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 **506 WEST BERCKMAN STREET PHONE: 352 360-6727**

 **FRUITLAND PARK, FL 34731 FAX: 352 360-6652**

 **TRC COFP Members: TRC Members:**

 City Manager, Chairman City of Leesburg Utilities

 Police Chief, Vice Chair Lake County School Board

 Attorney Lake County Public Works Department

 Building Official Lake County Economic Development

 CDD

 Code Enforcement Officer

 Engineer Halff

 Fire Chief

 Fire Inspector

 Land Planner LPG

 Public Works Director

**MEETING NOTES**

**TECHNICAL REVIEW COMMITTEE**

**JULY 6, 2021**

**10:00AM**

1. **MEETING START TIME:** 10:05AM
2. **MEMBERS PRESENT:** All members present except Building Official, Code Enforcement, Fire Chief, Fire Inspector, City of Leesburg Utilities, Lake County School Board, Lake County Public Works and Lake County Economic Development. Also, present Mr. James Senatore and Chris Zipperer on behalf of Terra Promessa Preserve; Mr. Isaiah Cottle, Adilia Richmond and Dustin Brinkman (P.E. KPM Franklin Project Manager) on behalf of Mirror Lake Phase II; Bowman Consulting Maleia Storum, Project Engineer and Armando Cabre, Senior Project Manager, on behalf of COFP–Grocer.
3. **MEETING NOTES FROM PREVIOUS MEETING:** Meeting notes from June 1, 2021 were not included for review/comment and thus tabled for the August 3, 2021 Meeting.
4. **OLD BUSINESS:** NONE

 **NEW BUSINESS:**

Dwayne Williams, the new Community Development Director (first day in this role), was introduced to TRC by City Manager LaVenia.

1. **Terra Promessa Preserve – Preliminary Subdivision Plan (Alternate Key: 1289785)**

Application submitted by James P. Senatore (owner) for Preliminary Subdivision Plan for Terra Promessa Preserve. Applicant proposing to develop approximately 18.78+ acres of property currently zoned R-3A (Multi-Family High Density Residential) into 11 individual lots with well and septic. The subject site is generally located north of Lewis Road on the west side of CR 468.

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Community Development Deputy Director (CDDD) Kelley introduced application to develop an upscale subdivision with lot sizes of + one acre and home sizes approximately + 6,000 sf.

Applicant James Senatore stated although there are 11 lots, only 10 will be sold. The lot on which an existing home is located is not for sale.

Community Development Deputy Director (CDDD) Kelley stated that the next step would involve going before Planning & Zoning Board. PWD Dicus stated there were no concerns with well, septic and/or stormwater. Halff Tobias expressed anticipation that the stormwater LDR would be adopted before the construction plan submittal.

Halff Tobias clarified wetlands cannot be used to retain stormwater; SJRWMD will not allow thus a separate system would be necessary. Applicant stated intent is to use swale and driveways for ditch blocks with water directed into the HOA preserve area; water will be pretreated before going into the retention pond.

Length of the road required, per Mr. Campanale, is 600 feet maximum and does not include 240 feet back to the cul-de-sac (840’ total). Cul-de-sac would need to be large enough to accommodate emergency/fire vehicle turnaround.

Applicant anticipates applying for a variance. The variance will need to be approved prior to moving forward with the preliminary subdivision plan application.

Applicant inquired regarding Lake County PWD comments and was directed to coordinate with the county applicable to CR 468 restriction for right-in/right-out turning movements.

City Attorney requested copy of title commitment from the closing, along with backup documents, for recent purchase of property.

1. **Mirror Lake Phase II – Preliminary Subdivision Plan (Alternate Key: 3897102)**

Application submitted on behalf of Fruitland Park LLC, by Mr. Isaiah Cottle of GSL Holdings I, LLC. Applicant proposing Preliminary Subdivision Plan for Phase II of Mirror Lake Estates. Property is approximately 14.92 + acres of vacant land currently zoned PUD. Phase II will consist of seventy-six (76) single family residential homes. Property is generally located north of Urick Street and west of Seminole Boulevard.

CDDD Kelley introduced application, stating Phase II (un-platted) is located directly behind Phase I. Applicant is aware of past issues/concerns applicable to Phase 1, including non-receipt of as-builts (not certified).

Halff Tobias provided advisory comment for the record: Ongoing stormwater issue with underdrains installed which presumably worked too well with water draining down to the spreader swale resulting in flooding [washing out wooded area and creating an erosion problem on Mirror Lake Drive]. To date, nothing has been done by the development to officially address the issue. City has required, prior to any Phase II construction, Phase I issue(s) be addressed and rectified. However, since only a “preliminary” subdivision plan submittal at this time, the aforementioned is not a consideration at this point.

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Per PWD Dicus, city worked with surveyors to locate old utilities and found areas not included on the map; same has since been added to new drawing(s). COFP PWD plan is to “cap” everything on the property considered ‘existing.’ When new lines are brought in for Phase II, Lemon Avenue position will be the area to tie back into. The plan is to eliminate the line on the backside of the property. When construction begins, coordination with PWD should be arranged.

City Attorney Geraci-Carver requested clarification on lot widths as it appears 3 different sizes proposed. Mr. Brinkman, Project Manager on behalf of applicant, stated there would be a mix of 40 and 50 foot lots.

City Attorney further inquired whether a PUD amendment was being proposed, as indicated, on drawing C1.1. Per Mr. Brinkman, no amendment is currently being proposed and ‘comment’ listed on drawing was from previous engineer, Keith Riddle of Riddle Newman. CDDD Kelley requested removal of the comment as it is not being proposed by the applicant.

Applicant was advised that TIA should be submitted with preliminary subdivision plan application. The environmental report is being reviewed to ascertain if exemption letters can be provided. Per CDDD Kelley, although the reports are necessary and required, the application process would not be impeded.

Tree survey submittal will be required, specifying which trees will remain and/or be removed. Replacement table (@25%); applicant currently analyzing what trees will be removed. Mr. Brinkman inquired whether there are any trees considered historic or a protected specimen by the city; also, whether there is a tree species that does ‘not’ require replacement inches? CDDD Kelley will provide advisement after review of LDRs.

Mr. Brinkman stated preliminary discussion with SJRWMD is to pick-up where previous engineer, Riddle Newman left off . The goal/option is to remove spreader swale and potentially install broad crested weir. Per Halff Tobias, this is an operation/ maintenance issue vice permitting issue. After various discussions concerning options, city will await submission of final plan addressing the concern.

**C. City of Fruitland Park-Grocer (Alternate Key: 1288151 and 1699665)**

Application submitted by Chad Tullos, Chief Investment Officer-Stafford Properties, Inc., on behalf of Larry M. Phillips Trustee, Larry M. and Linda S. Phillips (owner). Applicant proposing a Major Site Plan for the development of 8.29 + acres of property to allow for a 47,647 sf grocer with 2 outparcels for future development.

Project Engineer/Maleia Storum and Senior Project Manager/Armando Cabre of Bowman Consulting, on behalf of the development, requested clarification of signage. CDDD Kelley stated that signage will have to be designated as multi-tenant and signs should be a part of the site plan (on outparcels); encouraged to adhere to LDRs as City Commission will closely examine compliance.

Halff Tobias provided clarification to Bowman engineers concerning 10 x 20 parking spaces. Parking allotment spaces may be considered for 10x18 if the 2 ft is used as part of a grass space/area and added to the buffer. Halff CDDD Kelley stated variances must be requested for consideration when code requirements cannot be met. Accompanying the variance should be an explanation of the “hardship” created in meeting the code requirement. A requested reduction in the required size of the parking spaces, in order to increase the available number of spaces, in all likelihood will not be considered a

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hardship. The current allocated ‘proposed’ parking is below the minimum code requirement of 234 spaces with the allocation based on the total square footage of the property, irrespective of buffer requirement, usable customer area and/or floor area.

Applicants may consider applying for a variance to decrease the size of the buffer, to include removing the islands. Consideration to be given to making the buffer “conventional and uniform” as best as possible.

Ms. Storum and Mr. Cabre inquired whether private lift station will be required to adhere to city details. Halff Tobias and PWD Dicus stated that any connection to the city system would have to utilize city details. PWD Dicus added that details would apply up to where city is responsible. Applicants stated that there have been no identified end-users for outparcels to date.

PWD Dicus requested that applicant hire private company to conduct flow tests and advise the city when tests are completed.

City Attorney Anita Geraci-Carver commented that since two (2) separate parcels identified on site plan, a unity of title would be required.

Applicant to contact city for any additional required information to move forward with development. Winn-Dixie was identified as the grocer.

 **MEMBERS’ COMMENTS:**

**ADJOURNMENT:**  11:02AM