



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
FEBRUARY 12, 2025**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, February 12, 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, 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.

ABSENT

Voting Members: Economic Development Director Marc Hutchinson

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on January 29, 2025.

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.

DRC BUSINESS

Agenda Item #3: Legacy Homes Office – SPECIAL EXCEPTION

Story Road W – 34
Legacy Homes FL LLC

Samantha Hanken, Tyler Johnson and Randy Cook of Lake Apopka Natural Gas District; Andy Lopez and Nicholas Burden representatives for the project, attended for discussion.

The following items were reviewed and discussed:

ENGINEERING COMMENTS

3. **The previous narrative mentions the Applicant also owns the adjoining lot to the west. A lot split or combination may be required.** Applicants inquired about the reasoning for this comment. City staff stated for informational purposes not knowing future plans of the property.
8. **General Requirements (note all on future submittals):**
 - g. **All utilities shall be underground pursuant to Code (Sec. 18-33) including electrical power, cable, telephone, etc.** Applicants inquired the power line being placed underground and reclaim water? City staff stated this is a standard comment but providing an underground service line and an irrigation meter would be suggested. Depending on the age of the building, staff advised applicants to check the plumbing, connection and service line from the meter to the house. Only potable water is available in this area – separate irrigation meter is required if not existing.

PLANNING COMMENTS

15. **Please revise the concept plan as follows:**
 - b. **Add proposed number of parking spaces per proposed 1,275 square feet of office use.** Applicants inquired if parking is adequate? City staff stated the parking does meet the minimum requirement.
16. **Please provide four sided color elevations to include with the special exception permit application.** Applicants inquired if elevations are needed at this time? City staff confirmed.
17. **Please note a complete site plan application must be submitted for review to the Development Review Committee and must be approved by said committee prior to receiving any building permits for improvements to the property. The site plan should include but is not limited to landscape plans, stormwater management, and exterior lighting. See City Code Section 118-68 for additional information.** Applicants inquired about exterior lighting requirements? City staff stated the requirement is not to exceed 1 foot candle at the property line if adjacent to residential. If planning to use only sconce lighting with shields then a photometric plan is not needed. Applicants understood.
19. **Planning staff will include the Engineering Comments 1 through 14 as part of the conditions of approval for the requested Special Exception Permit for the office use on the property.** Applicants inquired of the Special Exception Permit process. City staff clarified this process. Applicants understood.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Special Exception Permit for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 4-0.

Agenda Item #4: Resurrection Church – Daniels Driveway – SITE PLAN

Winter Garden Vineland Road – 1211

Florida Engineering Group, Inc

Bill Hockensmith of Florida Engineering Group; representative for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

3. **The storm drainage pipe chart on C-7 calls for a 24" HP, but Section A-A on C-8 calls for a 24" RCP as well as the Material Specifications on C-3 states all pipe shall be RCP. Please clarify the conflict (see below).** Applicant acknowledged the conflicting information. City staff went over the pipe types needed. Applicant understood.
5. **Provide easement agreement granting access to the property to the east.** Applicant will provide the recorded easement.

PLANNING COMMENTS

6. **It appears from the aerial underlay on the site plan that a strand of trees is either close to the proposed gravel road or within the area of the proposed gravel road.**
 - b. **If any trees over 12 inches DBH will be removed a tree removal permit is required. Replacement trees may be required.** Applicant confirmed no trees will be removed.

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 4-0.

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

Fowler Grove Blvd – 2000

Adventist Health System/Sunbelt, Inc

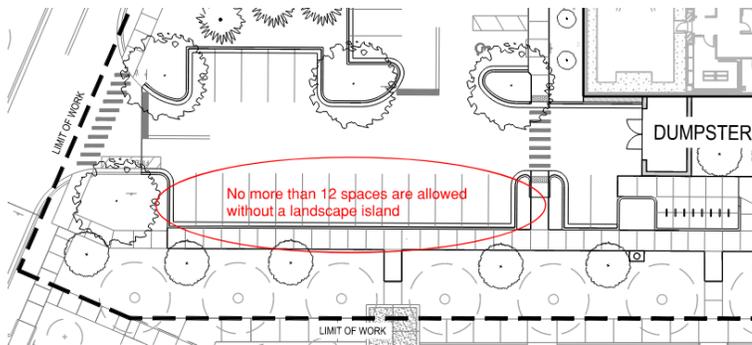
John Townsend of McIntosh Associates, Claudia Cintas of Advent Health, Randy Cook and Tyler Johnson of Lake Apopka Natural Gas; representatives for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

3. **All utilities shall conform to Chapter 78 of the City Code. Impact fees will be required for any new utility connections and shall be paid prior to issuance of building permit and City execution of FDEP permit applications. The site shall be served by City water, sewer and reuse. All utilities required for the development shall be run to the site at the Developer's expense, including potable water, reclaimed water and sanitary sewer. 100% of all required water, irrigation and sewer impact fees shall be paid prior to City execution of FDEP permits and issuance of site or building permits.**
If new or upsized meters are required for the project, utility connection fees will be required. Please confirm. Applicants stated the meters will not need updating as they were sized during buildout. City staff understood.
Also, City staff inquired if applicant and city staff could meet on site to retrofit lift station #72 by adding a couple of curbs while the applicant's contractors are on site? Applicant agreed.

PLANNING COMMENTS

- 11. The photometric plan needs to show foot candles (fc) at the property boundary and not just the project boundary. Please revise.** Applicants informed staff the photometric plan has been updated.
- 12. Major site plan approvals require community meetings. Staff will coordinate with the applicant and provide a date and time for this meeting. The meeting will be held in City Hall Commission Chambers.** Applicants will contact staff to coordinate community meeting.
- 13. The southern parking area is required to have a tree island break. There is already a tree island that exists at this location. This may be an oversight on the plan. Please revise.** Applicants informed staff of change in plan from 13 parking spaces in a row to 12 parking spaces per row to allow for more car stacking.



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 4-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 9:52 a.m. by Chairperson/Planning Director Kelly Carson.

ATTEST:

APPROVED:

/s/

DRC Recording Secretary, Ellen King

/s/

Chairperson, Kelly Carson

DISCUSSION ITEM ONLY

Agenda Item #6: Medical Office Building - Lot 3 – PROJECT FEASIBILITY

Daniels Road – 1600
Gordon & Associates Architect, LLC

William Phelps of Gordon & Associates Architect, LLC and Greg Presby of Clymer Farner Barley Inc; representatives for the project, attended for discussion only.