



**CITY OF WINTER GARDEN  
DEVELOPMENT REVIEW COMMITTEE  
MINUTES  
May 20, 2026**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, May 20, 2026 in the City Hall Commission Chambers.

**Agenda Item #1: CALL TO ORDER**

Chairperson/Planning Director Kelly Carson called the meeting to order at 9:33 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 May 6, 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. (Economic Development Director Hutchinson was not present).***

**DRC BUSINESS**

**Agenda Item #3.A: Oakland Park Unit 5 Tracts O, P & G - SITE PLAN**

Oakland Avenue E - 15411, 15540 & 15540  
Tilden Oak LLC

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

**Agenda Item #3.B: Orlando Orthopaedics Center at Winter Garden - SITE PLAN**

Colonial Drive W - 12152  
Mitch Collins, P.E. Inc

Mitch Collins of Mitch Collins, P.E., Inc and Daniel Sacks of Interstruct Inc; representatives for the project, attended for discussion. The following items were reviewed and discussed:

### **ENGINEERING COMMENTS**

7. **The site shall be served by City water, sewer and reuse. All utilities required for the development shall be run to the site at the Developer's expense, including potable water, reclaimed water and sanitary sewer. Final plans shall detail all connections including fire protection, reuse water and domestic water supply. All irrigation on the site shall be designed to be supplied by reclaimed water. All on-site utilities, including lift station, shall be privately owned and maintained.** Applicants stated they will use both a separate irrigation meter and domestic. City staff confirmed this is acceptable.

### **PLANNING COMMENTS**

#### **16. Sheet C1:**

- a. **Add and label all existing and proposed easements (widths and distances) to include but not limited to utilities, landscaping and cross access easements.** Applicants requested clarification of this comment. City staff stated no labeling of easements or utilities were shown on the plans and requested these be labeled. Applicants understood.

9:35 am Economic Development Director Hutchinson arrived at the meeting.

- b. **Add existing building setbacks.** Applicants will comply.
- c. **Add a parking table and clarify that the number of proposed parking spaces meet the proposed use requirements. See City Code Section 118-1386.** Applicants confirmed this data was provided on the Site Plan Data Table on the cover sheet with the parking table numbers. City staff stated this had been missed and will review.
- d. **Will there be direct access from the parking lot to the front (north) entry of the building? Will there be any additional improvements for said access? Please clarify how the public will access the building.** Applicants explained parking is located on the south and east side of the property with no direct access from the parking lot on the north side. The main customer entrance is on the south without any doors on the north side. City staff stated a front elevation facing SR 50 is required. Applicant understood and a meeting with staff will be scheduled.
- e. **Please provide cross access easement to the property to the west. Easement required should the property to the west redevelop.** Applicants questioned if the parcel to the west has direct access to SR 50 and a side street and if cross access was required? City staff stated yes, this is a Code requirement for private properties/commercial properties to have a cross-access connection for future

development. Discussion was held regarding grading change along the back property line and determined grade was a couple of feet. City staff suggested the applicants look at the overall grading plan especially along the south side away from the trees. There is one corridor that might work keeping it at a reasonable grade and showing the cross access easement on the plans with a note indicating the easement improvements will be made that affect the parking. Applicants understood.

**17. Sheet C1A: Wetland Impact Exhibit:**

**a. The proposed retention pond severely impacts and encroaches on the wetlands.**

Applicants requested some items to minimize these impacts such as a retaining wall on the north side and a slope down to the existing grade into wetlands on the south side. City staff stated the back slope is a 3:1 grading and staff is open to exploring concepts to save trees. Applicants understood.

**18. Tree Inventory Sheet L0:**

**b. Tree replacement does not exclude restricted stock. Please revise the tree count to assure all trees that exceed 12" DBH will be replaced 2 to 1 on the property.**

**Update number of replacement trees accordingly and provide total monetary amount to be paid into the City Tree Fund if not accommodated with the purposed Landscape Plan. Note – please provide the costs to furnish and install trees for replacement.** Applicants inquired about the mitigation requirement. City staff clarified mitigation is not required for invasive trees and city does encourage removal of invasive trees. Applicants understood.

***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 5-0.***

**Agenda Item #3.C: Boys and Girls Club Gymnasium Addition - SITE PLAN**

9th Street - 459

June Bug Foundation, Inc

Jeff Sedloff of June Engineering Consultants; representative for the project, attended for discussion. The following items were reviewed and discussed:

**PLANNING COMMENTS**

**17. Site Plan, Sheet 8 - Boundary Survey. The sheet contains overlapping information making portions of the plan illegible. Please revise.**

Applicant will revise and resubmit with next plan submittal.

**18. Repeat comment - A community meeting is required. Staff will work with the applicant to schedule the community meeting.**

City staff explained the community meeting is required for major Site Plan projects as an informational meeting. Applicants will need to contact planner to schedule this meeting.

Applicant stated Healthy West Orange offered them a grant if they would enlarge the building to include an indoor running track. Plans will be revised and resubmitted to include this feature.

***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 9:56 a.m. by Chairperson/Planning Director Kelly Carson.

**ATTEST:**

**APPROVED:**

*/s/*

*/s/*

\_\_\_\_\_  
***DRC Recording Secretary, Ellen King***

\_\_\_\_\_  
***Chairperson, Kelly Carson***