



**CITY OF WINTER GARDEN  
DEVELOPMENT REVIEW COMMITTEE  
MINUTES  
April 27, 2022**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, April 27, 2022 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, City Engineer Jim Monahan, Building Official Skip Nemecek and City Engineering Consultant, Art Miller on behalf of City Manager, Jon C. Williams.

**Others:** City Attorney, Kurt Ardaman; Kelly Carson, Urban Designer; Shane Friedman, Senior Planner; Jordan Kowalchik, Planner I and Colene Rivera, Recording Secretary.

**ABSENT**

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

**APPROVAL OF MINUTES**

**Agenda Item #2:**

Approval of minutes from regular meeting held on April 13, 2022.

***Motion by City Engineering Consultant Miller, to approve the above minutes.  
Seconded by Building Official Nemecek; the motion carried unanimously 4-0.***

**DRC BUSINESS**

**Agenda Item #3: Vineland Office Remodel – MINOR SITE PLAN**

Vineland Road - 1010  
Florida Engineering Group, Inc.

Bill Hockensmith of Florida Engineering Group, Inc. and Franco Scala of F&J Developers; representatives for the project, attended for discussion. The following items were

reviewed and discussed:

## **ENGINEERING**

4. **Drainage: Provide a paving, grading and drainage plan showing existing drainage pattern and proposed drainage (i.e. existing and proposed grades, etc.). Off-site drainage shall be accommodated. The swale along Morgan Street shall be improved and will require a culvert at the driveway. No fill or runoff will be allowed to discharge onto adjacent properties; existing drainage patterns shall not be altered.** Concerns regarding the ditch and drainage pipe on this site were discussed. City staff stated that applicants will need to provide a Topographic Survey for this property. Once this has been submitted, the drainage concerns can be discussed further on site.
7. **Streetlighting, both internally and on all street frontages, is required pursuant to City Code if not existing – dark skies lighting is required. A photometric plan shall be provided for review by the Planning Department.** Applicants inquired about street lighting for project and reminded staff this was addressed during Special Exception process.

***Motion by City Engineer Monahan to have the application revise and resubmit the site plan for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 4-0.***

## **Agenda Item #4: Westside Station – SITE PLAN**

Colonial Drive W - 12623

A Civil Design Group LLC

Darand Williams and Sharon Williams of The Exchange Place and Richard Materssa of A Civil Design Group; representatives for the project, attended for discussion. The following items were reviewed and discussed:

Applicant pointed out the descriptive paragraph for this project had an error in the total square footage of the proposed building. "This plan proposes a total of 13,990 of one-story office/retail buildings" It should be 10, 000 square foot total for buildings.

## **ENGINEERING**

3. **General Requirements (as noted on plans):**
  - f. **If Thermoplastic pipe is used 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 or N-12), laser profiling, installation per ASTM D2321, etc. (see under on-line forms on website).**  
Applicants stated they will not be using HDPE and will add as a note on the plans.
8. **All utilities to the site shall be underground per Code (Section 18-33) including telephone, electric and cable, etc. 100% of all required water and sewer impact fees shall be paid prior to City execution of FDEP permits and issuance of site or building permits. 1 ½" water meters are still shown – the City only supplies 1" or 2" meters.**

**Based on the meters shown, impact fees shall be (confirm all meter sizes):**

**1" Potable water meter (assumed) 1 ea. @ \$2,715.00 = \$2,715.00**

**Wastewater for 1" meter 1 ea. @ \$4,418.00 = \$4,418.00**

**2" Potable water meter (assumed) 1 ea. @ \$8,688.00 = \$8,688.00**

**Wastewater for 2" meter 1 ea. @ \$14,136.00 = \$14,136.00**

**1" Irrigation meter (existing) 2 ea. @ \$0.00 = \$0.00**

**TOTAL = \$29,957.00**

**(does not include connection/installation fees; coordinate with Utility Billing for possible credits)**

Applicants will review calculations and determine 1" or 2" pipe options for this project.

**14. All dumpsters shall be enclosed and shall provide 12' minimum inside clearance (each way inside of bollards and gate hardware). Determination of specific solid waste collection requirements shall be made by the Public Services Solid Waste Division (dumpster location will require backing into future road).** TBD; city staff will discuss with Assistant Public Services Director Fasano for clarification.

**15. Permits, modifications, or exemptions from SJRWMD (ERP modification), FDOT, and FDEP (water, wastewater and NPDES) are required prior to site plan approval.** Applicants will provide these details.

## **PLANNING**

**16. A community meeting is required. Staff will coordinate with applicant to schedule, following the determination of the Development Review Committee.** Applicants inquired about timing for scheduling this meeting? City staff stated they will need this project's traffic methodology and review prior to being able to schedule this meeting. Applicants understood.

**17. Please provide information on proposed tenant mix. Tenant mix will impact required parking. See Sec. 118, Article VIII for parking requirements. It appears the site is being over-developed and there will not be enough parking for the proposed square footage. The outdoor patio/seating area may need to be removed. This will be determined with the proposed uses.** Applicants discussed proposed uses of brewery/ restaurants and city staff reviewed seating and parking requirements, etc. It was determined applicants will remove seating patio area from the plans and restrict seating for tenants per code/ parking requirements, etc.

9: 47 am Building Official Nemecek left the meeting

### **19. Landscape**

**e. Buildings require a 10' wide landscape buffer, which may include a 5' wide sidewalk. The plantings appear to have been removed from Buildings B & C.** Landscaping requirements verses various concerns against building glass were discussed. City staff made some suggestions and applicants will propose alternate options for city staff to review.

### **21. Vehicular/Pedestrian Access**

a. **Vehicular and pedestrian cross access must be provided to the property to the west.**

i. **This area should be a cross access easement.** Staff will review this comment and get back to applicants.

**BUILDING**

Sheet 6 and Sheet 13 of the plan submittal had a discrepancy. Please use Sheet 6 details for this project. Applicants understood.

***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 3-0. (Building Official Nemecek was not in attendance for this vote)***

**Agenda Item #5: 9<sup>th</sup> Street Commercial Development – SITE PLAN**

9<sup>th</sup> Street - 851

Scott Holder

Scott Holder of 9<sup>th</sup> Street, LLC and Jim Fraser of Center Florida Engineering; representatives for the project, attended for discussion. The following items were reviewed and discussed:

Applicants inquired about site distance determination for Site Plan submittals? City staff stated that 25' x25' triangle would be the standard. Applicants will comply.

**ENGINEERING**

3. **Permits, modifications or exemptions shall be provided from SJRWMD for stormwater and FDEP for water, wastewater and NPDES NOI as may be appropriate.** Applicants will address.

6. **Sheet C-3 – Site/Utility Plan:**

b. **Resolve the existing driveway and overhead utility line encroachments (southern boundary) with the adjoining property owner.** Applicant discussed several issue regarding neighboring property and concerns about cross easement and driveway areas. City staff explained this is private matter between applicant and neighboring property owner.

d. **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. The plans currently show a 1" potable meter – please confirm. Assuming a 1" potable meter and 1" irrigation meter the following impact fees will be due:**

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

**(does not include connection/installation fee)**

Applicants will review their calculations and make a determination of size of pipe.

- 8. **No dumpster is shown. All dumpsters shall be enclosed and shall provide 12' minimum inside clearance (each way inside of bollards or gate hardware), and access by solid waste vehicles. Coordinate additional requirements with Public Services Department, Solid Waste Division.** City staff reminded applicant that the zoning for this property is C-2 and could include restaurant use if desired. Applicants will assess uses and determine if dumpster and grease traps are needed. City staff advised applicant to coordinate with Public Services Director Fasano. Applicants will comply.
- 11. **Site lighting will be required as well as street lighting on all street frontages if not existing; all lighting shall meet dark skies requirements per City Code. Provide photometric plan for Planning Department review.**

**PLANNING**

- 14. **A community meeting is required.** City staff explained they will be the ones to coordinate this meeting.
- 17. **Stormwater facilities must adhere to Sec. 118-1527, especially subsection (d) in regards to the design and required planting of the retention pond. Sections of the pond along the frontage of 9th Street shall be designed with curvilinear edges rather than as a straight "box." The embankments should be planted with one tree per 50 linear feet and these trees do not satisfy both the pond and side landscape buffer – the requirements must be individually met. The retention pond shall be designed and utilized as a site amenity along the frontage (at a minimum).** City staff clarified this comment and applicant understood.
- 21. **Please provide a Traffic Impact Analysis methodology for review.** Applicants questioned need for traffic methodology based on traffic impact and proposed uses? City staff will review and make a determination on this aspect.

**STANDARD GENERAL CONDITIONS**

- 28. **Fencing, shall meet all City requirements for height, type, etc. Chain link fencing, if used, shall be vinyl coated per Code.** Fencing was discussed around the pond area. City would prefer no fencing around the area and chain fencing is not allowed

***Motion by City Engineer Monahan to have the applicants revise and resubmit the site plan for a full DRC review cycle. City Engineering Consultant Miller, seconded; the motion carried unanimously 3-0. (Building Official Nemecek was not in attendance during this vote.)***

**ADJOURNMENT**

There being no more business to discuss, the meeting was adjourned at 10:21 a.m. by Chairman/Community Development Director Steve Pash.

**ATTEST:**

**APPROVED:**

/S/

/S/

**DRC Recording Secretary, Colene Rivera**

**Chairman, Steve Pash**