

**MINUTES OF THE REGULAR MEETING
OF THE TECHNICAL REVIEW COMMITTEE
LADY LAKE, FLORIDA
April 2, 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

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

1. Approval of Minutes: March 5, 2013

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

2. Major Modification to Paradise Park MNM 03/10-001- Area “A” – Providing for 2,300 Lineal Ft. of Concrete Walking Recreational Trails, Golf Cart Parking Areas, Landscaping Improvements, and Other Recreational Park Features – Located at 1320 Paradise Drive

Wendy Then, Town Planner, presented the background summary for this agenda item (on file in the Town Clerk's office). She stated the applicant, Kimley-Horn and Associates, Inc., representing the Village Center Community Development District, property owner, has submitted a Major Modification to the Site Plan as per Town of Lady Lake Land Development Regulations, Chapter 7, Section 11.b.1, where a 10% or more change in the project acreage or square footage requires the submittal and approval of a Major Modification application. She stated the proposed project includes 2,300 lineal feet of concrete walking recreational trails and landscaping improvements located all along Paradise Park - Area “A,” at the southeast corner of US 441 and Wales Plaza/Paradise Drive, referenced by address 1320 Paradise Drive. She stated the property is zoned Planned Commercial (CP) and the Future Land Use Map designation for the site is Commercial General - Retail Sales and Services (RET); which is consistent with directives of the Comprehensive Plan. Ms. Then stated the site plan modification engineering plans have been drawn and certified by Amber Lee Gartner, Professional Engineer with Kimley-Horn and Associates, Inc., dated March 1, 2013, and John Olters, Registered Landscape Architect with Michael Pape & Associates, P.A., dated March 4, 2013.

Ms. Then stated the proposed improvements include the following:

- 16,180 square feet of 6’ wide concrete walking path to be constructed along the existing dog park and continuing along the south and east end of the property.
- 4,503 square feet of Flexi-Pave covering two (2) golf cart parking areas; generating seventeen (17) parking spaces each, for a total of thirty-four (34) 6’x10’ golf cart parking spaces.

- Landscaping improvements and 480 square feet of bench pads including features such as:
 - ADA Florida Accessible Park Benches
 - ADA Florida Accessible Picnic Table

Ms. Then stated reviews were completed for the Town by Town staff and The Villages Fire Department. Attached are following items in the packet:

1. Review comments for the site plan completed by the Building Official for Florida Accessibility Compliance, dated 03/29/13.
2. Fire review comments for the general site development completed by The Villages Fire Department, dated 03/25/13.

Ms. Then stated the Paradise Park Area “A” project is exempt from permitting with the St. John’s River Water Management District (SJRWMD) per rule 40C-42.0225, as the project consists of a sidewalk and recreational paths which do not allow motorized vehicles powered by internal combustion engines.

Ms. Then stated the applicant has met all requirements of the Land Development Regulations (LDRs) for site plan submittal per Chapter 7 of the Land Development Regulations, as well as meeting Chapter 10 – Landscaping & Tree Protection. The major modification application is complete and is ready to be forwarded to Town Commission upon the Technical Review Committee (TRC) determination of the same.

Ms. Then stated the tentative date for the next Town Commission meeting is Monday, April 15, 2013.

Mr. Carroll asked if there were any questions.

Mr. Carroll asked Amber Lee Gartner to approach the podium and asked what the anticipated timeframe is for construction pending Commission approval on April 15, 2013.

Ms. Amber Gartner of Kimley-Horn stated construction will begin this summer, probably in July.

Ms. Then commented this is a general master plan for the entire Paradise Park “A”.

Ms. Gartner replied that they are construction plans for the area, not just a master plan. She stated there was a master plan for Area “A” and “B” that will be revised, and Area “B” will be done in the future.

Mr. Carroll asked if there were any other questions.

Upon a motion by Joe Crum and seconded by Chief Chris McKinstry, the Technical Review Committee approved the transmittal of the Major Modification to the Town Commission for their consideration, by a vote of 5-0.

3. Final Plat for Green Key Villages (Formerly Known as Nine Oaks Subdivision) – A 42 Unit Single-Family Residential Subdivision – Located at 1635 Lake Ella Road

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, Greg Thomas of Mainsail Solutions, Inc., has submitted plans for Final Plat Approval of a subdivision which proposes the construction of 42 single-family residences located on approximately 24.22 acres at 1635 Lake Ella Road (Alternate Keys 1771463 and 3838637). She stated the Final Plat was reviewed to determine if it is in compliance with the Land Development Regulations (LDRs) and Florida Statutes Chapter 177. Attached are the following items in the packet:

1. Final Plat Review completed by Town Attorney, dated 03/08/2013.
2. Final Plat Review completed by Town Surveyor, dated 03/19/2013.
3. Declaration of Covenants, Restrictions and Easement for Green Key Village
4. Subdivision Title Report
5. Final Subdivision Plat Plans
6. Survey

Ms. Then stated the property's Future Land Use designation is Single Family Medium Density (SFMD). The Zoning designation is RS-6, Residential Single Family up to 6 dwelling units/acre.

Summary:

- 1) The Green Key Village subdivision received approval by the Town Commission on January 22, 2013. The applicant has completed the Improvement Plans/Construction process and is ready to proceed with the Final Plat Application.
- 2) A variance application addressing the front yard setback reduction from 25 feet to 20 feet received Town Commission approval also on January 22, 2013.
- 3) A Sewer and Water Agreement will be executed between Town of Lady Lake and the Property Owner/Developer.
- 4) The developer/owner is proposing to convey the Lift Station and Water, Sewer, and Reuse lines to be owned and maintained by the Town.

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

Satisfied/Revised Items:

- The comments regarding Tract "C" has been addressed. The developer will need to wait after the Final Plat is approved and recorded to reference the Legal Description of Tract "C" in terms of the plat rather than create a metes and bounds legal description.
- The comments regarding Tract "D" has been addressed. A blanket easement for the installation, maintenance, and access of public utilities over, across, and under has been provided.
- The comment regarding the 40' feet of right-of-way for the perpetual use of the public has been properly depicted.

- The comment regarding Emergency Vehicle access (access from all platted roadways) has been addressed under Item 16.

Outstanding Items:

- The Declaration of Covenants, Restriction and Easement for the Green Key Village Subdivision needs to correct Drainage and Utility Easements to read 10 feet on all front and rear lot lines and 5 feet on all side lot lines, needed concurrent with the Final Plat application.
- Surveyor comments outstanding (the Green Key Village Project is not signed off by Surveyor as of 03/29/2013). All comments should be addressed prior to the Planning and Zoning Board meeting, needed concurrent with the Final Plat application.
- Utility Plans/As-Built showing all Sewer, Water, and Reuse lines (to be completed by Engineer) to be conveyed to the Town; for which easements will be granted for the installation, maintenance, and access of public utilities over, across, and under, in accordance with Chapter 3 and Chapter 14 of the Town of Lady Lake Land Development Regulations, needed at the time of Sewer and Water Agreement and for the conveyance of public utilities.

The Final Plat does meet the requirements of the Land Development Regulations and Florida Statutes Chapter 177, and upon receipt of the revised plan, the application is ready for review by the Town Attorney, the Planning and Zoning Board, and the Town Commission.

Ms. Then reported that the next available public hearing for this final plat application is the regular Planning and Zoning Board meeting scheduled for April 8, 2013, and the tentative date for final approval by the Town Commission is Monday, April 15, 2013.

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

Mr. Carroll asked if there were any questions.

Mr. Carroll asked when the Town can anticipate receipt of the outstanding items so they can be included in the Planning and Zoning Board meeting packets.

Mr. Greg Thomas of Mainsail Solutions, Inc. approached the podium and identified himself. He stated the surveyors have completed all the items and he believed they were e-mailed to Ms. Then. He also stated the As-Built from the original sub-division has been turned in and nothing has changed. He advised that the deed change will be taken care of in the next couple of days.

Ms. Then stated she had not received the items yet, but she would check her e-mail.

Mr. Thomas stated there were two lines that have issues and they are being worked on. He thanked Butch Goodman and the Utilities Department for all their help.

Mr. Carroll stated the application is on the agenda for the Planning and Zoning Board meeting scheduled for April 8, 2013. He stated packets are being prepared, and asked if the outstanding items could be turned in today or tomorrow so the packets could be distributed for the Planning

and Zoning Board members to review. He stated if the outstanding items are not included in the packets, it could result in a recommendation of denial to the Town Commission.

Mr. Carroll asked if there were any other questions.

Upon a motion by Joe Crum and seconded by Chief Chris McKinstry, the Technical Review Committee approved the transmittal of the Final Plat for Green Key Village to the Planning and Zoning Board for their consideration, by a vote of 5-0.

4. Chairperson/Members' Report:

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

5. 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