



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
May 6, 2026**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, May 6, 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 on behalf of 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.

ABSENT

Voting Members: City Engineer Jim Monahan.

APPROVAL OF MINUTES

Agenda Item #2.A:

Approval of minutes from regular meeting held on April 22, 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. (Mark Hutchinson Economic Development Director was not present).

9:31 am Economic Development Director Hutchinson arrived at the meeting.

DRC BUSINESS

Agenda Item #3.A: Windham Park - FINAL PLAT

Avalon Road - 1265

PEC Surveying

Jaime Morales of PEC Surveying and Mapping and Henry Chirinos of Beazer Homes; representatives for the project, attended for discussion. The following items were reviewed and discussed:

CITY ATTORNEY COMMENTS

16. Please review the attached letter dated April 17, 2026, for City Attorney comments.

Item #2 from the City Attorney's letter was discussed, see below:

2. The Florida Power Corporation easement (BK5059; PG 4523) is encumbering the future right-of-way tract (RW-1). The developer needs to obtain the release of this easement from the right-of-way tract. The right-of-way tract and lift station tract must be conveyed to the City in fee simple free and clear of all easements, liens, and restrictions. Applicants inquired about conveying the ROW tract, lift station tract and if the future ROW tract needs the easement removed from the power easement before being conveyed? City staff stated the city will need a deed for the lift station tract, with the ROW tract as a private tract it will require a separate deed to the Homeowner Association and staff confirmed an encumbrance that will need to be removed since it is an old power easement and suggested to communicate with Duke Energy to have them release it. Applicants understood.

CITY SURVEYOR COMMENTS

17. Please review the attached letter dated April 22, 2026, for City Surveyor comments.

The Lot Corners item found on Page 5 of the City Surveyor's letter was discussed, see below:

LOT CORNERS

[X] Monuments have been placed at all lot corners, points of intersections, and changes of direction of line which do not require a PRM or PCP. (177.091.9) The face of the plat does not notate any corners being set for the individual lot lines. Are lot corners going to be set prior to recording or after construction? Add a note to the plat referencing 177.091.9 or shown a symbol denoting set corners (if set). This item was discussed. Applicants understood and will add the note.

The general approval process was explained to the applicants by City staff. Applicants understood.

Motion by City Engineering Consultant Art Miller on behalf of City Engineer Jim Monahan to have the applicant revise and resubmit the Final Plat for staff review only. Assistant City Manager for Public Services Pash seconded; the motion carried unanimously 5-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 9:42 a.m. by Chairperson/Planning Director Kelly Carson.

ATTEST:

APPROVED:

/S/

DRC Recording Secretary, Ellen King

/S/

Chairperson, Kelly Carson