



**CITY OF WINTER GARDEN  
DEVELOPMENT REVIEW COMMITTEE  
MINUTES  
November 9, 2022**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, November 9, 2022 in the City Hall Commission Chambers.

**Agenda Item #1: CALL TO ORDER**

Chairman/Planning Director Kelly Carson called the meeting to order at 9:30 a.m. The roll was called and a quorum was declared present.

**PRESENT**

**Voting Members:** Chairman/Planning Director Kelly Carson, City Engineer Jim Monahan, Building Official Skip Nemecek, Assistant City Manager for Public Services Steve Pash, and City Engineering Consultant Art Miller on behalf of City Manager, Jon C. Williams.

**Others:** Shane Friedman, Senior Planner; Amber McDonald, Planner I and Ellen King, Recording Secretary.

**ABSENT**

**Voting Members:** Economic Development Director Tanja Gerhartz

**Others:** City Attorney Dan Langley; and Senior Engineer Rob Heaviside

**APPROVAL OF MINUTES**

**Agenda Item #2:**

Approval of minutes from regular meeting held on October 26, 2022.

***Motion by City Engineering Consultant Miller, to approve the above minutes.  
Seconded by Building Official Nemecek; the motion carried unanimously 5-0.***

**DRC BUSINESS**

**Agenda Item #3: Stoneybrook Place Senior Living - SITE PLAN APPROVAL**

Reaves Road – 12920 & 12921  
Burkett Engineering

Sean Hickman of Burkett Engineering, Inc.; Kevin See of Leo Brown; and Katy Bojack of Schweizer Bojack L.A.; representatives for the project, attended for discussion. The following items were reviewed and discussed:

### **ENGINEERING**

#### **3. Sheet 8 – Utility Plan:**

**b. Revised plans show a 2" potable meter and a 1.5" irrigation meter. City only provide 1" or 2" meters – not 1.5". 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.** Applicant will change the 1.5" irrigation meter to a 2".

#### **4. Sheets 9 & 10 – Off-site Force Main:**

**a. All force main off-site shall be 6". Many callouts show 4" and is labeled WM.** Applicant stated that all will be 6", it was mislabeled as 4".

**d. Wet tap tapping valve shall be abandoned in horizontal position – add plug valve at connection.** Applicant will add this information.

At the end of the discussion items, staff inquired if there is a *generator for the site, that the City requires a generator for City lift stations. Also, health care facilities are required to have a dual domestic water feed.* The Applicant stated that there is a generator for the site and make sure it is large enough for a lift station. Also, the Applicant will make sure a dual water feed is shown on the plans.

### **PLANNING**

#### **18. Landscape:**

##### **a. Tree Removal / Retention:**

**i. There are a number of additional trees proposed to be removed that were shown as saved in the PUD. Please amend the grading and hardscape plans to save these trees.** Discussion was held. Staff will contact Orange County regarding their direction with applicant of sidewalk location. Retaining wall or tree well was suggested by applicant to try to save certain trees. Applicant to provide a comparison of what the PUD showed and what the current site plan shows to discuss with Staff.

**ii. Please provide a breakdown of total non-invasive trees over 12" DBH to be removed so we can calculate if the mitigation requirements are being met.** Applicant will add the table from the PUD, show plantings on the plan, and show a typical detail with a 15'-20' swath.

**20. A conservation easement shall be placed over the vegetated buffer area on the north side of the site. As many of the existing listed ferns as possible shall be maintained on site.**

**Please submit a copy of the easement document for City review.** Applicant understood that the conservation easement must be recorded prior to scheduling for City Commission approval.

**23. Please provide a gopher tortoise survey and details about how they will be mitigated.**

Applicant has had this done, and it shows no existing gopher tortoises.

***Motion by City Engineer Monahan to have the application revise and resubmit the site plan for another full DRC review cycle. City Engineering Consultant Miller, seconded; the motion carried unanimously 5-0.***

**Agenda Item #4: Thomas Residence - SITE PLAN APPROVAL**

Main Street S - 733

Ryon Yemm

Tom Sheehan of The Sheehan Firm, P.C.; and Ryon Yemm of The Sheehan Firm, P.C.; representatives for the project, attended for discussion. The following items were reviewed and discussed:

The applicant stated that they are working on getting in their landscape design.

**ENGINEERING**

8. **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. Gravity sanitary laterals, pipes & fittings shall be SDR 26 per City standards. Use City Standard Detail Sheets for utilities and public works. All on-site utilities shall be privately owned and maintained. Based on the plans, the utility impact fees are as follows:**

<b><u>3/4" Irrigation Meter</u></b>	<b><u>1 ea. @ \$1,086.00</u></b>	<b><u>= \$1,086.00</u></b>
	<b><u>TOTAL</u></b>	<b><u>= \$1,086.00</u></b>

**(does not include connection/installation fee or installation of new meters for existing connections.)** The applicant does not expect to have irrigation for the site since it is a tiny lot; they will either hand water or use sprinklers. Staff agreed as long as they can ensure that the plants survive the initial two year establishment period. If the trees die, it would fall under code enforcement action.

**PLANNING**

16. **Per City Code Sec. 118-488, the proposed office use in the R-NC zoning district will require a Special Exception permit. A community meeting will be required before the item can go before the Planning & Zoning Board for approval.**

**Staff notes that a Special Exception Permit application has been submitted for review.**

The Applicant questioned when the Special Exception would go before the board? Staff proposed December or January for the Planning & Zoning Board meeting.

19. **REPEAT COMMENT: The existing driveway pinches down to only 7' width, which is too narrow for a commercial use. This will need to be widened for adequate vehicular accessibility. It is understood that the existing carport would limit the ability to widen the driveway beyond 12', but it should be noted that the code requires min. 16' driveway width for commercial uses.** The Applicant stated that previously the driveway width of 12' instead of 16' was discussed and it was acceptable because they will not have

delivery trucks. Staff will look at new plan submittals showing 12' driveway width.

**23. Note: If any site lighting is proposed, a photometric plan for site lighting will be required. Site must comply with City Code dark skies requirements - Code Section 118-1536(k)** Applicant to submit light specification cut sheets for review of what fixture is to be used.

***Motion by Assistant City Manager for Public Works Pash to have the applicant revise and resubmit the site plan for another full DRC review cycle. Building Official Nemecek, seconded; the motion carried unanimously 5-0.***

**Agenda Item #5: Golden Pond Phase II ALF – FINAL PLAT**

Lakeview Road – 450 (fka 1001 W Plant Street)

Jenelle Schmidli

Postponed to a date uncertain, applicant was a no-show.

**ADJOURNMENT**

There being no more business to discuss, the meeting was adjourned at 9:55 a.m. by Chairman/Planning Director Kelly Carson.

**ATTEST:**

**APPROVED:**

/s/

/s/

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***DRC Recording Secretary, Ellen King***

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***Chairperson, Kelly Carson***