



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
April 9, 2025**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, April 9, 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.

Other Attendees: Antonio Gibson of Lake Apopka Natural Gas District.

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on March 26, 2025.

Motion by Building Official Nemecek to approve the above minutes. Seconded by City Engineer Monahan; the motion carried unanimously 4-0.

DRC BUSINESS

Agenda Item #3: East Crown Point Complex – REZONING

East Crown Point Road – 530, 550, 570, 590, 610 & 630
Florida Engineering Group, Inc.

Greg Crawford of Florida Engineering Group, Inc and Rob Mazur of Crown 429, LLC; representatives for the project, attended for discussion. The following items were

reviewed and discussed:

ENGINEERING COMMENTS

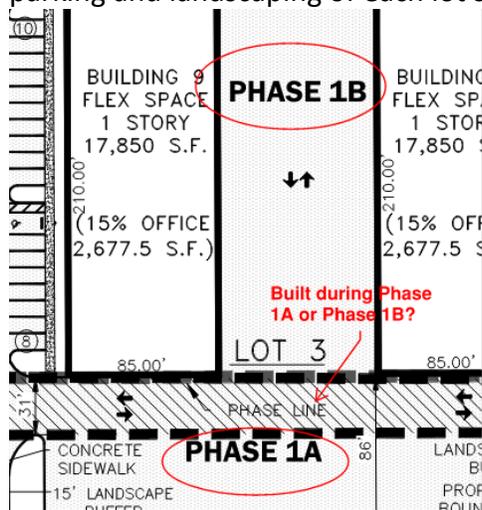
1. **The Planning Department shall review and approve proposed uses/zoning, setbacks, parking count, landscaping, buffering, lighting, and signage requirements. Maximum impervious surface for PCD zoning is 80%.** Applicants questioned if the impervious area could be calculated as an overall of all 16 acres and not as individual lots? City staff stated applicants could add to the PCD details with each lot having a maximum and the overall still 80% impervious area maximum. The applicants will need a SJRWMD permit. The applicants understood.
3. **Platting, re-platting or lot combinations may be required depending on the ownership and configuration of the improvements. Refer to Section 110 of the City Code for subdivision requirements.** Applicants inquired with six lots and three different owners, if they could provide parcel combinations for each of the two lots (2-2-2), but not replat? City staff stated the applicants will have to do a lot combination and easement vacations and the splits will trigger a plat.
4. **Lot combinations and binding lot agreements may be required including possible easement vacations.** See comment item 3.
7. **The project is shown to have 3 phases with 3 separate owners. Provide more information on how plan approvals, construction phasing, etc. will be accomplished.** Applicants understood.
8. **General Requirements (note on all future submittals):**
 - f. **If Thermoplastic pipe is used it shall meet all City material and installation requirements as specified in the City's Standards & Specifications including Class I bedding, HP polypropylene pipe (not HDPE or N-12), laser profiling, installation per ASTM D2321, etc. (see under on-line forms on website).** Applicants inquired about an acceptable pipe? City staff stated HP Storm grey pipe is acceptable with laser profiled and camera ready.
17. **Traffic study will be required – see Planning Dept. comments. An Agreement to participate in the Traffic Impact Analysis and coordination with the City's Transportation Consultant on proposed improvements to the intersection of East Crown Point Road and Crown Park Circle (i.e. signalization, etc.) will be required. A proportionate fair share contribution will be determined for the needed improvements.** Applicants inquired about the required signalization agreement. City staff stated this agreement is a different issue from the traffic study. The Traffic Study is a proposed methodology and if approved a full Traffic Impact Analysis will be required as a part of project submittal. There may be a need for a cost share for the Traffic Signal improvement. A Traffic Impact Analysis will be required for the overall design as part of the PCD zoning. Applicants understood.

PLANNING COMMENTS

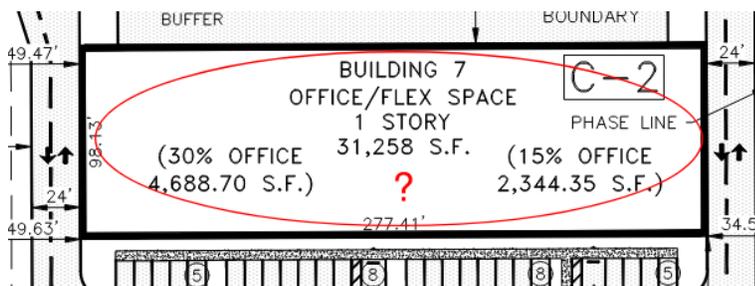
18. **Development Plan Review:**
 - a. **There are too many dotted property lines, phase lines, setback lines, easement lines, that the development plan is confusing. Please break this out into**

separate sheets as much as possible. Applicants inquired about phasing this project? City staff requested applicants to give their best guess on phasing the development and to ensure Phase One does not rely on additional phases. The storm, sewer and water will be required as part of first phase construction. Applicants understood.

- b. The phase line stops at the cross-access easement/drive aisle. When would this drive be built? During Phase 1A or Phase 1B? This the same for the entire development. Do not bifurcate the phasing in this way.** City staff stated both parking and landscaping of each lot stands alone. Applicant understood.



- c. The building numbers should match the phasing. Building 1 is in Phase 3A and Building 8 & 9 are in the first Phase.** City staff asked that applicants clearly label and ensure the phasing is legible. Applicants understood.
- e. Building 7 is a single building but is showing different "office" square footages for the same building. Even after adding up the square footages the percentages do not work out.** City staff stated more information is needed on the breakdown of the office space. Applicants understood.



9:48 am – Steve Pash, Assistant City Manager for Public Services, arrived at the meeting.

- h. The parking calcs need to be worked out per phase. Not per lot. Building 5 and Building 4 need a total of 75 spaces however, they are only showing 38 spaces provided. This is located in Phase 2A. Which means if Phase 2B is never built out then those commercial buildings will be grossly under parked. If a phase**

has the surplus parking, then that phase must be built first. Same response as Item 18.b

19. Building elevations:

- a. The building elevation heights are not correct. Please revise. City staff stated to provide the height of building. Applicants understood.
- c. The commercial buildings facing East Crown need to show pedestrian entrances. They also need to show more articulation. At present they are just flat cubes. City staff stated more architectural details of windows and awnings are needed on the buildings. Applicants understood.



2 - BUILDING 3 - EAST ELEVATION

21. PCD Uses:

- a. Currently, food trucks are only permitted in industrial zoned areas with strict provisions. Mobile food will not be an allowed use without more details on location, screening, and number of trucks. Furthermore, since this is phased, this type of use will not be allowed until all phases are completed. Allowing mobile food trucks as a use without phasing requirements would mean that these trucks could park on site and operate without a single building being built. That will not be allowed. There needs to be more details and understanding of this use prior to the City supporting such a use. City staff stated mobile food trucks wording should be removed from the zoning and special exception aspects and continued to explain mobile food trucks would fall under a Special Event request process. Applicants understood.
- b. The list has mini-warehouse in allowable uses and ministorage in prohibited uses. This needs to be placed in the special exception use category. Please revise. City staff stated both uses should be listed as a Special Exception.
- g. Due to phasing and siting standards the allowable uses may need to be narrowed down to specific lots. Applicants asked for clarification of this comment. City staff requested specific business uses be considered upfront and shown in areas (i.e East side and West side) with uses allowed in flex industrial and commercial. Applicants understood and will provide a concept plan with their revision submittal.

24. A traffic impact analysis is required. City staff stated the traffic impact analysis is required prior to the Community Meeting. Applicants understood.

25. A community meeting is required. Applicants inquired about the Community Meeting process. City staff explained this process.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Planned Commercial 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

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

ENGINEERING

6. Utilities:

- a. **This subdivision will be subject to Ordinance 24-46 requiring review by Lake Apopka Natural Gas District including the possible requirement to install gas lines in the development.** Applicants will contact Lake Apopka Natural Gas District.

PLANNING

- 18. A community meeting will be required.** Applicants inquired about the Community Meeting process. City staff explained the process and stated the meeting is required prior to the Planning and Zoning Board meeting. Applicant understood.

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

Agenda Item #5: Legacy Homes Headquarters – SITE PLAN

Story Road W – 34

Legacy Homes FL LLC

Nicholas Burden and Camilo Lopez of Legacy Homes FL LLC; representatives for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

- 2. Refer to Section 118-68 for site plan requirements. The submitted plan is incomplete for the following reasons:**
 - a. **The plan is not signed and sealed pursuant to state and city requirements.** City staff explained the plan submitted does not follow Site Plan requirements. Since it is a minor Site Plan, more information is needed but a full drainage plan is not required. The city will accept an email from St Johns River Water Management regarding an exemption and the drainage details are needed with a grading plan to ensure ADA requirements are being met. Applicants understood.

5. **All utilities shall conform to Chapter 78 of the City Code. Impact fees will be required for any 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. Show existing and proposed water meters – potable and irrigation. Separate irrigation meter is required.** Applicants inquired if reclaim is in the area? City staff stated a separate irrigation meter will be required. Applicant understood.
7. **General Requirements (note all on future submittals):** Items a. thru g. were listed and are not needed if existing per City staff. Applicants understood.
10. **All dumpsters shall be enclosed and shall provide 12' minimum inside clearance (each way inside of bollards and gate hardware), and access by solid waste vehicles. Coordinate additional requirements with Public Services Department, Solid Waste Division.** Applicants questioned if a dumpster is needed? City staff stated a dumpster is not needed and office use trash bins are acceptable.
11. **Streetlighting both internally and on all street frontages is required (if not existing) pursuant to City Code – dark skies lighting is required. A photometric plan shall be provided for review by Planning Department.** Applicants inquired if a photometric plan is needed? City staff stated a photometric plan is not required if wall packs on buildings are proposed. If planning on wall packs, then applicants will need to provide cut sheet specifications to plans with the revision submittal. Applicants understood.

PLANNING COMMENTS

15. **The applicant only provided an elevation for the front or north side of the structure. Please provide elevations for the remaining three sides for review.** Applicants understood and will provide with revision submittal.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Minor Site Plan 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 10:13 a.m. by Chairperson/Planning Director Kelly Carson.

ATTEST:

APPROVED:

/s/

/s/

DRC Recording Secretary, Ellen King

Chairperson, Kelly Carson