



**CITY OF WINTER GARDEN  
DEVELOPMENT REVIEW COMMITTEE  
MINUTES  
July 7, 2021**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, July 7, 2021 in the City Hall Commission Chambers.

**Agenda Item #1: CALL TO ORDER**

Chairman/Community Development Director Steve Pash called the meeting to order at 9:29 a.m. The roll was called and a quorum was declared present.

**PRESENT**

**Voting Members:** Chairman/Community Development Director Steve Pash, City Engineer Jim Monahan, Building Official Skip Nemecek and Assistant City Manager for Public Services Jon Williams.

**Others:** Dan Langley, Assistant City Attorney; Art Miller, City Engineering Consultant; Rob Heaviside, Senior Engineer; Kelly Carson, Urban Designer; Shane Friedman, Senior Planner and Edlyn Gonzalez, CSR.

**ABSENT**

**Voting Members:** Economic Development Director Tanja Gerhartz

**APPROVAL OF MINUTES**

**Agenda Item #2:**

Approval of minutes from regular meeting held on June 23, 2021.

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

**DRC BUSINESS**

**Agenda Item #3: Duppenthaler Property – Planned Unit Development**

Winter Garden Vineland Rd. – 721 & 3 more  
Pulte Group

Bill Whitegon of DWMA, Bill Beckett of Lowndes Law, and Chris Cleary of Pulte Group; representatives for the project, attended for discussion. The following items were reviewed and discussed:

**ENGINEERING COMMENTS**

***14. Geotechnical and environmental reports were provided with this submittal, including wetland jurisdictional lines, 100 yr. flood plain, sinkhole exploration/evaluation, etc. Planning Division***

*shall determine buffers/setbacks from the relic sinkhole as required by the comprehensive plan.*  
An offline meeting will be scheduled to discuss details.

**PLANNING COMMENTS**

- 18. Repeat comment: Tract A must be incorporated into this PUD with proposed uses and standards. Staff is aware that Pulte does not intend to develop Tract A, however this does not preclude Pulte from being able to entitle Tract A with commercial uses and design standards. Staff does not support Tract A as being conceptual. Tract A must be rezoned concurrently with the neighborhood component.** Applicant confirmed with Staff that Tract A will need to be rezoned first and amended via the comprehensive plan afterwards.
- 21. PUD Architectural Conditions:** Applicant inquired about architectural guidelines. Staff confirmed they could assist with creating commercial guidelines for future land use.

***Motion by City Engineer Monahan to have the applicant revise and resubmit the Planned Unit Development for another full DRC review cycle. Building Official Nemecek, seconded; the motion carried unanimously 4-0.***

**Agenda Item #4: Zion Lutheran Church Ph. 2 – Lot Split**

Marsh Road – 16161  
Lowndes Law

Thomas Skelton of American Civil Engineering Co., Jonathan Huels of Lowndes Law, and Jeff & Nancy Studt; representatives for the project, attended for discussion. The following items were reviewed and discussed:

**STANDARD GENERAL COMMENTS**

- 10. 5' wide concrete sidewalks shall be constructed along all street frontages pursuant to City Code.** Applicant received clarification that given the existing sidewalk, any necessary repair work would be their responsibility.

***Motion by City Engineer Monahan to approve the Lot Split as shown and place it on the next available Planning and Zoning Board agenda. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 4-0.***

**Agenda Item #5: ADS Manufacturing Plant, Parking Expansion – Minor Site Plan**

West Crown Point Rd. N - 115  
Kimley-Horn

Applicant was unable to attend this meeting. This item was tabled to the following DRC meeting.

**Agenda Item #6: Palm Coast Collision – Site Plan**

Carter Road – 933  
Palm Coast Collision

Albert Flores of Ovation Construction; representative for the project, attended for discussion. The following items were reviewed and discussed:

**PLANNING COMMENTS**

- 13. Sheet L.01: The 5' landscape buffer at the southern portion of the property, along the two-way**

*drive aisle, does not appear to fit within the boundary of the applicant's property. The space only allows for two trees and a small hedge. The site appears to be overbuilt and is not accommodating the required landscape buffer. Please revise.* An offline meeting will take place to discuss the landscaping buffer.

***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 4-0.***

**Agenda Item #7: Belle Meade Commercial Outparcel #1 – Site Plan**

Avalon Road - 1805

Kimley-Horn and Associates, Inc.

Brent Lenzen of Kimley-Horn, representative for the project, attended for discussion. The following items were reviewed and discussed:

**ENGINEERING COMMENTS**

- 4. Permit approval of all work within the C.R. 545 R/W shall be required from Orange County and the City of Winter Garden. County permit was provided with expiration date of July 15, 2021.***  
Applicant is working on obtaining an updated approval.
- 17. Provide traffic study for Planning Department review per previous request by Planning.***  
Applicant received confirmation that a traffic study will be required.

**PLANNING COMMENTS**

- 19. An offline meeting is required to discuss the proposed architectural elevations. Please coordinate this meeting with Kelly Carson in the Planning Dept. Note: All elevations shall be reviewed and approved by the City Manager.*** Applicant acknowledged.
- 23. Landscape Plans (Sheets L0.50 – L1.51)***
  - b. While staff acknowledges the efforts to save some additional palms on the south side of the site, the plans still call for removing the vast majority of existing trees on site. Per the City's comprehensive plan policies, exhausting all potential options to retain existing trees on site is a priority.***
    - i. Now that the amount of fill has been minimized, are there additional opportunities to shift the landscape areas to save any additional trees? Specifically, the two oaks on the south side of the site (26" & 28"), 24" & 26" oaks on the west side of the site, and a 25" oak on the north side of the site all seem like they could be saved with some relatively minor shifts in landscape & paving areas. Perhaps more if you shifted proposed parking lot landscape islands (?).*** Applicant will work on potential shifts to accommodate the oak trees.

***Motion by City Engineer Monahan to have the applicant revise and resubmit the Site Plan for another full DRC review cycle. Assistant City Manager for Public Services Williams, seconded; the motion carried unanimously 4-0.***

