

WINTER GARDEN
CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
JULY 29, 2026

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, July 29, 2026 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Chairperson/Planning Director Kelly Carson called the meeting to order at 9:33 a.m. The roll was called and a quorum was declared present.

PRESENT

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

Others: Rob Heaviside, Senior Engineer; Art Miller, City Engineering Consultant; Shane Friedman, Planning Supervisor; Yvonne Conatser, Senior Planner; Amber McDonald, Planner II and Ellen King, Recording Secretary.

APPROVAL OF MINUTES

Agenda Item #2.A:

Approval of minutes from regular meeting held on July 15, 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: Orange West Medical Office - PCD AMENDMENT

Orange West Blvd – 1123
Highland Eng

Jeffery Banker of Highland Engineering; representative for the project, attended for discussion. The following items were reviewed and discussed:

PLANNING COMMENTS

- 20. Please be aware that regardless of phasing all landscape buffer requirements will be installed in Phase 1.** The Applicant requested to leave all trees in the southern half of the property that is significantly wooded and use it as a buffer until Phase II of the development. City staff stated a full tree survey is needed during Site Plan submittal and staff will review this request. Applicant understood.
- 21. A community meeting will be required.** Applicant inquired about the timing of required community meeting? City staff stated a modified TIA will need to be submitted for review and then a community meeting will be considered. Applicant will submit a revised TIA with their resubmittal.

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

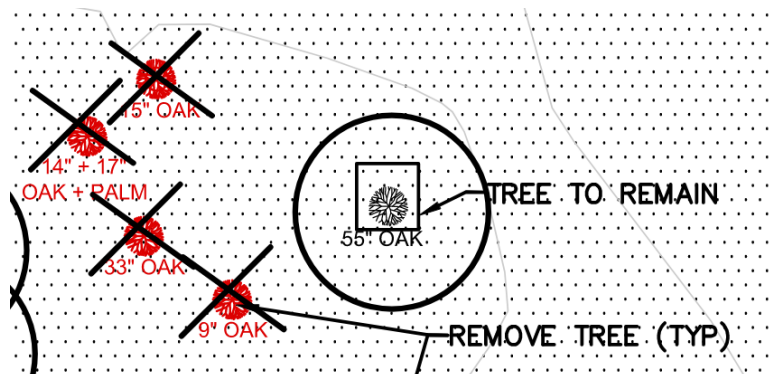
Agenda Item #3.B: Bay Street IOS - SITE PLAN

Bay Street E - 326 & 300 and 79 3rd Street
Suddeth Civil LLC

Matt Sullivan of TSG Development and Tyler Suddeth of Suddeth Civil; representatives for the project, attended for discussion. The following items were reviewed and discussed:

PLANNING COMMENTS

- 18. The tree survey and mitigation plan are very convoluted and hard to follow. As an example, the mitigation table is showing a 60' tall 40" DBH live oak listed as being removed. Staff cannot ascertain what tree this is in the site plan and whether it should be removed. A typical plan simply shows the tree, species, and size, with an "X" indicating removal (see image). This is much easier to follow.** Applicants will provide a cleaner plan at resubmit.



- 19. Repeat comment: Outdoor storage is permitted in the I-2 zoning district through Special Exception Permit approval only. Any outside display or storage area shall have an opaque screen on all sides in order to avoid any deleterious impact on adjacent**

properties. The applicant is showing a chain link fence in the site plan. Applicants requested to limit the opaque screening along rights-of-way. Discussion was held and City staff stated screening will be required on the northern and eastern rights-of-way and not require the screening of the CXS right-of-way. Applicants understood.

City staff requested verification of the 5th Street right-of-way vacation through the subject property as shown on their Site Plan. The applicants will verify with their surveyor. Also, staff stated an entrance is shown on the plans from 5th Street going to Bay Street with encroachments. If this is being proposed as an entrance, an improved roadway will need to be built along 5th Street to Bay Street. Applicants stated a paved road is currently existing but not sure if it meets city standards. Applicants and City will review.

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: Bay Street IOS - EASEMENT VACATION

Bay Street E - 326 & 300 and 79 3rd Street
Suddeth Civil LLC

Matt Sullivan of TSG Development and Tyler Suddeth of Suddeth Civil; representatives for the project, requested to table this item until a later date as they continue to work with staff on the logistics of the right-of-way vacation application. This item was tabled until a future date.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 9:50 a.m. by Chairperson/Planning Director Kelly Carson.

ATTEST:

APPROVED:

/S/

DRC Recording Secretary, Ellen King

/S/

Chairperson, Kelly Carson

DISCUSSION ITEM ONLY

Agenda Item #4.A: Kingdom Gas - PROJECT FEASIBILITY

15502 Stoneybrook West Parkway, Suite 100
Kingdom Gas

This item was tabled due to no representatives for the project in attendance.