



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
FEBRUARY 11, 2026**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, February 11, 2026 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, Building Official Jimmy Appoloney, Economic Development Director Marc Hutchinson, City Engineering Consultant Art Miller for City Engineer Jim Monahan and Assistant City Manager for Public Services Steve Pash.

Others: Shane Friedman, Planning Supervisor; Yvonne Conatser, Senior Planner; Amber McDonald, Planner II and Ellen King, Recording Secretary.

Other Attendees: Antonio Gibson of Lake Apopka Natural Gas District

ABSENT

Voting Members: City Engineer Jim Monahan

APPROVAL OF MINUTES

Agenda Item #2.A:

Approval of minutes from regular meeting held on January 28, 2026.

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

DRC BUSINESS

Agenda Item #3.A: Cauthen & Burns - SITE PLAN

Woodland Street S – 522
Mandy Cauthen

Mandy Cauthen, Property Owner; representative for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

4. **Provide new impervious surface breakdown and show existing vs. proposed total impervious.** Applicant requested clarification of comment. City staff stated this request is to show existing vs. proposed total impervious. Applicant understood.
7. **The 18 foot wide 2-way drive aisle and 12.8' entrance do not meet code requirement. This may be acceptable based on use.** Applicant requested clarification of comment. City staff stated the 18 foot wide 2-way drive aisle will be acceptable as is because of the use. Applicant understood.

Also, Applicant inquired about the neighboring tree which is on the property line and asked if rock at the base of this tree would be acceptable? City staff requested applicant to include this detail of the tree location with rock vs pavers on the revised plans. Applicant understood and will revise and resubmit.

PLANNING COMMENTS

11. **The Planning Department is in receipt of the Special Exception Permit (SEP) application for office use in R-NC zoning. Please Note: The applicant must obtain SEP approval from the Planning and Zoning Board prior to final approval of the site plan.** Applicant inquired about the timing of the Community Meeting, Special Exception Permit and Site Plan. City staff explained. Applicant understood.
12. **A community meeting is required for the special exception permit request and site plan. This will be coordinated by staff and held here at City Hall.** Same as Item #11.

Motion by Assistant City Manager for Public Services Pash to have the applicant revise and resubmit the Site Plan for staff review only. Building Official Appoloney, seconded; the motion carried unanimously 5-0.

Agenda Item #3.B: 429 @ Crown Point - South - SITE PLAN

East Crown Point Road - 530 & 550
Crown 429, LLC

Gregory Crawford of Thomas & Hutton and Gary Boyer of Boyer Building Corp; representatives for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

2. **Platting or a lot combination and binding lot agreement will be required including possible easement vacations. Platting is preferred to include proposed cross access and other easements. Refer to Section 110 of the City Code for subdivision requirements.** Applicants will resubmit and include these details.

3. **Informational: Maximum impervious surface for PCD zoning is 80% but must be supported by the St. Johns River Water Management District permit. SJRWMD permit modification will be required.** Applicants will revise and submit.
4. **General Requirements (note on plans):** Applicants will address items a. thru g below.
 - a. **All gravity sanitary pipe and fittings shall be SDR 26.**
 - b. **All compaction shall be 98% of the modified proctor maximum density (AASHTO T-180).**
 - c. **As-built record drawings shall comply with City of Winter Garden requirements available on-line (note on plan).**
 - d. **All Storm (>12") and Sanitary lines (>6") shall be inspected by CCTV prior to completion.**
 - e. **Use City Standard Detail sheets for utilities and public works (see City website).**
 - 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).**
 - g. **All utilities shall be underground pursuant to Code (Sec. 18-33) including electrical power, cable, telephone, etc.**
10. **Permit modification from SJRWMD for stormwater is required. Permits or exemptions shall also be required from FDEP for water and sewer and FDEP NPDES NOI as may be applicable.** Applicants will revise and submit.
13. **Traffic study (TIA) was submitted for review by the Planning Department. 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 when the city would provide agreement and their costs. Discussion was held and City staff now have the fare share numbers of the signalization improvements at that intersection to draft a development agreement and will provide applicants for review. Applicants are allowed to submit for a building permit now and pay the utility impact fees under the old rate to lock in costs. Applicants understood.

PLANNING COMMENTS

14. **The applicant is requesting to build in phases. With Phase 1 in the rear and Phase 2 in the front. There is a note on Sheet C-6 stating that the Phase 2 building, curbs, sidewalks, pavement, etc., will be constructed in Phase 2. The applicant can construct the building in Phase 2 however, the applicant will be required to install the perimeter landscaping and sidewalks for the entire development consisting of Lot 7 and Lot 8. This site plan will not be approved without the perimeter landscaping and sidewalks installed. Please revise.** Applicants inquired if perimeter landscaping and sidewalks could be installed later in phases to avoid damage to improvements over time? City staff discussed and determined the improvements needed will need to follow the required code. Applicants understood.

FIRE COMMENTS

- 22. Both fire Department Connection's and hydrants shall be on the same side of the road or driveway. Fire Department Connection's shall be stand-alone off the backflow with tamper switch.** Applicants inquired about this comment. City staff stated it is a standard comment.

Motion by Assistant City Manager for Public Services Pash to have the applicant revise and resubmit the Site Plan for staff review only. Building Official Appoloney, seconded; the motion carried unanimously 5-0.

Agenda Item #3.C: Ellerbe Remodel - SITE PLAN

Newell Street W – 112

Davis Builders

Craig Davis of Davis Builders; representative for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

- 2. See Building Official comments dated 1/6/26. In addition, the 12 foot wide Handicap Space and 5 foot wide access aisle shall be paved meeting all ADA grading requirements. The other two spaces shall, at a minimum, be gravel surfaced. Revise impervious surface calculation as necessary.** Applicant inquired about the type of gravel proposed is considered impervious. City staff confirmed.

PLANNING COMMENTS

- 13. To mitigate the proposed salon and parking area, the applicant should provide a buffer in the form of a 6 foot high fence or landscaping, or a combination of fencing and landscaping along the side and rear yard to shield the surrounding residential properties. This requirement will be part of the conditions presented to the ARHPB.** Applicant requested clarification of this comment. City staff stated either a fence or thick buffer landscaping is required on both sides of the property where the parking is located and along the drive aisle. Applicant understood.

Motion by Assistant City Manager for Public Services Pash to have the applicant revise and resubmit the Site Plan for staff review only. Building Official Appoloney, seconded; the motion carried unanimously 5-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 9:54 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 #4.A: Sunlight Church Recreation Area - PROJECT FEASIBILITY

Avalon Road - 607

Rabits & Romano Architecture

Fulvio Romano of Rabits & Romano Architecture; representative for the project, attended for discussion only.