



**CITY COMMISSION
AGENDA
City Hall Commission Chambers
300 W. Plant Street
Winter Garden, Florida**

Regular Meeting

June 11, 2026

6:30 PM

Call to Order

Determination of a Quorum

Invocation and Pledge of Allegiance

1. Approval of Minutes

A. **Regular Meeting Minutes** – May 28, 2026

2. PRESENTATION

A. New Police Officers – **Police Chief Graham**

B. **Proclamation 26-10:** Adams-Onís Treaty Chapter of the Daughters of the American Revolution (DAR) – America 250th Celebration – **Mayor Rees**

3. FIRST READING AND PUBLIC HEARING OF PROPOSED ORDINANCE

A. **ORDINANCE 26-17:** AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF WINTER GARDEN, FLORIDA, AMENDING CHAPTER 98, SECTION 98-192 TO CLARIFY THE SETBACK REQUIREMENTS FOR DETACHED GARAGES IN THE HISTORIC DOWNTOWN DISTRICT OVERLAY; AMENDING CHAPTER 118, SECTIONS 118-263, 118-303, 118-348, 118-393, 118-453, 118-473, 118-487, 118-511, 118-513, 118-514, 118-518, 118-523, 118-858, 118-1064, AND 118-1090 TO ADD ACCESSORY DWELLING UNITS AS PERMITTED ACCESSORY USES IN THE R1-A, R-1, R-1B, R-2, R-4, R-5, R-NC, RNC-2, PUD, UVPUD, AND CAPUD ZONING DISTRICTS; AMENDING CHAPTER 118, SECTION 118-1310 RELATING TO ACCESSORY BUILDINGS AND ACCESSORY STRUCTURES TO AMEND AND CLARIFY DEVELOPMENT REQUIREMENTS ACCESSORY STRUCTURES AND ACCESSORY BUILDINGS INCLUDING SPECIFIC PROVISIONS FOR DETACHED GARAGES, FRONT PORCHES, AND ACCESSORY DWELLING UNITS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE – **Second reading and public hearing June 25, 2026** – **Planning Director Carson**

4. REGULAR BUSINESS

- A. **RESOLUTION 26-06:** A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WINTER GARDEN, FLORIDA, ADOPTING A POLICY GOVERNING THE ISSUANCE OF TEMPORARY USE PERMITS FOR THE TEMPORARY OUTDOOR SALE OF FIREWORKS WITHIN THE CITY; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE – **Planning Director Carson**

- B. Recommendation to approve Back to School Bash **SPECIAL EVENT**- Newton Park/Farnsworth Pool on Saturday, August 1, 2026 from 10:00 a.m. to 2:00 p.m. – **Planning Director Carson**

5. Matters From Public - (Limited to 3 minutes per speaker)

6. Matters From City Attorney - A. Kurt Ardaman

7. Matters From City Manager - Jon C. Williams

8. Matters From Mayor and Commissioners

9. Adjourn Regular Meeting on Thursday, **June 25, 2026** at **6:30 p.m.** in City Hall Commission Chambers, 300 W. Plant Street, 1st floor

NOTICES:

In accordance with Florida Statutes 286.0105, if any person decides to appeal any decision made by said body with respect to any matter considered at such meeting, he/she will need a record of the proceedings and, for that purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City of Winter Garden does not prepare or provide such record.

Any opening invocation that is offered before the official start of the Commission meeting shall be the voluntary offering of a private person, to and for the benefit of the Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Commission or the city staff, and the City is not allowed by law to endorse the religious or non-religious beliefs or views of such speaker. Persons in attendance at the City Commission meeting are invited to stand during the opening invocation and to stand and recite the Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered or to participate in the Pledge of Allegiance. You may remain seated within the City Commission Chambers or exit the City Commission Chambers and return upon completion of the opening invocation and/or Pledge of Allegiance if you do not wish to participate in or witness the opening invocation and/or the recitation of the Pledge of Allegiance. (Reference Resolutions 15-04 and 16-02)

Pursuant to Florida Statutes 282.601, 286.603, and the Americans with Disabilities Act (ADA), the City of Winter Garden makes every effort to ensure that those with disabilities have access to electronic information provided to the public, except when compliance with those sections impose an undue burden on the agency. In the event of difficulty accessing this publicly provided information, please contact the City Clerk's Office at (407) 656-4111, Ext. 6327, for assistance.



Those needing assistance to participate in any of these proceedings should contact the City Clerk's Office at least 48 hours in advance of the meeting (407) 656-4111 Ext 6327.



Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained at the meeting from the Information Technology Department (407) 656-4111 Ext. 5455.



**Minutes
City Commission
May 28, 2026 6:30 p.m.**

Regular Meeting of the City of Winter Garden City Commission was called to order by Mayor Rees at 6:30 PM at City Hall, 300 West Plant Street, Winter Garden, Florida. An Opening Invocation and Pledge of Allegiance were given.

Present:

Mayor John Rees
Commissioner District 1 - Lisa L. Bennett
Commissioner District 2 - Iliana R. Jones
Commissioner District 3 - Chloe Johnson
Commissioner District 4 - Colin Sharman

Also Present:

Assistant City Manager - Steve Pash
City Attorney - A Kurt Ardaman
City Clerk - Ronisha Martin

1. Approval of Minutes

A. Regular Meeting Minutes – May 14, 2026

Motion by Commissioner Bennett to approve the regular meeting minutes of May 14, 2026. Seconded by Commissioner Johnson and carried unanimously 5-0.

2. PRESENTATION

A. **Proclamation 26:06**: Proclaiming June 2026 as Faith and Family Month was read and presented by Mayor Rees and City Commission.

3. SECOND READING AND PUBLIC HEARING OF PROPOSED ORDINANCES

A. **ORDINANCE 26-12**: AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA REZONING APPROXIMATELY 337.25 ± ACRES OF CERTAIN REAL PROPERTY GENERALLY LOCATED EAST OF FLYNN COURT, WEST OF AVALON ROAD, NORTH OF MARSH ROAD, AND SOUTH OF JOHNS LAKE, AT 17729 MARSH ROAD AND 1400, 1401, AND 1756 WILLIAMS ROAD, FROM NO ZONING (NZ) TO URBAN VILLAGE PLANNED UNIT DEVELOPMENT (UVPUD); PROVIDING FOR CERTAIN UVPUD REQUIREMENTS AND DESCRIBING THE DEVELOPMENT AS THE JOHNS LAKE URBAN VILLAGE PUD; PROVIDING FOR NON-SEVERABILITY; PROVIDING FOR AN EFFECTIVE
City Attorney Kurt Ardaman read Ordinance 26-12 by title only. Planning Director Kelly Carson stated that the request is to rezone approximately 337.25 acres, known as the McKinnon Property or Johns Lake Urban Village Planned Unit Development (UVPUD), from No Zoning (NZ) to an Urban Village Planned Unit Development. She explained that the property is located within the City's Joint Planning Area (JPA) with Orange County

and has an Urban Village Future Land Use designation allowing up to four dwelling units per acre.

Ms. Carson stated the proposed development includes 613 residential units, parks, trails, open space, and a special district area with low-density uses. She noted the development is designed to preserve the existing tree canopy and natural features through a transect plan, which provides flexibility in lot layouts based on future environmental studies. Ms. Carson further stated the project would be developed in phases of no more than 50 units at a time. In response to community concerns, the developer agreed to dedicate the previously identified elementary school site to the City for a future public park.

Ms. Carson explained the special district area is intended to preserve natural features through a low-density bed-and-breakfast concept consisting of cottages, an event venue, a boardwalk, a reservation-only restaurant, and lake access by dock. She added that the development would include traffic-calming measures, enhanced landscaping, and streetscape improvements throughout the community.

Ms. Carson also provided an overview of the traffic impact analysis, noting the development is expected to generate approximately 5,411 daily trips, including 408 a.m. peak-hour trips and 538 p.m. peak-hour trips. She stated trip generation was reduced following the removal of the previously proposed elementary school site. Ms. Carson further stated that no certificates of occupancy would be issued until New Independence Parkway is open and operational. She noted required roadway improvements include upgrades to Williams Road, construction of a roundabout at Marsh Road and Williams Road, roadway connections, right-of-way dedications, and contributions toward additional traffic improvements identified in the study. Ms. Carson stated the City does not support widening Marsh Road due to limited right-of-way, concerns regarding induced traffic demand, and preserving the existing character of the corridor. She noted future regional roadway projects, including New Independence Parkway, Schofield Road, and SR-516, are anticipated to reduce traffic volumes over time.

Ms. Carson addressed community concerns related to traffic, stormwater, lake quality, docks, park access, and the previously proposed school site. She stated staff worked with the developer to address those concerns, including replacing the school site with a future City park. Ms. Carson noted the proposed density equates to approximately 1.82 dwelling units per acre, which is below the maximum density permitted under the future land use designation and comparable to surrounding developments. She also noted additional revisions made following prior meetings, including updates to transportation conditions and accessory dwelling unit regulations for consistency with City code. Ms.

Carson stated Commissioner Sharman requested conditions requiring that no certificates of occupancy be issued until New Independence Parkway is complete or January 1, 2028, whichever occurs sooner, as well as installation of a sound wall and landscape buffer near Waterside on Johns Lake. Ms. Carson further explained the traffic analysis accounted for the proposed use mix and stated the roadway improvements are intended to mitigate traffic impacts. She noted all development obligations are incorporated into the UVPUD ordinance and that additional environmental review would occur during future preliminary plat and engineering reviews through the transect plan process. Staff recommended approval of Ordinance 26-12, finding the proposal consistent with the City's Comprehensive Plan, Land Development Regulations, and Joint Planning Agreement.

Mayor Rees thanked Ms. Carson for her presentation and recognized City Attorney Kurt Ardaman to speak.

Mr. Ardaman stated the City Commission is required to base its decision on information presented during the public hearing process. He explained commissioners received numerous emails, letters, and public comments regarding the proposed Johns Lake UVPUD, including additional correspondence submitted prior to the meeting. Mr. Ardaman stated he would summarize the correspondence publicly as part of the record so the comments could be heard by the Commission, staff, applicant, and members of the public.

Mr. Ardaman summarized correspondence and public comments received from multiple residents expressing concerns related to traffic congestion, roadway capacity, emergency access, evacuation concerns, stormwater impacts, environmental impacts to Johns Lake, school concurrency, roadway right-of-way dedications, and compatibility with the rural character of the area. Mr. Ardaman also addressed comments regarding the City's traffic consultant report and stated some concerns were based on assumptions that roadway improvements would not occur and that the previously proposed school site remained part of the project. He stated staff and the City's traffic engineer believe the transportation improvements and conditions included in the UVPUD ordinance adequately address the project's traffic impacts and satisfy the City's approval criteria.

Mr. Ardaman also addressed allegations regarding procedural violations, ordinance revisions, ex parte communications, and potential conflicts of interest. He clarified that the ordinance was drafted by City staff and explained that a PUD is a negotiated zoning process that allows the City to impose additional requirements beyond standard zoning classifications. Regarding ex parte communications, Mr. Ardaman stated the purpose of

publicly summarizing correspondence received by commissioners was to disclose those communications as part of the public record and provide all parties an opportunity to hear and respond during the hearing process. Additional comments were summarized regarding proportionality concerns associated with the Ambersweet Road right-of-way dedication and statements reserving legal rights to challenge the approval if adopted.

Following Mr. Ardaman's summary, **Mayor Rees and all City Commissioners** disclosed ex parte communications related to the proposed development, including conversations and correspondence received regarding the application and surrounding area.

Mayor Rees then invited the applicant to speak. Heather Isaacs of Isaacs Strategy Solutions, LLC, spoke on behalf of the applicant and stated the applicant agreed with staff's recommendation for approval of Ordinance 26-12 and appreciated staff's review of the application. She noted the applicant was available to answer questions following public comment.

Mayor Rees commented on existing traffic volumes along Marsh Road and discussed the impact of regional traffic originating from Lake County. Discussion included the need to explore long-term regional traffic solutions and methods to reduce through-traffic affecting Winter Garden residents.

Mayor Rees opened the public hearing.

The following public made statements and voiced concerns regarding this development:

Sarah Matin	14265 Sunridge Boulevard	Winter Garden, FL 34787
James Gillman	7159 Hiawassee Overlook Drive*	Orlando, FL 32835
Sean Brazil	Bal Harbour Drive	Winter Garden, FL 34787
Dale Kelch	16995 Tradewind Point	Winter Garden, FL 34787
Tyrone Young	8125 Mosaic Lane	Winter Garden, FL 34787
Diane Buechler	1425 Priory Circle	Winter Garden, FL 34787
London Dewey	17413 Davenport Road*	Winter Garden, FL 34787
Rick Stuebing	54 Live Oak Road*	Winter Garden, FL 34787
Laurie Forrester	16050 Sandhill Road*	Winter Garden, FL 34787
Frank Symphorien	17555 Seidner Road*	Winter Garden, FL 34787
Bob Buchanan	148 Roper Drive	Winter Garden, FL 34787
Dave Stewart	16631 Meredrew Lane*	Clermont, FL 34711
Kelly Miller	295 Northeast Ivanhoe Blvd*	Orlando, FL 32804
Adam Garcia	16785 Broadwater Ave	Winter Garden, FL 34787
Gen Billedeau	17565 Davenport Road*	Winter Garden, FL 34787
John Columbier	16863 Sanctuary Drive	Winter Garden, FL 34787

*Unincorporated Orange County.

Public comments focused primarily on traffic congestion along Marsh Road, Avalon Road, Williams Road, Davenport Road, and surrounding roadways. Residents discussed roadway capacity, cumulative impacts from surrounding developments, construction traffic, pedestrian safety, and long-term infrastructure planning. Additional comments addressed accessory dwelling units (ADUs), multigenerational housing impacts, environmental concerns, preservation of the rural character of the area, proposed hotel uses, and compatibility with surrounding neighborhoods. Questions were also raised regarding the public records process and the sharing of citizen comments with the developer during project review. Several residents requested the ordinance be postponed or denied until additional traffic analysis could be completed and roadway concerns were further addressed. Conversely, several residents expressed support for the lower-density design, preservation of trees and green space, dedication of public park, and the developer's connection to the community.

Nathaniel Slade, 713 Chase Oaks Court, Winter Garden, Florida, requested clarification regarding a potential conflict of interest involving Commissioner Bennett's role as vice president of Windsor Realty Group.

Commissioner Bennett responded that serving as a real estate broker and Vice President of Windsor Realty Group does not create a conflict of interest related to the proposed development. She explained that serving on the commission is a part-time position, real estate is her profession, and she has no financial interest, business arrangement, or involvement with the developer or project.

During public comment, Ms. Carson clarified that the traffic impact analysis included surrounding approved developments and future projected growth conditions. She further clarified that the entire 13.65-acre parcel previously identified as a potential school site would instead be dedicated as a public park. Ms. Carson also discussed conditions prohibiting certificates of occupancy until completion of the New Independence Parkway extension or January 1, 2028, whichever occurs sooner. City Attorney Ardaman also clarified that communications between the City and the developer are public records and explained that the City shares citizen comments with the applicant so concerns raised during the public process can be addressed during project review. He further explained the City may require the developer to mitigate impacts created by the project but cannot require the developer to correct existing roadway deficiencies unrelated to the development.

Mayor Rees, hearing and seeing no other requests for public comment, closed the public hearing.

Commissioner Sharman inquired about the property's future land use designation, potential development rights, traffic impacts, and the City's ability to require roadway improvements. He expressed concerns regarding existing traffic conditions in the area and discussed the need to explore long-term transportation solutions, including potential traffic signal improvements and other measures to address regional traffic impacts affecting residents.

City Attorney Ardaman explained that the property's Future Land Use designation permits up to four dwelling units per acre, while the proposed development is less dense than the maximum density permitted. He further explained that state law permits the City to require a developer to mitigate traffic impacts created by a project but does not allow the City to require a developer to correct existing transportation deficiencies unrelated to the development. Mr. Ardaman also stated that if the application were denied, the applicant could revise the proposal and return with a different development plan and may pursue legal remedies available through the quasi-judicial process.

Assistant City Manager for Public Services Steve Pash provided an overview of roadway jurisdiction along Avalon Road and noted the City recently assumed ownership of portions of Avalon Road south of State Road 50 to Tilden Road, while sections farther south remain under Orange County jurisdiction. Mr. Pash stated the City currently has no planned roadway widening projects due to funding limitations.

Discussion ensued regarding existing traffic conditions, future transportation improvements, regional growth impacts, private property rights, and balancing future development with infrastructure capacity and environmental preservation. Additional comments included support for the proposed lower-density development, preservation of trees and waterways, dedication of a public park, and recognition of the developer's connection to the community. Discussion also acknowledged the challenges of accommodating growth while addressing transportation needs and preserving community character.

Motion by Commissioner Sharman to adopt Ordinance 26-12 with staff conditions. Seconded by Commissioner Johnson and carried unanimously 5-0.

- B. **ORDINANCE 26-13**: AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA PROVIDING FOR THE ANNEXATION OF CERTAIN ADDITIONAL LANDS GENERALLY DESCRIBED AS APPROXIMATELY 0.44 ± ACRES LOCATED AT WEST COLONIAL DRIVE, WEST OF BEULAH ROAD, EAST OF 9TH STREET, SOUTH OF WEST COLONIAL DRIVE, AND NORTH OF MAGNOLIA STREET INTO THE CITY OF WINTER GARDEN, FLORIDA; REDEFINING THE CITY BOUNDARIES TO GIVE THE CITY JURISDICTION OVER SAID PROPERTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE
- C. **ORDINANCE 26-14**: AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA AMENDING THE FUTURE LAND USE MAP OF THE WINTER GARDEN COMPREHENSIVE PLAN BY CHANGING THE LAND USE DESIGNATION OF REAL PROPERTY GENERALLY DESCRIBED AS APPROXIMATELY 0.44 ± ACRES LOCATED AT WEST COLONIAL DRIVE, WEST OF BEULAH ROAD, EAST OF 9TH STREET, SOUTH OF WEST COLONIAL DRIVE, AND NORTH OF MAGNOLIA STREET FROM ORANGE COUNTY COMMERCIAL TO CITY COMMERCIAL; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE
- D. **ORDINANCE 26-15**: AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA REZONING APPROXIMATELY 0.44 ± ACRES LOCATED AT WEST COLONIAL DRIVE, WEST OF BEULAH ROAD, EAST OF 9TH STREET, SOUTH OF WEST COLONIAL DRIVE, AND NORTH OF MAGNOLIA STREET FROM ORANGE COUNTY C-3 WHOLESALE COMMERCIAL DISTRICT TO CITY C-2 ARTERIAL COMMERCIAL DISTRICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE

Planning Director Kelly Carson stated that the applicant is requesting annexation of property located on West Colonial Drive into the City, assignment of a Commercial Future Land Use designation, and rezoning to C-2. Ms. Carson noted the applicant intends to request approval to construct a digital billboard on the property in exchange for the removal of two existing billboards located at 1101 East Plant Street and 14899 West Colonial Drive. She further stated the billboard request would require a Special Exception Permit and a separate billboard agreement subject to City Commission approval at a later date. Staff recommended approval.

Mayor Rees opened the public hearing.

Nathaniel Slade, 713 Chase Oaks Court, Winter Garden, FL, inquired about the type of advertisements proposed for the billboard. Ms. Carson responded that the request is associated with OutFront Media and noted the City's billboard reduction program allows one new digital billboard in exchange for the removal of two existing billboards within the City.

Mayor Rees, hearing and seeing no other requests for public comment, closed the public hearing.

Motion by Commissioner Johnson to adopt Ordinances 26-13, 26-14 and 26-15. Seconded by Commissioner Sharman and carried unanimously 5-0.

- E. **ORDINANCE 26-16**: AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF WINTER GARDEN, FLORIDA, AMENDING CHAPTER 118 OF THE CODE OF ORDINANCES, AMENDING SECTIONS 118-729, 118-731, 118-773, 118-774 AND 118-775 RELATING TO SPECIAL EXCEPTION USES AND PROHIBITED USES IN THE I-1 (LIGHT INDUSTRIAL AND WAREHOUSING) AND I-2 (GENERAL INDUSTRIAL) DISTRICTS; PROVIDING FOR ADDITIONAL USES DETERMINED TO BE SIMILAR IN TYPE AND INTENSITY AND COMPATIBLE WITH PERMITTED USES AND CLARIFYING PROHIBITED USES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE

City Attorney Kurt Aradaman read ordinance 26-16 by title only. Planning Director Kelly Carson stated the proposed ordinance provides updates to special exceptions and prohibited uses within the I-1 zoning districts to provide greater flexibility for compatible industrial uses while clarifying prohibited uses. Ms. Carson noted the changes are intended to support economic development opportunities and protect the health, safety, and welfare of the community. Staff recommended approval.

Mayor Rees opened the public hearing; hearing and seeing none, he closed the public hearing.

Motion by Commissioner Sharman to adopt Ordinance 26-16. Seconded by Commissioner Jones and carried unanimously 5-0.

4. **REGULAR BUSINESS**

- A. Recommendation to approve SPECIAL EVENT – Juneteenth Community Celebration 1203 East Plant (City Park) on Saturday, June 20, 2026 from 10:00 a.m. to 1:00 p.m.

Planning Director Kelly Carson stated that the City is requesting permission to hold a Juneteenth community celebration and gave the location, date, and time. She described the event and its activities. Staff recommended approval.

Motion by Commissioner Johnson to approve SPECIAL EVENT for the Juneteenth Community Celebration at 1203 East Plant (City Park) on Saturday, June 20, 2026, from 10:00 a.m. to 1:00 p.m. Seconded by Commissioner Bennett and carried unanimously 5-0.

5. **Matters From Public** - There were no items.
6. **Matters From City Attorney** -There were no items
7. **Matters From City Manager** - There were no items.

8. Matters From Mayor and Commissioners

Commissioner Sharman stated that Avalon Road remains a significant concern for residents and emphasized the importance of exploring creative and cost-effective solutions to address traffic congestion. He spoke of potential intersection improvements and alternative funding mechanisms, including special assessments, as possible options to help address future transportation needs.

Commissioner Johnson expressed appreciation to staff for their efforts and preparation for the meeting.

Commissioner Jones thanked staff, first responder, and all those involved in preparing for and supporting the meeting.

Commissioner Bennett thanked staff for their work and expressed appreciation to City Attorney Ardaman for providing explanations throughout the meeting.

Mayor Rees thanked staff for their efforts in supporting the Memorial Day event honoring veterans and asked that his appreciation be shared with all employees involved. He also commended David Gregory and his post for organizing a meaningful and successful event honoring fallen service members.

9. Adjourn

The meeting adjourned at 9:04 p.m.

APPROVED:

Mayor John Rees

ATTEST:

City Clerk Ronisha Martin

THE CITY OF WINTER GARDEN
CITY COMMISSION AGENDA ITEM

From: Steve Graham, Police Chief

Via: City Manager Jon C. Williams

Date: June 3, 2026

Meeting Date: June 11, 2026

Subject: Oath of Office and Introduction of New Officers

Issue: Chief Graham requests to introduce and administer the oath of office to new officers.

Recommended action: Authorize Chief Graham to do this after the APPROVAL OF MINUTES portion of the agenda.



Proclamation

26-10

Whereas, on July 4, 2026, our nation will commemorate the Semi quinentennial anniversary of the signing of the Declaration of Independence; and

Whereas, the journey toward this historic milestone is an opportunity to reflect on our nation’s past, honor the contributions of all Americans, and look ahead to the future generations who will carry forward the ideals of democracy and individual liberty that make the United States a unique nation in the world community; and

Whereas, the great State of Florida became part of the United States through the Adams–Onís Treaty of 1819, by which Spain ceded Florida to the United States, and the local Adams–Onís Treaty Chapter of the National Society Daughters of the American Revolution is named in recognition of this significant event in Florida’s history; and

Whereas, the National Society Daughters of the American Revolution is a non-political women’s service organization, established in 1890, whose members are lineally descended from Patriots of the American Revolution; and through the President General’s leadership, Daughters are illuminating our legacy by celebrating our Nation’s rich history and diversity, promoting belonging through membership, and dedicating themselves to service to God, Home, and Country; and

Whereas, from the 250th anniversary of the Boston Tea Party in 2023 until the 250th anniversary of the signing of the Treaty of Paris in 2033, Daughters are celebrating our Nation’s rich history and diversity of experience by honoring all men and women who achieved American independence. These Patriots, believing in the noble cause of liberty, fought valiantly to establish a new Nation; and

Therefore, it is my great pleasure and privilege as the Mayor of the City of Winter Garden to recognize

The Adams- Onís Treaty Chapter of the Daughters of the American Revolution in celebration of America 250

I encourage all residents to join in commemorating America’s 250th Anniversary and recognizing the contributions of Adams-Onis Treaty Chapter of the Daughters of the American Revolution in preserving our Nations’s history and heritage.



Attest:

Ronisha Martin

Ronisha Martin, Interim City Clerk

In witness thereof, I have hereunto set my hand and caused the City Seal to be affixed this 11th day of June 2026.

John Rees
Mayor John Rees



THE CITY OF WINTER GARDEN
CITY COMMISSION AGENDA ITEM

From: Kelly Carson, Planning Director
Via: City Manager Jon C. Williams
Date: June 4, 2026 **Meeting Date:** June 11, 2026
Subject: **Ordinance 26-17**
Issue: Amending City of Winter Garden Code of Ordinances regarding accessory structures and accessory buildings.

Discussion:

Ordinance 26-17 amends multiple sections of the City of Winter Garden's Land Development Code to clarify standards for accessory structures & accessory buildings and formally expand where accessory dwelling units (ADUs) are permitted throughout the City. The ordinance allows ADUs as a permitted accessory use in several residential zoning districts, including R-1A, R-1, R-1B, R-2, R-4, R-5, R-NC, RNC-2, PUD, UVPUD, and CAPUD districts, subject to specific development standards. The ordinance also updates and refines definitions for accessory buildings, accessory structures, detached garages, front porches, and principal structures in order to improve clarity, consistency, and administration of the City's code.

This ordinance is establishes detailed design and placement standards for detached garages and ADUs. The ordinance requires detached garages and ADUs to generally be located behind the principal structure, establishes setback, height, and architectural compatibility requirements, and encourages alley-loaded access to minimize the visual impact of garages on streetscapes. It also permits front porches to encroach into required front setbacks to reinforce traditional neighborhood design patterns. For ADUs, the ordinance establishes standards related to size, parking, owner occupancy, utilities, rental restrictions, and compatibility with the principal residence, while also clarifying that ADUs do not count toward density calculations and may not be sold separately from the primary home.

Recommended Action:

Staff recommends approval of Ordinance 26-17, with the second reading and adoption anticipated to be on June 25, 2026.

Attachment(s)/References:

Ordinance 26-17
Business Impact Estimate

ORDINANCE 26-17

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF WINTER GARDEN, FLORIDA, AMENDING CHAPTER 98, SECTION 98-192 TO CLARIFY THE SETBACK REQUIREMENTS FOR DETACHED GARAGES IN THE HISTORIC DOWNTOWN DISTRICT OVERLAY; AMENDING CHAPTER 118, SECTIONS 118-263, 118-303, 118-348, 118-393, 118-453, 118-473, 118-487, 118-511, 118-513, 118-514, 118-518, 118-523, 118-858, 118-1064, AND 118-1090 TO ADD ACCESSORY DWELLING UNITS AS PERMITTED ACCESSORY USES IN THE R1-A, R-1, R-1B, R-2, R-4, R-5, R-NC, RNC-2, PUD, UVPUD, AND CAPUD ZONING DISTRICTS; AMENDING CHAPTER 118, SECTION 118-1310 RELATING TO ACCESSORY BUILDINGS AND ACCESSORY STRUCTURES TO AMEND AND CLARIFY DEVELOPMENT REQUIREMENTS ACCESSORY STRUCTURES AND ACCESSORY BUILDINGS INCLUDING SPECIFIC PROVISIONS FOR DETACHED GARAGES, FRONT PORCHES, AND ACCESSORY DWELLING UNITS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City has identified the need to clarify setback requirements and placement standards for detached garages in order to promote rear-loaded access and minimize the visual impact of garages on public streets; and

WHEREAS, the City desires in its residential areas to preserve and reinforce traditional development patterns, architectural character, and pedestrian-oriented designs of those neighborhoods; and

WHEREAS, the City Commission finds that clear and consistent dimensional standards for detached garages are necessary to ensure compatibility with a traditional development pattern and to maintain appropriate building placement and streetscape character; and

WHEREAS, the City Commission further finds that refining the definitions and development standards for detached garages and front porches will improve the clarity, administration, and enforceability of the City's Land Development Regulations; and

WHEREAS, the allowance for front porch encroachments into required front setbacks is consistent with traditional neighborhood design principles and supports pedestrian interaction, neighborhood character, and architectural compatibility; and

WHEREAS, the City Commission recognizes that accessory dwelling units provide opportunities for diverse and attainable housing options, support multigenerational living arrangements, and allow for more efficient use of existing residential properties while maintaining neighborhood character; and

WHEREAS, the proposed amendments are consistent with the goals, objectives, and policies of the City’s Comprehensive Plan, including those related to community character, urban design, and compatible infill development; and

WHEREAS, the City Commission in good faith determines that this Ordinance is in the best interest of the City and its residents and promotes the health, safety and welfare of the public.

NOW, THEREFORE, BE IT ENACTED BY THE CITY OF WINTER GARDEN, FLORIDA, AS FOLLOWS:

SECTION 1. Recitals. The foregoing recitals are hereby ratified and confirmed as being true and correct and are hereby made a part of this Ordinance.

SECTION 2. Authority. The City of Winter Garden has the authority to adopt this Ordinance pursuant to Article VIII of the Constitution of the State of Florida and Chapter 166, Florida Statutes.

SECTION 3. City Code Amendment. Chapter 98, Section 98-192 of the Winter Garden Code of Ordinances is hereby amended as follows (words that are ~~stricken out~~ are deletions; words that are underlined are additions; provisions not included are not amended):

Sec. 98-192. – General Criteria and Standards.

(6) *Lot Layout.* New buildings, additions and alterations shall be designed so that the front facades of the buildings are closely aligned with other buildings on the block to maintain a uniform setback.

(a) Residential lot layout.

i. Setbacks: Setbacks apply to ~~both principal and accessory~~ structures and all accessory buildings over 160 square feet, except for detached garages and accessory dwelling units as noted below. Residential lot development shall have the following setbacks:

1. Front yard: 20 feet;
2. Rear yard: 25 feet or 15 feet from center of alley;
3. Side yard: Five feet; when a side yard is located adjacent to a street, the side yard setback shall be seven and one-half feet.

In the case of an infill lot, the setbacks shall match one or more of the existing setbacks on adjacent properties.

(b) New open porches, balconies, stoops and bay windows shall be permitted to encroach into the front yard by a maximum of ten feet or half the distance of the side setback.

(c) Garages and accessory dwelling units. Garages shall be detached and located ~~behind the principal structure~~ rearward of the rearmost point of the principal structure. Shared driveways are encouraged. Adjacent single-wide garage doors are preferable to a double-wide garage door when visible from the street. Driveways shall not exceed ten feet in width at the sidewalk. When an alley to the rear of the structure is present, garages shall be positioned so as to open onto such alley. A roof extension or covered walkway from residence to a garage is permitted, provided that such extension or cover is compatible and consistent with the architectural style of the roof of the principal structure. Garages shall be subject to the detached garage setback requirements of Section 118-1310.

An accessory dwelling unit (ADU) shall be permitted as an accessory use, subject to the applicable standards and requirements of Section 118-1310.

SECTION 4. City Code Amendment. Chapter 118, Section 118-263 of the Winter Garden Code of Ordinances is hereby amended as follows (words that are stricken out are deletions; words that are underlined are additions; provisions not included are not amended):

Sec. 118-263. – Permitted accessory uses and structures.

Permitted accessory uses and structures in the R-1A single-family residential district are the accessory uses and structures customarily incidental and subordinate to permitted principal uses and structures, provided that for residential uses, no accessory structure shall be located on property other than that on which the principal residential structure is located. Customary home occupations are permitted in connection with residential uses, provided that there shall be no external evidence of such home occupation, except that one sign, unilluminated, and not exceeding one square foot in area may be erected flat against the wall of the principal building. An accessory dwelling unit (ADU) shall be permitted as an accessory use, subject to the applicable standards and requirements of Section 118-1310.

SECTION 5. City Code Amendment. Chapter 118, Section 118-303 of the Winter Garden Code of Ordinances is hereby amended as follows (words that are stricken out are deletions; words that are underlined are additions; provisions not included are not amended):

Sec. 118-303. – Permitted accessory uses and structures.

Permitted accessory uses and structures in the R-1 single-family residential district are the accessory uses and structures customarily incidental and subordinate to permitted principal uses and structures, provided that for residential uses no accessory structure shall be located on property other than that on which the principal residential structure is located. Customary home occupations are permitted in connection with residential uses, provided that there shall be no external evidence of such home occupation, except that one sign, unilluminated, and not exceeding one square foot in area, may be erected flat against the wall of the principal building. An accessory dwelling unit (ADU) shall be permitted as an accessory use, subject to the applicable standards and requirements of Section 118-1310.

SECTION 6. City Code Amendment. Chapter 118, Section 118-348 of the Winter Garden Code of Ordinances is hereby amended as follows (words that are stricken out are deletions; words that are underlined are additions; provisions not included are not amended):

Sec. 118-348. – Permitted accessory uses and structures.

Permitted accessory uses and structures in the R-1B single-family residential district are the accessory uses and structures customarily incidental and subordinate to permitted principal uses and structures, provided that for residential uses no accessory structure shall be located on property other than that on which the principal residential structure is located. Customary home occupations are permitted in connection with residential uses, provided that there shall be no external evidence of such home occupation, except that one sign, unilluminated, and not exceeding one square foot in area, may be erected flat against the wall of the principal building. An accessory dwelling unit (ADU) shall be permitted as an accessory use, subject to the applicable standards and requirements of Section 118-1310.

SECTION 7. City Code Amendment. Chapter 118, Section 118-393 of the Winter Garden Code of Ordinances is hereby amended as follows (words that are stricken out are deletions; words that are underlined are additions; provisions not included are not amended):

Sec. 118-393. – Permitted accessory uses and structures.

Permitted accessory uses and structures in the R-2 residential district are the accessory uses and structures customarily incidental and subordinate to permitted principal uses and structures, provided that for residential uses no accessory structure shall be located on property other than that on which the principal residential structure is located. Customary home occupations are permitted in connection with residential uses, provided that there shall be no external evidence of such home occupation, except that one sign,

unilluminated, and not exceeding one square foot in area, may be erected flat against the wall of the principal building. An accessory dwelling unit (ADU) shall be permitted as an accessory use, subject to the applicable standards and requirements of Section 118-1310.

SECTION 8. City Code Amendment. Chapter 118, Section 118-453 of the Winter Garden Code of Ordinances is hereby amended as follows (words that are stricken out are deletions; words that are underlined are additions; provisions not included are not amended):

Sec. 118-453. – Permitted accessory uses and structures.

Permitted accessory uses and structures in the R-4 zoning districts are the accessory uses and structures customarily incidental and subordinate to permitted principal uses and structures, provided that for residential uses no accessory structure shall be located on property other than that on which the principal residential structure is located. Customary home occupations are permitted in connection with residential uses, provided that there shall be no external evidence of such home occupation, except that one sign, unilluminated, and not exceeding one square foot in area, may be erected flat against the wall of the principal building. Home occupations shall have no customers or employees visiting the site. Only inside storage of material and goods is allowed. No outdoor assemble or work is allowed as part of the home occupation. An accessory dwelling unit (ADU) shall be permitted as an accessory use, subject to the applicable standards and requirements of Section 118-1310.

SECTION 9. City Code Amendment. Chapter 118, Section 118-473 of the Winter Garden Code of Ordinances is hereby amended as follows (words that are stricken out are deletions; words that are underlined are additions; provisions not included are not amended):

Sec. 118-473. – Permitted accessory uses and structures.

Permitted accessory uses and structures in the R-5 zoning districts are the accessory uses and structures customarily incidental and subordinate to permitted principal uses and structures, provided that for residential uses no accessory structure shall be located on property other than that on which the principal residential structure is located. Customary home occupations are permitted in connection with residential uses, provided that there shall be no external evidence of such home occupation, except that one sign, unilluminated, and not exceeding one square foot in area, may be erected flat against the wall of the principal building. Home occupations shall have no customers or employees visiting the site. Only inside storage of material and goods is allowed. No outdoor assemblage or work is allowed as part of the home occupation. An accessory dwelling unit (ADU) shall be permitted as an accessory use, subject to the applicable standards and requirements of Section 118-1310.

SECTION 10. City Code Amendment. Chapter 118, Section 118-487 of the Winter Garden Code of Ordinances is hereby amended as follows (words that are stricken out are deletions; words that are underlined are additions; provisions not included are not amended):

Sec. 118-487. – Permitted uses and structures.

Permitted principal and accessory uses and structures in the R-NC residential-neighborhood commercial district are as follows:

- (1) Single-family and two-family dwellings.
- (2) Public schools and private schools with academic curriculums similar to those in public schools.
- (3) Churches.
- (4) Public parks, playgrounds in keeping with the character and requirements of the district.
- (5) An accessory dwelling unit (ADU) shall be permitted as an accessory use, subject to the applicable standards and requirements of Section 118-1310.

SECTION 11. City Code Amendment. Chapter 118, Sections 118-511, 118-513, 118-514, 118-518, and 118-523 of the Winter Garden Code of Ordinances are hereby amended as follows (words that are stricken out are deletions; words that are underlined are additions; provisions not included are not amended):

Sec. 118-511. – Definitions.

In addition to the definitions found in section 118-486, the following definitions apply to the RNC-2 zoning district:

Accessory dwelling unit or garage apartment. ~~(As defined in section 118-1310), is a secondary dwelling unit that is in compliance with the Florida Residential Building Code latest edition (kitchen and bathroom facilities) and is either attached or detached and subordinate to the permitted principal dwelling unit in accordance with the provisions of this chapter. Accessory dwelling units are intended to be secondary and accessory to the main structure. An accessory dwelling unit must have a minimum living area of 300 square feet of but shall not have over 700 square feet of living area. In addition, an accessory dwelling unit shall occupy no more than 40 percent of the total heated, above grade floor area of the main dwelling unit. An accessory dwelling unit shall be located on the same lot or parcel as the main (or parent) dwelling unit and shall be considered a multifamily dwelling unit for the purpose of assessing impact fees. Only one accessory dwelling unit shall be allowed per parcel. No accessory dwelling units shall be allowed~~

~~on lots containing two or more attached dwelling units such as duplexes, townhomes, tandem housing and apartments.~~

Tandem housing. (As defined in section 118-519).

Sec. 118-513. – Permitted accessory uses and structures.

Permitted accessory uses and structures in the RNC-2 zoning district are the accessory uses and structures customarily incidental and subordinate to permitted principal uses and structures, provided that for residential uses no accessory structure shall be located on property other than that on which the principal residential structure is located. Customary home occupations are permitted in connection with residential uses, provided that there shall be no external evidence of such home occupation, except that one sign, unilluminated, and not exceeding one square foot in area, may be erected flat against the wall of the principal building. Only inside storage of material and goods is allowed. No outdoor assembly or work is allowed as part of the home occupation. An accessory dwelling unit (ADU) shall be permitted as an accessory use, subject to the applicable standards and requirements of Section 118-1310.

Sec. 118-514. – Special Exceptions.

Special exception uses and structures in the RNC-2 zoning districts are as follows:

- (1) Existing rooming houses (as allowed as a special exception in the R-NC zoning district).
- (2) Convalescent homes and nursing homes.
- (3) Public and private clubs and lodges not involved in the conduct of commercial activities.
- (4) Cultural facilities.
- (5) Day care facilities.
- (6) Multifamily buildings.
- (7) Single family attached housing (townhomes).
- (8) Funeral homes.
- (9) Tandem housing (as defined in section 118-519).
- (10) Unless specifically prohibited, any commercial business that are identified as a permitted principal use in the C-4 zoning district providing the parcel fronts and the building faces center street and is of a nature and intensity that will not negatively affect the adjacent residential neighborhood. Note: In order to protect the adjacent neighborhood, conditions such as number of deliveries, type and volume of services and goods sold, and hours of operation will be appropriate conditions of approval.
- (11) Upper story residential, above commercial uses.

~~(12) Accessory dwelling unit or garage apartment as defined in section 118-511 maximum one accessory dwelling unit per each single family lot with conditions set by the P and Z board concerning size, maximum number of occupancies, and nature of the use, and providing the owner of the property lives in either the main structure or the accessory dwelling unit or garage apartment.~~

~~(13)~~Other uses of similar nature and intensity as approved by the planning and zoning board.

~~(14)~~Any structure exceeding the maximum height requirement.

Sec. 118-518. – Minimum yard requirements.

In the RNC-2 zoning district, the minimum yard requirements are as follows:

...

~~(7) Accessory dwelling unit. Five feet for rear and side yard setbacks. Additional setback may be required as a condition of approval of the SEP. No accessory dwelling unit may be located in the front yard or the street side yard of a corner lot. See section 118-1310.~~

Sec. 118-523. – Minimum living area.

Each residential unit constructed in the RNC-2 zoning district constructed after January 1, 2007, must have the following living area:

...

~~(3) Accessory dwelling unit: Minimum living area of 300 square feet and a maximum living area of 700 square feet or 40 percent of the living area of the main unit, whichever is less. See section 118-1310.~~

SECTION 12. City Code Amendment. Chapter 118, Section 118-858 of the Winter Garden Code of Ordinances is hereby amended as follows (words that are stricken out are deletions; words that are underlined are additions; provisions not included are not amended):

Sec. 118-858. – Permitted uses.

Uses permitted in the planned unit development (PUD) may include and shall be limited to the following:

(1) *Primary residential uses.* Primary residential uses permitted are single-family detached and multifamily residential dwelling units, including apartments, in semidetached, attached, and multistoried structures. The term "residential planned unit development" as used in this article shall mean a planned unit development with primary residential uses and in addition may contain nonresidential uses as provided in subsection (2). An accessory dwelling unit (ADU) shall be permitted as an accessory use in a residential planned unit development, unless otherwise restricted

by the development's specific PUD ordinance, subject to the applicable standards and requirements of Section 118-1310.

SECTION 13. City Code Amendment. Chapter 118, Section 118-1064 of the Winter Garden Code of Ordinances is hereby amended as follows (words that are stricken out are deletions; words that are underlined are additions; provisions not included are not amended):

Sec. 118-1064. – General requirements.

- (a) The urban village planned unit development shall be located in the urban village future land use designation as defined in the city's comprehensive plan.
- (b) All development proposals within an urban village planned unit development shall, as determined by the city commission, be consistent with the requirements and/or guidelines of the Sixth Amendment to the Restated Interlocal Agreement for Joint Planning Area between Orange County and the City of Winter Garden (Dated January 24, 2007) as approved by the city commission, as such may be amended from time to time.
- (c) All development within the urban village planned unit development shall comply with the Wekiva Parkway and Protection Act, and shall meet or exceed the standards of the resource protection overlay as established by the city's comprehensive plan. In the event of a conflict or conflicts between the urban village planned unit development zoning district and the resource protection overlay, the resource protection overlay shall control to the extent such conflict exists.
- (d) Maximum density in the urban village planned unit development for any neighborhood shall be four dwelling units per gross acre except in the village center where the density may be up to 12 dwelling units per gross acre. However, certain neighborhoods may use residential clustering while maintaining the overall maximum density for the neighborhood. Maximum intensity for nonresidential development is 0.3 floor area ratio.
- (e) Stormwater facilities within the urban village residential planned unit development shall generally be designed as amenities and low impact design (LID) techniques will be used where practical.
- (f) New development shall connect to city utilities, potable water, sanitary sewer, and reclaimed water when available.
- (g) Residential and nonresidential uses are allowed in the village center and may occupy the same building where nonresidential occupies the first floor with residential on the upper floors.
- (h) ~~Accessory dwelling units, not to exceed 850 square feet, above garages shall be allowed for a maximum of 50 percent of the residential units in the urban village planned unit development.~~ An accessory dwelling unit (ADU) shall be permitted as an accessory use in an urban village planned unit development, unless otherwise

restricted by the development's specific UVPUD ordinance, subject to the applicable standards and requirements of Section 118-1310.

SECTION 14. City Code Amendment. Chapter 118, Section 118-1090 of the Winter Garden Code of Ordinances is hereby amended as follows (words that are stricken out are deletions; words that are underlined are additions; provisions not included are not amended):

Sec. 118-1090. – Permitted uses/development standards.

The permitted uses within the CAPUD shall be an aggregation of uses permitted by the previously existing zoning classifications of lands included within the development except as prohibited or restricted by the provisions of the east plant street character area and its overlay districts as set forth in article XIV or inconsistent with the comprehensive plan future land use designations of the lands. In aggregating permitted uses within a CAPUD, the mixture of uses may be limited by minimum and maximums of densities and intensities for each type of use. Any use not specifically set forth as a permitted use or special exception use in the CAPUD shall be prohibited. A CAPUD shall incorporate the requirements of article XIV except to the extent the city commission approves deviations to allow flexibility in the development. There are no minimum acreage requirements for CAPUD zoning. An accessory dwelling unit (ADU) shall be permitted as an accessory use for any single-family residential lot in a character area planned unit development, unless otherwise restricted by the development's specific CAPUD ordinance, subject to the applicable standards and requirements of Section 118-1310.

SECTION 15. City Code Amendment. Chapter 118, Section 118-1310 of the Winter Garden Code of Ordinances is hereby amended as follows (words that are ~~stricken out~~ are deletions; words that are underlined are additions; provisions not included are not amended):

Sec. 118-1310. – Generally.

(a) *Definitions.* For the purpose of this section, the following will be used as definitions:

Accessory buildings. An accessory building for both residential and nonresidential development is defined as a ~~building~~ vertical structure with a solid roof that is detached and clearly subordinate to the principal structure.

- ~~(1) Is detached from the principal building;~~
- ~~(2) Is clearly a supplementary use to the principal building; and~~
- ~~(3) The total square footage of all accessory buildings are less than 50 percent of the size of the principal building.; and~~
- ~~(4) Is not intended for human habitation.~~

Examples include storage buildings, residential green houses, detached garages, gazebos, covered porches (excluding front porches), accessory dwelling units, etc. Attached accessory buildings must comply with all setbacks and zoning regulations of the principal structure.

Accessory structures. An accessory structure is a vertical or horizontal (at-grade) structure that does not provide shelter from the elements and is either attached to or detached from the principal structure. Examples include swimming pools and pool screening and decking, Bar-B-Q pits, decks, at-grade patios, pergolas with open lattice roofs, etc. Not included in the definition of accessory structures and not regulated by this division of code are driveways, fences, walls, bird baths, and decorative ponds, and at grade patios.

Accessory Dwelling Units (ADUs). An accessory dwelling unit (ADU) means an ancillary or secondary living unit that has a separate kitchen, full bathroom, and living/sleeping area, existing within the same lot as the principal structure but not connected to it internally by enclosed living space.

Carports. A carport is structure that is open on at least two sides, consisting of a solid roof and either walls or columns for the purpose of sheltering vehicles. Carports can be either attached or detached to the principal structure.

Detached Garages. A detached garage is an accessory building designed and primarily used for the parking and storage of motor vehicles and incidental household items, which is not physically connected to the principal structure by a common wall or by enclosed living space. Detached garages may include living space above or adjacent to the vehicular storage area, including a dwelling unit subject to applicable regulations governing accessory dwelling units. A detached garage shall be considered the primary building for vehicular storage on a lot; any other detached structure used for vehicle storage, storage of materials, or other uses shall be classified as an accessory building and shall not be considered a detached garage for the purposes of this section.

Front Porches. A front porch is roofed structure attached to the front façade (and sometimes side façade for a wrap-around porch) of a principal structure, open to the air on at least two sides, and designed for pedestrian access and outdoor use. A front porch may be enclosed by railings or screens but shall not be fully enclosed with walls or conditioned as interior living space.

Greenhouses. A greenhouse is a building constructed for the primary purpose of cultivation, growing, and protection of plants.

Off-site constructed residential dwelling means as defined by Florida Statutes section 553.385 (2026), as may be amended, that complies with the Florida Building Code and is installed onsite on a permanent foundation.

Principal Structures. A principal structure is a building or structure in which the primary use of a lot or parcel is conducted or intended to be conducted. A principal structure is distinguished from accessory buildings and structures by serving the dominant or central function of the site.

- (b) General requirements. ~~In general, accessory buildings and structures must be located in the rear or side yards and must be five feet from the property lines.~~ Accessory buildings and structures cannot be located within any easements. ~~Accessory buildings and structures located in the street side of a corner lot must comply with the side yard setbacks of the principal building.~~ Accessory buildings and structures must be constructed simultaneously with, or following, the construction of the principal building structure, and shall not be used until after the principal building structure has been erected.

Accessory buildings and structures shall be designed to blend aesthetically with the principal building structure. Detached accessory building and structure walls shall not exceed nine feet in height, and roof peaks shall not exceed 12 feet in height unless otherwise noted below. Attached accessory buildings and structures may not exceed the height of the principal structure. ~~No accessory building may be located in the front yard or within any recorded easement.~~ No more than two such accessory buildings may be located on any lot, which includes detached garages and accessory dwelling units.

- (c) Accessory Structures. All accessory structures are required to be located at least five feet from the side and rear property lines, with the exception that vertical accessory structures shall have the same side yard setback as the principal structure when located on the street side of a corner lot. Horizontal, at-grade structures may be located in the front yard, but must be set back at least five feet from the front property line. Vertical accessory structures may be located in the front yard if they are attached to the principal structure and meet the setback requirements of the principal structure.
- (d) Accessory buildings. The total square footage of all accessory buildings on a property shall be less than 50 percent of the size of the principal structure.

(1) Accessory buildings—160 square feet or less. Accessory buildings that are detached from the principal building structure and are 160 square feet or less shall be:

- a. Located no less than five feet from a side or rear property line, and have the same sideyard setback as the principal building structure when located on the street side of a corner lot;
- b. ~~Be closer than four feet to any other accessory building on the same lot~~ If an accessory building is an open-air structure with only a roof and columns, there shall be no separation requirement from other structures or buildings. If the accessory building has walls or any enclosed area(s), it must meet the separation requirements of the Florida Building Code; and

c. Shall not be allowed to project beyond the established front building line of the principal ~~building~~ structure or otherwise be located in the front yard.

(2) *Accessory buildings—Greater than 160 square feet.* An accessory building greater than 160 square feet - excluding detached garages and accessory dwelling units as defined above - shall comply with the above requirements with the following exceptions:

a. An accessory building greater than 160 square feet must comply with all the setback requirements of the principal structure.

b. ~~An accessory building greater than 160 square feet must be separated from the principal structure by a minimum of ten feet~~ If an accessory building is an open-air structure with only a roof and columns, there shall be no separation requirement from other structures or buildings. If the accessory building has walls or any enclosed area(s), it must meet the separation requirements of the Florida Building Code.

c. ~~An accessory building greater than 160 square feet shall not occupy more than 25 percent of the rear yard.~~

(3) *Open eCarports.* ~~Detached or attached open carports consisting of a roof and members for support,~~ shall be located in either the front or side yard and must comply with all the setbacks of the principal ~~building~~ structure of the zoning district of the property.

(4) *Location criteria.* ~~No accessory building may be located in the front yard.~~

~~(d) *Accessory structures.* All accessory structures (i.e. structures that do not offer shelter from the weather such as Bar-B-Q pits, decks, swimming pools, residential dog houses, etc.) are required to comply with the location criteria and setbacks regulations as identified for accessory buildings. With the exception of the sideyard of the street side of a corner lot, attached and detached pools, pool screens, and pool decking may be located up to five feet of the side and rear property lines.~~

(e) *Prohibited accessory buildings and structures.* The following accessory buildings and structures are prohibited in all zones:

1. Tents (when used over a two-week period) unless approved by the city commission.
2. Trailers and mobile homes (when used as an accessory building), except for off-site constructed residential dwelling installed on a permanent foundation and meeting all Florida Building Code and land development regulations.
3. Shipping containers (except on a temporary basis on an active construction site).

(f) *Lot coverage Impervious Surface Ratio.* The area of accessory buildings is included in the total ~~lot coverage~~ impervious surface ratio calculations. This total area must not

exceed the maximum ~~lot coverage~~ impervious surface ratio as identified in the specific zoning district.

(g) *Greenhouses shall be considered only by special exception.* All greenhouses shall be designed to blend aesthetically with the principal ~~building structure~~ and shall be constructed of permanent building materials such as metal, glass or wood although composite materials may be considered. Greenhouses shall not be constructed of temporary materials such as plastic, visqueen or cloth. Also, fiberglass shall not be used in the construction of greenhouses.

(h) *Shed/Storage buildings—160 square feet or less.* Construction or installation of storage buildings that are 160 square feet or less in area shall not require submission of building plans, but shall be subject to all other relevant requirements under this section, the city code, and the Florida Building Code, as may be applicable.

(i) Detached Garages.

- 1) Setbacks. Detached garages shall be located rearward of the rearmost point of the principal structure.
 - a. Front: Detached garages are not permitted in the front yard.
 - b. Side interior: 5' minimum.
 - c. Side corner: Detached garages shall not be located closer to a side corner than the principal structure.
 - d. Rear: 5' minimum for single-story garages; two-story garages shall have the same rear setback requirements as the principal structure or 15', whichever is less.
 - e. Alley: 5' minimum for alley-loaded garages, except when designed for driveway parking depth, then 20' minimum.
- 2) Height & Massing. The height of a detached garage shall not exceed the height of the principal structure. Detached garages shall be subordinate in visual prominence to the principal structure when viewed from public rights-of-way.
- 3) Impervious Surface Ratio. The footprint area of detached garages is included in the total impervious surface ratio calculations. This total area must not exceed the maximum impervious surface ratio as identified in the specific zoning district.
- 4) Square footage. The total square footage for detached garages shall be less than 50 percent of the size of the principal structure.
- 5) Architectural Style. Detached garages shall be designed to blend aesthetically and feature the same architectural style as the principal structure.

(j) Front Porches. Front porches are permitted to encroach into the front yard setbacks of principal structures by a maximum of 10'. Wrap-around porches are permitted to encroach into a side yard by a maximum of 5' as long as there is a minimum 5' setback

from the side interior property line and a minimum 15' setback from the side corner property line.

(k) Accessory Dwelling Units.

- 1) Location. An accessory dwelling unit is permitted to be constructed on a homesteaded lot that is developed with one single-family home, subject to being an approved accessory use within the property's zoning district. Where allowed, only one (1) accessory dwelling unit is permitted per lot. The principal structure shall be occupied by the owner of the property where the ADU is located.
- 2) Structure. An accessory dwelling unit shall be located in a permanent structure complying with the Florida Building Code built on a permanent foundation. An off-site constructed residential dwelling complying with the Florida Building Code and installed on a permanent foundation may be used as an accessory dwelling unit. A conventional recreational vehicle (RV) parked on a paved pad shall not be considered an accessory dwelling unit.
- 3) Setbacks. Detached accessory dwelling units shall be located rearward of the rearmost point of the principal structure. Any accessory dwelling unit located on the second floor of a detached garage shall have the same setback requirements as detached garages. Otherwise, the setback requirements are as follows:
 - a. Front: Accessory dwelling units are not permitted in the front yard.
 - b. Side interior: 5' minimum.
 - c. Side corner: Accessory dwelling units shall not be located closer to a side corner than the principal structure.
 - d. Rear: 5' minimum.
- 4) Height & Massing: The height of an accessory dwelling unit shall not exceed the height of the principal structure. Two-story accessory dwelling units are not permitted unless located above a detached garage. Accessory dwelling units shall be subordinate in visual prominence to the principal structure when viewed from public rights-of-way.
- 5) Separation. An accessory dwelling unit shall be separated from the principal structure and other accessory buildings by a minimum of 10'.
- 6) Impervious surface ratio. The area of an accessory dwelling unit is included in the total impervious surface ratio calculations. This total area must not exceed the maximum impervious surface ratio as identified in the specific zoning district.
- 7) Square footage. The total square footage for an accessory dwelling unit shall be less than 50 percent of the living area of the principal structure. However, in no case shall an accessory dwelling unit be less than 300 square feet or more than 1,200 square feet.
- 8) Property Maintenance Code. The accessory dwelling unit shall comply with all International Property Maintenance Code (IPMC) provisions and standards.
- 9) Interior Requirements. An accessory dwelling unit shall have, at a minimum:

- a. A kitchen area with a sink that has hot and cold running water, food preparation surfaces, food storage areas, a stove, and refrigerator.
 - b. A full bathroom with a sink, tub and/or shower with hot and cold running water, and a toilet.
 - c. Separate living space, which may or may not double as a sleeping space.
 - d. Connected to the electric utility network.
 - e. Heating and air conditioning.
- 10) Architectural Style: Accessory dwelling units shall be designed to blend aesthetically and feature the same architectural style as the principal structure.
- 11) Parking. At least one off-street parking space shall be provided for the exclusive use of the accessory dwelling unit. This requirement is in addition to the two off-street spaces required for the principal structure.
- 12) Utilities. Accessory dwelling units may have independent meter connections for water, wastewater, and/or irrigation from the principal structure. However, any new meters will require paying additional utility impact fees.
- 13) Density. Accessory dwelling units shall not be included in a property's density calculations.
- 14) Restrictions:
- a. A lot containing an accessory dwelling unit may not be subdivided or otherwise platted as a condominium unit to separate the ADU from the principal structure.
 - b. An accessory dwelling unit may not be sold separately from the principal structure.
 - c. An accessory dwelling unit may be rented via a standard residential lease. Short-term rentals under 30 days are prohibited.

(1) Gazebos/Pergolas - 340 square feet or less. Construction or installation of gazebos/pergolas that are 340 square feet or less in area shall not require signed and sealed building plans but will require details showing the wind connections from the roof system to the foundation/ground anchors and shall be subject to all other relevant requirements under this section, the city code, and the Florida Building Code, as may be applicable.

SECTION 16: Codification: Sections 3 and 4 of this Ordinance shall be codified and made part of the City of Winter Garden Code of Ordinances. Any section, paragraph number, subsection number, letter and/or any heading may be changed or modified as necessary to effectuate the foregoing. Grammatical, typographical and similar or like errors may be corrected, and additions,

alterations, and omissions not affecting the construction or meaning of this ordinance or City Code may be freely made

SECTION 17: Conflicts: In the event of a conflict or conflicts between this Ordinance and other Ordinances, this Ordinance controls to the extent of the conflict.

SECTION 18: Severability: If any section, subsection, sentence, clause, phrase, word or provision of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, whether for substantive, procedural, or any other reason, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of this Ordinance.

SECTION 19: Effective Date: This Ordinance shall become effective immediately upon adoption by the City Commission of the City of Winter Garden, Florida.

FIRST READING: _____, 2026.

SECOND READING AND PUBLIC HEARING: _____, 2026.

ADOPTED this _____ day of _____, 2026, by the City Commission of the City of Winter Garden, Florida.

APPROVED:

John Rees, Mayor/Commissioner

ATTEST:

Ronisha Martin, City Clerk



Business Impact Estimate

This form should be included in agenda packet for the item under which the proposed ordinance is to be considered, and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: **Ordinance 26-17** – Amending City of Winter Garden Code of Ordinances regarding Accessory Structures and Accessory Buildings.

This Business Impact Estimate is provided in accordance with Section 166.041(4), *Florida Statutes*. If one or more of the boxes are checked below, the checked exception(s) to the Business Impact Estimate requirement apply to the above-referenced proposed ordinance, although, the City is implementing the procedure otherwise required by law to ensure that no inadvertent procedural issue could impact the enactment of the proposed ordinance.

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by the
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, *Florida Statutes*, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, *Florida Statutes*, regarding community development districts;
 - c. Section 553.73, *Florida Statutes*, relating to the *Florida Building Code*; or
 - d. Section 633.202, *Florida Statutes*, relating to the *Florida Fire Prevention Code*.

In accordance with the provisions of controlling law, even notwithstanding the fact that, an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include statement of the public purpose, such as serving the public health, safety, morals, and welfare):

Ordinance 26-17 amends multiple sections of the City of Winter Garden's Land Development Code to clarify standards for accessory structures & accessory buildings and formally expand where accessory dwelling units (ADUs) are permitted throughout the City. The ordinance allows ADUs as a permitted accessory use in several residential zoning districts, including R-1A, R-1, R-1B, R-2, R-4, R-5, R-NC, RNC-2, PUD, UVPUD, and CAPUD districts, subject to specific development standards. The ordinance also updates and refines definitions for accessory buildings, accessory structures, detached garages, front porches, and principal structures in order to improve clarity, consistency, and administration of the City's code.

This ordinance is establishes detailed design and placement standards for detached garages and ADUs. The ordinance requires detached garages and ADUs to generally be located behind the principal structure, establishes setback, height, and architectural compatibility requirements, and encourages alley-loaded access to minimize the visual impact of garages on streetscapes. It also permits front porches to encroach into required front setbacks to reinforce traditional neighborhood design patterns. For ADUs, the ordinance establishes standards related to size, parking, owner occupancy, utilities, rental restrictions, and compatibility with the principal residence, while also clarifying that ADUs do not count toward density calculations and may not be sold separately from the primary home.

2. Estimate of direct economic impact of the proposed ordinance on private, for-profit businesses in the City:

There should be little direct negative economic impact on the proposed ordinance on private, for-profit businesses in the City. This ordinance would provide more opportunities for homeowners to make their properties more economically productive by adding an accessory dwelling unit if specific standards are met. Local companies that build accessory structures and buildings will have additional opportunities to find a new customer base in the City.

3. Estimate of direct compliance costs that businesses may reasonably incur:

No direct compliance costs should be incurred by businesses as a result of adopting this ordinance. Certain structures will require building permits as required by State laws and the Florida Building Code to meet health & safety requirements.

4. Any new charge or fee imposed by the proposed ordinance:

No new charges or fees will be imposed by this ordinance.

5. Estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs:

The estimated regulatory costs to the City will be minimal, relating to the cost to review and issue building permits and planning reviews.

6. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

The proposed ordinance is not anticipated to have any negative impacts on businesses.

7. Additional information (if any, but may wish to include the methodology used to derive information for #1 and #2, above. For example: City staff solicited comments from businesses in the City as to the potential impact of the proposed ordinance by contacting the chamber of commerce, social media posting, direct mail or direct email, posting on City website, public workshop, etc. You may also wish to include efforts made to reduce the potential fiscal impact on businesses based on feedback from businesses. You may also wish to state here that the proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated (individuals as well as businesses) and, therefore, the proposed ordinance does not impose costs only upon businesses.):

N/A

THE CITY OF WINTER GARDEN
CITY COMMISSION AGENDA ITEM

From: Kelly Carson, Planning Director

Via: Jon C Williams, City Manager

Date: June 2, 2026

Meeting Date: June 11, 2026

Subject: Resolution 26-06 Adopting a new Temporary Use Permit policy for temporary seasonal fireworks sales

Issue: This resolution adopts a formal City policy governing the issuance of Temporary Use Permits (TUPs) for the temporary outdoor sale of fireworks within the City. The policy is intended to ensure compliance with Florida law, which limits the number of fireworks permits municipalities may issue each year, while also establishing a clear, fair, and consistent process for reviewing and allocating permits. The resolution incorporates the policy as Exhibit "A" and authorizes the City to administer fireworks TUPs in accordance with the adopted procedures.

Under the policy, the City may select up to three (3) approved fireworks vendors to issue a maximum of six fireworks TUPs per fiscal year, with no more than three permits issued for the New Year's Eve season and three for the Fourth of July season. Fireworks vendor selections will be issued on a first-come, first-served basis. Approved vendors are still required to receive a TUP prior to each seasonal event and must comply with all City code requirements, including fire safety standards and compliance with code enforcement regulations. The policy also establishes application windows, limits vendors to one location per application, and clarifies that approvals are non-renewable and do not create any vested right to future approvals.

Recommended action:

Motion to approve Resolution 26-06

RESOLUTION NO. 26-06

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WINTER GARDEN, FLORIDA, ADOPTING A POLICY GOVERNING THE ISSUANCE OF TEMPORARY USE PERMITS FOR THE TEMPORARY OUTDOOR SALE OF FIREWORKS WITHIN THE CITY; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 10(5), Chapter 2007-67, Laws of Florida, limits the number of permits a municipality may issue each year for the retail sales of sparklers and fireworks from temporary structures; and

WHEREAS, the City of Winter Garden (the “City”) regulates temporary outdoor sales activities, including the temporary outdoor sale of fireworks, through the issuance of Temporary Use Permits (“TUPs”) under the City’s Code of Ordinances and applicable regulations; and

WHEREAS, because the number of available permits is limited by state law, the City Commission finds it necessary and appropriate to adopt a clear and uniform policy governing the receipt, processing, and allocation of TUP applications for the temporary outdoor sale of fireworks; and

WHEREAS, the City Commission finds that adopting clear and uniform procedures will promote orderly administration, equitable treatment of applicants, and consistency with applicable Florida law; and

WHEREAS, the City Commission desires to adopt the policy attached hereto as Exhibit “A” for the issuance of TUPs for the temporary outdoor sale of fireworks, pursuant to the City’s home rule powers under Article VIII, Section 2(b), Florida Constitution, and Chapter 166, Florida Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WINTER GARDEN, FLORIDA, THAT:

SECTION I. *Recitals.* The foregoing “WHEREAS” clauses are hereby ratified, confirmed as true and correct, and incorporated as the findings and intent of this Resolution.

SECTION II. *Adoption.* The City Commission hereby adopts the *City of Winter Garden Policy on Temporary Outdoor Sales of Fireworks*, attached hereto as Exhibit “A” and incorporated herein by reference.

SECTION III. *Conflicts.* In the event of a conflict between this Resolution and other City ordinances or resolution, or parts of City ordinances or resolutions, this Resolution shall control to the extent of the conflict, as permitted by law.

SECTION IV. *Severability.* If any section, part of section, paragraph, clause, phrase or word of this Resolution is declared invalid, the remaining provisions of this Resolution shall not be affected.

SECTION V. *Effective date.* This Resolution shall become effective upon adoption by the City Commission of the City of Winter Garden.

PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF WINTER GARDEN ON _____, ____, 2026.

APPROVED:
WINTER GARDEN CITY COMMISSION

By: _____
John Rees, Mayor

ATTEST:

Ronisha Martin, City Clerk

Exhibit “A”

CITY OF WINTER GARDEN POLICY ON TEMPORARY OUTDOOR SALES OF FIREWORKS

Pursuant to the limitations established by § 10(5), Chapter 2007-67, Laws of Florida, the City of Winter Garden will issue no more than a total of six (6) Temporary Use Permits (“TUP”) for the temporary outdoor sale of fireworks during each City fiscal year (*i.e.*, October 1st through September 30th), with no more than three of the six issued to coincide with New Year’s Eve holiday and no more than three of the six to coincide with the Fourth of July holiday. The limit of three TUPs per holiday season will not be affected by the issuance of less than three TUPs in the foregoing holiday season.

Each year, before a vendor may apply for and obtain a TUP for the temporary outdoor sale of fireworks, a vendor must first apply for and be selected by the City as one of the three approved fireworks vendors. Each of the three annually approved fireworks vendors may apply for and obtain one TUP for each of the two aforesaid holiday periods within the upcoming year, such that no more than six TUPs for temporary outdoor sale of fireworks will be issued each year and no one vendor will have more than one TUP each holiday season. The City’s selection of approved annual fireworks vendors will be done on a first-come, first-served basis.

Vendors desiring to be selected as one of the three annually City approved fireworks vendors must complete and file an application with the City each year between **August 1st and September 15th** [excluding City recognized holidays, on Monday through Friday, between the hours of 9 a.m. and 4:30 p.m.] in the year before such holidays [example: Apply between August 1st, 2026 and September 15, 2026 to be considered for the 2027 New Years holiday and July 4, 2027 holiday seasons]. Provided however, once three City approved fireworks vendors are selected on a first-come, first serve basis, the application period will close early for that year, and no more applications will be accepted.

The City will develop an application for use in applying to become an approved fireworks vendor, and such application must include, among other things: (i) the vendor’s name, telephone number, email address, mailing address, point of contact and contact information; (ii) vendor’s Division of Corporation registration with the State of Florida; (iii) vendor’s State of Florida registration/license allowing fireworks sales; and (iv) the proposed property location for a future TUP application for temporary outdoor sales of fireworks and property owner’s consent for use of said location.

All City approved fireworks vendors shall pay for and obtain a City local business tax receipt (BTR) for the City’s fiscal year (Oct 1st to Sept 30th) within fifteen days of being selected by the City.

Being selected as an approved fireworks vendor does not guarantee such vendor will be an approved fireworks vendor in future years and does not give any vested right for future renewals or approvals. Being selected as an approved fireworks vendor is not a TUP or a guarantee to receive a TUP. The TUP application will need to be completed, filed and meet all applicable codes and regulations, including limitations on the duration of temporary sales events and fire safety

standards. Any property having an existing code violation or unpaid code enforcement fines will not be considered for a TUP for temporary outdoor sale of fireworks. If an approved fireworks vendor elects not to apply for a TUP for one of the two holidays, that holiday vendor slot will remain vacant for that year.

A TUP for temporary outdoor sale of fireworks is not renewable or extendable. The issuance of a TUP or a BTR for temporary outdoor sale of fireworks in any year does not authorize or allow its renewal for future City fiscal years. No vendor, TUP applicant or property owner shall have a vested right to receive a TUP or any renewal of a TUP.

The City reserves the right to make and act upon interpretations of the aforementioned policy.

THE CITY OF WINTER GARDEN

AGENDA ITEM

From: Kelly Carson, Planning Director

Via: Jon C. Williams, City Manager

Date: June 4, 2026 **Meeting Date:** June 11, 2026

Subject: Back to School Bash Special Event

Applicant: City of Winter Garden

Discussion:

The City of Winter Garden is proposing to hold the annual Back to School Bash at Newton Park/Farnsworth Pool on Saturday, August 1, 2026 from 10:00 AM to 2:00 PM. The event will include pool activities, outdoor games, and a foam party. The event includes a family-friendly DJ, free food, and shaved ice. School supplies will be given away. City Staff will facilitate the road closures and will work the event, with the Police and Fire Departments also on hand to assist.

Recommended Action:

Staff recommends approval of the Back to School Bash Special Event.

Attachments/References:

Special Event Application – Back to School Bash



Planning & Zoning

MAY 08 2026

CITY OF WINTER GARDEN
Community Development
300 West Plant Street

Received by: CR WINTER GARDEN, FL 34787

Project #:

PZE 2026-0098

(407) 656-4111

WWW.WINTERGARDEN-FL.GOV

SPECIAL EVENT APPLICATION

OFFICIAL USE ONLY

DATE RECEIVED: _____

PERMIT FEE PD. ON: _____ INIT. _____

PER CITY CODE 27.1.3 "SPECIAL EVENTS" ARE DEFINED AS ANY PUBLIC ASSEMBLY OF 100 OR MORE PEOPLE IN ANY PARK, SIDEWALK, ALLEY, LAKE OR OTHER PUBLICALLY OWNED AREA. COMPLETED APPLICATIONS SHOULD BE SUBMITTED NO LESS THAN 30 DAYS PRIOR TO THE FIRST DATE OF THE PROPOSED EVENT. EVENTS THAT REQUIRE CLOSURE OF ANY CITY STREET OR ARE ANTICIPATED HAVING MORE THAN 500 PEOPLE IN ATTENDANCE WILL REQUIRE APPROVAL OF THE CITY COMMISSION.

SPECIAL EVENTS ON CITY PROPERTY WHERE 500 OR MORE PEOPLE ARE REASONABLY ANTICIPATED TO BE IN ATTENDANCE OR WHERE THERE ARE REQUESTS FOR STREET CLOSURES WILL REQUIRE PRIOR APPROVAL BY THE CITY COMMISSION, AT LEAST FOUR WEEKS PRIOR TO THE SCHEDULED EVENT. THE APPLICANT MUST COMPLETE ALL OF THE FOLLOWING INFORMATION.

DATE OF APPLICATION: 4/22/2026 MAY 8, 2026
ORGANIZATION/GROUP: City of Winter Garden NON-PROFIT CORP INDIV.
NAME OF EVENT: Back to School Bash
CONTACT/REPRESENTATIVE: Jackie Mathis PHONE # 407-656-4155
ALT. PHONE #: 407-467-5357 EMAIL: jmathis@cwgd.com
EVENT LOCATION: Newton Park/Farnsworth Pool 31 W Garden Ave/ 1 Surprise Drive PROPOSED DATES: Saturday, August 1, 2026
HOURS: 10 AM - 2 PM ESTIMATED DAILY ATTENDANCE: 600
DATES & TIMES OF EVENT SETUP & BREAKDOWN:
SET UP: 8 AM BREAKDOWN: 2 PM

PLEASE CHECK ALL OF THE FOLLOWING THAT APPLY:

TYPE OF EVENT

- FESTIVAL
- EXHIBIT(S)
- CARNIVAL/CIRCUS/FAIR
- GENERAL MEETING
- PARADE
- BLOCK PARTY OR PICNIC
- SPORTING EVENT/COMPETITION
- WEDDING/RECEPTION
- REVIVAL
- OTHER (EXPLAIN)

EVENT DETAILS

- ADMISSION CHARGE/TICKET SALES
- ALCOHOL SERVED
- ALCOHOL SALES
- FIREWORKS/PYROTECHNICS
- FOOD TRUCKS
- MERCH. VENDORS # OF: 6
- OPEN TO PUBLIC
- STREET/SIDEWALK CLOSURE
HOURS OF: 10 AM- 2 PM
- CITY WATER USED
- EVENT HELP PREVIOUSLY
- CITY ELECTRIC USED

EQUIPMENT AT EVENT

- AMPLIFIED SPEAKING/MUSIC
HOURS OF: 10 AM- 2 PM
- PORTABLE RESTROOMS
- SPORTS EQUIPMENT
- STAGE/PROPS/PRODUCTION
- TENTS # & SIZE OF: 12+ 10 X 10
- TEMPORARY EVENT SIGNAGE
- DUMPSTERS/RECEPTACLES
- COOKING EQUIPMENT USED
- GAS OPEN FLAME
- OTHER (EXPLAIN):



CITY OF WINTER GARDEN
Community Development
300 West Plant Street
WINTER GARDEN, FL 34787

(407) 656-4111
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SPECIAL EVENTS POLICIES AND PROCEDURES

FOOD VENDING

THE DEPT. OF BUSINESS AND PROFESSIONAL REGULATION OF THE STATE OF FLORIDA REQUIRES THAT YOU NOTIFY THEIR DIVISION OF HOTELS AND RESTAURANTS NO LATER THAN THREE DAYS PRIOR TO ANY TEMPORARY EVENT WHERE FOOD WILL BE SOLD. ALL FOOD VENDORS MUST MEET MINIMUM SAFETY AND SANITATION REQUIREMENTS AND PAY A TEMPORARY EVENT LICENSING FEE IF THEY DO NOT ALREADY HOLD AN ANNUAL LICENSE WITH THE STATE OF FLORIDA. THE DIVISION OF HOTELS AND RESTAURANTS CAN BE REACHED AT 850-487-1395 OR VISIT http://www.myfloridalicense.com/dbpr/hr/licensing/GT_tempevents.html FOR MORE INFORMATION.

EVENT INSURANCE

LIMITS WILL IN MOST INSTANCES BE REQUIRED IN THE FOLLOWING AMOUNTS:
GENERAL AGGREGATE \$1,000,000 PRODUCTS AGGREGATE \$1,000,000
PERSONAL & ADVERTISING INJURY \$250,000 EACH OCCURRENCE \$250,000
FIRE LEGAL LIABILITY \$50,000 MEDICAL PAYMENTS \$2,000

CITY STAFF RESERVES THE RIGHT TO REQUEST INCREASED LIMITS DEEMED NECESSARY FOR CERTAIN HIGH-RISK ACTIVITIES. INDIVIDUALS, GROUPS WITHOUT INSURANCE, OR GROUPS THAT DO NOT PRODUCE AN APPROPRIATE CERTIFICATE OF INSURANCE TWO WEEKS PRIOR TO THE EVENT DATE WILL BE REQUIRED TO PURCHASE INDIVIDUAL EVENT POLICIES THROUGH THE CITY INSURANCE CARRIER AT LIMITS DEEMED NECESSARY BY CITY STAFF. PRICES FOR APPROPRIATE POLICIES ARE ESTABLISHED BY THE INSURANCE BROKER AND ARE NON-NEGOTIABLE. IF PROPER INSURANCE IS NOT OBTAINED OR PAID FOR AT LEAST TWO WEEKS PRIOR TO THE SCHEDULED EVENT, THE CITY RESERVES THE RIGHT TO CANCEL THE EVENT REQUEST.

PERMIT FEES

EVENTS WITH LESS THAN 25 IN ATTENDANCE: \$25.00
EVENTS WITH 25 - 200 PEOPLE IN ATTENDANCE: \$150.00
EVENTS WITH OVER 200 PEOPLE IN ATTENDANCE: \$1,000.00

FEES

OTHER FEES WILL BE ASSESSED IF DEEMED NECESSARY BY CERTAIN APPLICABLE DEPARTMENTS. ALTHOUGH NOT AN EXHAUSTIVE LIST, FEES MAY BE ASSESSED FOR POLICE OFFICERS, POLICE SUPERVISORS, FIRE PROTECTION, EMT PERSONNEL, STREET BARRICADING, ELECTRIC USAGE, NECESSARY MAINTENANCE STAFF, TRASH RECEPTACLES & COLLECTION, OTHER NECESSARY STAFF ON-SITE DURING EVENT HOURS, ETC. BONDS OF UP TO \$5,000,000 MAY BE REQUIRED AT THE DISCRETION OF CITY STAFF FOR EVENTS WITH ATTENDANCE OVER 500 PEOPLE AND EVENTS HOSTING CERTAIN HIGH-RISK ACTIVITIES. ALL FEES MUST BE PAID IN FULL IN CASH, CERTIFIED CHECK OR MONEY ORDER AT LEAST TWO WEEKS PRIOR TO THE EVENT DATE TO AVOID CANCELLATION.

MISCELLANEOUS POLICIES

- BOUNCE HOUSES, INFLATABLES, AND ANY TYPE OF RIDES ARE NOT ALLOWED ON CITY PROPERTY.
- EVENT ADVERTISING WILL NOT INCLUDE ANY REFERENCE OF ENDORSEMENT BY THE CITY OF WINTER GARDEN.
- TEMPORARY EVENT SIGNAGE MUST MEET CITY CODE REQUIREMENTS. CONTACT W.G. CODE ENFORCEMENT FOR INFO.
- THERE ARE OTHER SPECIAL REQUIREMENTS FOR MOTION PHOTOGRAPHY PRODUCTION.
- THERE ARE SPECIAL REQUIREMENTS FOR FIREWORKS.
- ANY EVENT UTILIZING PLANT ST. AND EFFECTIVELY CLOSING THE WEST ORANGE TRAIL MUST NOTIFY ORANGE COUNTY PARKS AND RECREATION AT 407-654-1108.
- IF ANY PORTION OF A STATE ROAD IS TO BE CLOSED, A STATE D.O.T. REQUEST FORM MUST BE OBTAINED FROM THE WINTER GARDEN POLICE DEPT., COMPLETED AND RETURNED TO THE WGPD TO BE FILED WITH THE STATE OF FLORIDA. SUCH REQUESTS SHOULD BE SUBMITTED AT LEAST SIX WEEKS PRIOR TO THE EVENT DATE.
- MAY BE REQUIRED TO MEET WITH CITY TO PRESENT DETAILS OF EVENT.

APPROVAL PROCESS

COMMUNITY DEVELOPMENT, ECONOMIC DEVELOPMENT, CITY MANAGER AND PARKS & RECREATION DEPARTMENTS WILL REVIEW ALL REQUESTS AND FORWARD TO ADDITIONAL DEPARTMENTS AS NEEDED. YOU MAY BE CONTACTED TO PROVIDE FURTHER INFORMATION. YOU WILL BE NOTIFIED OF INITIAL APPROVAL, ADDITIONAL FEE REQUIREMENTS AND IF FURTHER COMMISSION APPROVAL WILL BE REQUIRED IN 2 TO 4 WEEKS. CONDITIONS OF APPROVAL DOCUMENT MAY BE INCLUDED AS PART OF FINAL APPROVAL.

REVISED 02/23/2016



CITY OF WINTER GARDEN
 Community Development
 300 West Plant Street
 WINTER GARDEN, FL 34787

(407) 656-4111
 WWW.WINTERGARDEN-FL.GOV

SPECIAL EVENTS

PLEASE PROVIDE A GENERAL DESCRIPTION OF THE EVENT THAT INCLUDES ALL FEATURES BEING PROPOSED TO TAKE PLACE. ELABORATE ON ANY7 OF THE ABOVE CHECKED ITEMS, IF NECESSARY: (USE BACK IF NEEDED)

Event takes place at Newton Park and Farnsworth Pool and is open to the public. We will have outdoor games and activities including a foam party.
 There will be a family friendly DJ, free food and shaved ice. School Supplies will be given away. Police and Fire Department will be on site.
 No inflatables. We will be using city staff for road closures, signage, trash detail, lifeguards and seasonal staff for games and pool activities.

NO APPLICATION WILL BE ACCEPTED UNLESS THE FOLLOWING ITEMS ARE INCLUDED.

(APPROVAL PROCESS WILL NOT BEGIN UNTIL THE FOLLOWING IS SUBMITTED):

- COPY OF 501C-3 FORM SIGNIFYING NON-PROFIT STATUS (IF APPLICABLE)
- SITE PLAN INDICATING ALL AFFECTED AREAS, STREETS PROPOSING TO BE CLOSED, TEMPORARY POWER SOURCES TO BE INSTALLED, PORTABLE RESTROOM LOCATIONS, VENDOR PLACEMENT, PARADE ROUTE OR ANY OTHER SIGNIFICANT FEATURES.
- COPY OF APPLICANT’S INSURANCE CERTIFICATE NAMING THE CITY OF WINTER GARDEN AS ADDITIONALLY INSURED.
- IF ATTENDANCE IS REASONABLY ANTICIPATED TO BE GREATER THAN 100 PEOPLE, YOU SHOULD ALSO INCLUDE A PLAN FOR :
 - SANITATION – RESTROOM, PORT-O-LET PLACEMENT, POTABLE WATER, TRASH RECEPTACLES & COLLECTION PLAN, ETC.
 - PARKING AND TRAFFIC – REROUTING TRAFFIC AROUND BLOCKED STREETS, PARKING FOR EVENT PATRONS, ETC.
 - MEDICAL CARE – FIRST AID STATIONS, EMS SERVICES, AMBULANCE ON SITE, ETC.
 - SECURITY – OFF-DUTY OFFICERS SCHEDULES, SECURITY SERVICE UTILIZED, # OF EVENT STAFF IN ATTENDANCE, ETC.
- IF YOU WANT TO HAVE ANY SIGNAGE, PLEASE PROVIDE A SITE PLAN SHOWING WHERE SIGNS ARE PROPOSED (THE CITY PROHIBITS SNIPE SIGNS).

FOR OFFICIAL USE ONLY			
TECHNICIAN INITIAL: _____	DATE RECEIVED: _____	<input type="checkbox"/> FEE PAID	
CITY MANAGER/DESIGNEE: _____	DATE: _____	APPROVED: <input type="checkbox"/> Yes / <input type="checkbox"/> No	
CONDITIONS: _____			