

**MINUTES OF THE REGULAR MEETING  
OF THE TECHNICAL REVIEW COMMITTEE  
LADY LAKE, FLORIDA  
October 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:** Thad Carroll, Growth Management Director; Wendy Then, Town Planner; Thomas (Butch) Goodman, Utilities Supervisor; Mark Jones, Building Official and Lt. Vernon Wherry, Lady Lake Police

**Members Absent:** Police Chief Chris McKinstry

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

**Also Present:** Richard Bush with Kimley-Horn and Associates, Inc.

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: September 3, 2013**

*Upon a motion by Butch Goodman and seconded by Lt. Vernon Wherry, the Technical Review Committee approved the minutes as presented for the September 3, 2013 meeting, by a vote of 5-0.*

**1. ALF at Lexington Park-Phase II – Major Site Plan-09/13-001 – Development consisting of 53,161 Sq. Ft. of Assisted Living Facility with 70 Beds – 3.18 +/- Acres Located at 950 Hwy 466 (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 and owner, Mark Yap with WRYP ILF, LLC, has submitted a site plan for the construction of a development consisting of 53,161 sq. ft. of memory care/assisted living facility with 70 beds. She stated the parcel is approximately 3.18 +/- acres of land located at 950 Hwy 466, west of the intersection of Rolling Acres Road and Hwy 466, right behind the assisted living facility at Lexington Park Phase 1. 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 "PFD" Public Facilities District which permits development and construction of the proposed facility and is in accordance with the

Memorandum of Agreement of Ordinance No. 2009-30 adopted for this property. She stated the Future Land Use Map designation for the site is OIF (Other Institutional Facilities). The requested use is consistent with the directives of the Comprehensive Plan and adopted Land Development Regulations.

The engineering plans submitted, consisting of sixteen (16) sheets, are drawn on 24"x36" sheets and certified by Gene Bruno Losito, P.E. with Kimley-Horn and Associates Inc., dated September 25, 2013. The landscaping and irrigation plans submitted, consisting of five (5) sheets, are drawn on 24"x36" and certified by James H Bailey, Professional Landscape Architect with Landscape Architecture Group dated October 7, 2013.

<b>The following table consists of Site Development Submittal Requirements in the Town of Lady Lake Land Development Regulations:</b>			
	<b>General Requirements</b>	<b>Meets Criteria</b>	<b>Outstanding Issues</b>
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	
	<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).		<b>X</b>

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	
	<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, retaining walls, sidewalks and driveways.		<b>1</b>
B)	All parking spaces delineated including bicycle.	X	
C)	Number of parking spaces.	X	
D)	Detail for Wheel Stops	X	
E)	Number and location of handicapped spaces.	X	
F)	Number of square feet of paved parking and driveway area.	1	
G)	Surface materials and cross-section of proposed paved areas.	1	
H)	Fire lanes per the Standard Fire Prevention Code adopted in the Building and Fire Codes chapter.	1	
I)	Description/location of proposed driveway(s) and median cut(s).	1	
J)	Internal traffic control circulation plan, including directional arrows and signs to direct traffic flow, as necessary.		<b>1</b>
K)	Location of traffic-control signs and signalization devices, if required.	1	
L)	Show the truck turning template for delivery and garbage trucks		
M)	Loading Zone Area missing	<b>1</b>	
	<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.	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)	<b>Drainage ( Please see comments outstanding for Sheet C-07)</b>	1	

	<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.	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	
	<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	
C)	CMU Retaining Wall Details Needed (Engineer's comment 6)	1	
D)	Range in the Wall Height (Engineer's comment 15)	1	
	<b>Environmental Protection</b>	<b>Meets Criteria</b>	<b>Outstanding 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 Criteria</b>	<b>Outstanding 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.	1	
3)	Fire flow calculations, if applicable.	1	
4)	Lift station calculations, where required.	1	
5)	Copy of Environmental 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.	X	
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  
 X=Review by Town Staff

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 the additional comments for this application are as follows:

- 1) The following reviews have been received:
  - a. Town Engineer comments for the site plan dated October 10, 2013.
  - b. Fire Review comments dated September 27, 2013.
  - c. Lake County MPO Traffic Analysis review dated October 9, 2013.
  - d. Lake County Public Works comments dated August 29, 2013.
  - e. Lady Lake Public Works Comments dated September 18, 2013.
  - f. St. John's River Water Management District Modification Permit No. 42-069-119240-2 dated September 5, 2013.
  - g. Department of Environmental Protection-General Permit for Construction of Water Main Extensions-Permit No. 0080514-077-DSGP dated October 8, 2013.

Ms. Then stated at the time the reports were drawn, staff had not received the DEP for wastewater collection and transmission system, but Town staff has received the permit and it is in hand and available.

- 2) The applicant must comply with all comments prepared and provided by the Town engineer, Town staff, and Fire Review consultant, as well as Lake County and State representatives, when applicable.
- 3) The DEP Permit for Wastewater Collection/Transmission System is still outstanding. This permit is needed before the application can go to Town Commission.
- 4) A Sewer & Water Agreement with the Town for the provisions of water, sewer, and reuse for Phase I can be modified to include Phase II allocated ERUs. It has been determined that ten (10) ERUs for sewer, water, and reuse will be allocated for this project. Ms. Then asked the applicant if there is an intention of doing a separate sewer and water agreement for the 10 ERUs for this project, or is the intention is to modify the existing agreement with Phase I

Lt. Vernon Wherry asked if the summary should read “*right behind the Assisted Living Facility at Lexington Park Phase I*” instead of Phase II.

Ms. Then stated that was correct.

Richard Bush with Kimley-Horn and Associates, Inc stated he was there representing the applicant for the project. He stated Kimley-Horn is the engineer on record for this project and has submitted all the plans that have been reviewed thus far. Mr. Bush stated the facility is owned and operated by the same group that operates Phase I, so he believes the easiest thing for them to do would be to modify and add the ERUs to the existing utility agreement.

Ms. Then stated there were six comments generated by the Town’s engineer, and yesterday, Town staff received responses to those comments. She stated comments one, two, three and six have been addressed and updated in the site plan. She stated the comments on four and five are as follows:

- Comment 4 - Sheet C-05 – How does the delivery truck back-up 230’? A turnaround (hammerhead) is needed. If this is requested where will the generator be located? Ms. Then stated the engineer of record indicated they have fully coordinated with the owner and operators, and with this development, the service drive as proposed will be sufficient to meet their needs. She stated it has also been established that the exact configuration exists at Phase I, which is the front portion. Ms. Then stated Town staff does not have any concerns about that particular requirement at this time.
- Comment 5 - Sheet C-05 – The “No Outlet” sign is on the wrong side of the service drive. Either relocate sign to the right side of drive or add an additional sign. She stated it is the opinion of the engineer of record that the sign is located in the best location possible for visibility and they do not feel that setting up another sign is warranted at this time.

Ms. Then stated based on the two opinions, Town staff is going to defer to the engineer of record and will include it in the notes, and if anything comes about, it will be reviewed at a later date.

5) Other comments:

I) Commercial Design Standards

The project exhibits features in accordance with the Craftsman/Bungalow design; one of the four (4) preferred architectural style designs as per Chapter 20-Commercial Design Standards.

II) Landscaping and Tree Protection

The applicant is pursuing the following one (1) waiver to the Landscaping Requirements:

1. Reduce buffer width on the west boundary specified in Ordinance No. 2009-30 from 15’ to 13’ for a 65’ length due to access for fire safety.

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 Town engineer. She stated two other meetings are scheduled for today: the Special Commission Workshop, where the applicant will be showcasing the conceptual plan for this project; and the Tree and Beautification Committee meeting, where the applicant will showcase all the plant material.

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

Mr. Carroll asked if there were any other questions or comments. There were none.

*Upon a motion by Butch Goodman and a second by Mark Jones, the Technical Review Committee approved the transmittal of MJSP 09/13-001-ALF at Lexington Park-Phase II to the Town Commission 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 10:08 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