

**MINUTES OF THE REGULAR MEETING
OF THE TECHNICAL REVIEW COMMITTEE
LADY LAKE, FLORIDA
January 7, 2014**

The Technical Review Committee meeting was held in the Commission Chambers at Lady Lake Town Hall, 409 Fennell Blvd., Lady Lake, Florida at 10:00 a.m.

MEMBERS PRESENT: Thad Carroll, Growth Management Director; Wendy Then, Town Planner; Thomas (Butch) Goodman, Utilities Supervisor; Mark Jones, Building Official; and Lt. Vernon Wherry, Lady Lake Police

Members Absent: Police Chief Chris McKinstry

STAFF PRESENT: Julia Wolfe, Staff Assistant to Town Clerk

The meeting was called to order by Thad Carroll, Growth Management Director/Chairperson.

1. Roll Call

2. Public Comments:

Chairperson Carroll asked if there were any comments from the audience. There were no comments.

3. Approval of Minutes: December 17, 2013

Upon a motion by Mark Jones and seconded by Lt. Vernon Wherry, the Technical Review Committee approved the minutes as presented for the December 17, 2013 meeting by a vote of 5-0.

4. Mattress Firm – Major Site Plan 12/13-001 – A Single-Use Development Consisting of 4,020 Sq. Ft. of Furniture Space on 1.19 +/- Acres – Located at 867 N. Hwy 27/441 (Wendy Then)

Wendy Then, Town Planner, presented the background summary for this agenda item (on file in the Town Clerk's office). She stated the applicant, Van MF Lady Lake, LLC, has submitted a site plan for the construction of a one-story single-use development consisting of 4,020 sq. ft. of furniture area. The parcel is approximately 1.19 +/- acres of land located at 867 N. Hwy 27/441; being part of an outparcel of the Home Depot Subdivision. The site plan was reviewed to determine if it is in compliance with the Land Development Regulations (LDRs) including parking, setbacks, landscaping, engineering, environmental protection and commercial design standards.

Ms. Then stated the property is zoned "HC" Heavy Commercial which permits the development and construction of the proposed project. The Future Land Use Map designation for the site is RET (Commercial General- Retail Sales & Services). The requested use is consistent with the directives of the Comprehensive Plan and adopted Land Development Regulations.

Ms. Then stated the review comments for this application are as follows:

- a. Town Engineer comments for the site plan dated December 18, 2013.
- b. Fire Review comments dated December 7, 2013.
- c. Waste Management comments dated October 15, 2013.
- d. Lady Lake Building Official comments dated December 5, 2013.
- e. Lake Sumter MPO Traffic Analysis review dated December 11, 2013.
- f. Lady Lake Public Works comments dated December 23, 2013. She stated in addition Public Works Director, C.T. Eagle has received a waiver from the applicant via e-mail dated January 6, 2014, approving the waiver of not having to connect to reuse utility providing for irrigation through potable water.
- g. Waste Management comments dated December 5, 2013.

The engineering plans submitted, consisting of eight sheets, are drawn on 24"x36" sheets and certified by Gregory Robert Roth, P.E. of Bohler Engineering dated December 4, 2013. The landscaping and irrigation plans submitted, consisting of two sheets, are drawn on 24"x36" and certified by Jason E. Rinard, Registered Landscape Architect with Hardeman Kempton & Associates, Inc., dated December 4, 2013.

	General Requirements	Meets Criteria	Outstanding Issues
A)	Name of project.	X	
B)	General statement of intended use of site.	X	
C)	Legal description of the property and size of parcel in acres or square feet.	X	
D)	Name and address of owner.	X	
E)	Name, address and phone number of owner's agent.	N/A	
F)	Name, address, signature and registration of the professionals preparing the plans.	X	
G)	Date, north arrow and scale shall be designated and where appropriate, the same scale shall be used on all sheets.	X	
H)	Vicinity map showing relationship of proposed development to the surrounding streets and thoroughfares, shall be at a scale no smaller than one inch equals five thousand two hundred eighty feet (1" = 5,280' or 1" = Mile).	X	
I)	Linear dimensions of the site.	X	
J)	Existing topography with a maximum of one (1) foot contour intervals for the proposed site.	X	
K)	Finished grading elevations.	X	
L)	Zoning of the site and of all adjacent parcels.	X	
M)	All existing and proposed building restriction lines (i.e., highway setback lines, easements, covenants, rights-of-way and building setback lines).	X	
N)	Percent of open space of site.	X	
O)	Location of proposed signs.	X	
	Building and Structure Requirements	Meets Criteria	Outstanding Issues
A)	Existing and proposed structures.	X	

B)	Intended use.	X	
C)	Number of stories.	X	
D)	Height of building(s).	X	
E)	Number of dwelling units and density.	N/A	
F)	Projected number of employees, if applicable.	N/A	
G)	If restaurant, show number of seats and occupancy load.	N/A	
H)	Square footage for proposed development, i.e., gross square footage, non-storage area, square footage of each story, gross square footage of sales area, etc.	X	
I)	Photograph or sketch of proposed sign with dimensions and material type.	X	
J)	Compliance with Commercial Design Standards (Chapter 20).		X
	Street, Sidewalks, Driveways, Parking Areas and Loading Spaces	Meets Criteria	Outstanding Issues
A)	Engineering plans and specifications for streets, alleys, sidewalks and driveways to include soil borings, if necessary.	1	
B)	All parking spaces delineated including bicycle.	X	
C)	Number of parking spaces.	X	
D)	Number and location of handicapped spaces.	X	
E)	Number of square feet of paved parking and driveway area.	1	
F)	Surface materials and cross-section of proposed paved areas.	1	
G)	Fire lanes per the Standard Fire Prevention Code adopted in the Building and Fire Codes chapter.	1	
H)	Description/location of proposed driveway(s) and median cut(s).	1	
I)	Internal traffic control circulation plan, including directional arrows and signs to direct traffic flow, as necessary (Please see comment 5 for Sheet C-4).		1
J)	Location of traffic-control signs and signalization devices, if required.	1	
K)	Show the truck turning template for delivery and garbage trucks	1	
	Drainage and Storm water	Meets Criteria	Outstanding Issues
A)	Soil classifications, cross-sections and details of proposed retention/detention ponds, swales, berms, etc., as required by SJRWMD (Please see Comment 6 for Sheet C-5).		1
B)	Size, material and location of storm water structures and pipes.	1	
C)	Indicate flood elevation for 100-year flood and any other information required in Environmental Regulations chapter.	1	
D)	Geotechnical Report (Please see comment 5 for Sheet C-5).		1

D)	Drainage		
	Proposed Water, Sewer, and Solid Waste Facilities	Meets Criteria	Outstanding Issues
A)	Size, material, specifications and location of water mains, valves, services and fire hydrants.	1	
B)	Size, material, specifications and location of sanitary sewer lines and laterals with submittal of a profile, if necessary.	1	
C)	Size and location of septic tank and drainfield, if applicable.	1	
D)	Grease separation system, if applicable: Size, location and materials.	1	
E)	Location(s) and access provisions for refuse service, including pad, screening, fencing and landscaping, if applicable. (Please see comment 3 for Sheet C-4).		1
	Landscaping (Chapter 10)	Meets Criteria	Outstanding Issues
A)	Landscaping plan and provisions for maintenance including size, type and location of all landscaping, screens, walls, fences and buffers per the requirements in the Landscaping and Tree Protection chapter. If water efficient landscaping is used, the information required in that chapter should be included.		X
B)	Irrigation system plan.	X	
	Environmental Protection	Meets Criteria	Outstanding Issues
A)	Natural features such as water bodies, wetlands, native vegetative communities, etc., as required in the Environmental Regulations chapter.	X	
B)	Conservation easements per the requirements.	X	
C)	Provisions for the adequate control of erosion and sediment, including the location and description of the methods to be utilized during and after all phases of clearing, grading and construction.	X	
	Additional Information	Meets Criteria	Outstanding Issues
1)	A certificate of concurrency or evidence of application for a certificate.	X	
2)	Drainage calculations as required in the Storm water Management chapter.	1	
3)	Fire flow calculations, if applicable.	1	
4)	Lift station calculations, where required.	N/A	
5)	Copy of HRS permit, where required (Please see comment 8 from Town Engineer Report).		1
6)	A construction cost estimate prepared by the engineer of record, which shall delineate any proposed improvements to be maintained by the Town.	1	

7)	Environmental assessment per the requirements, if applicable.	1	
8)	Any additional data, maps, plans or statements, as may be required, which is commensurate with the intent and purpose of the Code. (Please see Fire Review attached regarding Fire Hydrant requirements, locations, and water flows.)		X

1= Review by Town Engineer
 X= Town Staff

The issues indicated as outstanding in the above table and below comments must be addressed prior to the Town determining that the applicant’s Application for Site Plan Review is complete.

Ms. Then stated additional comments regarding this application are as follows:

- 1) Applicant must comply with all comments prepared and provided by Town Engineer, Town Staff, and Fire Review consultant, as well as Lake County and State representatives, when applicable.
- 2) The north elevation has 203 lineal feet; which requires four (4) canopy trees. The project requires six (6) understory trees. Only five (5) understory trees were provided for this elevation. Please provide the additional canopy tree or request a landscaping waiver from Town of Lady Lake Land Development Regulations, Chapter 10, Section 10-3, b).B).1) for North Landscaping Buffer Class “A.”
- 3) The south elevation has 324 lineal feet, which requires thirteen (13) canopy trees. Only eleven (11) canopy trees were provided for this elevation. Please provide the additional canopy tree or request a landscaping waiver from Town of Lady Lake Land Development Regulations, Chapter 10, Section 10-3, b).B).2) for South Landscaping Buffer Class “B.”
- 4) Please provide Glass Transparency for all exterior building elevations: Glass shall be transparent, without color, except for appropriate stained or art glass. The use of darkly tinted or reflective glass on windows or doors is prohibited. Reflective glass will be defined as having a visible light reflectance rating of fifteen (15) percent or greater and darkly tinted glass windows include glass with a visible light transmittance rating of thirty-five (35) or less.
- 5) Please provide copy of St. John’s River Water Management District Permit when issued.
- 6) Please provide Florida Department of Environmental Protection Water Main Extensions permit and/or exemption.
- 7) Please provide Florida Department of Environmental Protection Wastewater Collection/ Transmission System and/or exemption.
- 8) **Commercial Design Standards**

In accordance with Chapter 20- Section 20-3C.3).A), new buildings are required to adopt one of the four (4) preferred architectural style designs: Frame Vernacular, Craftsman/Bungalow, Mediterranean or Mission.

The project exhibits features including multi-level roof, awnings, exterior brick and stucco façade etc. Please indicate the style selected on the plans as staff is unable to make a determination of the exterior elements indicating adherence to any specific style of the four (4) preferred architectural style designs. Is the light-colored band in line with the awnings a raised band? Please provide more detail as to the Building Exterior Elevations. As a recommendation, the applicant can pursue adherence to the Mediterranean Style by adding elements such as:

- Replace awnings with terracotta/clay-tile canopies
- Add decorative Mediterranean-style medallions on columns in between the glass walls.
- Add Mediterranean-Style Outdoor Wall lights along front entrance façade
- Create hipped roof with clay tiles at the entrance projections.

Please refer to the Town of Lady Lake Land Development Regulations-Chapter 20 as a reference regarding requirements.

Upon addressing the last few Town Engineer comments and providing clarification regarding proposed waivers, the site plan may be considered before the next available Town Commission for approval.

Ms. Then stated the applicant is present to answer any questions.

Mr. Carroll asked if there have been any updates to the outstanding issues since the time the report was circulated.

Ms. Then stated she believes the applicant is in the process of combining all the responses and is planning to submit them within a week.

Mr. Gregory Roth, the applicant, approached the podium. He stated they are in the process of making the modifications and plan to re-submit them next week. He stated they feel everything could be accommodated within their designs.

Ms. Then stated Town staff feels this can be resolved without having to bring the application back to the Technical Review Committee based on the outstanding issues. She stated staff plans to submit the application to the Tree and Beautification Advisory Committee and the Special Town Commission Conceptual Workshop on January 21, 2014 for their review and consideration. Ms. Then stated staff will inform the applicant what is needed to proceed after re-submittal of the revised plans.

Mr. Carroll stated the outstanding comments go under the purview of the Growth Management Department, therefore the application would not need to come back before the Technical Review Committee. He asked the Board if there were any other questions or comments.

Upon a motion by Mark Jones and a second by Butch Goodman, the Technical Review Committee approved the transmittal of the site plan for Mattress Firm- MJSP- 12/13-001 to the Tree & Beautification and Special Town Commission on January 21, 2014 for their consideration, by a vote of 5-0.

5. Hilltop Subdivision – Preliminary Plat - Preliminary Plat of a 94 Unit Single-Family Residential Subdivision on 44.43 +/-Acres – Located on Griffin Avenue Approximately 5,650 Ft. East of the Intersection at County Road 25 (Wendy Then)

Wendy Then, Town Planner, presented the background summary for this agenda item (on file in the Town Clerk's office). She stated the applicant, Milton Jennings, President of Hilltop Manors, Inc., has submitted plans for Preliminary Plat Approval of a subdivision which proposes the construction of 94 single-family residences located on approximately 44.43 acres at property located on Griffin Avenue approximately 5,650 ft. east of the intersection at County Road 25 (Alternate Keys 1238277, 1770483, and 1238111). The Preliminary Plat was reviewed to determine if it is in compliance with the Land Development Regulations (LDRs).

Ms. Then stated the application was received on August 22, 2013, and it was originally proposed for 137 single-family units. She stated that upon review of the application, it was determined that it was not feasible to do the water and sewer through the Town, therefore the applicant is proposing on-site well and water. She asked the applicant to confirm that for the record.

Donald Griffey with Griffey Engineering stated they originally submitted plats which included more lots with the extension of water and sewer from the Town, but as the project progressed, it was obvious it was not financially feasible. Mr. Griffey stated they re-submitted plats with an on-site water system and larger lots to support septic tanks. He stated they have contacted the County Health Department to make sure the lots have been laid out sufficiently and will meet the requirements for on-site septic.

Ms. Then stated that regarding the Lady Lake comments, it states they will be using outside water provision. She stated all the information from the different reviewers has been provided and asked Mr. Griffey if he had any questions regarding what has been requested.

Mr. Griffey replied they received the comments and will provide a written reply. He stated he believes the Town's engineer had a question about an easement at the front. He stated there is an easement on one side and not the other because there is a pipe on one side and not the other.

Ms. Then stated the following items are included in the packet:

1. Preliminary Plan Review completed by Public Works dated December 6, 2013.
2. Fire Review No. 2 for the Preliminary Plat completed by Kerry Barnett dated December 7, 2013.
3. Review No. 2 for Preliminary Plat completed by Neel-Schaffer Engineering, dated December 19, 2013.
4. Lake County Public Works Review requesting additional right-of-way dedication 40 ft. from the mid-section completed by Ross Pluta dated December 5, 2013.
5. Lake County School District-School Concurrency Review with the updated 94 single dwelling units verses the 137 by Dawn McDonald dated December 5, 2013.
6. Lake Sumter MPO Traffic Analysis review dated December 4, 2013.
7. Lady Lake Building Official comments dated December 26, 2013.

Ms. Then requested the information be revised and submitted to staff in terms of what has been requested. She stated there were some comments by the Building Official and asked if he would like to elaborate on some of the comments.

Mr. Griffey stated that in response to the County comments, they have the right-of-way dedication actually drawn on their preliminary plat because they expected that from the beginning.

Mark Jones, Building Official, stated he had some concerns regarding the pet park, pool cabana, tot-lot and storage facility in terms of accessibility to the two separate buildings and access ways to them.

Mr. Griffey replied they are just squares on the drawing right now and they are in the process of anticipating the preliminary plat be recommended for approval because they have already started on the construction drawings. He stated the access will be just past the full guard house off the main road. He stated the pool cabana area will have vehicular access with limited parking, and the dog park will be pedestrian access, with access for a maintenance vehicle if needed. Mr. Griffey stated all the information would be provided in the improvement plans.

Ms. Then stated staff will wait on the revised plans to be submitted, and staff will distribute the information and get a last review. She stated the application is required to go before the Technical Review Committee, the Planning and Zoning Board and the Town Commission, so coming back to the Technical Review Committee will not delay the application. She stated the application could be brought back before the Technical Review Committee at the February 4, 2014 meeting and go to the Planning and Zoning Board on February 10, 2014.

Mr. Griffey asked what plan changes are needed to be provided because he does not know of any changes to plans that are needed. He stated he received some planning comments from Mr. Carroll showing side set-backs, and asked if that was what staff is looking for.

Ms. Then replied yes, and some information in regard to the dimension for the proposed pocket parks, pool cabana and tot-lot. She stated there are discrepancies with the typical lot detail that does not show the 20' set-back along all the roads.

The property's Future Land Use designation is Single Family Medium Density (SF-MD). The Zoning designation is Planned Unit Development (PUD) with the Memorandum of Agreement of Ordinance No. 2013-02 establishing Residential Single Family up to six dwelling units per acre.

The Preliminary Plan meets the requirements of the Town of Lady Lake Land Development Regulations, Chapter 8 – Subdivision and Plats, and adheres to the requirements of the Comprehensive Plan. Upon addressing the Preliminary plat plans comments, the application will be advanced for consideration and recommendation by the Planning and Zoning Board.

Comments:

- 1) The Hilltop Subdivision proposes not to connect to Town's Sewer, Water, and Reuse; therefore, Utility Plan will be submitted in the Improvement Plans.
- 2) Typical lots detail need to show 20' set-back along all roads on corner lots, not just the road where the driveway is proposed.
- 3) Will the entrance be gated? Also, are the proposed roads to be conveyed to the Town?
- 4) Applicant will be required to provide a Lake County Right-of-Way Utilization Permit.

- 5) Please provide copy of St. John's River Water Management District issued for this project.
- 6) Please provide dimensions for the proposed Pocket Parks & "Pool, Cabana, Tot-lot and Storage Facility" areas. Please provide dimensions of any proposed buildings to be erected. In accordance with LDRs, Chapter 8, Section 8-5, f).2).b)., each subdivision is required to provide a minimum combination of two of the following amenities:
 - a. Area with swing set (four seats minimum)
 - b. Wood/Metal Benches two (2) minimum
 - c. Built-In Grill
 - d. One (1) Picnic Table
 - e. One (1) Slide
 - f. One (1) Jungle Gym
 - g. One (1) Monkey Bar
 - h. Other amenities as approved by the Town Commission

Please indicate which amenities will be provided for this Tot-Lot.

Preliminary Plat Approval does not permit the construction of any improvements. All permits from other agencies with jurisdiction must be completed before a development order may be issued.

Mr. Carroll stated the application will come back before the Technical Review Committee. He stated the Planning and Zoning Board meeting has been cancelled for January so the application will stay on schedule despite coming back to this board, and staff can get final approval to forward the application to the Planning and Zoning Board at the next meeting.

Mr. Griffey asked if the application goes before the Planning and Zoning Board, would it also go before the Town Commission in February.

Ms. Then replied due to the holiday on Monday, that meeting may be moved to Wednesday and staff will get back with them on the dates.

Upon a motion by Mark Jones and seconded by Lt. Vernon Wherry, the Technical Review Committee approved the transmittal of the Preliminary Plat for Hilltop Subdivision be brought back before the Technical Review Committee on February 4, 2014 for their consideration after the comments are addressed, by a vote of 5-0.

6. Chairperson/Members' Report:

Growth Management Director Thad Carroll asked if there were any comments or reports. There were none.

7. Adjourn:

With nothing further to discuss or report, the meeting was adjourned at 10:16 a.m.

Julia Wolfe
Staff Assistant to the Town Clerk

Thad Carroll
Growth Management Director

Minutes transcribed by Julia Wolfe, Staff Assistant to Town Clerk