



**Planning and Zoning Board  
Regular Meeting Minutes  
June 7, 2021**

**1. CALL TO ORDER**

Chairman Will Hawthorne called the meeting of the City of Winter Garden Planning & Zoning Board to order at 6:30 p.m. in the City Hall Commission Chambers. A moment of silence was followed by the Pledge of Allegiance. Quorum was declared present.

**Present:** Chairman Will Hawthorne and Board Members Steve Ambielli, Joseph Dunn, Jr., Mark Hide and Gabe Kotch.

**Absent:** Co-Chairman Chris Lee (excused)

**Staff Present:** Assistant City Attorney Giffin Chumley, Community Development Director Steve Pash, Urban Designer Kelly Carson, Senior Planner Shane Friedman, IT Director Chad Morrill and Recording Secretary Colene Rivera.

**Attendees:** Blair Johnson, Bob Ziegenfuss, Michael Guidice, Chris Sears, Maury & Lisa Alexander, Rita Izaguirre, Donna Parabaker, Lauren Kaplus & Alan Charron, Shannon Till, William Barnes and Danielle Brisson.

**2. APPROVAL OF MINUTES**

***Motion by Board Member Dunn to approve the regular meeting minutes of May 3, 2021. Seconded by Board Member Ambielli and carried unanimously 5 – 0.***

Prior to beginning the project presentation portion of the meeting, Chairman Hawthorne noted that this meeting was being made available as a listen only meeting through our city website. Also, he noted a draft ordinance that was passed out to the board members prior to this meeting for their review and any comments or concerns should be sent directly to city staff.

**SPECIAL EXCEPTION PERMIT (PUBLIC HEARING)**

- 3. 4012 & 4016 Winter Garden Vineland Road (Shoppes at Lake Butler) Special Exception Permit**  
Parcel ID # 11-23-27-7950-04-000

Urban Designer Carson presented a request for a Special Exception Permit at the location of 4016 Winter Garden Vineland Road in Winter Garden, Florida. If approved,

this Special Exception Permit will allow a building with a food service drive-through window to be constructed on the property.

Board Members inquired about the small outparcel to the south as the second condition? Staff explained this is a “clean-up” to this parcel as it was an unbuildable lot. Do we know the use for the drive-through and are there any restriction on this? Only that it is for restaurant/ food use. Entrance clarification of drive-through on the south side. Any concerns about drive-through cross inference with existing Dunkin Donuts? The traffic lane for this use is separated and will not cross the existing lane for current drive-through property to the north.

***Motion by Board Member Hide to approved this Special Exception Permit at the location of 4012 & 4016 Winter Garden Vineland Road with staff conditions. Seconded by Board Member Kotch and carried unanimously 5 – 0.***

**VARIANCE (PUBLIC HEARING)**

- 4. 529 Lake Cove Pointe Circle (Jones Dock) Variance**  
Parcel ID # 15-22-27-4430-00-680

Urban Designer Carson presented a variance request for the property located at 529 Lake Cove Pointe Circle. If approved, this variance would allow construction of a two-story dock in lieu of the required one-story maximum.

Board Members asked about the effect or concerns from neighbors? There has not been any feedback.

Public Comments: Donna Panabaker of 754 Lake Cove Pointe Circle inquired about Ordinance Section 118-1323(d)(2)(v) and why home owner is applying for variance? City staff explained this ordinance exists to restrict the dock heights and to enforce the property owner must have approval for building a boat dock taller than one-story. Property owner must present details for requesting a variance and these are reviewed by city staff and board on a case by case basis.

***Motion by Board Member Dunn to approve the Variance at the location of 529 Lake Cove Pointe Circle subject to staff conditions. Seconded by Board Member Hide and carried unanimously 5 – 0.***

- 5. 13675 W Colonial Drive (Floyd’s Barber Shop) Variance**  
Parcel ID # 23-22-27-4036-00-091

Planner Friedman presented a request to approve a variance for the property located at 13675 West Colonial Drive. If approved, this variance will allow a front yard setback of 25’ feet in lieu of the required 50’ feet, in order to build a single-story commercial building (Floyd’s Barbershop).

Board Members had a question about set back to match commercial properties to the east of this property? This is a much narrower lot and the setback of proposed new building will be more in line with size of this lot and address safety concerns.

Public Comments: Bob Ziegenfuss of Z Development Group at 708 E Colonial Drive, stated he was there representing his client who is the owner of property. He stated property wetland details and ensured that these requirements were being met.

***Motion by Board Member Kotch to approve the Variance at 13675 W Colonial Drive subject to staff conditions. Seconded by Board Member Ambielli and carried unanimously 5 – 0.***

**6. 1620 Daniels Road (Till Insurance Group Building) Variance**  
Parcel ID # 26-22-27-1989-02-000

Planner Friedman presented a request for an approval of a variance for the property located at 1620 Daniels Road. If approved, this variance will allow a front yard setback of 20 feet in lieu of the required 40 feet, and side corner yard setback of 28 feet in lieu of the required 40 feet, in order to build a single-story multi-tenant commercial building.

Board Members inquired about the orientation of the building and if same set up as daycare next door? Yes, this building front entrance will face Marcel Road and be similar orientation as the daycare building.

***Motion by Board Member Hawthorne to approve the Variance at 1620 Daniels Road with staff conditions. Seconded by Board Member Ambielli and carried unanimously 5 – 0.***

**7. 320 S Main Street (Barnes Property) Variance**  
23-22-27-2888-11-067

Community Development Director Pash presented a request for a variance to the property located at 320 S Main Street. If approved, these variances will allow a lot width of 47.5 feet in lieu of the required 75 feet, a lot size of 6,650 square feet in lieu of the required 7,500 square feet, a front yard setback of 22 feet in lieu of the required 30 feet, a side yard setback of 5 feet, 7.5 feet, and 6 feet in lieu of the required 10 foot setback, and a corner lot setback of 6 feet in lieu of the required 15 feet, in order to build two single-family homes with front open porches.

Chairman Hawthorne disclosed that he had been contacted ahead of time from a resident with concerns regarding side yard setbacks. Later he disclosed that it was from a direct neighbor of this property.

Board Members had several questions regarding this variance. They inquired about 20' distance between the two proposed homes, drainage swale, AC unit placement, if there was any easements along the property lines, Lot Split following Variance approval? These concerns were addressed by staff.

Public comments: Blair Johnson of 318 S. Main Street, expressed objection for approval of this variance and described his concerns. William Barnes of 320 S. Main Street, as owner of this property discussed his plans for this property. Maury Alexander of 327 S Boyd Street, brought up his concerns with this variance.

Board Members continued with questions regarding drainage, parking requirements for duplex vs. individual homes on the property, parking on street, clarified previous duplex structure at this location size and if owner were to build a new duplex no variance required? These items were addressed by staff. Chairman Hawthorne inquired of property owner's timeline for this project?

***Motion by Board Member Dunn to table this Variance request at 320 S Main Street until the July 12, 2021 Planning & Zoning Board meeting. Seconded by Board Member Hide and carried 4 – 1 with Board Member Kotch opposed.***

**LOT SPLIT (PUBLIC HEARING)**

8. **320 S Main Street** (Barnes Property) Lot Split  
23-22-27-2888-11-067

Community Development Director Pash stated that since the variance for this property was tabled, the Lot Split would need to be postponed. This Lot Split cannot occur until the Variance is approved.

***Motion by Board Member Dunn to table the Lot Split at 320 S Main Street to the July 12, 2021 Planning & Zoning Board Meeting. Seconded by Board Member Hide and carried unanimously 5 – 0.***

Chairman Hawthorne adjourned the meeting at 7:20 pm. Adjourned to the regular Planning and Zoning Board meeting on Monday, July 12, 2021 at 6:30 p.m. in City Hall Commission Chambers, 300 W. Plant Street, Winter Garden, Florida.

ATTEST:

APPROVED:

\_\_\_\_\_  
/S/  
Recording Secretary Colene Rivera

\_\_\_\_\_  
/S/  
Chairman Will Hawthorne