



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

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session virtually on Wednesday, August 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 9:30 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Chairman/Community Development Director Steve Pash, Building Official Skip Nemecek, and Assistant City Manager for Public Services Jon Williams and Senior Engineer Rob Heaviside on behalf of City Engineer Jim Monahan

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

ABSENT

Voting Members: City Engineer Jim Monahan, Economic Development Director Tanja Gerhartz

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on August 5, 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: Foundation Academy Ph.2 – Site Plan Approval

Tilden Road – 15304
Denham Engineering LLC

Brian Denham of Denham Engineering and David Buckles of Foundation Academy; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

1. **There is a 20' wide drainage easement shown on the west side of the City's future pond tract that references ORB 10711, page 3950, but it isn't shown on that document. Please provide the easement (instrument) that is shown on the plans as it isn't shown on what we have (Sheet 6A). Response states this easement is to be abandoned and the Owner will provide documentation when available.** Applicant confirmed that a new survey has been prepared and this callout will be removed on revised plans.
2. **Repeat comment: Sheet 7C (drainage) shows a 12" outfall pipe connecting to a proposed inlet by Orange County. Where does this outfall ultimately end up? The County project is not anticipated to begin construction until 2022-23. Previous reviews of this site indicated it was in a closed basin and required total retention of the 100 year, 24 hour storm event. Orange County approval will be required for any work, including drainage connection, in the Tilden Road Right-of-way. Provide approvals from Orange County/CFX/SJRWMD as appropriate.** Applicant understands and will provide the appropriate approval letters.
5. **Sheet 9B (utility plan) shows removal of the existing 8" water main currently shown on the City's future pond property and replacing it with a 10" water main along the east side of the City's property. Will this require a permanent utility easement or temporary construction easement as it's very close to the property line and sidewalk? Other than the removal of the 8" water main, no other work is shown on the City's property and no other work is authorized. Per the response, provide the temporary construction easement (TCE) for City approval prior to final plan approval.** Applicant will consult with Surveyor and City Attorney regarding the TCE.

PLANNING COMMENTS

15. **The master plan is showing a 5' sidewalk along Tilden Road, directly north of the retention pond, however in the applicant's response-to-comments letter they state they will not be constructing the sidewalk referring to the past DRC meeting comments. The minutes from the past DRC, dated November 6, 2019, stated the applicant understands their responsibility to build the sidewalk per the Developer's Agreement. The applicant will not have to construct along the commercial property as discussed until future development. Please revise.** City Staff will walk the site with the applicant once more to further discuss the sidewalk prior to resubmittal.

Motion by Senior Engineer Rob Heaviside to have the applicants revise and resubmit the Site Plan for staff review only. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 4-0.

Agenda Item #4: C-Life Church – Site plan Approval

Colonial Drive W – 12201
Four Star Homes

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

ENGINEERING COMMENTS

2. General Requirements (as noted):

d. All Storm (>12”) and Sanitary lines (>6”) shall be inspected by CCTV prior to completion. Applicant clarified that this inspection requirement includes all private improvements.

4. Sheet C7 - Utility Plan:

c. 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 confirmed with City Staff that the impact fees are fully paid at this time.

PLANNING COMMENTS

14. The photometric plan should’ve been done to the property line, especially the residential property to the north. The foot candles cannot exceed 1.0 at the property line. Applicant is working on revising the photometric plan to be resubmitted.

Motion by Senior Engineer Rob Heaviside to have the applicants revise and resubmit the Site Plan for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 4-0.

9:50 am Break in Meeting
9:56 am Meeting Resumed

Agenda Item #5: Lizzi Warehouse – Site Plan Approval

Business Park Blvd – 776
Universal Development & Const. Inc.

Scott Holder of Universal Development & Const. Inc.; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

2. Design Engineer has provided drainage certification to the City showing that the requirements of the original SJRWMD permit have been met: Maximum impervious coverage cannot exceed 80%, excluding the retention easement. Permit modification from SJRWMD shall be provided prior to site permit approval. City Staff reiterated that approval letters are required and applicant acknowledged.

4. Sheet C2 – Site Grading Plan:

a. Thermoplastic pipe is shown on the plan. 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 HDPE; N12), laser profiling, installation per ASTM D2321, etc. (see under on-line forms on website). ADS N12 is still called out on the plan and shall be revised per the above. Applicant will be provided with engineering comments in order to address this item.

PLANNING COMMENTS

15. **Repeat comment: Please provide four-sided color elevations.** City Staff reiterated that color elevations are still needed and applicant acknowledged.

Motion by Senior Engineer Rob Heaviside to have the applicants revise and resubmit the Site Plan for staff review only. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 4-0.

Agenda Item #6: Royal Sky Plaza – Site Plan Approval

Colonial Drive W – 14811

Wilma Estate Developer, LLC

Jeff Banker of Highland Engineering and Anuj Aggarwal of Wilma Estate Developer; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

4. **All utilities shall conform to Chapter 78 of the City Code. Impact fees will be required for any utility connections and shall be paid prior to issuance of building permit and City execution of FDEP permit applications. 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. 100% of all required water, irrigation and sewer impact fees shall be paid prior to City execution of FDEP permits and issuance of site or building permits.**

The following utility impact fees have been paid for the overall development. If meter sizes are changed then a true-up will be required. According to the approved plans there will be (5) 1” potable meters, (1) 1” irrigation meter. Based on the above, the utility impact fees are as follows:

<u>1” Irrigation meter</u>	<u>1 ea. @ \$2,715.00 =</u>	<u>\$2,715.00</u>
<u>1” Potable water meter</u>	<u>5 ea. @ \$2,715.00 =</u>	<u>\$13,575.00</u>
<u>Wastewater for 1” meter</u>	<u>5 ea. @ \$4,418.00 =</u>	<u>\$22,090.00</u>
	<u>TOTAL =</u>	<u>\$38,380.00</u>

(Does not include connection/installation fee; verify fees with Utility Billing and Building Dept.) Applicant clarified that the impact fees have been paid and there are no meter size changes.

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 development.** Applicant will resubmit the on-site lighting and photometric plans from phase 1 approval as it is sufficient per City Staff and applicant will also confirm lighting on SR50.

11. **Permit modification, or exemption shall be provided from SJRWMD for stormwater.** Applicant will submit the permit modification letter.

STANDARD GENERAL CONDITIONS

20. **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 (minimum site inspection fee is \$500.00). Applicant clarified fees with City Staff. Building permits will have their own associated fees.

Motion by Senior Engineer Rob Heaviside to have the applicants revise and resubmit the Site Plan for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 4-0.

Agenda Item #7: Car VIPS Orlando – Special Exception Permit

Colonial Drive W – 12822

YNS LLC

Abdul Arzouni of Metrowest Property Management and Farid Tawill of Tawill Engineering; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

Applicant made a general inquiry about engineering comments to verify if they are to be implemented in the new construction plans with the new site plan; City Staff acknowledged that is correct.

ENGINEERING COMMENTS

1. **The Planning Department shall review and approve proposed uses/zoning, setbacks, parking, landscaping, buffering, lighting, and signage requirements, including any SR 50 overlay requirements.** Applicant advised that an email was sent regarding a 5ft landscaping buffer at the front in order to discuss requirements for final site plan.

Motion by Senior Engineer Rob Heaviside to approve the Special Exception Permit & place it on the next available Planning & Zoning Board Agenda, provided the applicant resubmits revised plans addressing all City Staff conditions to the Planning & Zoning Department within 3 days following this meeting. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 4-0.

Agenda Item #8: Tilden Road PUD – Construction Plans

Tilden Road – 14908 & 14950

Laga Enterprises LLC

John Laga of Laga Enterprises, Darin Lockwood of Poulos and Bennett, and Ricardo Diaz of MI Homes; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

2. **Drainage & Wastewater Plan & Water, Reclaimed Water Plan:**
 - f. **Provide a cross section for the proposed 25' wide drainage easement on Lot 41 in relation to the adjacent lift station, per the following: Easements 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'). The lift station location and depth also needs to be taken into account.

Applicant acknowledged and will submit the requested details.

4. Any areas developed within the 100 year flood plain shall be compensated for; LOMR with FEMA is required for any development within the 100 year flood zone and shall be applied for prior to final plat approval. Response states that the site is not within the 100 year flood plain, although some areas may be adjacent to it and may be subject to flood insurance by their mortgage or homeowner's insurance company. Any lots receiving notice of flood insurance after platting or home construction, shall be provided proof, either by LOMA/LOMR/Elevation Certificate, that their lot is not subject to flood insurance. This condition shall survive development of the property by the developer. Applicant confirmed that they are not impacting the flood zone.
5. As requested, plans showing a permanent generator per City requirements have been submitted and will be reviewed and commented on separately by the Public Services Utilities Division. Per City Staff a 20 hp or 30 hp pump is required.

Motion by Senior Engineer Rob Heaviside to have the applicants revise and resubmit the Construction Plans for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 4-0.

Agenda Item #9: 30 N Park – Construction Plans

Park Avenue N – 30

30 N. Park, LLC

Brian Denham of Denham Engineering, Vernon Priest of Florida Entitlement & Land Development and Joe Hoffer of Cynergreen Development; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

3. Sheet C301 – Dimension Plan:
 - c. All sidewalks shall be 5' minimum width – 4' shown in front. City Staff confirmed that sidewalks need to be consistent with the PD.
 - d. The sidewalk connection to the West Orange Trail, and any other work in its right-of-way, will require approval from Orange County Parks & Rec and possibly FDEP. Applicant will work with the appropriate dept. on this matter.
4. Sheet C401 – Drainage Plan:
 - b. Work is shown within the West Orange Trail right-of-way (fill in existing swale; storm pipe; etc.) which will require approval from Orange County Parks & Rec and possibly FDEP as noted above. Applicant will work with the appropriate dept. on this matter.
 - c. Storm Structure 15 is called out as a “Dry Bottom Storm Vault” with design and building permit “by others”. Provide details including cross section of vault, piping and retaining wall with next submittal. Applicant agreed to submit a cross section for review and further guidance from City Staff.
 - d. The storm vault and pond retaining walls are very close to the relocated 18” force main & 12” reclaim main and don’t provide sufficient room for access and maintenance. Per applicant’s request, City Staff will provide guidance on this matter

upon review of new detailed plans for review.

6. **Sheet C601 – Utility Plan:**

- a. **Fire & Building Departments will need to review for fire protection, fire hydrants, etc. Fire sprinklers will be required as shown.** Applicant is already working with Fire & Building departments on this matter.

PLANNING COMMENTS

25. **Landscape Plan**

Applicant advised there will be revisions to the landscaping plans based on drainage & will address all landscaping comments at that time.

- c. **Entrance gate/columns: As mentioned during the rezoning review, Staff has concerns about the scale of the columns, the “faux gate” feature, and the design being consistent with the townhome architecture. An offline meeting is needed to discuss these items in detail.** A separate meeting will be scheduled to discuss these details.

Motion by Senior Engineer Rob Heaviside 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 #10: Morgan Street Office – Retail Complex – PCD Rezoning

Morgan Street W – 35, 41 & Vineland Road – 965, 981, 995

Florida Engineering Group, Inc.

Gregory Crawford of Florida Engineering Group, applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

6. **Provide traffic study – see Planning Department comments.** City Staff confirmed no traffic study will be required.
9. **Street lighting, both internally and on all street frontages, is required pursuant to City Code – dark skies lighting is required. A photometric plan shall be provided for review by the Planning Department.** Applicant clarified that this comment refers to street frontage along Morgan St. and Vineland Rd. & City Staff explained that internal lighting needs to meet dark skies requirements.

PLANNING COMMENTS

18. **A community meeting is required.** Applicant received clarification that this meeting will be scheduled by City Staff once they are comfortable with the Site Plan and prior to submittal for the Planning & Zoning Board and City Commission.
19. **In general, what was submitted is not sufficient to constitute a complete PCD rezoning package. In addition to the concept site plan, we require the following plans & information submitted for review:**
- a. **Concept landscape plan identifying the trees, tree types, shrub/groundcover areas, sod areas, etc. This needs to be prepared by a licensed landscape architect. Landscaping shall adhere to the requirements of Chapter 118, Article X, Division 3. – Landscape Design Standards. Trees along both Morgan Street and Vineland Road should be provided. Note: Irrigation plans are not required until Site Plan**

Approval. Irrigation system shall utilize reclaimed water and include a building-mounted weather station. Applicant will consult with landscaping architect on this matter.

20. **Please provide more details about how the property will be buffered from the adjacent residential properties. Typically a combination of heavier landscaping (10' min.) and an opaque fence is provided.** Applicant inquired about a 6 foot vinyl fence. City Staff will consider this upon review of the proposal and advised that a heavier landscape buffer is typical and may still be required.
21. **Please reduce the radii of the driveways to reduce vehicular speeds and make the street more pedestrian friendly.** Applicant inquired if reducing the radius down to 20ft. would be sufficient. City Staff approved.
22. **Provisions for cross access connection & easement needs to be provided on the north side of the property for future connection if/when that property is ever redeveloped.** Applicant verified that providing strictly the easement is sufficient at this time.
23. **A low (30-36" high) decorative knee wall should be provided along Morgan Street to screen the proposed parking lot. I would recommend moving the sidewalk closer to Morgan Street and moving the landscape area in front of the parking stalls, and placing the wall in this area along with trees, shrubs, etc.** Applicant verified with City Staff that an easement will be required if the sidewalk will be within the property.

Motion by Senior Engineer Rob Heaviside to have the applicants revise and resubmit the Planned Commercial Development for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 4-0.

10:30 am Break in Meeting
10:34 am Meeting Resumed

Agenda Item #11: Central Parc at Winter Garden – PCD Rezoning

Dillard Street S – 855 & 955
Bravo Engineering, LLC

Amit Pandey, Mark Gerenger of Winter Garden Development Partners and Chris Bravo of Bravo Engineering; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

PLANNING COMMENTS

24. **A community meeting is required. Staff will coordinate with applicant on scheduling this at the earliest date possible, given recent circumstances.** Applicant suggested they have open availability to accommodate for City Staff's earliest convenience.
25. **Note: The final engineering plans will be required to incorporate the 100% design drawings for the new Dillard Street redesign. Toole Engineering will review the set at that time.** Applicant agreed to update the plans accordingly.
26. **Please submit a revised TIA that is consistent with the current layout and uses. Our Traffic reviewer still needs to approve it. RTC indicates one was submitted, but I was unable to locate it.** Electronic copy received by City Staff on this meeting date, August 19, 2020.
27. **What was previously labeled as a lawn with underground exfiltration is now labeled as a**

dry pond. This does not sound like an attractive “front yard” feature for the townhomes. How deep will it be? Will it actually be usable for recreation? Applicant is working with internal staff to ensure that this area is dry and suitable for recreational space.

Motion by Senior Engineer Rob Heaviside to have the applicants revise and resubmit the Planned Commercial Development for Staff Review Only. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 4-0.

10:37 am Break in Meeting
10:39 am Meeting Resumed

Agenda Item #12: Residence at Oxford Chase (Lots 12-16, 19, 20) – Lot Split

Winkfield Court - 14853, 14859, 14879, 14871, 14877, 14895, 14901
Mattamy Orlando, LLC

Brooks Tolbert of Mattamy Orlando; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

- 3. Based on the scope and number of lots involved and the other lot splits/combinations requested (Lots 66 – 71), it is our opinion that this should be subject to a replat of the subdivision, not as a lot split or combination.** City Staff agreed to move forward with Lot Splits upon submittal of all supporting documents & information requested from the applicant in the legal comment letter that was provided.

Motion by Senior Engineer Rob Heaviside to have the applicants revise and resubmit the Lot Splits for another full DRC review cycle. Building Official Nemecek, seconded; the motion carried unanimously 4-0.

Agenda Item #13: Residence at Oxford Chase (Lots 66-71) – Lot Split

Oxford Chase Drive - 716, 722, 728, 734, 740, 746
Mattamy Orlando, LLC

Brooks Tolbert of Mattamy Orlando; applicant for the project was in attendance for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

- 3. Based on the scope and number of lots involved and the other lot splits/combinations requested (Lots 12-16, 19, 20), it is our opinion that this should be subject to a replat of the subdivision, not as a lot split or combination.** City Staff agreed to move forward with Lot Splits upon submittal of all supporting documents & information requested from the applicant in the legal comment letter that was provided.

Motion by Senior Engineer Rob Heaviside to have the applicants revise and resubmit the Lot Splits 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 10:42 a.m. by Chairman/ Community Development Director Steve Pash.

APPROVED:

ATTEST:

/S/

Chairman, Steve Pash

/S/

DRC Recording Secretary, Edlyn Gonzalez