



**WINTER GARDEN**  
**CITY OF WINTER GARDEN**  
**DEVELOPMENT REVIEW COMMITTEE**  
**MINUTES**  
**June 17, 2026**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, June 17, 2026 in the City Hall Commission Chambers.

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

Chairperson/Planning Director Kelly Carson called the meeting to order at 9:31 a.m. The roll was called and a quorum was declared present.

**PRESENT**

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

**Others:** Shane Friedman, Planning Supervisor; Yvonne Conatser, Senior Planner; Amber McDonald, Planner II and Ellen King, Recording Secretary.

**ABSENT**

**Voting Members:** City Engineer Jim Monahan.

**APPROVAL OF MINUTES**

**Agenda Item #2.A:**

Approval of minutes from regular meeting held on June 3, 2026.

***Motion by Assistant City Manager for Public Services Pash, to approve the above minutes. Seconded by Building Official Appoloney; the motion carried unanimously 5-0.***

**DRC BUSINESS**

**Agenda Item #3.A: Alexander Ridge - PUD AMENDMENT**

Avalon Road - 1706, 1800 & 1900  
Shutts & Bowen LLP

James Johnston of Shutts & Bowen LLP, John Powell of VHB, Maurice Adams of Adams-Winter Garden Property LLC, Paul Rosenthal of Rosenthal Law, Braden Chenot and Jon

Dror of Ashton Woods; representatives for the project, attended for discussion. The following items were reviewed and discussed:

#### **ENGINEERING COMMENTS**

6. **A traffic impact analysis may need to be provided for Planning Department review. Additional intersection improvements may be required including right-of-way dedications to accommodate additional (turn) lanes, etc.** Applicants inquired that since they may be reducing the unit count, could they push off submitting the TIA? City staff stated because this is a major PUD amendment the TIA is required with the rezoning.
7. **Access to the commercial tract will be reviewed when plans for that are submitted. As stated, the commercial tract is not a part of this PUD amendment and will require rezoning to PCD at that time.** Applicants understood.

#### **CITY ATTORNEY COMMENTS**

19. **Below are the proposed effective dates for the Comprehensive Plan Amendment Ordinance, PUD amendment Ordinance, Preliminary Plat and Final Construction Plans.** Applicants have been working with the City Attorney regarding the order of operations and wanted to confirm the process. City staff stated applicants will need to rely on the City Attorney for the order of operations. Applicants understood.

#### **PLANNING COMMENTS**

21. **The proposed development plan should reflect all the requirements and information required under Chapter 18 Article V. Planned Unit Development. While the plan includes relevant information for a new ordinance some of the information copied and pasted from Ordinance 05-44 is out of date or does not apply to the requested rezoning. Please revise and update all notes to be consistent with the proposed development. Additionally, please clarify the following:**
  - c. **Please clarify if any gate access is requested.** Applicants will request the gates and update information on both the preliminary plat and final engineering plans.
22. **Please provide color elevations of the proposed homes with specifications on architectural standards.** City staff stated city needs to see elevation details or at the very least Architectural Standards. Applicants understood and will submit.
24. **Please provide a tree mitigation plan. See Chapter 114 Article III. Trees Section 114-69 for additional information.** Applicants expect to have tree impacts and will provide a mitigation plan, asked what is needed for the PUD Zoning and can they work with staff in-between submittals? City staff stated a survey is needed to show where trees of interest are located, size of live oaks or large canopy trees over 12" DBH, plan to work around trees to save as many as possible and staff will work with the applicants.
25. **Please provide a conceptual landscape plan.** Applicants will provide.
26. **Please provide a letter from the Orange County Public Schools indicating capacity is available for the proposed development.** Applicants will provide.
27. **The applicant's submittal of Traffic Analysis as "Not Applicable" is false. Please provide a traffic impact methodology for review. A traffic impact analysis is required.** See Item #6 response.

- 29. A community meeting is required.** Applicants inquired about the timing of this Community Meeting? City staff stated once staff has enough information to present, this meeting could be coordinated with the planner. Applicants understood.

***Motion by Assistant City Manager for Public Services Pash 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.B: Miranda Residence - LOT SPLIT**

Oak Street - 47

Rafael Miranda

Rafael Miranda, representative for the project, attended for discussion. The following items were reviewed and discussed:

**PLANNING COMMENTS**

- 10. The applicant has not followed the Lot Split Procedure – please refer to Sec. 110-96(b) of City Code. Please revise and resubmit.** City staff stated the Lot Split application submittal was not complete and staff did not have enough information to review. Therefore, the applicant will need to revise and resubmit as well as address all of staff comments. Applicant understood.

**CITY SURVEYOR COMMENTS**

- 12. Please refer to memo dated June 10, 2026, for City Surveyor Comments.** City staff stated a Lot Split survey is required and suggested applicant and his surveyor meet with City staff at a separate meeting to go over everything that is missing and details need to be included per the City Code. Applicant understood.

***Motion by Assistant City Manager for Public Services Pash to have the applicant revise and resubmit the Lot Split 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 9:45 a.m. by Chairperson/Planning Director Kelly Carson.

**ATTEST:**

**APPROVED:**

/S/

***DRC Recording Secretary, Ellen King***

/S/

***Chairperson, Kelly Carson***