



**CITY OF WINTER GARDEN  
DEVELOPMENT REVIEW COMMITTEE  
MINUTES  
JANUARY 29, 2025**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, January 29, 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:** 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 January 15, 2025.

***Motion by Assistant City Manager for Public Services Pash, to approve the above minutes. Seconded by Building Official Nemecek; the motion carried unanimously 5-0.***

**DRC BUSINESS**

**Agenda Item #3: Johns Lake PD – UVPUD REZONING**

Williams Road - 1756, 1401 & 1400  
G L Summitt Engineering, Inc.

Geoffrey McNeil of Agmci Design LLC, Scott Boyd of McKinnon Groves/Johns Lake, David Gastez of Atwell LLC, Heather of Isaacs Strategy Solutions, Debra Dremann of Leap Development Group, Chris Walsh of Walsh Traffic, Christopher Mills and Stefani Vitale of Orange County Public Schools and Ricky Diaz of David Weekly Homes; representatives for

the project attended for discussion. The following items were reviewed and discussed:

Applicants gave a brief history of the proposed project and stated they will submit a change of Project Engineer.

### **ENGINEERING COMMENTS**

The Applicants inquired if the Engineering comments 1–17 in the staff report were for future submittals after the re-zoning is processed? City staff confirmed.

9. **50% of the water/sewer impact fees for residential uses, 100% for commercial uses, shall be paid prior to site or building permit issuance or execution of FDEP permit applications by the City. All sanitary pipes and fittings shall be SDR 26 per City standards. Use City Standard Detail Sheets for utilities and public works. All on-site utilities shall be privately owned and maintained.** Applicants inquired if on-site utilities are private if being built on public roads? City staff stated all on-site utilities will be private if gated, except for water, sewer and easements over the rights-of-way which are owned by the city. Applicants understood.
12. **Roadway underdrains are required per City standard. All underdrain pipe shall be double wall HDPE pipe or PVC pipe.** Applicants inquired about details related to this comment. City staff stated their Geotech could need to apply for a Variance and further discussion was held regarding underdrains and responsibilities.

### **PLANNING COMMENTS**

18. **Due to the size and scope of this project staff highly recommends an outside meeting with the applicants to discuss the following Planning comments so that there is a clearer understanding of what is being asked and required before the applicant revises and resubmits any plans.** City staff will set up a sidebar meeting.

### **TRAFFIC COMMENTS**

32. **Please see TIA review memo dated December 13, 2024, for additional transportation comments.** City staff stated the applicants will need to contact the Traffic Consultant directly for clarification of these Traffic Comments.

***Motion by City Engineer Monahan to have the applicants revise and resubmit the Urban Village Planned Unit Development for another full DRC review cycle. Building Official Nemecek, seconded; the motion carried unanimously 5-0.***

### **Agenda Item #4: Dragonfly Reserve – PRELIMINARY PLAT**

Fullers Cross Road E - 1098 & 1106  
Dragonfly Developers LLC

Peter Palermo and Jozef Mergan of Dragonfly Developers LLC, and Thomas Skelton of American Civil Engineering Co; representatives for the project, attended for discussion. The following items were reviewed and discussed:

## **ENGINEERING COMMENTS**

### **6. Utilities:**

- b. If the private individual grinder pumps are allowed, each house shall be constructed with a permanent generator capable of providing back-up power to the pumps.** City staff stated applicants will not be allowed to have individual grinder pumps and there will be one lift station to be upsized for future development. Applicants will be required to enter into an agreement with the developer to pay for a portion of this lift station and future discussions will be held. Applicants understood.
- c. Tract A, access & utility easement shall be paved.** Applicants inquired if concrete pavement would be acceptable. City staff stated concrete is an acceptable pavement but the lift station tract lay out may change with the addition of a lift station. Further discussion was held regarding accessibility and turn around clearance for a garbage truck.

### **7. Stormwater/Drainage:**

- b. The bubble-up outfalls are not acceptable. Outfalls shall be piped to an acceptable pipe or ditch.** Applicants inquired about discharge from the north to the south using an overflow weir with a spreader swale to discharge in the same direction? Discussion was held regarding discharge and City staff will need to visit the site and respond back to applicants. Applicants understood.

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

## **Agenda Item #5: Habitat Edgeway Development – PRELIMINARY PLAT**

Edgeway Drive

West Orange Habitat for Humanity

Carson Kupp and Dennis Seligo of Boyd Development, Darcy Unroe of Unroe Engineering Inc, Marilyn Hattaway of West Orange Habitat, and Ed Johnson of Allen & Company; representatives for the project, attended for discussion. The following items were reviewed and discussed:

## **ENGINEERING COMMENTS**

- 15. Streetlighting both internally and on all street frontages is required pursuant to City Code – dark skies lighting is required.** Applicants inquired about the specifics for this comment. City staff stated it is a standard comment and the city just agreed to streetlights installation in this area.

## **STANDARD GENERAL CONDITIONS**

- 25. Approval by the City Commission (site plan) will be required prior to issuance of site or**

**building permit(s)**. Applicants inquired about the specifics of this comment. City staff stated this is a standard comment and would not apply to the preliminary plat aspect.

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

**Agenda Item #6: Habitat Edgeway Development – CONSTRUCTION PLANS**

Edgeway Drive

West Orange Habitat for Humanity

Carson Kupp and Dennis Seligo of Boyd Development, Darcy Unroe of Unroe Engineering Inc, Marilyn Hattaway of West Orange Habitat, and Ed Johnson of Allen & Company; representatives for the project, attended for discussion. The following items were reviewed and discussed:

**ENGINEERING COMMENTS**

4. **No fences will be allowed in the 10' wide rear drainage easement for Lots 2 thru 7 (note on plans)**. City staff stated concern with the enforcement of no fences allowed and maintenance responsibility. Applicants stated they will add note(s) on the plat. City staff agreed with placing these notes on the plat.

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

**ADJOURNMENT**

There being no more business to discuss, the meeting was adjourned at 9:55 a.m. by Chairperson/Planning Director Kelly Carson.

**ATTEST:**

**APPROVED:**

/S/

***DRC Recording Secretary, Ellen King***

/S/

***Chairperson, Kelly Carson***