions. 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 will also be reviewed by the Planning Division.** City Staff clarified the interior dumpster dimensions to be a 12ft by 12ft opening that is free of obstructions.

3. **Sheet C-6 – Site Utility Plan:**

c. **The plan calls out a wet tap of the existing 12” water main on SR 50, with a 6” fire line to the building. A DDCV (shown on C-8) will be required which the City would prefer not to be located in this area. Is a 6” fire line required and can it be moved to the rear of the building where there is an existing 4” fire stub?**

Applicant is waiting on confirmation for the required size of the fire line. Applicant also inquired about having the fire line to the rear of the building running under the slab. City Staff will discuss with the Fire Inspector and the applicant was provided the City’s Fire Inspector contact information.

7. **No trees may be planted over or within 5 feet of any utility lines. Only sod or shrubs may be planted over utility lines.** Applicant verified that this comment refers to City utilities only.

8. **On-site lighting and along street frontages will be required pursuant to City Code, meeting dark skies requirements; provide a photometric plan for Planning Department review. Lighting fixtures shall be uniform for the entire shopping center.** Applicant clarified with City Staff that the existing lighting on SR50 is sufficient.

10. **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 understood and acknowledged.

PLANNING COMMENTS

15. **Sheet L-1: There is missing landscaping around the building perimeter. Please follow City of Winter Garden Code of Ordinances Chapter 118, Article X for landscaping requirements.** City Staff will take a closer look at the west side of the building for landscaping requirements. Applicant is to shift the building back five feet in order to meet the landscaping requirement in the front.

16. **Note: Planning and zoning has received an application for a PCD amendment to allow automotive care. The PCD amendment will have to be approved by the City Commission prior to Site Plan approval.** Approval pending the August 13th and 27th City Commission meetings.

PUBLIC SERVICES COMMENTS

18. **Public Services is concerned with the point of access to the dumpster, consider relocation to a more suitable location. Please have the applicant include a detail for the dumpster**

enclosure to ensure a 12'W x 12'D minimum inside clearance (each way excluding the offset for the bollards). City Staff recommends moving the dumpster a few feet to the north, allowing room for dump trucks without intruding the adjacent parking spaces.

FIRE SAFETY COMMENTS

21. Fire Department Connections shall be a minimum of 40 ft. off the building. Fire Hydrants shall be no more than 150 ft. away from Fire Dept. Connections. Both FDC's and hydrants shall be on the same side of the road or driveway. FDC's shall be stand alone off the backflow. Applicant was provided with the Fire Inspector contact.
23. Where Point of Service is established by the engineer of record, a CD in PDF format shall be required to be submitted to the building department for fire permitting purposes by licensed underground contractors with a Class V license. Applicant was provided with the Fire Inspector contact.

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: Cedar Bay Veterinary Hospital – SITE PLAN APPROVAL

Story Road E – 32

Hv Re Holdings LLC

Holly Valentine, Darcy Unroe, and Susan Allen; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

12. No dumpster is shown. All dumpsters, shall be enclosed and shall provide 12' minimum inside clearance each way. Verify with Public Services Solid Waste Division that they have approved the solid waste disposal if residential style containers will be used.

Applicant would like to keep a residential concept and City Staff approved a 95 gallon waste container.

PLANNING COMMENTS

17. Site Plan (Sheet C1)

- b. The front porch is considered part of the building—the building must be set back from the front property line by 40'. Staff will support a front porch variance request. City Staff clarified that there is a separate Variance application required as soon as possible & that it may be submitted at the same time as the Site Plan Approval. Applicant understands that the Variance will be presented to the Planning & Zoning Board and the Site Plan will be presented to the City Commission Board.
- c. Cross access is required between this lot and the adjacent properties on all sides. This is to ensure that in the event the adjacent properties are built out, a road connection may be made. A cross access easement will be required. Cross access is a code requirement and a separate meeting will be scheduled to discuss this requirement with the applicant.

- f. Please reduce the driveway radius to make it more pedestrian friendly.
Applicant will move forward with an Urban Flare.

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

Agenda Item #5: Oakland Park, Parcel 17 – Preliminary Plat Approval

Lake Brim Drive

Poulos & Bennett, LLC

David Kelly and Michael Morrissey; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING

3. **Sheet C3.00 – Site Plan:**

- c. The private Alley “A” terminates as a dead end with no provision for emergency vehicles or solid waste trucks to turn around. Approval from the Fire Department & Public Services – Solid Waste Division required. Applicant will contact the City’s Fire Inspector for guidance.

4. **Sheet C4.00 – Drainage & Utilities Plan:**

- a. The sanitary main shown on the west side of Lot 4 needs a typical section showing the existing ditch/creek in relation to the gravity sanitary. The existing temporary drainage easement and the proposed utility easement overlap in this area. City Staff has concerns with the lack of space on Lot 4. Applicant stated that they will have an internal discussion to decide if Lot 4 will become open space and they will inform City Staff of their decision at a later date.
- b. There is a note on Kershaw Drive (near Alley “A”) about constructing and connecting to a doghouse sanitary manhole but nothing is shown (?). Applicant would like to discuss this comment offline in further detail with City Staff.
- c. The boundary and notes for Lots 8, 9 & 10 abutting the platted Tract 16 (stormwater pond) needs to be better defined (i.e. “2’ off back of curb/10’ from top of bank” is not acceptable). City Staff advised that Tract 16 needs to be tied to the platted tract boundary.
- e. Any environmental swales shall be within an easement or tract to be maintained by the HOA. Applicant currently does not have plans for environmental swales. City Staff will take a closer look at this and discuss with applicant at a later date.
- h. Written approval from utility providers, prior to final plat approval, shall be obtained to ensure they have sufficient area within the reduced right-of-way/easement for the installation and maintenance of their facilities (electrical power, gas, cable, telephone, etc.). Applicant understands that written approval is required from all applicable utility companies agreeing to reduce utility easements.
- i. A 10’ wide drainage, utility & sidewalk encroachment easement is required adjacent to all rights-of-way. City Staff will approve smaller easements upon submittal of exemption/approval letters.

5. **Sheet C5.00 – Typical Sections:**

- c. Section “D” – Lane “A” shows parking on one side. Provide a raised curb with minimum 12” gutter on the lot (parking) side of the inverted crown section and 12” ribbon curb on the other side. Applicant understood and acknowledged.
- 6. Walls and landscaping shall be located within a landscape and wall tract, to be maintained by the HOA. Any screen walls or retaining walls shall require a separate permit from the Building Department (as noted). Applicant understood and acknowledged.
- 10. Typical Section: Right-of-way width shall be a minimum of 50 feet with minimum roadway pavement width of 24’ as required by City Code (12’ minimum each lane); 16’ minimum lane width for any divided portion (additional width may be required if parking is allowed); 18” of clean fill with no more than 5% passing a #200 sieve required under the 12” thick stabilized subbase; 98% density required on all compaction; 2” minimum asphalt thickness; 10” minimum soil cement or crushed concrete base thickness; minimum 24” wide concrete curb and gutter required (or Miami curb); 5’ wide concrete sidewalks required on both sides of street; minimum 10’ wide drainage, utility and sidewalk encroachment easements required adjacent to all rights-of-way. All construction shall meet City of Winter Garden requirements for drainage, roadways and utilities (see City Standard Details available on-line 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 home construction, if covered by a performance bond or letter of credit. Applicant confirmed that they will continue to utilize city standard pavement structure.
- 20. Minimum 5’ wide concrete sidewalks shall be constructed along all street frontages pursuant to City Code. Existing sidewalks, curbs, & pavement will be checked at completion and any damaged sections shall be replaced prior to issuance of the C of C. Sidewalk to be added to Kershaw.

PLANNING COMMENTS

- 25. We will need lot envelope plans for each lot submitted with the pre-plat. It is currently unclear the orientation of the homes, garages, porches, etc.
 - a. Additionally, lot numbers should continue with the rest of Oakland Park. Applicant verified that lot numbers will utilize Winter Garden numbering scheme.
- 26. Page C2.10
 - b. The PUD Development Standards lists setbacks and separations for T4 but not for T4-R. Since all of Parcel 17 is in T4-R, please provide setbacks for this zone. Applicant will hold a separate meeting with City Staff to discuss in further detail.

Motion by City Engineer Monahan to have the applicants revise and resubmit the Preliminary Plat 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 10:16 a.m. by Chairman/Community Development Director Steve Pash.

APPROVED:

ATTEST:

/S/

Chairman, Steve Pash

/S/

DRC Recording Secretary, Edlyn Gonzalez