

**MINUTES OF THE REGULAR MEETING
OF THE TECHNICAL REVIEW COMMITTEE
LADY LAKE, FLORIDA
November 19, 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

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: November 5, 2013

Upon a motion by Wendy Then and seconded by Mark Jones, the Technical Review Committee approved the minutes as presented for the November 5, 2013 meeting by a vote of 5-0.

4. McDonald's Restaurant – Major Site Plan 10/13-002 – A 4,388 Sq. Ft. Restaurant with Drive-Thru Facility – Located at 452 N. Hwy 27/441 – Lady Lake Crossing 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 applicant, Braulio Grajales with High Point Engineering, on behalf of SRK Lady Lake 43 Associates LLC, property owner, has submitted a site plan for the construction of a development consisting of a 4,388 sq. ft. restaurant building with drive-thru facility on a 1.19-acre parcel located within the Lady Lake Crossing Plaza at 452 N Hwy 27/441 (Alternate Key 3872774). 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 "PUD" Planned Unit Development, which permits development and construction of the proposed facility and is in accordance with the Memorandum of Agreement of Ordinance 2006-04 adopted for this property. The Future Land Use Map designation for the site is RET (Commercial General-Retail Sales & Services). The requested use is consistent with the directives of the Comprehensive Plan and adopted Land Development Regulations.

Ms. Then stated the engineering, landscaping, and irrigation plans submitted, consisting of twenty-five (25) sheets, are drawn on 24"x36" sheets and certified by Braulio Grajales, P.E. with High Point Engineering, dated October 14, 2013.

The following table consists of Site Development Submittal Requirements in the Town of Lady Lake Land Development Regulations:			
	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.	X	
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.	X	
G)	If restaurant, show number of seats and occupancy load.	X	
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. Note: See comment 13.		1
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, retaining walls, sidewalks and driveways. Note: Comments 15 & 27 regarding Sidewalk		1
B)	All parking spaces delineated including bicycle.	X	
C)	Number of parking spaces. Note: See Comments 3 & 14		1
D)	Detail for Wheel Stops	X	
E)	Access Ramp for handicapped spaces. Note: See Comment 16.		1
F)	Number of square feet of paved parking and driveway area.	1	
G)	Surface materials and cross-section of proposed paved areas. Note: See comments 26, 28, and 29.		1
H)	Fire lanes per the Standard Fire Prevention Code adopted in the Building and Fire Codes chapter.	X	
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. Note: See Comments 11 & 12		1
K)	Location of traffic-control signs and signalization devices, if required.	1	
L)	Show the truck turning template for delivery and garbage trucks Note: See Comments 10 & 33- Truck turning template		1
M)	Loading Zone Area. Note: See comments 9 & 32.		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. Note: See comments 5 & 7		1
B)	Size, material and location of storm water structures and pipes. Note: See comments 17 & 18.		1
C)	Indicate flood elevation for 100-year flood and any other information required in Environmental Regulations chapter.	X	
D)	Drainage. Note: See comments 19 & 22.		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.	N/A	
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	
F)	Utility Plan: See comment 30		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. Note: See comment 25.		1
	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.	X	
4)	Lift station calculations, where required.	N/A	
5)	Copy of Environmental permit, where required.	N/A	
6)	A construction cost estimate prepared by the engineer of record (when applicable). Note: See comment 35.		1
7)	Environmental assessment per the requirements, if applicable.	N/A	
8)	Any additional data, maps, plans or statements, as may be required, which is commensurate with the intent and purpose of the Code.	N/A	

1= Review by Town Engineer
X=Review by Town Staff

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 reviews were completed by all the reviewers. Attached are following items in the packet:

1. Town Engineer comments for the site plan dated November 06, 2013.
2. Fire Review comments dated October 31, 2013.
3. Waste Management comments dated October 22, 2013.
4. Lady Lake Building Official comments dated October 22, 2013.
5. Lady Lake Public Works Comments dated October 11, 2013.

Ms. Then stated that there is some storm water drainage information that needs to be provided in regard to manholes and sheet flow noted in the Town Engineer's report under comments 19 and 22.

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

- 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.
- Traffic Analysis/Study for this project is still outstanding. She stated a traffic analysis will not be needed for this project. She stated the Lake-Sumter Metropolitan Organization (MPO) has provided information that the trip generation will be covered based on the information submitted in 2007 for the Lady Lake Crossings Plaza.
- The proposed location for the monument sign seems to interfere with the location of a proposed additional freestanding sign for the Lady Lake Crossing Plaza to be erected on this parcel.
- Please provide copy of shared-parking agreement between owner and developer for the remainder needed parking spaces. If a shared-parking agreement is provided, then an administrative variance will not be required for this project.
- DEP Permit for construction of water main extensions and/or an exemption letter to permit is still outstanding. If applicable, this permit is needed before the application can go to Town Commission.
- DEP Permit for Wastewater Collection/Transmission System and/or exemption letter to permit is still outstanding. If applicable, this permit is needed before the application can go to Town Commission.
- St. John's River Water Management District Permit and/or modification is still outstanding. This permit is needed before the application can go to Town Commission.

- Provisions for Reuse/Reclaim Water ERU allocation will be provided once the engineer submits usage in gallons per day (GPD) format.
- Please provide Glass Transparency for all exterior building elevations: Glass shall be transparent, without color, except for appropriate stained or art glass. The use of darkly tinted or reflective glass on windows or doors is prohibited. Reflective glass will be defined as having a visible light reflectance rating of fifteen (15) percent or greater and darkly tinted glass windows include glass with a visible light transmittance rating of thirty-five (35) or less.
- Please remove Waiver No. 8 from the cover sheet “Waiver & Variance Request” table of the Site Plan and add any additional waivers in accordance to this report. Waivers for parking spaces (No. 2 & 3) can be removed upon the provision of an executed shared-parking agreement.

1) Other comments:

I) Commercial Design Standards

- Chapter 20- Section 20-3C.3).A) which requires new buildings to adopt one of four (4) architectural styles.
 - The applicant is proposing a mix of styles combining modern style with the Mediterranean style of the Lady Lake Crossing. Consistency with adjacent architecture on a case-by-case basis has been allowed for other outparcel projects along this corridor in the past (i.e. Longhorn Restaurant, Insight Credit Union, etc.)

II) Landscaping and Tree Protection

The applicant has proposed Landscaping Buffer Class “A” around all property boundaries: north, south, east, and west. The applicant is pursuing the following waiver(s) to the Landscaping Requirements:

Chapter 10, Section 10-3, a). 2). which requires 160 caliper inches per acre of trees to be retained or replaced on site. The tree caliper inches required at the site is 190.4 caliper inches and 167 caliper inches have been provided. Waiver: 23.4 tree caliper inches.

Chapter 10, Section 3.c).2) -Landscaping Island requirements-At the end of single parking rows, a landscaping area shall provided with the following minimum: two hundred (200) hundred square feet with one (1) acceptable canopy tree or three (3) acceptable understory trees or palms, five (5) acceptable shrubs, and ground cover or grass. Proposal: To waive at least one (1) understory tree for each landscaping island.

Chapter 10, Section 10-3).g) – To waive requirement that a landscape area be provided around the base of all buildings oriented toward public rights-of-way or public parking areas. The proposed building addition does not exhibit the required four (4) ft. wide minimum landscape area around its base on the

elevation facing Hwy 27/441 & Fennell Blvd.

The site plan does not meet the requirements of the Land Development Regulations to be considered for approval by the Town Commission at this time. All outstanding comments can be addressed at the next Technical Review Committee.

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

Lt. Wherry asked if it should read SW corner of US 27/441 and Fennell Boulevard on the first page of the application for the site plan review under #11.

Mr. Carroll replied that was correct. He clarified for the applicant who just arrived that staff briefly went over the staff's report and comments. He also stated there are some outstanding items, permits and some engineering comments that need to be addressed prior to forwarding to the Town Commission. Mr. Carroll asked the applicant if he had any comments.

Mr. Braulio Grajales, P.E., with High Point Engineering, stated the need for a traffic study was previously discussed, but the developer of Lady Lake Crossings located the previous traffic study from 2007 which includes the McDonald's parcel and there is no need for an additional traffic study or trip generation analysis at this point.

Ms. Then stated it has been stated for the record that staff has received documentation from the MPO that additional traffic information is not needed and will be presenting it to the Town Commission.

Mr. Grajales stated he received comments related to engineering from the Town of Lady Lake and only one out of 35 relates to the technical revision of the drainage plan. He stated the engineering consultant for the Town has requested that the comment pertaining to runoff going through the sidewalks into the existing inlet in the reverse frontage road be changed to include catch basins to collect the run-off before it is discharged into the right-of-way. Mr. Grajales stated those changes have been made.

Mr. Grajales stated the other comments are very minor and requested that the Committee provide them opportunity to address the comments and keep the schedule to go before the next Town Commission meeting in December.

Mr. Then stated staff has not received a revised site plan addressing all the drainage issues to date and the Town Engineer has not stated that all relevant comments have been satisfied. She stated the revised site plan needs to be sent to the Town Engineer, so he can give his opinion that everything has been addressed. She stated staff cannot make a determination that the application can move forward at this point.

Mr. Grajales asked how much time they have to provide that plan in order for staff to make that decision.

Mr. Carroll stated the Commission agenda will be sent out this Friday. He clarified that there are also outstanding permits and the application cannot be advanced to the Town Commission without the permits. He asked if the project will be compromised if it is taken to the Commission on December 16th instead.

Mr. Grajales stated it does not compromise the project, but he would like to get approval before the end of the year. He stated he wanted to give himself some time to address any additional requests the Town Commission may have within the month of December.

Mr. Carroll stated it would be preferable to bring this project before the Town Commission on the 16th, because the committee cannot make a motion to advance this project to the Town Commission on the December 2nd without the permits in hand.

Upon a motion by Wendy Then and seconded by Mark Jones, the members recommended that the Site Plan for McDonald's Restaurant – MJSP- 10/13-002 be brought back before the Technical Review Committee on December 3, 2013 for their consideration after the comments are addressed, by a vote of 5-0.

5. Tree Tops Storage Facility – Major Site Plan 10/13-003 – A Development Consisting of Three Phases with 32 Buildings, Including 110,289 Sq. Ft. of Mini Storage Building Area for Phase 1 – Located at 175 S. Rolling Acres Road (Wendy Then)

Wendy Then, Town Planner, presented the background summary for this agenda item (on file in the Town Clerk's office). She stated applicant and property owner, Tree Tops Golf Inc., has submitted a site plan for the construction of a development consisting of three phases with 32 buildings, including 110,289 sq. ft. of Mini Storage Building area for Phase 1, on a 12.65 acre parcel located at 175 S. Rolling Acres Road (Alternate Key 3250290). 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 “CP” Planned Commercial, which permits development and construction of the proposed facility and is in accordance with the Memorandum of Agreement under Ordinance 2013-10 adopted for this property. The Future Land Use Map designation for the site is RET (Commercial General-Retail Sales & Services). The requested use is consistent with the directives of the Comprehensive Plan and adopted Land Development Regulations.

Ms. Then stated the engineering, landscaping and irrigation plans submitted, consisting of 17 sheets, are drawn on 24”x36” sheets and certified by David W. Springstead, P.E. with Springstead Engineering., dated November 13, 2013.

The following table consists of Site Development Submittal Requirements in the Town of Lady Lake Land Development Regulations:			
	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.	X	
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 buildings and Mini Storage Buildings		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
	Street, Sidewalks, Driveways, Parking Areas and Loading Spaces	Meets Criteria	Outstanding Issues
A)	Engineering plans and specifications for streets, retaining walls, sidewalks and driveways. Note: Comment 5 regarding Sidewalk and roadway cross sections	1	
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.	X	
G)	Surface materials and cross-section of proposed paved areas. Note: Comment 5 regarding Sidewalk and roadway cross sections.		1

H)	Fire lanes per the Standard Fire Prevention Code adopted in the Building and Fire Codes chapter. Note: See fire comments.		X
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.	1	
K)	Location of traffic-control signs and signalization devices, if required. Note: Comment 4 regarding "Stop" signs.		1
L)	Show the truck turning template for delivery and garbage trucks Note: Comments 8 Truck turning template		1
M)	Loading Zone Area	X	
	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. Note: See notes regarding Basin "A" and Basin "B" Comments 10-14, 16		1
B)	Size, material and location of storm water structures and pipes. Note: See comment 9.		1
C)	Indicate flood elevation for 100-year flood and any other information required in Environmental Regulations chapter.	X	
D)	Storm water Plan as per NPDES requirements- See comment 26.		1
E)	Drainage : Drainage flow, typical sections slopes Note: See comments 17-20 & 24-25		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)	Height of Energy Dissipater Blocks Note: See comment 22.		1
D)	Grease separation system, if applicable: Size, location and materials.	N/A	
	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	
C)	Dumpster Details. Note: See comment 23.		1
	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.		
	Additional Information	Meets Criteria	Outstanding Issues
1)	A certificate of concurrency or evidence of application for a certificate.	N/A	
2)	Drainage calculations as required in the Storm water Management chapter.	1	
3)	Fire flow calculations, if applicable. See Fire Consultant comments.		X
4)	Lift station calculations, where required.	1	
5)	Copy of Environmental permit, where required.		X
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. Note: See Comments 28.		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

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 following reviews have been received:

1. Town Engineer comments for the site plan dated November 6, 2013.
2. Fire Review comments dated November 6, 2013. Ms. Then stated the latest review was re-submitted on November 14, 2013 with all fire comments satisfied.
3. Waste Management comments dated October 23, 2013.
4. Lady Lake Building Official comments dated October 22, 2013.
5. Lake County MPO Traffic Analysis review dated October 23, 2013.
6. Lady Lake Public Works comments dated November 7, 2013.
7. Lake County Public Works comments dated November 6, 2013.

Ms. Then stated there is an update on the number of ERU allocations and Public Works has a comment regarding this application.

Butch Goodman stated staff would like to meet with the engineer after the meeting to clarify the ERU determination.

Ms. Then stated Town staff has received a revised site plan dated November 13, 2013, but has not received a review comment back from the Town Engineer regarding whether all outstanding comments are satisfied at this time. Ms. Then stated additional comments for this application are as follows:

- 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.
- Please mark all parking spaces dimensions on site plan (10'x20' for regular parking spaces & 12'x20' ADA parking spaces).
- Proposed Monument Sign needs to show minimum 5 feet setback.
- Please provide a Photometric Site Lighting Plan for facility showing mounted fixtures on buildings.
- Please provide detail of the 6' decorative (coated) chain link fence to be installed along the northern boundary.
- DEP Permit for Construction of water main extensions and/or exemption letter is still outstanding. This permit is needed before the application can go to Town Commission
- DEP Permit for Wastewater Collection/Transmission System and/or exemption letter is still outstanding. This permit is needed before the application can go to Town Commission.
- St. John's River Water Management District Permit and/or modification is still outstanding. This permit is needed before the application can go to Town Commission.
- A Sewer & Water Agreement with the Town for the provisions of Water, Sewer, and Reuse for Phase I. It has been determined that four (4) ERUs for Sewer and Water and six (6) for reuse/reclaim water will be allocated for this project.

2) Other comments:

III) Commercial Design Standards

Chapter 20- Section 20-3C.)3).A), which requires new buildings to adopt one of four (4) architectural styles.

- The applicant is proposing a mix of styles combining modern style on the existing one-story retail building and the rest are Mini Storage Warehouses. Elevation has been provided in the packet.

IV) Landscaping and Tree Protection

- As per adopted CP Memorandum of Agreement, landscaping buffer shall be Landscaping Buffer Class “A” around all property boundaries: north, south, east, and west.

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

- a) Waiver to LDRs-Chapter 10, Section 10-3, b).B).1) for North Landscaping Buffer Class “A”:

Understory Tree Requirement: 28 understory trees
Proposal: 0 understory tree
Waiver: 28 understory trees

Justification: Heavy oak tree cluster buffer in existence. Not enough space for proper understory planting.

- b) Waiver to LDRs-Chapter 10, Section 10-3, b).B).1) for South Landscaping Buffer Class “A”:

Understory Tree Requirement: 28 understory trees
Proposal: 12 understory trees
Waiver: 16 understory trees

Justification: Oak tree cluster in existence. Not enough space for proper understory planting.

- c) Waiver to LDRs- Chapter 10, Section 10-3, a). 2).

The site is required to have 2024 tree caliper inches based on a 12.65-acre parcel. Commercial sites must retain/provide a minimum of one hundred sixty (160) tree inches per acre on the site. The applicant is proposing 1789.5”. Waiver: 234.5 Tree Caliper Inches

The site plan does not meet the requirements of the Land Development Regulations to be considered for approval by the Town Commission at this time. All outstanding comments can be addressed at the next available Technical Review Committee.

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

Mr. Jason Hurley with Springstead Engineering stated they have provided a set of plans with the revisions per the latest comments. He stated they have tried to address all of the issues entirely. He stated they received word this morning from Sandy Joiner with St. Johns Water Management District indicating she was issuing the permit and they should have it by the end of the day. Mr. Hurley stated they contacted DEP and expect to receive word that this is an exemption to DEP rules; it is a fire line and water service connections less than three inches, and they do not expect any indication from them that water and sewer permit will be required.

Mr. Hurley stated their goal is to address any issues today that might keep them from moving forward to the Town Commission. He stated they can supply the chain link detail, and the site lighting is included in the electrical engineer's plan set and this will be submitted to the Building Department after this meeting.

Ms. Then stated it will depend on whether staff receives a reply back from the Town's engineer whether the outstanding comments have been satisfied and the permits received by Friday.

Mr. Hurley stated there is an issue regarding the Town engineer's comment about the requirement of an environmental assessment for the property. He stated since this is a previously developed project and has been operating as a golf driving range, they feel it would be a burden on the owner to enforce that a new environmental assessment be done on this parcel. He asked that the TRC waive that requirement.

Ms. Then asked if that information was submitted on the response to the Town engineer's comments.

Mr. Hurley stated he believed it was explained.

Ms. Then stated staff will check on that, and the requirements per Chapter 12 regarding environmental assessment, and will get back with the applicant to make sure that has been satisfied.

Mr. David Springstead with Springstead Engineering stated the owner has been out picking up golf balls, running equipment, and mowing, and there has been a lot of activity on the property on a day to day basis from the original generation of the Tree Tops Driving Range, and that is why they are asking for the environmental assessment to be waived. He stated it has not been just a field or woods; they have been running an active business since 1999.

Ms. Then stated the justification for the waiver should be provided to staff in writing to evaluate their request. She stated in addition, all waivers as stated per today need to be listed on the front page of the site plan cover sheet. She asked that it be revised and sent to Town staff so they can deem all waivers that are listed for the project complete.

Mr. Carroll clarified for the record that the applicant has corresponded with St. John's Water Management and they will be receiving that, and they are anticipating exemption with the DEP.

Mr. Springstead replied that was correct.

Upon a motion by Wendy Then and seconded by Mark Jones, the members recommended that

the Site Plan for Tree Tops Storage Facility – MJSP- 10/13-003 be forwarded to the Town Commission Meeting on December 2, 2013 for their consideration, provided all the information can be submitted, received, and satisfied before the agenda due date, by a vote of 5-0.

Mr. Carroll stated if the information is not received, the application will be brought back to the Technical Review Committee to evaluate it for completeness before submitting it to the Town Commission at their December 16th meeting. He asked if they are anticipating concurrent construction review.

Mr. Springstead stated they have the building construction plans completed by both the electrical, mechanical, and building contractor and the architect. He asked if there is a way to get those submitted to get a preliminary review and have those held until they get a site plan approval.

Mr. Carroll stated they can get a preliminary review, but they cannot be approved until the site plan is approved, and the permit cannot be released. He stated it is at the applicant's own risk if anything comes out of the site plan process than would require an amendment to those plans. He stated they can be filed concurrently to get the process started.

6. Chairperson/Members' Report:

Growth Management Director Thad Carroll asked if there were any comments or reports. There were no comments.

7. Adjourn:

With nothing further to discuss or report, the meeting was adjourned at 10:26 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