



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
MARCH 26, 2025**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, March 26, 2025 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Chairperson/Planning Director Kelly Carson called the meeting to order at 9:32 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 March 12, 2025.

Motion by Assistant City Manager for Public Services Steve Pash, to approve the above minutes. Seconded by Building Official Nemecek; the motion carried unanimously 4-0.

DRC BUSINESS

9:33 am – Mark Hutchinson, Economic Development Director, arrived to the meeting.

Agenda Item #3: Habitat Edgeway – FINAL PLAT

Edgeway Drive

West Orange Habitat for Humanity

Ed Johnson of Allen & Company; Dennis Seliga and Carson Kupp of Boyd Development Corporation; and Bernie Durgin of West Orange Habitat; representatives for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

7. **Performance Bond: The improvements are not completed (C of C not issued). A Performance bond or letter of credit in the amount of 120% of the cost of all incomplete improvements shall be provided to the City, based on the Design Engineer's certification and executed construction contract (final pay application). Performance Bond/LOC amount shall include cost of street lighting from Duke Energy (if not already paid or installed); street and regulatory signs, final lift of asphalt, required landscaping, walls, amenities, etc. City Attorney shall approve the form of the bond or letter of credit prior to final plat recording. Provide Design Engineer's certification of cost of any incomplete improvements and contractor's contract for the work. Final plat will not be forwarded to the City Commission for approval without performance bond (unless C of C has been issued).** Applicants inquired if this comment pertained to their development as there are not any public improvements? City staff stated this comment is related to overall costs to build out the project such as water meters, reclaim, sewer lateral connections etc. Applicants understood.
8. **Maintenance Bond: A maintenance bond or letter of credit is required in the amount of 20% of the cost of the improvements and shall comply with the City's ordinance concerning duration. This item can be delayed until the improvements have been installed as a condition of issuing the Certificate of Completion. Design Engineer shall provide certification of total cost of this phase, based on Contractor's final pay application, for determination of Maintenance Bond amount.** Same response as Item 7 above.

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

Agenda Item #4: Boys and Girls Club June Family Branch – LOT SPLIT

9TH Street – 459

June Engineering Consultants, Inc

Jeffrey Sedloff of June Engineering Consultants, Inc; representative for the project, attended for discussion. The following items were reviewed and discussed:

CITY ATTORNEY COMMENTS

8. **The lot split submittal does not include the information or documentation required by Sec. 110-96 (b)[stated below].**
(b) A subdivider shall apply to the city on an application form, promulgated by the community development director, for the subdivision of a single existing lot into two lots, stating the subdivider's plans for development with the following minimum submittal requirements:

(1) A sketch showing the lot size, location of proposed buildings, location of easements, names of bordering streets, building setbacks, names and locations of all bodies of water, marshlands, drain fields, and all other waterways and watercourses abutting or encroaching upon subject property. This sketch must also show existing buildings and lot dimensions.

Applicant understood and will submit the Site Plan with the revision submittal.

(4) A boundary survey of the lands subject to this procedure, as existing (i.e., prior to the proposed lot split) and as proposed (i.e., after the proposed lot split), performed and prepared under the responsible direction and supervision of a professional surveyor and mapper shall be certified to and submitted to the city. Said surveys shall include the depiction of existing improvements and easements thereon.

Applicant inquired about details needed on the boundary survey? City staff stated a boundary survey is needed for both the parent parcel and the Boys & Girls Club parcel.

(6) A title opinion from a licensed attorney or title certificate from a title company certified to the city showing the ownership, easement, mortgage, and other lien and encumbrance information for the existing lot. Applicant understood.

(7) Executed joinder and consent to the proposed lot split from all owners of the property and mortgage holders, if applicable. Applicant asked about whom to direct the executed joinder and consent? City staff will clarify if this document is needed.

CITY SURVEYOR COMMENTS

9. City Surveyor Comments – memo dated May 17, 2025:

- 1. A title opinion, certified to the city, was not provided.** See Attorney Comment 8.b.(6).
- 4. An executed joinder and consent will be required from the mortgage holder if there is a note on the property.** See Attorney Comment 8.b.(7).
- 5. A boundary survey of the lands subject to this procedure, as existing (i.e., prior to the proposed lot split) was not provided. A boundary survey, as proposed (i.e., after the proposed lot split), was provided.** See Attorney Comment 8.b.(4).

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

Agenda Item #5: The Ark Little Angels – SPECIAL EXCEPTION

Applicants requested to postpone their agenda item for five minutes as they were not ready. Kelly Carson, DRC Chairperson agreed to move Item 5 to the end of the agenda.

Agenda Item #6: Winter Garden Regional Shopping Center – SITE PLAN

Colonial Drive W – 14001
Kimley-Horn & Associates, Inc

Regan O’Laughlin of Kimley-Horn & Associates, Inc, and Jason Gloser of TCII Capital/EG3 Development; representatives for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

- 3. **Maximum impervious surface for C-2 zoning is 70% - 78.5% shown.** Applicants will increase buffer areas.
- 4. **Sheet C5.0 – PGD Plan:**
 - a. **Dumpster drain needs discussion – oil/water separator may be needed.** City staff stated a restaurant will require a grease trap and separated from stormwater. Applicants understood, will research and provide city with information if proposing a restaurant.

PLANNING COMMENTS

- 15. **The traffic study is currently under review with our Traffic Analyst.** City staff will share results from the traffic study once received from analyst. Applicants inquired about a parking study? City staff stated the traffic analyst is not reviewing the parking study but the city will ensure this proposed project does not affect Mosaic’s church parking area.

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: The Ark Little Angels – SPECIAL EXCEPTION

Park Avenue S – 820
The Ark Little Angels

Tremaine Bernard and Teshia Fuller of The Ark Little Angels, and Georgette Foster and Clive Foster of The Ark of Jesus Christ Deliverance Ministries, Inc; representatives for the project, attended for discussion. The following items were reviewed and discussed:

Applicants inquired about fire sprinkler system due to the age of the building and the condition of the tank is in question. City staff directed them to inquire with Fire Chief Campbell. City Engineer Monahan will contact the Fire Department for information.

ENGINEERING COMMENTS

- 6. **A separate tree removal permit is required to remove any trees. Coordinate with Building Department. No trees may be planted over or within 5 feet of any utility lines. Only sod or shrubs may be planted over utility lines.** Applicants inquired about the tree permit process. City staff suggested applicants contact Code Enforcement to stop by and

look at the site.

PLANNING COMMENTS

- 17. **The applicant currently has an outstanding code violation that must be resolved prior to any future approvals.** Applicants inquired about the permitting process for their onsite storage building? City staff stated the storage building is not to code with the front yard setbacks. After discussion was held on multiple points, City staff suggested a side bar meeting be held to discuss further. The applicant understood and will contact city staff to coordinate this meeting.
- 18. **The applicant has not provided a site plan detailing parking areas, drop-off areas, driveways, stacking, accessibility, etc.** Applicants inquired about the Site Plan process? City staff stated a Civil Engineer would need to be involved and every day-care in the city goes through a Special Exception process. There was continued discussion regarding grass parking vs paved parking and a redevelopment would need to include a sidewalk. Applicants questioned if a handyman could put in the sidewalk? City staff stated a handyman could do the work if they follow ADA guidelines. The Special Exception process was explained. Applicants understood.
- 20. **The applicant has not provided any data for review such as hours and days of operation, proposed student count, number of employees, traffic impact analysis, etc.** Applicants understood.
- 21. **A community meeting will be required.** Applicants inquired about this Community Meeting process. City staff explained the process. Applicants understood.

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

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:13 a.m. by Chairperson/Planning Director Kelly Carson.

ATTEST:

APPROVED:

/S/

/S/

DRC Recording Secretary, Ellen King

Chairperson, Kelly Carson