

**MINUTES OF THE REGULAR MEETING
OF THE TECHNICAL REVIEW COMMITTEE
LADY LAKE, FLORIDA
January 15, 2013**

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: Wendy Then, Town Planner; Thomas (Butch) Goodman, Utilities Supervisor; Joe Crum, Building Official; and Lt. Vernon Wherry, Lady Lake Police

Members Absent: Thad Carroll, Growth Management Director; and Chief Chris McKinstry, Lady Lake Police

STAFF PRESENT: Julia Wolfe, Staff Assistant to Town Clerk

ALSO PRESENT: Commissioner Kussard

The meeting was called to order by Wendy Then, Town Planner.

1. Approval of Minutes: January 8, 2013

Upon a motion by Butch Goodman and seconded by Joe Crum, the Technical Review Committee approved the minutes as presented for the January 8, 2013 meeting, by a vote of 4-0.

2. Howell Dental – MJSP- 01/13-001 – 1.27 +/- Acres Located at 830 Hwy 466 – Proposed Multi-Tenant Complex totaling 8,400 sq. ft. of Dental/Medical Office Space.

Wendy Then, Town Planner, presented the background summary for this agenda item (on file in the Town Clerk's office). She stated the applicant and owner, Kent with TPB Holdings, LLC, has submitted a site plan for the construction of a two-building multi-tenant development consisting of 8,400 sq. ft. of dental/medical offices. The parcel is approximately 1.27 +/- acres of land located at 830 Highway 466, just west of the intersection of Rolling Acres Road and Highway 466, in front of the Rolling Acres Apartments. She stated 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 development and construction of the proposed project. The Future Land Use Map designation for the site is RET (Commercial General- Retail Sales & Services). She stated the requested use is consistent with the directives of the Comprehensive Plan and adopted Land Development Regulations.

Ms. Then stated the plans submitted are drawn on 24"x36" sheets and certified by Keith Riddle, P.E. of Riddle Newman Engineering, with latest revisions dated November 27, 2012; and

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Donaldson E. Hearing, Landscape Architect of Cotleur Hearing, with latest revisions dated February 09, 2011. Ms. Then stated the landscaping plans were submitted by Elizabeth C. Houck dated November 16, 2012. The latest revisions outline changes to the water retention area and a realignment to the parking lot located just east of the water retention area. She stated the plans include the name of the project, general statement of intended use of the site, legal description and size of parcel, as well as signature and registration of the professionals preparing the plans.

Ms Then stated a lot of the review information was submitted in the packet, which includes Growth Management reviews, Town Engineer’s reviews, and reviews by Ross Pluta of Lake County Public Works, MPO, Fire Review; and other comments by the TRC committee will be submitted later.

Ms. Then stated the submitted plans consist of fifteen (15) sheets.

The following table consists of Site Development Submittal Requirements in the Town of Lady Lake Land Development Regulations:			
	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	

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	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.	X	
F)	Projected number of employees, if applicable.	X	
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.	1	
J)	Location of traffic-control signs and signalization devices, if required.	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.	1	
B)	Size, material and location of storm water structures and pipes.	1	

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C)	Indicate flood elevation for 100-year flood and any other information required in Environmental Regulations chapter.	1	
	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.	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.	1	
5)	Copy of HRS permit, where required.	1	

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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.	X	

1= Review by Town Engineer

Ms. Then stated 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 Commercial Design Standards and Landscape consultant, and Fire Review consultant.
- 2) Please indicate front yard setbacks from building to property line.
- 3) Please indicate building height.
- 4) If the applicant proposes fire main connection, then a separate tap and back flow preventer will be required.
- 5) Required bicycle parking calculation is .03 per required parking spaces, yielding 2 bicycle required parking spaces for this project.
- 6) Lighting/Photometric Plan is missing -plans do not show site lighting for the parking and building area.
- 7) Applicant will be required to enter into a water and sewer agreement with the Town for the provisions of water, sewer, and reuse.
- 8) Please provide copy of a Lake County Driveway Permit (if applicable).

Keith Riddle with Riddle Newman Engineering approached the podium and identified himself. He stated for the record that the driveway that is being utilized was recently constructed by Lake County when the improvements were done to Highway 466. He stated the driveway is already extended onto the property, so there is no need to get into the County right-a-way to do any work.

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Ms. Then stated Landscaping and Commercial Design Standards were reviewed. She stated there were three landscaping waivers being sought with this application in regards to the east, south, and north landscaping buffers.

Ms. Then stated the site plan does meet the requirements of the Land Development Regulations and is ready for consideration of approval by the Town Commission pending submittal of the SJRWMD Modification permit, the Lake County Right-of-Way Utilization permits, and noted water line layout revision. As per Chapter 7 of the LDRs, failure to address comments of the TRC within sixty (60) days shall require the filing of a new application, including the appropriate review fees.

Joe Crum, Building Official, stated since the building is a multi-tenant building, the exits should be sufficient. He stated a business could have a single exit if there are less than 49 employees with a distance of 75 ft. to travel. He stated if a second exit is required from the side entrance, an accessible route is needed. Mr. Crum stated when the building permit is applied for; the elevation of the door from floor level and from the exterior will be needed. He also stated there should be no more than a half inch difference between the outside/inside of the door threshold.

Keith Riddle with Riddle Newman Engineering referred to the additional comments on line 6; he stated the applicant has no plans of lighting the parking lot. He asked if there is a requirement for the parking lot to have lights.

Ms. Then replied lights are required for the parking lot.

Mr. Riddle advised he would supply a photometric plan to Growth Management.

Joe Crum, Building Official, stated the photometric plan needs to be included on the energy calculation for the exterior lighting.

Mr. Riddle referred to line 12 on the additional comments – Elevation Plans submitted need to be signed and dated. He asked if they were the conceptual elevation plans that were submitted.

Ms. Then stated that was correct; the conceptual elevation plans that were submitted did not have a date or a signature as to who submitted the information on the elevation.

Mr. Riddle commented on the Commercial Design Standards line C – Please provide the window transmittance and reflectance ratings. He asked if the window transmittance and reflectance rating needs to be on the building plans or would it need to be on the conceptual elevation plans.

Ms. Then stated the window transmittance and reflectance rating is needed now because part of the site plan process is also reviewing Commercial Design Standards as per Chapter 20.

Mr. Riddle stated he spoke with Utilities Supervisor Butch Goodman about the reuse. He asked if an e-mail address could be provided for Frank, the Town's engineer, because he has a few questions about his comments.

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Ms. Then stated staff will provide Mr. Riddle with the Town engineer's contact information.

Upon a motion by Butch Goodman and seconded by Joe Crum, the members agreed that the Site Plan for Howell Dental – MJSP- 01/13-001 will need to come back before the Technical Review Committee for their consideration after the comments are addressed, by a vote of 4-0.

5. Chairperson/Members' Report:

There were no reports.

6. Adjourn:

With nothing further to discuss or report, the meeting was adjourned at 10:15 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