

**MINUTES OF THE REGULAR MEETING
OF THE TECHNICAL REVIEW COMMITTEE
LADY LAKE, FLORIDA
December 17, 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: Robert Barnes, Public Works; Julia Wolfe, Staff Assistant to Town Clerk

Also Present: Commissioner Hannan

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 19, 2013

Upon a motion by Mark Jones and seconded by Lt. Vernon Wherry, the Technical Review Committee approved the minutes as presented for the November 19, 2013 meeting by a vote of 5-0.

(Agenda item #5 was taken out of order.)

5. Village Airport Van Campus-Major Site Plan 10/13-001 – A Development Consisting of Three Phases with Three Buildings, Including 4,300 Sq. Ft. of Shop Space, 10,300 Sq. Ft. of Office Space, and 3,600 Sq. Ft. of Owner’s/Caretaker Residence for a Transportation Service Business and Ancillary Uses – Located at 121 West Hermosa Street (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, Andrew T. Logan with Logan Civil Engineering, on behalf of Hermosa Street LLC, property owner, has submitted a site plan for the construction of a development consisting of three phases with three buildings including 4,300 sq. ft. of shop space, 12,100 sq. ft. of office space, and 1,800 sq. ft. of owner’s/caretaker residence, for a total of 18,200 sq. ft. of commercial development with an 18,000 LPG tank, for a Transportation Service Business and ancillary uses, located on a 4.21-acre parcel at 121 West Hermosa Street (Alternate Keys 1279518, 2747021 & 2561858). Ms. Then stated, the applicant proposes the temporary set up of a 1,000-gal LPG tank to initiate fleet-fueling operations for this Transportation Service business, which will be removed and replaced with the permanent 18,000 gallon LPG tank at a later date. Ms. Then 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 the property is zoned Planned Commercial (CP), which permits development and construction of the proposed facility and is in accordance with the Memorandum of Agreement of Ordinance No. 2013-11 adopted for this property. She stated the Future Land Use Map designation for the site is Commercial General-Retail Sales & Services (RET). The requested use is consistent with the directives of the Comprehensive Plan and adopted Land Development Regulations.

Ms. Then stated the engineering plans submitted, consisting of 11 sheets, are drawn on 24"x36" sheets and certified by Andrew T. Logan, Professional Engineer with Logan Civil Engineering, dated December 4, 2013. Structural engineering plans, consisting of four sheets, are drawn on 24"x36" and certified by David G. Kittridge, Professional Engineer. She stated the landscaping and irrigation plans submitted, consisting of one sheet, are drawn on 24"x36" and certified by L. R. Huffstetler III, Professional Landscape Architect with LPG Urban & Regional Planners, Inc., dated December 3, 2013.

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

- a. Town Engineer comments for the site plan dated December 12, 2013 (satisfied).
- b. Fire Review comments dated December 7, 2013 (satisfied).
- c. Waste Management comments dated October 15, 2013 (satisfied).
- d. Lady Lake Building Official comments dated October 22, 2013 (satisfied).
- e. Lake Sumter MPO Traffic Analysis review dated October 28, 2013 (satisfied).
- f. Lady Lake Public Works Comments dated December 6, 2013 (satisfied).
- g. St. John's River Water Management District Permit No. IND-069-135913-1 dated November 14, 2013 (satisfied).
- h. Florida Department of Environmental Protection Wastewater Collection/Transmission System Permit No. 0322602-001 dated November 27, 2013 (satisfied).
- i. Florida Department of Environmental Protection Water Main Extensions Permit No. 0080514-078-DSGP dated November 19, 2013 (satisfied).
- j. Florida Department of Agriculture and Consumer Services-LPG Tank approval for 1000-gal tank dated November 21, 2013 (satisfied).

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.	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	
	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.	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). - One (1) waiver applied for.	X	
	Street, Sidewalks, Driveways, Parking Areas and Loading Spaces	Meets Criteria	Outstanding Issues
A)	Engineering plans and specifications for streets, alleys, retaining walls, sidewalks and driveways and other paved areas. Note: See report by Town Engineer regarding Retaining Wall comments.	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. (See ADA Parking Detail comments by Town Engineer).	1	
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. (See Town Engineer's comments).	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. Note: See Town Engineer's comment	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: Please address Truck turning template as it relates to service drive, generator pad, and dumpster and storage area (comments 1-4)		
M)	Loading Zone Area missing	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.	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)	Drainage (Please see comments by Town Engineer)	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.	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	
	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. (See Town Engineer's comments)- Five (5) waivers applied for.	1	

B)	Irrigation system plan. (See Town Engineer's comments)	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.	X	
	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.	1	
4)	Lift station calculations, where required.	N/A	
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.	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 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 agencies, when applicable.
- A Sewer & Water Agreement with the Town for the provisions of Water and Sewer will be executed. It has been determined that seven ERUs for Sewer and Water will be allocated for this project. Irrigation will be provided by two existing on-premises water wells.

2) Proposed Waivers:

I) Commercial Design Standards

The project exhibits features in accordance with the Craftsman/Bungalow design, one of the four preferred architectural style designs as per Chapter 20- Commercial Design Standards. Waiver (not all requirements are met/exhibited on the exterior of the building):

- Chapter 20-Section 20-3C.4).C) - Building façades shall not exceed 20 horizontal feet and ten vertical feet without a minimum of three architectural elements.

II) Landscaping and Tree Protection

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":

Minimum landscaping requirement (Buffer Class Requirement-Table 10-1): Class "A": 10' minimum with 2 canopy tree, 3 understory trees and a continuous hedge.

Tree Requirement: 11 canopy, 17 understory, 182 shrubs

Existing canopy trees: 8 oak trees

Proposal: To waive 3 canopy trees and 14 understory trees.

Justification: Presence of dense canopy from on-site and off-site trees and dense understory plants

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

Tree Requirement: 15 canopy, 23 understory, 239 shrubs

Existing canopy trees: 3 oak trees

Proposal: To waive 10 canopy trees and 33 shrubs

Justification: Presence of dense canopy from on-site and off-site trees. Also applicant may propose to eliminate continuous hedge if 6" opaque chain link fence is installed.

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

Minimum landscaping requirement (Buffer Class Requirement-Table 10-1): Class "B": 20' minimum with 4 canopy trees, 3 understory trees, and a continuous hedge or approved fence or wall.

Tree Requirement: 5 canopy, 4 understory, 29 shrubs

Existing canopy trees: 1 oak tree

Proposal: To waive 4 canopy trees

Justification: Presence of dense canopy from on-site trees

- d) Waiver to LDRs-Chapter 10, Section 10-3, b).B).1) for West Landscaping Buffer Class "A":

Tree Requirement: 13 canopy, 19 understory, 212 shrubs
Existing canopy trees: 2 oak trees
Proposal: To waive 6 canopy trees

Justification: Existing and future tree canopy shading from on-site and off-site trees.

- e) Waiver to LDRs- 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: 200 sq. ft. with one acceptable canopy tree or three acceptable understory trees or palms, five acceptable shrubs, and ground cover or grass.

Proposal: To waive the three understory trees for each landscaping island.

Justification: None submitted

Pending approval of the requested waivers to be considered before the Town Commission, the site plan will meet the requirements of the Land Development Regulations. The tentative date for the next Town Commission meeting is Monday, January 6, 2014.

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

Mr. Carroll asked if there were any comments.

Upon a motion by Mark Jones and seconded by Butch Goodman, the Technical Review Committee approved the transmittal of the Site Plan for Village Airport Van Campus – MJSP-10/13-001 to the Town Commission for their consideration, by a vote of 5-0.

The original agenda order was re-established.

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 the 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). 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 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 No. 2006-04 adopted for this property. She stated 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 25 sheets, are drawn on 24”x36” sheets and certified by Braulio Grajales, P.E. with High Point Engineering, dated November 25, 2013.

Ms. Then stated the following reviews have been received:

- a. Town Engineer comments for the site plan dated December 11, 2013 (satisfied).
- b. Fire Review comments dated December 7, 2013 (satisfied).
- c. Waste Management comments dated October 22, 2013 (satisfied).
- d. Lady Lake Building Official comments dated October 22, 2013 (satisfied).
- e. Lady Lake Public Works comments dated December 6, 2013(satisfied).
- f. Lake-Sumter MPO comments dated November 8, 2013 (satisfied).
- g. Florida Dept. of Transportation comments dated October 22, 2013 (satisfied).

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 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.
- Please add additional waiver regarding freestanding sign setback.

3) Proposed Waivers:

III) Commercial Design Standards

- Chapter 20-Section 20-3C.)3).A) which requires new buildings to adopt one of four 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.)

IV) Landscaping and Tree Protection

As per adopted PUD 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:

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: 200 sq. ft. with one acceptable canopy tree or three acceptable understory trees or palms, five acceptable shrubs, and ground cover or grass. Proposal: To waive at least one 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 right-of-ways or public parking areas. The proposed building addition does not exhibit the required four ft. wide minimum landscape area around its base on the elevation facing Hwy 27/441 & Fennell Blvd.

Pending approval of the requested waivers to be considered before the Town Commission, the site plan will meet the requirements of the Land Development Regulations. The tentative date for the next Town Commission meeting is Monday, January 6, 2014.

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

Mr. Carroll asked if there were any comments.

Upon a motion by Butch Goodman and a second by Mark Jones, the Technical Review Committee approved the transmittal of the site plan for McDonalds Restaurant – MJSP- 10/13-002 to the Town Commission for their consideration, by a vote of 5-0.

6. Chairperson/Members' Report:

Thad Carroll and Wendy Then wished everyone Happy Holidays and safe travels.

7. Adjourn:

With nothing further to discuss or report, the meeting was adjourned at 10:12 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