



506 WEST BERCKMAN STREET
FRUITLAND PARK, FL 34731

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Board Members: City Manager Gary La Venia, Chairman City Engineer Duane Booth City Land Planner Greg Beliveau Jeff Gerling, Building Official Judd Wright, Fire Inspector Tracy Kelley, CDD	Board Members: Chief Mike Fewless, Police Department, Vice Chair Chief Donald Gilpin, Fire Department Dale Bogle, Public Works Director Lori Davis, Code Enforcement
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**SPECIAL TRC
MEETING MINUTES
JUNE 18, 2018
10:00AM**

- I. MEETING CALLED TO ORDER:** Meeting called to order at 10:06AM.
- II. MEMBERS PRESENT:** All members present with the exception of Jeff Gerling, Building Official; Judd Wright, Fire Inspector; Lori Davis, Code Enforcement; Vice Chair Chief Mike Fewless, Police Department; and Chief Donald Gilpin, Fire Department.
- III. MINUTES FROM PREVIOUS MEETING:** Special TRC Agenda does not include meeting minutes from June 5, 2018.
- IV. OLD BUSINESS:** None
- V. NEW BUSINESS:**
 - A. The Glen – PH 10 Final Plat Application

Applicant Michel Moukhtara – A. A. Moukhtara Company requesting approval of the Modification of Developer’s Agreement and Final Plat approval for Phase 10 of The Glen Subdivision currently under construction.

Jason Hurley, P. E., Springstead Engineering; Michel Moukhtara and Sayed Moukhtara of A.A. MOUKHTARA CO, INC. were in attendance to represent The Modification of Developer’s Agreement and The Glen PH 10 - Final Plat application submittal. Engineer Hurley would like to discuss the Plat Review Checklist and comments from BESH Engineering. Engineer Hurley stated they received notice from the surveyor that all record monuments are in and would like to know if a letter certifying approval is still required. City Engineer Booth stated yes, a certification letter is required. Engineer Hurley is in possession of a revised sheet prepared for resubmittal. Engineer Hurley stated that Item 28 refers to another checklist in the plat requesting certification from City Commission that they are in acceptance of the dedications. Engineer Hurley wants to make sure there are no partial acceptances. City Engineer Booth stated that there are two checklists, Chapter 177 F.S. and the City Code (Land Development Regulations). City Engineer Booth states that the entirety is not needed in the certification block on the plat, but the certification block still needs to note that it has been accepted. Public Works Director Bogle questioned inspection requirements for septic. City Engineer Booth stated that Lake County Environmental Health completes the inspection of all septic tanks. City Engineer Booth stated that amount of the bond has been approved, but the language has been submitted to the City Attorney for approval. Engineer Hurley stated that CDD Kelley specified in an email that the bond would be reviewed again with the survey. CDD Kelley stated this comment came from the City Attorney. City Engineer Booth stated the legal description needs the required language.

Engineer Hurley stated a revised legal description has been added, and it does not change the property, but does have additional required language. City Engineer Booth stated this language makes it clear there are no gaps and overlaps and this plat is abutting other plats. CDD Kelley stated the City Attorney's other comment was to make sure "Exhibit A" is included in the covenant. Engineer Hurley stated they would submit the revised "Exhibit A." Engineer Hurley stated that several other comments are pending the approval of this plat. Engineer Hurley asked when Springstead Engineering would be notified of the acceptance of the draft to be able to request the mylar. CDD Kelley stated she would send notification once all required documents have been submitted. Once this is complete, the documents will be recirculated for review. CDD Kelley stated while an additional TRC meeting is not required, City Commission will not be asked to conditionally approve a draft, but will seek final approval. City Engineer Booth stated the final mylar needs to be signed and notarized prior to the Commission meeting. Typically record plats are a consent agenda and the mayor will sign the plat during the scheduled Commission meeting once approved. City Planner Beliveau stated the Modification of the Developer's Agreement will need to be approved prior to final plat. Engineer Hurley questioned the deadline. CDD Kelley stated the Modification of the Developer's Agreement is scheduled to go before the Planning and Zoning Board June 21, 2018; City Commission First Reading June 28th, 2018; City Commission Final Reading July 12, 2018. City Land Planner Beliveau stated the Modification of the Developer's Agreement has to be heard twice. The plat does not require a 2nd reading, but the Modification of the Developer's Agreement is an ordinance which requires two readings. The Modification of the Developer's Agreement has to be heard before the plat. The plat will be on the agenda for July 12, 2018 also. The City Clerk will hand deliver the plat to Lake County Clerk of Courts for recording the next day. The Agreement was executed in October by the previous Community Development Director in error since it was never brought before City Commission to be adopted. This is basically an amendment to the PUD, which is why it goes through the same process as the PUD, which is a two hearing process. Michel Moukhtara questioned if they would be allowed special consideration since it was not a fault of their own. City Land Planner Beliveau stated that this is why we are at this special TRC meeting today. The Modification of the PUD is heard first, and the plat is a follow-up since it is referenced in the Agreement. All future phases rely on this document. Once the Modification of the Developer's Agreement is adopted, that is the last time it has to be heard. Each phase does not need to repeat the same process as the Modification of the Developer's Agreement. CDD Kelley stated while the Agreement does not have to be heard again, each plat will need to be heard for future phases. A letter was requested by Michel Moukhtara to satisfy obligations of development. CDD Kelley stated the City would be glad to draft a letter to Maronda Homes stating the Modification of the Developer's Agreement is in the process of approval with a timeline, which was offered previously. City Engineer Booth recommended the recording fees are paid in advance for the recording of the plat and the Modification of the Developer's Agreement. The applicant can check with the Lake County Clerk of Courts to find out the cost of recording in advance. City Engineer Booth recommended CDD Kelley check with the City Attorney to see if the bond is required to be recorded as well. In regards to the Engineer's inspection for the completion of improvement, Engineer Hurley stated Springstead Engineering is waiting on signage and striping. Engineer Hurley inquired if a date for the inspection is required. City Engineer Booth stated the Public Works Director would notify them when the time is right. Public Works Director Bogle will make a site visit this afternoon though the signage and striping are not complete. In regards to the required playground equipment, CDD Kelley stated the plans have yet to be submitted. Sayed Moukhtara stated this request will be met prior to the Final Plat hearing. Playground plan approval from the Community Development Department is required prior to installation per CDD Kelley. The agreement states the playground equipment will be commercial recreational park grade consisting of swing sets, slides, jungle gym climbs, benches, wood mulch, and surrounded by a 48" black vinyl coated chain-link fence with gate. The

playground equipment will be a minimum of \$30,000 hard investment cost, not including fence, gate, mulch, and install cost. Per City Engineer Booth if it is an improvement in the subdivision, the City will either need it installed prior to recording the plat or a payment performance bond prior to recording the plat. Engineer Hurley stated that PH 13 is the plat that we are referring to concerning the completion of the road. City Engineer Booth then stated that since the playground is not in PH 10, the installation needed to be complete before the completion of PH 13. City Planner Beliveau clarified the graphic is what is required at the time of the City Commission on June 28, 2018. City Manager La Venia interpreted the graphic is a conceptual drawing of the required playground. CDD Kelley stated prior to Community Development Department approval, the drawing is to be reviewed by Recreation Department Director Michelle Yoder. City Land Planner Beliveau stated there is another problem the developer needs to be aware of that will arise during the public hearing; the language in the agreement reads “if the owner intends on completing the original development as was approved by the City Commission...” The original project was approved with no curbs and gutters. City Manager La Venia stated since the project was originally approved without the curbs and gutters, it cannot be changed in retrospect. City Land Planner Beliveau stated the requirement of gutters and curbing has been in city design standards since 1999 so he is unsure why it was not included in the original project. The position of Community Development Director has changed over the years, which contributed to the change in how the reviews were completed and the variation in requirement enforcement. CDD Kelley stated under her direction, the Community Development Department will enforce all adopted Land Development Regulations. City Manager La Venia stated the previously mentioned requested letter will be sent to the project Engineer. CDD Kelley stated the Planning and Zoning Meeting is scheduled for Thursday, June 21, 2018, which is a recommending board only. City Engineer Booth stated typically the plat is heard once during City Commission. The PUD Agreement will be required to be heard at the Planning and Zoning Meeting as well as two City Commission Meetings. CDD Kelley stated the plat will be removed from the Planning and Zoning agenda. Engineer Hurley questioned if a representative’s presence is required at the Planning and Zoning Meeting for the Ordinance pertaining to the Developer’s Agreement. CDD Kelley stated a representative is recommended. City Engineer Booth stated a representative would be able to better explain the history of the project. CDD Kelley stated a home was built on the lot that was set aside for the playground in the original Developer’s Agreement. Michele Moukhtara stated the original agreement called for two playgrounds but the City has since agreed upon a single playground as outlined. CDD Kelley stated the outlined playground is to be placed beside the Wingspread Subdivision gate, which is an ideal location for access.

MEMBERS’ COMMENTS: No additional comments.

ADJOURNMENT: 10:37AM