



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
FEBRUARY 25, 2026**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, February 25, 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 Engineer Jim Monahan 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 II and Ellen King, Recording Secretary.

Other Attendees: Antonio Gibson of Lake Apopka Natural Gas District

APPROVAL OF MINUTES

Agenda Item #2.A:

Approval of minutes from regular meeting held on February 11, 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: 882 Magnolia - REZONING

Magnolia Street - 882 and 1211, 1221, 1233, 1281 Beulah Rd and 921 Palm Ave
882 Magnolia LLC

Jacob Williams and Shane Dagon of Exchange Place; and Darcy Unroe of Unroe Engineering; representatives for the project, attended for discussion. The following items were reviewed and discussed:

PLANNING COMMENTS

- 21. The Palm Ave right-of-way is shown as vacated on the survey. Please provide in your resubmittal any supporting documentation showing the vacation of the right-of-way (i.e. Resolution, DOC, etc.).** City staff inquired if the section of Palm Avenue had been officially conveyed to the property owner and will this right-of-way need to be annexed into the city? Applicants confirmed Palm Avenue has been formally vacated and is being updated in Orange County Property Appraiser's records, their surveys have been updated to reflect this vacation and are moving forward with this process; yes applicants will annex this vacated right-of-way into the city.
- 24. There needs to be room for a 10' wide landscape buffer along with the 6' high screen wall along the portions abutting the residential properties.** Applicants inquired if this comment was for the height or landscaping buffer; and are they allowed some of the retention to encroach the 10' buffer? City staff stated the additional landscaping of the trees is to increase the height and yes applicants can landscape this buffer per code. Applicants understood.
- 25. The dumpster is located directly behind a residential property. Is there not a better location considering the ROW vacation of Palm Avenue and the increased size of the project? This was requested to be moved at the community meeting.** Applicants will address.
- 33. The last community meeting for this project, which has since substantially changed, was four years ago. A new community meeting will be required.** City staff requested applicants submit the landscape and buffer exhibits for staff review prior to scheduling the community meeting. Applicants will resubmit these plans for review and will coordinate with staff to schedule the Community Meeting.

Motion by City Engineer Monahan to have the applicants revise and resubmit the Planned Commercial Development for staff review only. Assistant City Manager for Public Services Pash, seconded; the motion carried unanimously 5-0.

Agenda Item #3.B: Schmid Office Building Patio Expansion - SITE PLAN

Colonial Drive W – 15690
Highland Engineering, Inc.

Jeff Banker of Highland Engineering, Inc.; representative for the project, attended for discussion. The following items were reviewed and discussed:

PLANNING COMMENTS

- 7. The proposed pickleball addition was reviewed by Staff as an employee amenity. If the**

applicant's intent is to rent or lease this space further review will be required. Please confirm use on the resubmittal response to comments. Applicant confirmed the use is only as an employee amenity.

BUILDING COMMENTS

8. **The number of accessible parking spaces cannot be reduced to less than the amounts provided in the Florida Building Code, Accessibility. The minimum number is 4 accessible parking spaces for 76 to 100 parking spaces. (TABLE 208.2 PARKING SPACES).** Applicant clarified they are removing two ADA parking spaces but putting one back at the location on the east side of the building. City staff requested the appropriate numbers be shown on the plans. Applicant understood.

Motion by City Engineer Monahan 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: Winter Garden Plaza - SITE PLAN

Colonial Drive W – 13675
Concept Design Build LLC

Samar Mady of Concept Design Build; representatives for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

3. **Sheet C-4 – Grading Plan:**
- a. **The plan shows an underground exfiltration system for the treatment and attenuation required by SJRWMD and FDOT. The system will be monitored periodically by the City and if it does not function as designed, provisions shall be made to correct it at the Owner's expense.** Applicant requested clarification of comment. City staff stated this comment is long term and the city will periodically monitor the system. These engineering comments will become conditions of approval and attached to Final Site Plan Approval. Applicant understood.
5. **Sheet C-7.0 – Construction Details/Demolition Plan:**
- b. **A Demolition Permit is required to demolish the existing building.** Applicant requested to move forward with scheduling the demo permit. City staff confirmed they could move forward with the demo permit. Staff asked if applicant is keeping the sign structure on the site and if so, make it very clear to the demo company this needs to remain. If the sign is demolished, it cannot be replaced. Applicant understood.
10. **Permits or exemptions shall be provided from SJRWMD for stormwater, FDOT (driveway and drainage) and FDEP for water and wastewater.** Applicant requested to move forward with the scheduling of the SJRWMD permit. City staff agreed applicant

could move forward with the SJRWMD permit. Also, discussed access and staff informed applicant, FDOT may come back with a change and revised plans would require staff review of changes. Applicant understood.

PLANNING COMMENTS

11. Repeat comment: Landscaping shall adhere to the requirements of Chapter 118, Article X, Division 3. – Landscape Design Standards. Plans are required to be signed & sealed by a Landscape Architect. Irrigation plans are also required. The applicant is not providing the correct type and correct amount of trees and shrubs for each buffer.

Applicant asked for clarification of this comment and if plans need to be resubmitted? City staff stated this is a standard comment and plans will need to be resubmitted for review. Applicant understood and will contact the Landscape Architect to revise their plans.

14. The updated TIA is out for review with the City’s traffic consultant. Comments will be forthcoming. Applicant asked for status of TIA comments. City staff will check on status and forward comments to applicant when ready.

Motion by City Engineer Monahan 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 9:45 a.m. by Chairperson/Planning Director Kelly Carson.

ATTEST:

APPROVED:

/s/

/s/

DRC Recording Secretary, Ellen King

Chairperson, Kelly Carson

DISCUSSION ITEM ONLY

Agenda Item #4.A: Sunshine Retail - PROJECT FEASIBILITY

Colonial Drive W - 14650

Xueqiang Chen

Xueqiang (Steve) Chen and Xiaoli Lin of Sunshine Cabinetry, and Majid Kalaghchi of SK Consortium, Inc; representatives for the project, attended for discussion only.

Agenda Item #4.B: Reigl - PROJECT FEASIBILITY

Colonial Drive W - 14525

Crawford, Modica & Holt

No representatives for the project were in attendance for this project. This item was tabled.