



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
September 9, 2020**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, September 9, 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 and Assistant City Manager for Public Services Jon Williams.

Others: City Engineering Consultant Art Miller, Senior Plans Examiner Jim Appoloney, Senior Planner Shane Friedman and Customer Service Representative Edlyn Gonzalez.

ABSENT

Voting Members: Building Official Skip Nemecek, Economic Development Director Tanja Gerhartz

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on September 2, 2020.

Motion by City Engineer Jim Monahan to approve the above minutes. Seconded by Assistant City Manager for Public Services Williams; the motion carried unanimously 3-0.

DRC BUSINESS

Agenda Item #3: Habitat for Humanity – Preliminary Plat

Center Street – 275

West Orange Habitat for Humanity

Marilyn Hattaway, Alberto Herran, & Kenny Ermann of West Orange Habitat; John Terrell & Jason Wilkinson of Whiting Turner; Chad Morr and Josh Weatherhead; applicants for the project were in attendance for discussion. The following items were reviewed and discussed:

City staff confirmed with applicant that engineering comments (underlined below) have been addressed. See attached revised Engineering review memo dated 9/8/2020.

ENGINEERING

1. **The 20' access easement that is shown shall also include an easement for drainage and utilities.**
2. **The 10' wide utility easement along Center Street shall also include easements for drainage and sidewalk.**
3. **Revise all signature blocks showing 2019 to 2020. Verify Notary certification is Seminole County, not Orange.**

Motion by City Engineer Monahan to approve the Preliminary Plat & place it on the next available Planning & Zoning Board Agenda. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 3-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 9:35 a.m. by Chairman/Community Development Director Steve Pash.

APPROVED:

ATTEST:

/S/

Chairman, Steve Pash

/S/

DRC Recording Secretary, Edlyn Gonzalez

CITY OF WINTER GARDEN

Engineering Department

(407) 656-4111 - FAX (407) 877-2363

MEMORANDUM

TO: STEVE PASH, COMMUNITY DEVELOPMENT DIRECTOR
KELLY CARSON, URBAN DESIGNER
FROM: JIM MONAHAN, PE – CITY ENGINEER
ROB HEAVISIDE, PE – SENIOR ENGINEER
ARTHUR R. MILLER, III, PE, PLS - CITY ENGINEERING CONSULTANT
DATE: SEPTEMBER 8, 2020
SUBJECT: 275 CENTER STREET – REVIEW OF REVISED PRELIMINARY PLAT
HABITAT FOR HUMANITY SUBDIVISION

Pursuant to your request, we have reviewed the revised preliminary plat received by Planning on 9/03/20 for compliance with the City's stormwater and site requirements. This plan proposes four single-family lots on four parcels being created by the land subdivision for Habitat for Humanity. Since this review is preliminary, our comments are limited to the information submitted and do not address detailed review of the drainage, roadway and utility systems that were not submitted. This was submitted in response to our comments of 8/31/20.

ENGINEERING COMMENTS/CONDITIONS

We recommend approval subject to approval by all other departments, and the following conditions and comments:

1. Planning Department shall review and comment on parking count, setbacks, landscaping, buffering, lighting and signage, platting, and RNC-2 Zoning requirements.
2. Planning Department shall review for compliance with Code at time of building permit submittal, including any conditions of approval for variances.
3. 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.
4. Utility and drainage plans have not been provided. All utility services shall be installed per City Standards and Detail Sheets for utilities and public works.
5. 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 domestic water supply and reuse water. 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.
6. 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.
7. Permits or exemptions may be required from SJRWMD and FDEP for water and sewer and FDEP NPDES NOI as may be applicable.

8. Any screen walls or retaining walls shall require a separate permit from the Building Department.
9. Streetlighting on all street frontages is required pursuant to City Code – dark skies lighting is required.
10. An engineered site plan meeting all City Code requirements shall be submitted for review and approval by City Staff and City Commission prior to commencement of any construction.

STANDARD GENERAL CONDITIONS

11. All construction shall conform to City of Winter Garden Standards, Specifications and Ordinances.
12. The City of Winter Garden will inspect private site improvements only to the extent that they connect to City owned/maintained systems (roadways, drainage, utilities, etc.). It is the responsibility of the Owner and Design Engineer to ensure that privately owned and maintained systems are constructed to the intended specifications. The City is not responsible for the operation and maintenance of privately owned systems, to include, but not be limited to, roadways, parking lots, drainage, stormwater ponds or on-site utilities.
13. 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.
14. The Owner and Contractor are responsible for meeting all provisions of ADA and Florida Accessibility Code, including accessible route sidewalks that will connect to public sidewalks.
15. The Contractor is responsible for the notification, location and protection of all utilities that may exist within the project limits.
16. Approval by the City Commission (site plan) will be required prior to issuance of site or building permit(s).
17. 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 site or building permit.
18. Additional comments may be generated at subsequent reviews. Please review this information and contact our office with any questions. Thank you.

END OF MEMORANDUM

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