



## CITY OF WINTER PARK Development Review Committee

**Regular Meeting  
City Hall First Floor, Chase Room**

**July 21, 2015  
11:00 a.m.**

### MINUTES

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The meeting was called to order at 11:10 a.m. in the Chase Room on the first floor of City Hall. Staff Present: City Attorney Larry Brown and Assistant City Attorney Thu Pham; Assistant City Manager Michelle Del Valle Neuner; Planning & Community Development Director Dori Stone; Planning Manager Jeffrey Briggs; Assistant Public Works Director Don Marcotte; Director of Building George Wiggins; Electric Utility Director Jerry Warren; Parks and Recreation Director John Holland; Water/Wastewater Utility Director David Zusi; Fire Marshall Scott Donovan; Traffic Engineer Wayne "Butch" Margraf, Assistant Utility Director Phil Daniels; Code Compliance Section Chief Sylvia Hawkins; and Recording Secretary Lisa Smith.

Also Present: Jason Roberts American Land Ventures; Land Planner Javier Omana. David Stokes, Civil Engineer; Rachel Cardello, Architect, and Kim Booker, Attorney.

Dori Stone explained that the Ravaudage developer and American Land Ventures have submitted the preliminary plan for an eight-story, 268-unit building located within Block G, within the block bounded by Morgan Lane, Glendon Parkway, Benjamin Avenue and Lewis Drive.

Jeff Briggs explained that today's process will follow that of Orange County for DRC review. He said that input is received from each department represented, but action is made by the 5 voting members established by the City Commission.

Kim Booker explained that this plan has a smaller footprint than what was previously approved. She said that they are requesting to relocate the project to for better pedestrian maneuverability within the project.

The meeting was open to receive comments from City staff.

Dori Stone, Director, and Jeff Briggs, Planning Manager, Planning

1. A phase 2 plan has never been received or reviewed by the City. It was noted that this falls outside of the Phase 1 plan that was approved by Orange County.
2. Ravaudage DO requires a minimum unit size of 750 square feet. The plans submitted depicts 550 square feet which is a variance to the 750 square feet approved in the DO. This detail needs to be clarified by the applicant. (If the applicant is seeking waiver of this requirement in the DO, this will require city commission review and approval).
3. DRC staff needs to see plan specs to the infrastructure improvements for the off-site water, sanitary sewer, storm water and electric utilities and timeline of when these improvements will be made and by whom, in order to know that necessary infrastructure can be available for this project.
4. The applicant needs to include in the development notes the method for compliance with the affordable housing based on the DO requirements.
5. DRC staff needs to see a full Phase 2 plan for, at a minimum this quadrant of the development. At present, all the City has are plans for the 8 story building in the middle of a portion of the project for

which the City has not been presented any development plans to provide context and and how it will look from the 17/92 frontage.

6. DRC staff requests the calculations for recreational space based on the 2.5 acres of recreational land needed for each 1,000 residents and if on-site recreational space is short then and where it will be made up off-site. The applicant is instructed to plan this phase to include park land, as park land outside this Phase will not be usable by the residents of this project for whom it is intended to serve.
7. The exterior street facing sides of the parking garage are required to comply with the City's parking garage design guidelines.
8. DRC staff is assessing whether this project represents a substantial change requiring modification of the DO by the City Commission.

Don Marcotte, Assistant Director, Public Works

1. Traffic Engineering –
  - a. The project will be required to comply with the City's bike parking ordinance.
2. Storm Water Retention and Drainage–
  - a. If this project is constructed, the applicant will be required to capture the storm water from the temporary storm water treatment located in the parking lot and take it to the pond.
  - b. Clarify storm water stub-outs for this phase.
  - c. Clarify who is responsible for what concerning road construction.
  - d. Establish an NPDS Inspector for the development.
  - e. St. Johns permit modification is required.

George Wiggins, Director, Building Department

1. All roads will be constructed in conjunction with the completion of the building and prior to issuing CO's.
2. The project will need to comply with the Florida Threshold Building Law.
3. The project is required to comply with the Fair Housing Standards.
4. At the time of building permit application, the applicant is required to provide a construction management plan detailing where equipment and materials will be stored, how the site will be accessed during construction, and a time schedule for construction.
5. Identification of the building by address and unit number for access for police and fire emergencies.
6. Any project signage must comply with the City's sign ordinance.
7. The applicant will need to coordinate a meeting with the City's Fire Marshall and Commercial Plans Reviewer prior to submission of final construction documents.
8. The project lighting is required to comply with the City's lighting ordinance.

David Zusi, Director, Utilities

1. His office has seen no plans for the collection and distribution system for sanitary sewer flowing to the proposed master lift station. Same comment for off-site water system upgrades to provide adequate fire flow.
2. The developer has not committed to provide the site for the master lift station.
3. This project cannot flow into the existing sewer collection system as those pipes are at or beyond capacity.

Jerry Warren, Director, Electric Utilities

1. The Developer must coordinate with the Electric Utilities Engineer the placement of transformers within the development.

Scott Donovan, Fire Marshall, Fire

1. Hydrant flow calculations must be provided for the building for the Building permit.

Considerable discussion ensued amongst all parties in further discussion of the topics raised.

Public comment was requested. No appeared to speak. Public portion closed.

**Motion made by Dori Stone, seconded by Jeff Briggs to table the request.** The applicant was advised to continue to revise plans to show modifications to the development plans that have been discussed at the 8/21/2015 DRC meeting per the notations included in the minutes above.

**Motion carried unanimously, 5-0.**

Date of Next Meeting: TBD

There was no further business. Meeting adjourned at 12 noon.

Respectfully submitted,

Lisa M. Smith, Recording Secretary

DRAFT