

**MINUTES OF THE REGULAR MEETING  
OF THE TECHNICAL REVIEW COMMITTEE  
LADY LAKE, FLORIDA  
July 16, 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

**Members Absent:** Police Chief Chris McKinstry

**STAFF PRESENT:** Julia Wolfe, Staff Assistant to Town Clerk

**Also Present:** Brian Faryna of Senatore, Inc.

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

**1. Approval of Minutes: July 2, 2013**

*Upon a motion by Joe Crum and seconded by Butch Goodman, the Technical Review Committee approved the minutes as presented for the July 2, 2013 meeting, by a vote of 4-0.*

**2. The Church of St. Alban's (Anglican) Inc.- Major Site Plan 06/13-002 – Proposing a 2,546 sq. ft. House of Worship/Church Facility – A .33 +/- Acre Parcel Located in the Vicinity of West Lady Lake Blvd. and Rolling Acres Road at 625 West Lady Lake Blvd. (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 Church of St. Alban's (Anglican) Inc. is the property owner of a .33-acre parcel located on West Lady lake Blvd., in the vicinity of CR 466 and Rolling Acres road. The property was annexed in 2011 and it currently has a PFD-Public Facilities District Zoning Designation.

Ms. Then stated the applicant, James Senatore with Senatore Inc., on behalf of property owner, Church of St. Albans Inc., has submitted a site plan for the construction of a House of Worship/Church development consisting of 2,546 sq. ft. of building area. The parcel is approximately .33 +/- acres of land located just east of the American Legion along West Lady Lake Blvd. 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 additionally, the site must be developed in accordance with the terms and provisions of the Church of St. Alban's Memorandum of Agreement (MOA) Ordinance 2012-14.

Ms. Then stated the property is zoned "PFD" Public Facilities District which permits the development and construction of the proposed project. The Future Land Use Map designation for the site is RF (Religious Facilities). She stated the requested use is consistent with the

directives of the Comprehensive Plan and adopted Land Development Regulations and Memorandum of Agreement (MOA) Ordinance 2012-14.

Ms. Then stated within the packet is a list of the items that were reviewed in accordance to the site plan submittal. She stated at that time staff did not have the Town Engineer comments, but staff has them today. Within those comments, some areas of concerns are the following:

Sheet 4 - SWPPP

#2 - Detail A – Silt fencing needs to have opening at the driveway entrance for construction access.

Sheet 5 – Existing Conditions

#3 - The 60 foot r/w is noted as unimproved; identify the ground material grass or dirt, or any swales.

Sheet 6 - Grading

#5 - Is the proposed concrete sidewalk flush with the sidewalk pavement? If not flush, needs curb.

#6 - Where is storm water drainage going? The grade is sloped south to east of the property.

#7 - Is there a swale along the frontage of the property to retain the storm water runoff?

#9 - Need to show truck turning access within the parking lot for deliveries or garbage service.

#10 - Where is the trash bin located for this project?

#11- Parking required shows 24 parking spaces, but the plan shows total of 14 spaces = 6 asphalt spaces and 8 grass spaces. She noted for the record there is an executed off-site parking agreement with the American Legion, and all parking spaces will be satisfied according to the agreement.

#13 – Is it ok to use the 20 foot setback with the grass parking. She stated parking is not going to adhere to structure setback, so the grass parking is fine to be within that area.

Sheet 7 – Utility

#16 – The water line is missing note for 90 degree bend near the building

Sheet 10 – Landscape

#17 – Need to make sure that any landscaping and trees do not obstruct vehicle sight distance for the entrance and exit of the driveway

The engineering plans submitted, consisting of nine (9) sheets, are drawn on 24”x36” sheets and certified by Richard A. Campanale, Professional Engineer with Senatore Inc., dated June 26, 2013. The landscaping plans submitted, consisting of one (1) sheet, are drawn on 24”x36” and certified by Timothy W. Green, Registered Landscape Architect dated June 26, 2013.

|    | General Requirements                       | Meets Criteria | Outstanding Issues |
|----|--|----------------|--------------------|
| A) | Name of project.                           | X              |                    |
| B) | General statement of intended use of site. | X              |                    |

Technical Review Committee Regular Meeting  
July 16, 2013

|    |   |                       |                           |
|----|---|-----------------------|---------------------------|
| 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                     |                           |
|    | <b>Building and Structure Requirements</b>  | <b>Meets Criteria</b> | <b>Outstanding Issues</b> |
| 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                     |                           |
|    | <b>Street, Sidewalks, Driveways, Parking Areas and Loading Spaces</b>   | <b>Meets Criteria</b> | <b>Outstanding Issues</b> |
| A) | Engineering plans and specifications for streets, alleys, sidewalks and driveways to include soil borings, if necessary.  |                       | P                         |

|    |  |                       |                           |
|----|--|-----------------------|---------------------------|
| 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.  |                       | P                         |
| F) | Surface materials and cross-section of proposed paved areas.<br><b>(Show all existing infrastructure along the project frontage such as paved path, bollards, pedestrian signs and any other features)</b> |                       | P                         |
| G) | Fire lanes per the Standard Fire Prevention Code adopted in the Building and Fire Codes chapter.   |                       | P                         |
| H) | Description/location of proposed driveway(s) and median cut(s).  |                       | P                         |
| I) | Internal traffic control circulation plan, including directional arrows and signs to direct traffic flow, as necessary.  |                       | P                         |
| J) | Location of traffic-control signs and signalization devices, if required.  |                       | P                         |
| K) | Show the truck turning template for delivery and garbage trucks  |                       | P                         |
|    | <b>Drainage and Storm water</b>  | <b>Meets Criteria</b> | <b>Outstanding Issues</b> |
| A) | Soil classifications, cross-sections and details of proposed retention/detention ponds, swales, berms, etc., as required by SJRWMD.  |                       | P                         |
| B) | Size, material and location of storm water structures and pipes.   |                       | P                         |
| C) | Indicate flood elevation for 100-year flood and any other information required in Environmental Regulations chapter.   |                       | P                         |
| D) | <b>Drainage ( Please see comments outstanding for Sheet C2.1 &amp; C2.2)</b>   |                       | P                         |
|    | <b>Proposed Water, Sewer, and Solid Waste Facilities</b>   | <b>Meets Criteria</b> | <b>Outstanding Issues</b> |
| A) | Size, material, specifications and location of water mains, valves, services and fire hydrants.  |                       | P                         |
| B) | Size, material, specifications and location of sanitary sewer lines and laterals with submittal of a profile, if necessary.  |                       | P                         |
| C) | Size and location of septic tank and drainfield, if applicable.  |                       | P                         |
| D) | Grease separation system, if applicable: Size, location and materials.   |                       | P                         |
| E) | Location(s) and access provisions for refuse service, including pad, screening, fencing and landscaping, if applicable.  |                       | P                         |
|    | <b>Landscaping (Chapter 10)</b>  | <b>Meets Criteria</b> | <b>Outstanding Issues</b> |

|    |  |                           |                               |
|----|--|---------------------------|-------------------------------|
| 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                         |                               |
|    | <b>Environmental Protection</b>  | <b>Meets<br/>Criteria</b> | <b>Outstanding<br/>Issues</b> |
| 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                         |                               |
|    | <b>Additional Information</b>  | <b>Meets<br/>Criteria</b> | <b>Outstanding<br/>Issues</b> |
| 1) | A certificate of concurrency or evidence of application for a certificate.   | X                         |                               |
| 2) | Drainage calculations as required in the Storm water Management chapter.   |                           | P                             |
| 3) | Fire flow calculations, if applicable.   |                           | P                             |
| 4) | Lift station calculations, where required.   | N/A                       |                               |
| 5) | Copy of HRS permit, where required.  |                           | P                             |
| 6) | A construction cost estimate prepared by the engineer of record, which shall delineate any proposed improvements to be maintained by the Town.   |                           | P                             |
| 7) | Environmental assessment per the requirements, if applicable.  |                           | P                             |
| 8) | Any additional data, maps, plans or statements, as may be required, which is commensurate with the intent and purpose of the Code.   | X                         |                               |

P= Pending 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, Building Official, and Fire Review consultant, as well as Lake County and State agencies, when applicable.
  - a. Public Works-Utility Comments:
    - One (1) Water ERU allocation
    - One(1) Sewer ERU allocation- Private Lift Station to be installed
    - Reuse is 500 to 600 feet away approximately.

Since the Reuse may not be financially feasible based on nearest connection location, the applicant will need to provide justification and propose potable water meter for irrigation (R.P.Z Back Flow Preventer required).

- 2) Update plans to read: 2010 Florida Fire Prevention Code and address other Fire Review Comments.
- 3) The SJRWMD made a determination (Determination No. PDEX-069-134746-1) that the project is exempted from an Environmental Resource Permit since it doesn't meet the thresholds stated in sections 40C-4.041 or 40C-42-.022 of the Florida Administrative Code.
- 4) No Historic Tree Removal has been proposed for this facility.
- 5) No Landscaping Waivers are currently proposed for this facility. All landscaping buffers along the east, west, north, and south property boundaries are required to be Buffer Class "A," and all required plant material in terms of required canopy trees, understory trees, and hedge(s) will be provided, as shown on the submitted landscaping plans.

Ms. Then stated the site plan has been reviewed in accordance with Land Development Regulations Chapter 7, 10, 14, 15, 17, and 20. She stated the application has been reviewed in terms of Chapter 20; although it does not apply and is not required to meet commercial design standards, the applicant has provided an elevation. The project can be considered for approval by the Town Commission tentatively scheduled for Monday, August 5, 2013, upon satisfactory plan review comments by Town Engineer and Building Official.

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

Mr. Carroll asked if there were any comments.

Joe Crum, Building Official, stated he has some building comments listed as follows:

- Detail handicapped parking spaces in the plans submitted were not found.
- No elevations shown at the entrance/exits to determine state requirements for accessibility.
- All exits need to be connected to an accessible route. He stated he was unable to tell from the plans, but it appears the rear exits are not attached to an accessible route.

Mr. Crum stated for the actual site plan, staff would need the elevation to show it complies with the accessibility requirements.

Mr. Brian Faryna approached the podium and identified himself. He stated the rear entrance to the north was not ADA accessible, and to make sure, they would need to refer back to the building plan. He stated they were only required to have one direct exit outside the building, and he thinks they have met that at the front south exit, but would need to look at the plans in more detail to make sure.

Mr. Crum stated he has not seen the actual building plans, and does not believe, according to the code the applicant is going to get by with just one exit.

Mr. Faryna replied if he was unable to have one exit they would need to route the north entrance back to the ADA's.

Mr. Crum stated all entrances/exits have to be attached to an accessible route. He asked the applicant to check that out because he believes you need a minimum of two exits.

Mr. Faryna stated there were no details in the plans for ADA parking, so that would need to be addressed.

Mr. Carroll asked Mr. Faryna when he anticipates turning that around for his review.

Mr. Faryna asked if he was referring to the architectural building plans or the site for the ADA compliance. He stated he should have it this week.

Mr. Carroll stated all comments are satisfied at staff level and they have no additional comments. He asked that the comments be satisfied for the engineer. He stated the application does not need to come back before the Technical Review Committee as long as staff receives the satisfied comments signed off by the engineer this week.

Butch Goodman, Utilities Supervisor, commented the building will require one water and one sewer. He stated the irrigation is yet to be determined because if reuse is not financially feasible, at that time staff will determine if it is potable, and if so, then that will be another water ERU for irrigation.

Mr. Faryna replied he spoke with Mr. Goodman about getting staff the justification letter for the daily average values.

Mr. Goodman stated staff would need the average annual daily flow for that calculation.

Mr. Carroll stated that is something that could be satisfied for the water and sewer agreement. He asked that the comments be submitted as soon as possible because staff needs to get those satisfied.

*Upon a motion by Joe Crum and seconded by Butch Goodman, the Technical Review Committee approved the transmittal of the Major Modification to the Town Commission for their consideration pending addressing the outstanding comments, by a vote of 4-0.*

### **3. Chairperson/Members' Report:**

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

**4. Adjourn:**

*With nothing further to discuss or report, the meeting was adjourned at 10:14 a.m.*

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Julia Wolfe  
Staff Assistant to the Town Clerk

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Thad Carroll  
Growth Management Director

Minutes transcribed by Julia Wolfe, Staff Assistant to Town Clerk