

**MINUTES OF THE REGULAR MEETING
OF THE TECHNICAL REVIEW COMMITTEE
LADY LAKE, FLORIDA
February 5, 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: Thad Carroll, Growth Management Director; Wendy Then, Town Planner; Thomas (Butch) Goodman, Utilities Supervisor; Joe Crum, Building Official; and Police Chief Chris McKinstry

STAFF PRESENT: Julia Wolfe, Staff Assistant to Town Clerk

Also Present: Loyde Sadlowski of Loyde W. Sadlowski Inc.; and Keith Riddle of Riddle Newman Engineering, Inc.

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

1. **Approval of Minutes:** January 15, 2013

Upon a motion by Joe Crum and seconded by Chief Chris McKinstry, the Technical Review Committee approved the minutes as presented for the January 15, 2013 meeting, by a vote of 5-0.

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. Ms Then stated this is the second time the application has been before the Technical Review Committee. 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.

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 engineering plans submitted, consisting of six (6) sheets, are drawn on 24"x36" sheets and certified by Keith Riddle, P.E. of Riddle Newman Engineering dated January 25, 2013. The landscaping plans submitted, consisting of three (3) sheets, are drawn on 24"x36"

and certified by Elizabeth C. Houck, Landscape Architect dated January 24, 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. (Show all existing infrastructure along the project frontage such as paved path, bollards, pedestrian signs and any other features)		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	
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.	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)	Drainage (Please see comments outstanding for Sheet C2.1 & C2.2)		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.	N/A	
5)	Copy of HRS permit, where required.	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.	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 Fire Review consultant, as well as Lake County and State representatives, when applicable. Ms. Then stated Lake County determined no application was needed for the sidewalk area.
- 2) If the applicant proposes fire main connection, then a separate Tap and Back Flow Preventer will be required. Ms. Then stated the fire flow needs to be a minimum of 1500 gpm's, and the applicant is working with the Town's fire consultant to resolve the issue.
- 3) Lighting/Photometric Plan will not be provided.
 - a. Response: Owner and subsequent tenants will be limited to operate only during daylight hours as site lighting for the parking and building area will not be provided.
- 4) Water & Sewer Agreement with the Town for the provisions of Water, Sewer, and Reuse have been drafted and will be provided.
- 5) Other comments
 - I) Commercial Design Standards
 - a) Waive to LDRs- Chapter 20-Section 20-3C.10.N)-Building Layout/Orientation (on a commercial corridor) - Parking areas should be located in front of the building as opposed to behind the building face.
 - b) Chapter 20-Section 20-3C.3).A). Recommends four architectural styles including Frame Vernacular, Craftsman/Bungalow, Mediterranean, or Mission. The proposed buildings do not match any of these styles; however, the building exhibits a Colonial Revival Style. Section 20-3C.B) permits the use of other recognized style.

II) Landscaping and Tree Protection

a) Waiver to LDRs-Chapter 10, Section 10-3, b).B).1) for East Landscaping Buffer

- Minimum landscaping requirement (Buffer Class Requirement-Table 10-1): Class "A": 10' minimum with 2 canopy tree, 3 understory trees and a continuous hedge.
- Proposal: To waive 5 canopy trees and continuous hedge requirements. Plant 11 understory trees. (6 palms and 5 crape myrtles) due to crowding with existing live oaks.

Justification: Existing adjacent plantings include (13) 6" Live Oaks, muhly grass hedge with decorative fence and columns.

b) Waiver to LDRs-Chapter 10, Section 10-3, b).B).1) for South Landscaping Buffer

- Minimum landscaping requirement (Buffer Class Requirement-Table 10-1): Class "A": 10' minimum with 2 canopy tree, 3 understory trees and a continuous hedge.
- Proposal: To waive 5 canopy trees, 7 understory trees, and continuous hedge requirements.

Justification: Existing adjacent plantings include (5) 8" Live Oaks, (2) 5" Magnolias and 6 ft. PVC privacy fence.

c) Waiver to LDRs-Chapter 10, Section 10-3, b).B).2) for North Landscaping Buffer

- Minimum landscaping requirement (Buffer Class Requirement-Table 10-1): Class "B": 20' minimum with 4 canopy trees, 3 understory trees, and a continuous hedge or approved fence or wall.
- Proposal: • Proposal: To waive class B buffer for roadway R/W and utilize the Dry Retention Area required buffer for said buffer requirement of 3 canopy trees per 250 linear feet top of pond. Provided 7 canopy trees, 3 understory trees and a continuous hedge to complement the ORA buffer and provide some buffer to the road R/W.

Justification: Road R/W buffer is impeded by a drainage easement, overhead power lines and an asphalt trail.

Ms. Then stated the site plan does meet the requirements of the Land Development Regulations to be considered for approval by the Town Commission upon addressing the last comment by the Town engineer in regard to delivery trucks' turning radius. The tentative date for the next Town

Commission meeting is Wednesday, February 20, 2013.

Ms. Then stated the applicant has requested that the Town provide addresses for the four tenants and staff is working on getting the addresses; she stated the addresses are usually issued when the development order is issued. Ms. Then stated the applicant has been provided with an e-mail with the calculation of fees for the water, sewer and reuse impact fees, so the applicant will have an idea of the amount owed and the date the amount is due as per the agreement.

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

Keith Riddle with Riddle Newman Engineering approached the podium and identified himself. He asked if the applicant decides to add lighting in the parking lot to remove the daylight hour restrictions before the Town Commission meeting, could he submit the lighting plan without having to come back before the Technical Review Committee.

Ms. Then stated if the lighting plan is submitted prior to the Town Commission meeting, it will be part of the packet that will be presented to the Commission for approval. She stated staff would submit the lighting plan to the Town engineer for final review and any comments.

Mr. Riddle asked what will happen if the lighting plans are not submitted prior to the meeting. He asked if the approval from the Commission is contingent upon the applicant getting the lighting plan approved and installed at a future date.

Mr. Carroll stated that could be addressed as a modification to the site plan at a later date. He stated the plans have to be reviewed by the Town, but would not go through a full cycle review process.

Ms. Then stated a minor modification would address the technical addition to the site plan.

Mr. Riddle asked if staff would approve the minor modification.

Ms. Then stated that was correct.

Mr. Carroll asked if there were any other questions.

Upon a motion by Joe Crum and seconded by Butch Goodman, the Technical Review Committee approved the transmittal of the Site Plan for Howell Dental – MJSP- 01/13-001 to the Town Commission for their consideration, by a vote of 5-0.

3. Chairperson/Members' Report:

Ms. Then stated that Lake County suspended transportation impact fees until March 1, 2013. She stated staff has been in contact with Lake County Building Department and there has been discussion that transportation impact fees will be lifted effective October 1, 2013. Ms. Then stated the applicant has time to pursue and secure a permit without having to pay the impact fees.

Mr. Riddle asked if that was definite or just discussion.

Ms. Then stated it was just discussion.

Mr. Carroll reported that the County Commission is considering imposing impact fees again, starting at 13%. It is only under discussion at this point, as an ordinance will need to be enacted, but they are proposing the impact fees to be effective again on October 1, 2013 at a reduced rate. He reiterated that it was just discussion at this point.

Mr. Riddle asked if the applicant is able to apply and pay the impact fees now.

Mr. Carroll replied a site plan approval is needed and the impact fees can be paid once there is a building plan.

Loyde Sadlowski of Loyde W. Sadlowski Inc. spoke from the audience and asked when the impact fee payment would have to be made, the date of the application approval or the date the building permit is approved.

Ms. Then replied that payment would be due once the building permit is approved by the Town's building official.

Ms. Then stated Lake County is also in discussion regarding reinstating school impact fees, which does not apply to commercial properties. She stated the fees are suspended until April and the County is discussing extending the suspension another 90 days, and reinstating them in July. She stated once an ordinance is passed, that would confirm the effective dates.

6. Adjourn:

With nothing further to discuss or report, the meeting was adjourned at 10:12 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