



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

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday March 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: Rob Heaviside, Senior Engineer; Art Miller, City Engineering Consultant; Shane Friedman, Planning Supervisor; Yvonne Conatser, Senior Planner; Amber McDonald, Planner II and Ellen King, Recording Secretary.

APPROVAL OF MINUTES

Agenda Item #2.A:

Approval of minutes from regular meeting held on March 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 4-0.

DRC BUSINESS

Agenda Item #3.A: Farese Residence - LOT SPLIT

Florida Avenue – 239

Daniel Farese

D. Tony Farese; representative for the project, attended for discussion. The following items were reviewed and discussed:

CITY SURVEYOR COMMENTS

14. Please refer to the attached memo dated March 5, 2026, for City Surveyor comments.

See below comments:

Section 110-96. Proposed subdivision of an existing lot.

- 1. A title opinion, certified to the city, was not provided.** Applicant will submit with plan resubmittal.
- 3. An executed joinder and consent will be required from the mortgage holder if there is a note on the property.** Applicant will submit with plan resubmittal.

9:32 am Economic Development Director Hutchinson arrived at the meeting.

ENGINEERING COMMENTS

- 3. A separate tree removal permit is required to remove any trees. Coordinate with Building Department.** Applicant requested clarification of comment. City staff stated this was informational only and would be for a future submittal as a separate tree permit.

PLANNING COMMENTS

- 9. The existing building on Lot 8 is encroaching on the adjacent proposed lot and will require demolition prior to executing the lot split at the county. This will be a condition of approval.** Applicant explained this will be a partial demolition. City staff stated Applicant will need to provide details of the partial demolition with the Variance Application. Applicant understood.
- 11. The proposed lot widths, showing 50' wide in the front and rear, will not meet the R-2 zoning standards. This will require a variance approval prior to lot split approval. Staff has received a variance application, however, the applicant needs to provide the plot plan of the proposed home that will be built on Lot 8. This should be provided for the Lot Split application and the Variance application.** Applicant requested clarification of comment. City staff stated a plot plan of the proposed home on the proposed lot should be shown and included on both the Lot Split Application and Variance Application. Applicant understood.
- 12. The variances that are required will be for the lot widths, lot area, and front setback for the proposed home on Lot 7. Further comments may be generated with review of the proposed plot plan on Lot 8.** Applicant requested clarification of comment. City staff stated the plans indicated a front setback of 25' when the setback should be 30'. Applicant understood but clarified the front setback mentioned is for Lot 8 not Lot 7.

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

Agenda Item #3.B: Solomon's Auto Body - LOT COMBINATION

Colonial Drive W - 14451
Lam Civil Engineering, Inc.

Quang Lam of Lam Civil Engineering, and Shazad Nesaralli of Solomon Auto Body; representatives for the project, attended for discussion. The following items were reviewed and discussed:

CITY ATTORNEY COMMENTS

10. **It is unclear to me whether all these parcels are owned by the same entity/person and whether each property owner signed the application.** Applicants inquired about combining the lot with two separate owners. City staff stated they would need to contact the City Attorney, Dan Langley. Applicants will discuss with their attorney.
11. **The application requires a binding lot combination agreement with attached legal sketches and descriptions to be recorded in the public records requiring the combined lots or parcels to be retained in single ownership, and shall remain as a single, integral lot, and shall not be subdivided, severed, sold, leased, encumbered, or otherwise disposed of in lesser constituent lots or parcels. Along with an executed joinder and consent to the proposed binding lot combination agreement from all owners of the property and mortgage holders, if applicable.** Applicants inquired if the lot combination agreement would be recorded? City staff stated after City Commission approval, the document would be recorded. Applicants understood.

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

Agenda Item #3.C: Solomon's Auto Body - SITE PLAN

Colonial Drive W - 14451
Lam Civil Engineering, Inc.

Quang Lam of Lam Civil Engineering and Shazad Nesaralli of Solomon Auto Body; representatives for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

5. **100% of the water/sewer impact fees shall be paid prior to site or building permit issuance or execution of FDEP permit applications by the City. Sanitary laterals, fittings, and pipes shall be SDR 26 per City standards. Use City Standard Detail Sheets for utilities and public works.** Applicants will submit FDEP applications to the city soon and will pay their impact fees.
17. **Permit from SJRWMD is required as well as permits or exemptions from FDEP for water, wastewater and NPDES. FDOT drainage, utility, and driveway permits are required.** Applicants will submit permits to the City Engineering Department.

Motion by City Engineer Monahan to approve the Site Plan as shown and place it on the next available City Commission agenda, pending the Lot Combination Approval. Building Official Appoloney, seconded; the motion carried unanimously 5-0.

Agenda Item #3.D: Heller Bros. Outside Storage - SITE PLAN

9th Street - 306

SK Consortium, Inc

Zach Heller and Alex Heller of Heller Bros Packing Corp and Cas Suvongse of SK Consortium, Inc; representatives for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

3. ***Landscaping shall not encroach on required sight lines at intersections or driveways. Design Engineer has provided certification that sight distance requirements are being met. All irrigation on the site shall be designed to be supplied by reclaimed water.***

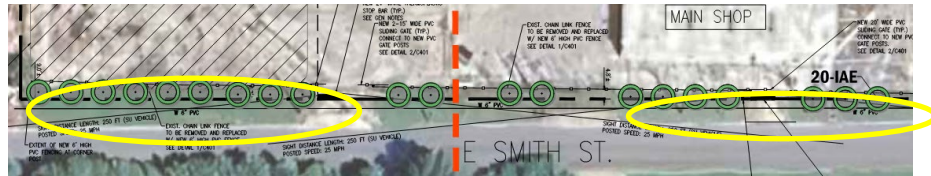
Applicants propose hand watering or use of a dripline. City staff stated a separate irrigation meter will be required so when reclaim is available in the area it would simply need to be hooked up. Also, some type of irrigation is needed for the first couple of years for new plants to become established. Applicants understood.

PLANNING COMMENTS

15. ***Landscape Plan – Typically, the landscape plan includes trees, shrubs and groundcover. The applicant has chosen to provide trees and a sod groundcover, but no shrubs. Staff recognize the site constraints (existing concrete) to provide an adequate landscape buffer and is willing to work with the applicant to provide a landscape plan to sufficiently address the landscape requirements of the screening for the proposed outside storage area and landscaping improvements along the property frontage. To this end, please address the following items on the landscape plan:***

- a. ***Please verify that the landscape plan is by a licensed landscape architect. The sign and seal statement and title block provided on the plan contain no license information.*** City staff stated applicants will need to provide the Landscape Architect's LA License Number. Applicant understood.
- c. ***The applicant has provided more trees than required by code. While additional trees are always welcome there is concern the placement is too close together for successful growth and maintenance. Please address as follows:***
- i. ***E Smith Street – Increase the tree size to the required 3.5" caliper. Reduce the overall tree count and add shrubs or a better groundcover. Another suggestion is to alternate the Eagleston Holly and Walters Viburnum. Areas of concern circled.*** Applicants requested to see at least one row of trees clustered together as the fence is opaque. City staff stated the trees are for screening and to limit maintenance as much as possible. Applicants will work with landscape architect to space out trees with shrubs and

increase to a 3.5" tree caliper for both E Smith Street and 9th Street Frontage.



- ii. **9th Street Frontage– Increase tree size to the required 3.5" caliper. Consider changing the tree type to a single trunk Crape Myrtle. The Walters Viburnum may be too dense and reduce the line of sight at the intersection of E Smith Street and 9th Street. The number of trees could remain at five provided there is no issue with the line of sight.** Applicant understood and will comply.

STANDARD GENERAL CONDITIONS

23. After final plan approval, a preconstruction meeting will be required prior to any commencement of construction. The applicant shall provide an erosion control and street lighting plan at the preconstruction meeting and shall pay all engineering review and inspection fees prior to construction. Inspection fees in the amount of 2.25% of the cost of all site improvements shall be paid prior to issuance of the building permit (\$500.00 minimum inspection fee). City staff stated this is a standard comment.

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 9:50 a.m. by Chairperson/Planning Director Kelly Carson.

ATTEST:

APPROVED:

/s/

/s/

DRC Recording Secretary, Ellen King

Chairperson, Kelly Carson