



**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
JUNE 3, 2026**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, June 3, 2026 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Chairperson/Planning Director Kelly Carson called the meeting to order at 9:32 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Chairperson/Planning Director Kelly Carson, Building Official Jimmy Appoloney, Economic Development Director Marc Hutchinson, City Engineer Jim Monahan and Art Miller, City Engineering Consultant on behalf of Steve Pash, Assistant City Manager for Public Services.

Others: Rob Heaviside, Senior Engineer; Shane Friedman, Planning Supervisor; Yvonne Conatser, Senior Planner and Ellen King, Recording Secretary.

ABSENT

Voting Members: Assistant City Manager for Public Services Steve Pash.

APPROVAL OF MINUTES

Agenda Item #2.A:

Approval of minutes from regular meeting held on May 20, 2026.

***Motion by City Engineering Consultant Miller, to approve the above minutes.
Seconded by Building Official Appoloney; the motion carried unanimously 5-0.***

DRC BUSINESS

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

Oakland Avenue E - 15411, 15540 & 15541
Tilden Oaks LLC

Kelly Miller and Shawn Dennis of J&J Building; representatives for the project, attended for discussion. The following items were reviewed and discussed:

The Applicants inquired about the process and timing of impact fee payment? City staff explained applicants will need to address the underlined engineering comments and all remaining comments in the revised submittal. The city will not sign the DEP Applications until impact fees are paid. Applicants understood.

ENGINEERING COMMENTS

- 4. **On the Tract P plans (Sheets 12 – 14), show the proposed 30' (minimum) wide utility easement, sanitary sewer and water main for the Oakland Arms project adjacent to the east.** Applicants understood and will address.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Site Plan for staff review only. City Engineering Consultant Miller, seconded; the motion carried unanimously 5-0.

Agenda Item #3.B: Faith Family Community Church - Temporary Modular Classrooms - SITE PLAN

Beulah Road – 305
Faith Family Community Church

Dave Buckles of Paradox Consultant; representative for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

- 7. **Minimum 5' wide concrete sidewalks shall be constructed along all street frontages pursuant to Code. Any damaged, broken or cracked sections (including existing curbs and pavement) shall be replaced prior to issuance of certificate of occupancy.** Applicant inquired about the addition of sidewalks for the temporary modulars or could they wait to address sidewalks when the site plan for the larger building is submitted in approximately six months. City staff asked if there are existing sidewalks? The applicant stated there are two existing sidewalks and none along Cemetery Road. City staff confirmed the developer could wait until the permanent building is developed to construct the sidewalks.

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

Agenda Item #3.C: Oakland Arms PUD - REZONING

State Road 438 - 15373 & 15359 E Oakland Avenue
Michael Miller

Michael Miller and Kelly Miller of J&J Building; representatives for the project, attended for discussion. The following items were reviewed and discussed:

PLANNING COMMENTS

21. **Additionally, please address the following:**
- b. **Clarify that the “Open Space/ Alley Tract” will connect to the property to the west to provide the required cross access.** Applicants confirmed the alley will connect to the property to the west and will coordinate with the Oakland Park Unit 5 Tracts O, P & G – Site Plan (referenced in Item 3.A on this agenda).
22. **Regarding Sheet C1 - General Development Notes –**
- h. **Note 12. Please note the City is updating the accessory structure code information to provide for accessory dwelling units like “Granny Flats”. Staff will coordinate with the applicant as the code is reviewed and provide information if approved by the City Commission.** Applicants requested clarification of this comment. City staff stated the city is currently going through an approval process for a new ordinance that will affect accessory dwelling units throughout the city including Planned Urban Developments (PUD) and suggested applicants look at the new requirements and to reference this new City Code. Applicants understood.
23. **Regarding Sheet C1 – Development Standards –**
- a. **Please clarify the 65% impervious has been approved by St Johns.** Applicants asked for an example statement to add to the plan since they have not clarified with St Johns at present time. City staff suggested applicants add a note such as: “this will have to be approved by St Johns at a later plan submittal”. Staff noted this will be a condition of approval for future reviews. Applicants understood.
 - e. **As there are only 11 lots, staff suggests creating Lot Envelope Plans for each lot to clearly state the setbacks and define the lot type. Preserved/saved trees should be shown if applicable to the lot.** Applicants will address.
24. **Regarding Sheet C2 and C3 – Label as Architecture and Design Guidelines. Define the architecture theme and/or style – Florida Vernacular/Modern Farmhouse etc. of the neighborhood.** Applicants asked for clarification of this comment. City staff requested labels on these new sheets which include the last plan set; and all PUDs require Architectural Standards. Applicants understood.
26. **Staff acknowledges receipt of the tree survey with handwritten notes and Tree Protection Plan. Please provide the updated tree mitigation plan per the Tree Protection Plan.** Applicants acknowledged this comment and stated they are waiting to ensure this concept plan is headed in the right direction. City staff stated a landscape plan is required including the lot envelope plan and this will need to include the details of which trees are being saved. Applicants understood and will address.
27. **Please note Oakland Park Lots 103 and 104 have trees along the property line that may affect any future fence alignment with proposed Lots 7 and 8. Any fence should accommodate the existing trees.** Applicants will address.
28. **Repeat comment – Please provide a preliminary landscape plan. Please clarify all saved trees.** Applicants will address.
30. **Repeat comment – a community meeting is required.** Applicants inquired about the time of this Community Meeting? City staff stated probably after one more plan submittal addressing these comments and if on the right track then this meeting date could be coordinated with the planner. Applicants understood.

Applicants inquired about the timing of the Mansion Renovation/Restoration Permit Application and if it would be tied to this PUD timeframe? Discussion was held regarding the expansion of the mansion. Since the parcels are currently zoned “No Zoning”, it would need to be associated to this PUD rezoning project. City staff stated the applicants could work on the existing mansion structure but not on the additions until rezoned has been approved. Applicants understood.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Planned Unit Development for another full DRC review cycle. Building Official Appoloney, seconded; the motion carried unanimously 5-0.

Agenda Item #3.D: East Town Center at Winter Garden - CAPUD REZONING

Plant Street E – 1142

GIL, Inc.

Doug Laman of GIL, Inc; representative for the project, attended for discussion. The following items were reviewed and discussed:

PLANNING COMMENTS

- 18. Please submit a landscape and irrigation plan signed and sealed by a certified Landscape Architect. The landscape plan should address required streetscape along Plant Street per 4.5.6(a) of the Overlay District Standards as well as the rear buffer per Table 4.4.13 Side and Rear Buffer Requirements.** Applicant inquired if a full landscape and irrigation plan is required for rezoning? City staff stated a landscape plan concept is required but not an irrigation plan at this time. Applicant stated a landscaping concept plan had already been submitted and would provide some additional information with the revised plan submittal. Also, Applicant wanted to remind staff he currently has an approved Site Plan on this development for his drive lanes with water meters, utilities and the permitted improvements should be finished by the time this rezoning is done.
- 20. The building elevations will require further discussion with staff regarding the intent and design of the Overlay District as it relates to the “Storefront” façade type. Staff will coordinate with the applicant to have a meeting to have this discussion.** Applicant understood.

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

Agenda Item #3.E: Farm Sound - ANNEXATION AND UVPUD REZONING

Marsh Road - 17901, 17835 & 2 others

Madden, Moorhead & Stokes, LLC

David Stokes of Madden, Moorhead & Stokes, LLC; Sugandha Sharma of Park Square Homes; and Jonathan Huels of Lowndes Law; representatives for the project, attended

for discussion. The following items were reviewed and discussed:

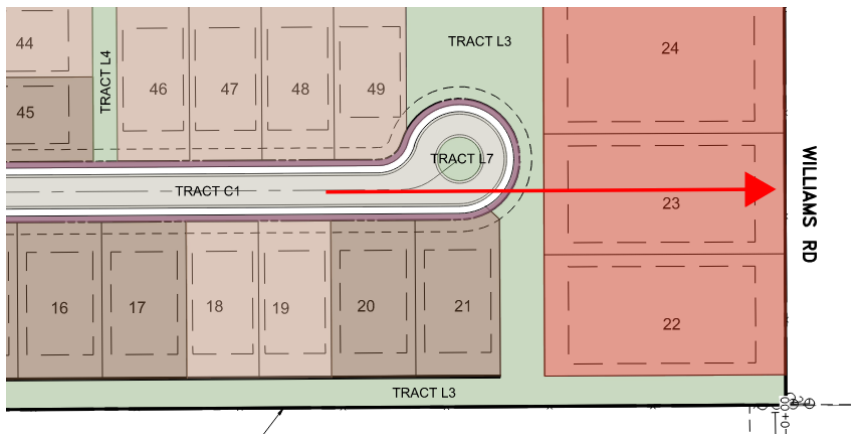
Applicants will send in a request for details of the Johns Lake PUD and request a side bar meeting to discuss some of these comments further, now that the Johns Lake PUD rezoning has been approved. Applicants stated they are waiting for the Traffic Study. City staff agreed to meet later and will provide the requested details to the Applicants.

ENGINEERING COMMENTS

2. **The 25-foot-wide right-of-way on the western boundary will need verification. It appears the western 25' is across the Lake County line and may require an Interlocal Agreement. Provide more detailed survey drawing (cross section), title search, etc.** Applicants will provide these documents.

PLANNING COMMENTS

27. **Is Williams Road labeled correctly?** Applicant will address.
28. **Without some type of environmental constraint or conflict (i.e. Wetlands, Lake, etc.) there should not be a reason for a cul-de-sac in this development. Tract C1 should continue to the future roadway at the eastern part of the development.** Applicants understood full connectivity is requested by the city and will revise.



31. **Open Space:**
 - a. **Up to 50 percent of the Wekiva Study Area Open Space requirement may be met with dry stormwater retention areas. Your open space calculations is showing 3.49 acres which is short 2.20 acres. If you plan to use dry stormwater area as part of the open space requirements make sure it is labeled as stormwater/open space. There should be a distinction between tract DP1 and tract DP2 on which pond is being used to meet the open space requirements.** Applicants will address.
 - b. **In no case, shall there be less than five (5) percent of the total developable land area set aside for active, dry-land recreational use. The applicant is not showing any recreation/active open space.** Applicants will address.

34. **Landscape/Hardscape Plan:**

- b. **A landscape plan needs to be provided showing details for entryway features, hardscape areas, landscaped areas, and buffer sections.** Applicants will provide a concept plan. City staff requested more exhibits shown on plans. Applicants understood and will provide.
- e. **A minimum 25-foot yard shall be maintained between the walls of all single-family structures and the perimeter of the PUD. A minimum 25-foot yard shall be maintained between the walls or edges of all accessory structures such as screen rooms and any PUD perimeter that is adjacent to a public right-of-way. Please include this as a development note.** Applicants will address.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Urban Village Planned Unit Development for another full DRC review cycle. Building Official Appoloney, seconded; the motion carried unanimously 5-0.

Agenda Item #3.F: West Avalon - PUD REZONING

Avalon Road – 2900
Pulte Group

Bernard Sullivan and Sean Bailey of Pulte Group, and Jonathan Huels of Lowndes Law; representatives for the project, attended for discussion. The following items were reviewed and discussed:

Applicants requested a sidebar meeting with the city planners to further discuss the Planning Comments. City staff agreed to meet.

ENGINEERING COMMENTS

- 8. **The “wetland” shown midway of the developable portion appears to be a Karst feature – geotechnical study showing preliminary limits of confining layer, etc. shall be provided as requested. Planning Division shall determine buffers/setbacks from the Karst feature as required by the comprehensive plan.** Applicants will resubmit the geotechnical report and discussion was held regarding karst features, setbacks and retaining walls.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Planned Unit Development for another full DRC review cycle. Building Official Appoloney, seconded; the motion carried unanimously 5-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:12 a.m. by Chairperson/Planning Director Kelly Carson.

ATTEST:

APPROVED:

/S/

DRC Recording Secretary, Ellen King

/S/

Chairperson, Kelly Carson