

**MINUTES OF THE REGULAR MEETING
OF THE TECHNICAL REVIEW COMMITTEE
LADY LAKE, FLORIDA
April 15, 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; Dallas Foss, Building Official; and Chief Chris McKinstry, Police Department

STAFF PRESENT: Julia Wolfe, Staff Assistant to Town Clerk

OTHERS PRESENT: Commissioner Paul Hannan

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

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: March 4, 2014

Upon a motion by Chief Chris McKinstry and a second by Dallas Foss, the Technical Review Committee approved the minutes as presented for the March 4, 2014 meeting by a vote of 5-0.

4. Lake Ella Estates Subdivision – Preliminary Plat of a 232 Unit Single-Family Residential Subdivision on 67.47+/-Acres – Located off of Lake Ella Road Approximately 5,000 Ft. West of the Intersection of Lake Ella Road and S. 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, Frank Cawthon, on behalf of property owner Lake Ella LLC, has submitted plans for Preliminary Plat approval of a subdivision which proposes the construction of 232 single-family residences located on approximately 67.47 +/- acres approximately 5,000 ft. west of the intersection of Lake Ella Road and South Hwy 27/441 (Alternate Key 1283159). The Preliminary Plat was reviewed to determine if it is in compliance with the Land Development Regulations (LDRs).

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

1. Preliminary Plan Review completed by Public Works dated 04/02/2014.
2. Fire Review No. 1 for the Preliminary Plat completed by Kerry Barnett dated 03/11/2014.
3. Review No. 1 for Preliminary Plat completed by Neel-Schaffer Engineering dated 03/26/2014.
4. Preliminary Plan Review completed by Growth Management dated 04/10/2014.

Ms. Then stated outstanding reviews to be performed are listed as follows:

- Lake County Public Works Review
- Lake County School District-School Concurrency Review
- Lake Sumter MPO Traffic Analysis Review

The property’s Future Land Use designation is Single Family Medium Density (SF-MD). The Zoning designation is RS-6 (Single Family Medium Density).

The Preliminary Plan meets the design 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 plan comments, the application will be advanced for consideration and recommendation by the Planning and Zoning Board.

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

Information needed on the plans

- Would there be a subdivision entrance/monument sign along the boulevard entrance?
- All utilities (gas, water, sewer, electric, telephone, cable) for new construction shall be underground as per Chapter 9, Section 9-6).a).1).
- Sheet C-4 - maximum building height not specified.
- Sheet C-4 - breakdown of lengths of roadways in linear feet per each road as required by LDRs.
- Sheet C-5 - please provide a typical lot detail showing setbacks and easements for regular lots and corner lots. Corner lots *shall* be fifteen percent wider than minimum width required by the Land Development Regulations-Chapter 8.
- Open Space Requirements - please provide lot area for the following tracts:
 - Tract E- Park
 - Tract F- Park
 - Tract G- Park

Ms. Then stated as per Chapter 8, Section 8-5. f). 1)., the open space area for RS-6 is 25 percent and the Recreation Activity-Based Areas is 5% of the 25% of the Open Space (Chapter 8, Section 8-5. f). 2) for Subdivisions within RS-6 Zoning. This can be viewed at the following link: <http://library.municode.com/index.aspx?clientId=14650> – Open Space Matrix:

Zoning District	Open Space Percentage	Activity-Based Recreation Area*
RS-3	20%	4%
MX-5	20%	4%
RS-6	25%	5%
MX-8	25%	5%

MH-9	25%	5%
PUD	25%	5%

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

Ms. Then stated other documentation needed with the application is as follows:

- Drafts of Protective Covenants, Conditions and Restrictions
- Traffic Analysis (To submit to MPO) - Traffic Study Methodology- <http://www.ladylake.org/wp-content/uploads/2010/05/LSMPO-TCMS-TIS-Methodology-Vol-1-Lake-County-FINAL-061208.pdf>
- Concurrency Determination Application- <http://www.ladylake.org/wp-content/uploads/2010/10/CONCURRENCY-APPLICATION.pdf>
- Request for Utility Quote Application (see PDF Form attached).

Utilities

- See Public Works Comments attached via email
- Lift Station Details/Calculation

Landscaping

In accordance with Table 10-1 & 10-2 (Chapter 10, Section 10-3.b).D).4).), only Landscaping Buffer Class "A" along the south elevation (facing Lake Ella Road) is required.

Buffer Class "A":

- a. Ten (10) feet minimum width with two canopy trees, three understory trees and a continuous hedge.

Other Landscaping Regulations within Subdivisions:

- Chapter 10, Section 10-3.a).1).E). All single family and multi-family developments shall provide internal canopy tree lined roads. Street trees shall be selected from the acceptable plants list in this section, at an average spacing of 50 feet on center spacing along both sides of roads. The canopy trees required for residential lots may also be used as required street trees as long as they are no more than 15 feet away from the right-of-way line unless

prohibited by an easement. See (canopy street trees) in this section for additional information.

- Chapter 10, Section 10-3.c).10). Internal access roads: Site plans and plats having an internal access road shall be required to plant an average of one canopy tree on each side of the road for every 50 feet of the road deemed an internal access road for both sides of the roadway. An internal access road is a collector road that occurs within any development either at the perimeter or internal to the development.
- Chapter 10, Section 10-3.d). Storm water ponds. Storm water ponds shall be planted with a minimum of three canopy trees for every 250 linear feet of pond bank determined by measuring the top of pond bank. The trees shall be planted within 40 feet from the top of bank line and not within the maintenance shelf. No less than three canopy trees shall be required at retention ponds. Required storm water pond trees may be used to meet the tree inch per acre requirement of this section.

The Preliminary Plat is not approved at this time due to all outstanding comments. Upon addressing comments, the application needs to come back to the Technical Review Committee.

Ms. Then stated the applicant is present to answer any questions. She stated all the comments have been provided to the applicant via e-mail so the applicant is aware of what is being required in order to move forward with the process and the review of these plans.

Jean Abi-Aoun of Florida Engineering Group, the civil engineer representing the applicant, stated for the record that they received and reviewed all the comments and would like to request a brief meeting following this meeting. He stated a Preliminary Site Plan was approved by the Town previously and only minor changes have been made since then. He stated they are maintaining the same number of lots, but the new 25% open space requirement is a major challenge. Mr. Abi-Aoun asked if the Town could take into account this was an approved project, but given the economic situation the project could not move forward, and therefore his client had to bear and maintain this property, pay taxes and basically pay interest to this point. He stated the 25% open space requirement would take up 10 to 11 acres, or 60 to 70 lots, worth close to a million dollars. Mr. Abi-Aoun stated they would comply with no question if this was a brand new project that had never been approved by the Town before. He asked if there was a way around this open space requirement.

Thad Carroll, Growth Management Director stated the application will come back before the Technical Review Committee. He stated even though the preliminary plat was a prior submittal, that period has expired, so this is essentially a new submittal. He stated the code has since changed and now warrants the 25% open space. He stated this committee cannot give consent on this issue as it has to be done through the variance process, and that could be discussed following this meeting.

Mr. Carroll stated since the application was not ready and has to come back before the Technical Review Committee no motion was made.

5. Hilltop Subdivision – Improvement Plans for 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, Michael Orem, on behalf of Hilltop Manors, Inc., has submitted Improvement Plans for approval of a subdivision which proposes the construction of 94 single-family residential units on approximately 44.43 acres. The property is located on Griffin Avenue approximately 5,650 ft. east of the intersection at County Road 25 (Alternate Keys 1238277, 1770483, and 1238111). The Improvement Plans were reviewed to determine if it is in compliance with the Land Development Regulations (LDRs)

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

1. Fire Review No. 1 for the Improvement Plans completed by Kerry Barnett dated 03/11/2014.
2. Review No. 1 for the Improvement Plans completed by Neel-Schaffer Engineering dated 03/31/2014.
3. Lake County Public Works Review completed by Ross Pluta dated 03/17/2014.
4. Town of Lady Lake Growth Management & Public Works dated 04/10/2014.

Ms. Then stated the following reviews were completed and satisfied during the Preliminary Plat application process:

- Lake County School District-School Concurrency Review by Dawn McDonald dated 12/5/2013 (Satisfied).
- Lake Sumter MPO Traffic Analysis review dated 12/4/2013 (Satisfied).

Ms. Then stated the property's Future Land Use designation is Single Family Medium Density (SF-MD). The Zoning designation is Planned Unit Development (PUD) governed by the Memorandum of Agreement adopted under Ordinance No. 2013-02, establishing residential single family up to six dwelling units per acre.

Ms. Then stated the Improvement Plans submittal meets the design requirements of the Town of Lady Lake Land Development Regulations, Chapter 8 – Subdivision and Plats, and adheres to the requirements of the Comprehensive Plan of the Town of Lady Lake. The Improvement Plans, consisting of 21 sheets, are drawn in 24"x36" pages and have been certified by Donald A. Griffey, Professional Engineer of Griffey Engineering. The Landscaping and Irrigation Plans submitted for the Improvement Plans Application, consisting of seven sheets, are drawn 24"x36" pages and have been certified by Jay A. Peterson, Registered Landscape Architect with Jay Peterson, Inc.

Ms. Then stated general Improvement Plans comments are as follows:

- 1) The Hilltop subdivision proposes to not connect to Town's Sewer, Water, and Reuse; therefore, Utility Plans have been submitted within the Improvement Plans showing two wells as the water source.
- 2) Within the Landscaping Plans, there appears to be a monument sign proposed along the entrance of the subdivision. If so, please provide sign details (dimensions, copy area, setbacks, construction material).

- 3) In accordance with the provisions of Chapter 8, Section 8-6).e).1, the applicant shall submit copies of all jurisdictional agency approved permits and/or exemption letters (when applicable), including:
 - 1) Lake County Right-of-Way Utilization Permit
 - 2) DEP Water Well Permits
 - 3) St. John's River Water Management District ERP Individual (IND-069-137281-1)- Pending
 - 4) Florida Fish & Wildlife Permit to relocate Gopher tortoises off-site

Landscaping Plans Comments:

- 1) In accordance with Ordinance No. 2013-02, a Type "A" landscaping buffer shall be provided around the perimeter of the entire subdivision, with a minimum width of ten feet (Satisfied).
- 2) In accordance with Chapter 10, Section 10-3.a).1).E)., all single family developments shall provide internal canopy tree lined roads at an average spacing of 50 feet on center spacing along both sides of roads (Satisfied).
- 3) In accordance with Chapter 10, Section 10-3.c).10)., Internal access roads: Site plans and plats having an internal access road shall be required to plant an average of one canopy tree on each side of the road for every 50 feet of the road deemed an internal access road for both sides of the roadway (Satisfied).
- 4) In accordance with Chapter 10, Section 10-3.d)., storm water ponds shall be planted with a minimum of three canopy trees for every 250 linear feet of pond bank determined by measuring the top of pond bank. The trees shall be planted within 40 feet from the top of bank line and not within the maintenance shelf. No less than three canopy trees shall be required at retention ponds. Required storm water pond trees may be used to meet the tree inch per acre requirement of this section (Satisfied).

Note: A considerable amount of existing oak trees will surround Water Retention Pond areas.

Improvement Plans are not approved at this time. Upon satisfactory submission of all outstanding comments, a second review will be conducted. Upon approval of the Improvement Plans by the Technical Review Committee, a Development Order will be issued by the Town Manager to Subdivision Improvement.

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

Don Griffey with Griffey Engineering stated he wanted to check to see if there were any other comments they will be receiving, and if that was the extent of the comments, then they will aggregate them all together and do the adjustment and re-submittal. He stated they have received

a Request for Additional Information (RAI) from the Water Management District and comments from Public Works.

Ms. Then stated the only other comments are in regards to drafts and covenants as there is some language which refers to multi-family and it is entirely a subdivision for single family residences; staff will provide those in writing. She stated specific sizes for the utility and drainage easement need to be addressed within the agreement. Ms. Then stated the roads that will be conveyed to the Town have been reviewed and are compliant with Code, and that also will be provided in writing.

Mr. Carroll stated at the last Commission meeting, there was an observation concerning the placement of the dog park. He asked if any consideration had been given to that since the Commission meeting, because there has been no change on the Improvement Plan. He stated it will go before the Town Manager for approval.

Michael Orem, the project manager, replied he would discuss that with the applicant tomorrow, because they want to be good neighbors.

Mr. Carroll asked if they would be prepared to address the issue of the dog park location when it comes back before the Technical Review Committee.

Mr. Orem replied that they would be prepared.

Mr. Griffey stated the information would be reflected in the revised plans that will be submitted.

Upon a motion by Wendy Then and a second by Chief Chris McKinstry, the Technical Review Committee approved that the Preliminary Plat for Hilltop Subdivision Improvement Plans be brought back before the Technical Review Committee for their consideration after the comments are addressed, by a vote of 5-0.

6. Major Modification to Paradise Park Area “B” – MJM 03/14-001 – Providing for Flexi-Paved Walking Recreational Trails and Concrete Sidewalk, New Standard Parking Lot Area, Landscaping Improvements, and Other Recreational Park Features Such as Florida Accessible ADA Park Benches and Picnic Tables – Located Just South of Wales Plaza (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, Janet Tutt, 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. Ms. Then stated the proposed project includes 1,546 lineal feet of walking recreational trails and landscaping improvements located along Paradise Park-Area ‘B,’ just between Wales Plaza and Sunrise Plaza, referenced by address 1320 Paradise Drive (Alternate Key 2685280). 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. The site plan modification engineering plans have been drawn and certified by Richard Vernon Busche, Professional Engineer with Kimley-Horn and Associates, Inc., dated March 21, 2014, and John Olters, Registered Landscape Architect with Michael Pape & Associates, P.A., dated March 21, 2014.

Ms. Then stated the proposed improvements include the following:

- 11,235 sq. ft. of 6' Flexi-Pave sidewalk to be constructed along the internal park area and continuing along Paradise Drive.
- 12,419 sq. ft. of parking area generating 19 parking spaces, including two Florida ADA accessible parking spaces.
- 3,284 sq. ft. of 6' concrete sidewalk along the west side of the proposed parking lot area.
- Construction of Single Dry Retention Area.
- The improvements will require the removal of the following trees due to declining, diseased, and generally poor condition:

<i>Live Oak</i>	1
<i>Laurel Oak</i>	6
<i>Southern Magnolia</i>	2
<i>Cherry Laurel</i>	1
<i>Crape Myrtle</i>	11
<i>Sabal Palm</i>	21
<i>East Palatka Holly</i>	1
<i>Slash Pine</i>	14

- Landscaping improvements will be and 516 sq. ft. of bench pads including features such as:
 - ADA Florida Accessible Park Benches
 - ADA Florida Accessible Picnic Table

Reviews were completed for the Town by Town staff and The Villages Fire Department.

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

1. Review comments for the site plan completed by Town Engineer, dated 04/10/2014.
2. Fire Review comments for the general site development completed by the Villages Fire Department, dated 04/09/2014.

The Paradise Park Area 'B' requires a permit with the St. John's River Water Management District (SJRWMD) for the dry retention area to address storm water within the site. The application was submitted on 03/24/2014 and is currently under review (IND-069-19062-5).

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 reported that the tentative date for the next Town Commission Meeting is Monday, May 5, 2014. She stated hopefully, at that time, staff will have revised plans for sheet 5 and sheet 8 addressing some of the drainage comments by the Town Engineer.

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

Amber Gartner with Kimley-Horn and Associates, Inc., stated sheet 5 and sheet 8 will be revised per the comments, and the other comments are just clarification that they will respond to the engineer's comments.

Ms. Then stated as long as the revised plans are received by April 24, 2014, the application will be kept on the agenda for the May 5, 2014 Town Commission meeting.

Mr. Carroll stated the comments could be validated by the engineers so it does not need to come back before the Technical Review Committee.

Upon a motion by Wendy Then and a second by Chief Chris McKinstry, the Technical Review Committee approved the transmittal of the Major Modification to the Town Commission for their consideration upon revision of sheet 5 and sheet 8 addressing the Town Engineer's comments, by a vote of 5-0.

7. Chairperson/Members' Report:

Chairperson Carroll asked if there were any comments or reports. There were none.

8. Adjourn:

With nothing further to discuss or report, the meeting was adjourned at 10:24 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