

WINTER GARDEN
CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
MAY 7, 2025

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, May 7, 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 and Building Official Jimmy Appoloney.

Others: City Manager, Jon C. Williams; City Attorney, Dan Langley; Frank Gilbert, Assistant City Manager for Admin Services; Rich Fasano, Director of Operations for Public Services; 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

ABSENT

Voting Members: Assistant City Manager for Public Services Steve Pash

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on April 23, 2025.

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

DRC BUSINESS

Agenda Item #3A: Angamarca Lot Split – Lot Split

Boyd Street S - 615

Jose Angamarca

Jose Angamarca; representative for the project, received staff comments but had no comments/questions.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Lot Split for another full DRC review cycle. Building Official Appoloney, seconded; the motion carried unanimously 4-0.

Agenda Item #3B: Beazer Windham Park – Construction Plans

Avalon Road – 1265 & 1271

Beazer Homes LLC

Christopher Warshaw, Michael Miller and Yosvany Medina Pincray of ETM, Inc; representatives for the project, attended for discussion. The following items were reviewed and discussed:

City staff informed the applicants, gas is now required for new developments per a new city ordinance. Gas is to be available for future residences in this subdivision if within a certain distance of existing lines. Applicants to coordinate with Lake Apopka Natural Gas for details.

ENGINEERING COMMENTS

3. Sheet 2 – Master Site Plan:

- b. **Show location of mail kiosk – coordinate with USPS & Planning Dept.** Applicants will address on revision resubmittal.
- e. **The minimum width for an easement within the City of Winter Garden is 30', with the facility centered within the easement. Easements having more than one pipe shall adhere to Section 110-203 of the City Code requiring easement widths based on the following: Minimum Easement Width = (2) x (Depth of Pipe) + (Pipe Diameter + 7').** Applicants questioned if staff saw a violation of any easement on their plan submittals? City staff stated this was a general comment. Applicants understood.

4. Sheet 4 – Paving & Drainage Plan:

- f. **The drainage system relies on several bubble-up structures that require regular maintenance and may become problematic.** Applicants stated they would add sumps if the city required it; also applicants may consider specifying a dome top in the landscape area. City staff stated someone will have to be on site constantly cleaning out this type of drainage. Applicants understood.
- g. **The Drainage Report mentions “stormwater harvesting” – provide more details on how this is accomplished (no irrigation plan was provided). Raw stormwater will not be allowed in the reclaimed water mains.** Applicants will provide irrigation plans with the next submittal. Stormwater harvesting was discussed and City Engineer will look at these proposed details.

5. Sheet 5 – Utility Plan:

- f. **Review and approval of Lift Station details by Public Services Utilities Division will**

be required. Applicants inquired if Lift Station details were done simultaneously with this review? City staff confirmed the review is through the DRC process and city is looking at adding additional capacity for that area. Further discussions will be needed on how to upsize. Applicants understood.

7. **Proposed 5 ft building side setbacks will only be approved provided that no obstructions of any kind are allowed within the 5 ft setback area. Minimum 5 ft wide utility and drainage easements shall be provided on each side lot line; 10' drainage, utility and sidewalk encroachment easements required adjacent to R/W.** Applicants questioned type of obstructions not allowed in setback? City staff stated anything ground mounted like utilities or AC Units cannot be within the drainage easement. Applicants understood.
16. **Minimum 5' wide concrete sidewalks shall be constructed along all street frontages pursuant to City Code. Existing sidewalks, curbs, & pavement will be checked at completion and any damaged sections shall be replaced prior to issuance of the C of C.** Applicants understood.

PLANNING COMMENTS

23. Architectural Elevations

- a. **Staff review determined the elevations as proposed do not meet all requirements for Ordinance (Ord.) 23-21. Section 1: F.5: Please verify that all proposed elevations are as follows:** Applicants submitted the architect elevations for review and will provide a plan that shows where actual buildings will be placed on the site for clarity.

24. Tree Preservation and Removal Plan - IMPORTANT

- b. **The Tree Count Tabulation Summary (Sheet L100) and Tree Preservation and Removal Plan (Sheet L101) submitted with the Construction Plan is not consistent with the with the PUD plan approved with Ordinance 23-21.**
- ii. **All trees as noted on the PUD must be preserved and saved.** Applicants inquired about flexibility with the Tree Preservation Plan? City staff stated there was none, every single tree that is noted to be saved is to be saved during construction. Unless there is some unavoidable reason not to save a tree and staff would have to see a proposal.

25. **Environmental: Per Ord. 23-21. Section 1: g. 2. Please provide the 100% gopher tortoise survey. The survey should indicate how the active gopher tortoise burrows will be addressed per FFWCC requirements.** Applicants inquired if survey is needed prior to DRC approval or at Pre-Construction? City staff stated the survey can be submitted prior to Pre-Construction.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Site Plan for another full DRC review cycle. Building Official Appoloney, seconded; the motion carried unanimously 4-0.

Agenda Item #3C: Pole Barn – Minor Site Plan

Bay Street E - 510

Lott's Concrete Products Inc

Rick Higgins of Lott's Concrete Products, Inc; representative for the project, attended for discussion.

Applicant confirmed receipt of Staff Report and his only question was if his civil engineer would need to come back and inspect the welding for the project? City staff confirmed he would need a certified statement that it was inspected by a qualified inspector.

Motion by City Engineer Monahan to approve the Site Plan as submitted. Building Official Appoloney, seconded; the motion carried unanimously 4-0.

Agenda Item #3D: E Plant Street Improvements – Minor Site Plan

Plant Street E – 1132 & 1138

GIL, Inc

George Douglas Laman of GIL, Inc; representative for the project, attended for discussion. The following items were reviewed and discussed:

City staff stated they are working on required sidewalk plans and asked the applicant for any CAD work his consultants have done for the city to piggyback onto for overall design. Applicant agreed and will provide details to the city staff.

ENGINEERING COMMENTS

3. **Existing drainage pattern shall not be altered. Permit modification from SJRWMD for stormwater is required.** Applicant questioned SJRWMD permit requirement and he sent an email referencing this to the city staff. City Engineer stated he will review the email received from the applicant.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Minor Site Plan for staff review only. Building Official Appoloney, seconded; the motion carried unanimously 4-0.

Agenda Item #3E: 1140 E Plant Street Improvements – Minor Site Plan

Plant Street E – 1140

George Douglas Laman

George Douglas Laman of GIL, Inc; representative for the project, attended for discussion. The following item was reviewed and discussed:

ENGINEERING COMMENTS

3. **Existing drainage pattern shall not be altered. Permit modification from SJRWMD for stormwater is required.** Applicant questioned SJRWMD permit requirement and he sent an email referencing this to the city staff. City Engineer stated he will review the email received from the applicant.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Minor Site Plan for staff review only. Building Official Appoloney, seconded; the motion carried unanimously 4-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 9:56 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 #4A: Oakland Arms – PROJECT FEASIBILITY

State Road 438 – 15373 & 15359

Michael Miller & Kelly Miller

Kelly Miller, Mike Miller, Jenny Miller, and Shawn Dennis of J&J Building; Kari Fleck of The Real Estate Collection; Rema & David Perras of Concoran Premier/J&J Building, and Michael Morrissey of Morrissey Design Studio; representatives for the project, attended for discussion only.