



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
JANUARY 15, 2025**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, January 15, 2025 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Chairperson/Planning Director Kelly Carson called the meeting to order at 9:30 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Chairperson/Planning Director Kelly Carson, Economic Development Director Marc Hutchinson, City Engineer Jim Monahan, Building Official Skip Nemecek, and Assistant City Manager for Public Services Steve Pash.

Others Rob Heaviside, Senior Engineer; Art Miller, City Engineering Consultant; Shane Friedman, Planning Supervisor; Yvonne Conatser, Senior Planner; Amber McDonald, Planner I and Ellen King, Recording Secretary.

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on December 18, 2024.

Motion by Assistant City Manager for Public Services Pash, to approve the above minutes. Seconded by Building Official Nemecek; the motion carried unanimously 4-0. [Economic Development Director Hutchinson was not yet present during this vote].

DRC BUSINESS

Agenda Item #3: Winter Garden Retail Development– SITE PLAN APPROVAL

Story Road W – 244
Reborn Houses LLC

Kyle Shasteen of Bowman; representative for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

3. Sheet C3.0 – Grading Plan:

a. Connect via pipe to existing storm inlet in the right-of-way instead of the bubble-up. Applicant inquired about an existing sewer service and a guide wire from a power pole in the way would the city accept the bubble-up? City Staff confirmed the bubble-up would be acceptable in this case.

8. Streetlighting, both internally and on all street frontages, is required pursuant to City Code – dark skies lighting is required. A photometric plan shall be submitted for review by the Planning Department. Applicant inquired about city code for streetlighting along the frontage? City staff referred applicant to Duke Energy for all streetlighting concerns and then to inform city staff once working with Duke Energy. Applicant understood.

PLANNING COMMENTS

11. Commercial use is not permitted by right in the R-NC Residential-Neighborhood Commercial District. This will require a Special Exception approval from the Planning & Zoning Board. Staff has received a Special Exception application for review. Applicant already submitted the Special Exception request.

12. The proposed 5' front building setbacks will require a variance. Variance request can run concurrently with the special exception permit. Please submit a variance application. Applicant will submit the Variance application as soon as possible.

16. Please provide internal sidewalk connections on both W Story Road and S Park Avenue. Applicant inquired if a 6" step non-ADA connection on W Story Road is acceptable if an ADA connection is provided on S Park Avenue? City staff confirmed the request was acceptable as long as one sidewalk connection is ADA compliant.

20. A traffic impact analysis (TIA) is required. Please provide a methodology for review and approval prior to conducting the TIA. Applicant will provide a traffic study to city prior to next resubmittal.

21. A community meeting is required. Applicant asked about the order of application, plan reviews and meetings. City staff reviewed the process order and coordinate details with planner to schedule the community meeting.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Site Plan for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 5-0.

Agenda Item #4: Winter Garden Plaza – SITE PLAN APPROVAL

Colonial Drive W – 13675

Concept Design Build LLC

Jose Aruelo of Professional Engineering Management, Inc; and Samar Mady and Ahmed Zaghoul of Concept Design Build; representatives for the project, attended for discussion. The following items were reviewed and discussed:

PLANNING COMMENTS

16. Site Plan:

- a. **The site plan orientation will not be supported in this configuration. The dumpster and its enclosure cannot be in the front yard beyond the primary structure. This must be moved to the side or rear of the primary structure.**
Applicants discussed possible options for dumpster location on site as well as sharing with neighboring property. City staff stated applicants will need to review options and a side bar meeting will be set to further discuss this topic. Applicants understood.
- b. **Please be aware of Section 94-132.5 – Wetland buffer requirements.**
 - i. **New development. An average of 25-foot (with a minimum of 15 feet) vegetative buffer from a wetland, lake, or creek to any proposed lot or road must be provided or maintained for all new development. The City does not support impacting wetlands and all buffers must be provided.**
Applicants did not agree with staff comment. A sidebar meeting will be arranged to further discuss this comment.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Site Plan for another full DRC review cycle. Building Official Nemecek, seconded; the motion carried unanimously 5-0.

Agenda Item #5: Advent Health Winter Garden Medical Office Building #2 – SITE PLAN APPROVAL

Fowler Grove Blvd – 2000
Adventist Health System/Sunbelt, Inc.

This item was tabled due to no representatives from the project in attendance.

Agenda Item #6: Foundation Academy Phase 5 – SITE PLAN APPROVAL

Tilden Road – 15304
Denham Engineering, LLC

Dave Buckles of Foundation Academy; representative for the project was present and had no questions for the Development Review Committee.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Site Plan for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 5-0.

Agenda Item #7: Sunray – LOT COMBINATION

Vineland Road – 861
Scenic View Design & Construction LLC

Shawn Oldham of Scenic View Design & Construction LLC and Scot Rounds of Sunray; representatives for the project, attended for discussion. The following items were reviewed and discussed:

Applicants inquired about RNC zoning allowing for commercial use? City staff confirmed RNC zoning allows for commercial use with a Special Exception.

ENGINEERING COMMENTS

4. **Existing building setbacks have not been shown; future development plans have not been shown on this partially developed parcel. Planning Department shall review for compliance with Code at time of site plan submittal.** Applicants inquired if proposed buildings are needed at this time? City staff stated all Engineering comments are for future submittals.

CITY SURVEYOR

8. **Please refer to the memo dated January 2, 2025, for City Surveyor comments:**
 2. **A sketch showing any proposed improvements, easements, setbacks, and existing buildings was not provided. (This may not be required at this time). The city will need to determine if this is required currently.** Applicants stated these items will be provided later. City staff confirmed these items are not currently required.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Lot Combination for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 5-0.

Agenda Item #8: WG6 Holdings – LOT COMBINATION

Garden Commerce Parkway - 620 & 630
WG6 Holdings LLC

Matthew Levin of WG6 Holdings LLC and David Cox of Cox Construction and Development Corp; representatives for the project, attended for discussion. The following items were reviewed and discussed:

Applicants inquired if one or multiple bay doors on the building would be acceptable? City staff stated bay doors on side or rear elevation is acceptable. Also, city staff are requiring a site plan elevation at this point of project submittal. Applicants understood.

CITY ATTORNEY

8. **The property owner needs to execute and have recorded a binding lot combination agreement as a condition of approval.** Applicants inquired about a binding lot combination agreement. City staff will process and provide document to the applicants.

