

WINTER GARDEN
CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
JUNE 18, 2025

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, June 18, 2025 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Chairperson/Planning Director Kelly Carson called the meeting to order at 9:30 a.m. The roll was called and a quorum was declared present.

PRESENT

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

Others: Art Miller, City Engineering Consultant; Shane Friedman, Planning Supervisor; Yvonne Conatser, Senior Planner and Ellen King, Recording Secretary.

ABSENT

Voting Member: Marc Hutchinson, Economic Development Director.

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on June 4, 2025.

Motion by Assistant City Manager for Public Services Pash, to approve the above minutes. Seconded by Building Official Jimmy Appoloney; the motion carried unanimously 4-0.

DRC BUSINESS

Agenda Item #3.A: E Crown Point Complex – Rezoning

East Crown Point Road - 530, 550, 570, 590, 610 & 630
Florida Engineering Group, Inc

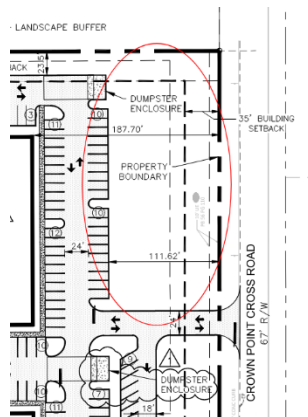
Greg Crawford of Thomas & Hutton, Rob Mazur and Gary Boyer of Crown 429, LLC and Jeff Forrest of WPC; representatives for the project, attended for discussion. The

following items were reviewed and discussed:

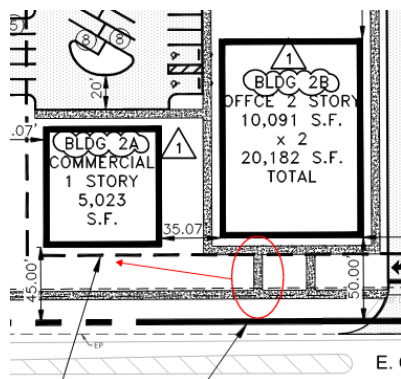
PLANNING COMMENTS

15. Development Plan Review:

- a. **The response-to-comments letter states that Building 2C will be part of Phase 1. This is still showing in Phase 2.** Applicants will address.
- b. **The phasing on Sheet C-3 goes from north-to-south Phase 1B, then 3B, and 2B. Is this a mistake or the intended phasing? The buildings were relabeled to match the phasing as requested by staff which has it 1B, 2B, and 3B, in that order. Please clarify or revise the phasing.** Applicants will clarify phasing.
- c. **The applicant is missing a sidewalk along Crown Point Cross Road.** Applicants will add a sidewalk.
- d. **The applicant is missing sidewalk connections from the Crown Park Circle and Crown Point Cross Road ROW sidewalks.** Applicants will add the connections.
- e. **Why is there such a large expanse of space in the north portion of Phase 1?** Applicants will show area as landscaping.

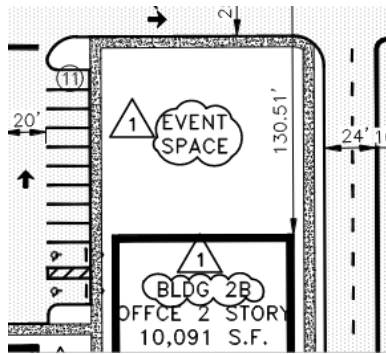


- f. **Why does Building 2B have two sidewalk access points while Building 2A has none? Please move and make sure that all buildings have sidewalk access from the front of the property.** Applicants will have the Landscape Architect correct.



17. PCD Uses:

- a. **Repeat comment: Due to the disparity in uses requested, building types, and phasing, the uses must be delineated. This needs to be called out by Phase and Building. As an example, restaurant will not be allowed in Building 3C and retail will not be allowed in Building 2D, etc. However, this is not clearly called out. Note: If the applicant does not provide this Staff will itemize them in the body of the rezoning Ordinance.** Applicants will address uses on the plans and provide examples.
- b. **What is the “Event Space”? This needs to be defined in the uses.** Applicants stated the Event Space is a grass area for employees not an event space. City staff requested applicants describe intended uses of the area in the PD. Applicants understood.



Motion by City Engineer Monahan to have the applicant revise and resubmit the Planned Commercial Development for staff review only. Assistant City Manager for Public Services Pash seconded; the motion carried unanimously 4-0.

Agenda Item #3.B: Resurrection Catholic Church Renovations – Site Plan

Winter Garden Vineland Road – 1211

Florida Engineering Group, Inc.

William Hockensmith of Florida Engineering Group, Inc; representative for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

City staff added an Engineering comment requesting the applicant clean out the ditch that runs along the southern boundary of their property as part of this development allowing the water to flow around the corner. The applicant understood.

PLANNING COMMENTS

- 10. The plans include Phases 1-4 but it is unclear what improvements the applicant is proposing for review in this moment. Will all Phases be done consecutively after site**

plan approval or individually over time? Site plan approval is only valid for one year, therefore, if these Phases are to be done over several years, please only submit construction plans with those improvements on a separate sheet. Please provide more information upon resubmittal including a narrative with your response to comments.

The applicant noted the first phase of this project is for a parking lot with a one-year approval. City staff inquired about the ultimate buildout of this project? The applicant was not sure and will check.

- 11. Per Section 118-1387(h)(4) of City Code paved areas may be reduced in part or in whole by approval of the city commission after review by the planning and zoning board. As a major site plan this will require final approval from the City Commission however, the request will need to be presented to the Planning & Zoning Board.**

Applicant inquired about procedures for grass parking. City staff stated both the Planning & Zoning Board and the City Commission will have to approve; discussion was held regarding stabilized vs non-stabilized parking and concerns. City staff requested applicant provide details relating to grass parking. Applicant understood.

- 12. Parking requirements are based on number of seats. Sheet C-6 indicates 890 seats – is this an increase? Please specify changes in any seat counts.**

Applicant informed the seat numbers will be increased from 630 to the 800 range. City staff stated due to the increase of capacity use a traffic study that reflects the increase will be required.

Applicant understood.

- 16. Four-sided color elevations of the proposed buildings are required.** Applicant questioned if the building elevations are needed now with phase one - parking lot? City staff stated the whole project was presented and details will need to be nailed down, if this is to reconfigure the parking lot only City staff requested the applicant create a separate sheet providing a narrative that parking is increasing and describe the project. When this goes to the Community Meeting, it will be presented as the whole project and elevations and traffic study will be needed prior to the Community Meeting. Applicant understood.

- 17. A traffic study may be required.** See Item #12.

- 20. All major site plans require a community meeting. This will be coordinated with Staff and held in the City Hall Commission Chambers.** See Item #16. Applicant inquired at what point will a Community Meeting be held? City staff stated further into the process either after the first or second Development Review Committee 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 4-0.

Agenda Item #3.C: LVS Project – Building Addition – Site Plan

Garden Commerce Parkway – 721

Unroe Engineering, Inc

Darcy Unroe of Unroe Engineering, Inc; representative for the project, attended for discussion. The following items were reviewed and discussed:

PLANNING COMMENTS

6. **Does the applicant intend to continue to allow trailer parking in the parking lot? Please be aware, all outside storage must be screened with a 6' wall and landscaping per the Winter Garden Commerce Center PID Ordinance 13-42.** Applicant will remove trailer parking from the plans and will no longer be an issue.
8. **A photometric plan for site lighting is required. Site must comply with City Code dark skies requirements - Code Section 118-1536(k).** Applicant stated lighting fixtures will not be removed or changed.
9. **A traffic study is required. Please provide a methodology for review and approval prior to conducting the TIA.** Applicant inquired if a traffic study is required? City staff stated a Traffic Impact Study is required with any increase in square footage for any commercial or industrial properties. Applicant understood.
10. **All major site plans require a community meeting. This will be coordinated with Staff and held in the City Hall Commission Chambers.** Applicant inquired if a community meeting is required? City staff confirmed. City staff inquired about this expansion being for LVS, a truck logistics company? Applicant stated the expansion is for rental of other uses and LVS is keeping their space. The semi-trucks that were on the property are gone and stored in other locations.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Site Plan for staff review only. Assistant City Manager for Public Services Pash seconded; the motion carried unanimously 4-0.

Agenda Item #3.D: Sookdeo Family Medical Property – Site Plan

Broad Street – 10

Bravo Engineering, LLC

Trishanna Sookdeo of Trishiva LLC and Chris Bravo of Bravo Engineering, LLC; representatives for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING

6. Sheet C4.0 – Drainage & Utility Plan:
 - a. **Open cut restoration for water and sanitary crossings shall extend 15 feet on each side of the trench.** Applicants inquired if it is a 15' trench or 15' from pavement? City staff stated 15' on pavement, 15' in both directions centered on pipe. Applicant understood.
 - b. **Show additional grading of the roadside swale to ensure positive drainage for the scupper outfalls on Broad Street and on Morgan. Potential adverse impacts to surrounding properties shall be avoided.** City staff expressed concerns with discharge going to Morgan Street on the south side. Applicants explained the discharge will run to the inlet. City staff asked what the top of the wall is? Applicant stated the wall will be higher than the parking lot at least 6" higher than

the elevation at the point of discharge. City staff requested the wall be shown on a cross section. The applicant referenced a cross section on Page 3.0 of the plans. City staff was satisfied with the explanation of drainage to be able to inform the neighbors of this property.

PLANNING COMMENTS

- 15. Staff only required a knee-wall for the rear of the property screening the parking area. However, the applicant has surrounded three-quarters of the property with a knee-wall. This appears to be in conjunction with the applicant's stormwater needs. This makes it difficult to figure out where the applicant is placing the required 6' high PVC fence for screening. There is a hodge-podge of existing fencing and no fencing between the applicant's property and the existing residential properties to the east and west. Please provide clear delineation between existing fencing and proposed fencing. This may require a separate sheet and buffer detail.** Applicants asked if the city requires both fence and shrub, and would a combined knee wall with fence on top be acceptable? City staff stated an opaque buffer between residential and commercial is required and allows for different options; keep it simple and make sure the neighbors are properly screened, and a combined wall with fence on top is acceptable. Applicant will provide details. Discussion continued on strategic screening of parking lot and neighbors.
- 16. Grading around the 71" oak tree is a concern and the arborist report, as well as the site plan, does not indicate what the plan is to protect the tree during construction. The tree barrier detail states that the barrier will be placed not closer than one-half the radius of the drip-line. However, the drip line goes well into the graded area for the stormwater pond. How is construction going to impact the root system?** Applicants stated that Mary Edwards, Arborist, will be able to work with removing material without disturbing tree roots system. City staff inquired if a drainage area is being created around the tree? Applicants stated they are not directing any drainage in this area, just what falls in there will stay there. Discussion was held on drainage area around the tree with surrounding walls. Applicants to verify calculations and net.

Motion by City Engineer Monahan to have the applicants revise and resubmit the Site Plan for another full DRC review cycle. Building Official Appoloney, seconded; the motion carried unanimously 4-0.

Agenda Item #3.E: Davilla Homes Office Building – Site Plan

Colonial Drive W – 13575

Mikele Developments, LLC

Brian DeGirolmo of Poulos & Bennett, LLC and Scott Johnston of Mikele Holdings; representatives for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING

6. **The site shall be served by City water, sewer and reuse. All utilities required for the development shall be run to the site at the Developer's expense, including potable water, reclaimed water and sanitary sewer for the entire project frontage. Final plans shall detail all connections including fire protection, reuse water and domestic water supply. All irrigation on the site shall be designed to be supplied by reclaimed water and shall be served by a jumper until reclaim is available.** Applicants gave history of the site and noted the existing utilities to the site were previously constructed which are stubbed out to the south; the irrigation, potable water and sanitary sewer are existing.
11. **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.** Applicants noted no street frontages and this is in the middle of a parking lot and sidewalks will be proposed.
12. **Permit modification from SJRWMD for stormwater is required. Permits or exemptions shall also be required from FDEP for water and sewer and FDEP NPDES NOI as may be applicable.** Applicants will submit a SJRWMD permit drainage letter with resubmittal of plans.

FIRE COMMENTS

Applicants will contact Fire Inspector, Diana Kerrison, for clarification of comments.

PLANNING COMMENTS

City staff added an additional Planning Comment; "Provide a building perimeter landscape plan with tree requirements (see Chapter 18, Article 10) for each individual pad." Applicants understood.

14. **A traffic study is required. The original traffic impact analysis (TIA) was performed over 10 years ago. Furthermore, the site was measured using a proposed 8,400 square foot building originally. The applicant is now proposing 9,179 square foot building. Please provide a methodology to staff prior to conducting the TIA. Staff will approve the methodology, and the applicant can then proceed with the TIA.** Applicants will resubmit the original TIA, and asked for clarification on where 8,400 square feet came from? City staff stated the 8,400 sq ft came from the original Traffic Impact Analysis.
15. **A community meeting is required for all major site plans. This will be coordinated with the Planning & Zoning Department and held in City Hall Commission Chambers.** Applicants inquired about a community meeting being required? City staff stated a community meeting is required for all major site plans. Applicants understood.

Motion by City Engineer Monahan to have the applicants revise and resubmit the Site Plan for staff review only. Building Official Appoloney, seconded; the motion carried unanimously 4-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:25 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: Covenant Group – Project Feasibility

Colonial Drive W – 14134

Powell Studio Architecture

Myra Monreal of Myra Planning, Steve Hotaling of LANGED, Ashley Perez and Jose Burgos of Powell Studio Architecture; representatives for the project, attended for discussion only.

Agenda Item #4.B: Marcel Drive Office/Commercial – Project Feasibility

Marcel Drive -1680

StoryBook Development Services, LLC

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

Agenda Item #4.C: Roper Road Project – Project Feasibility

Roper Road – 13036

Lozi Properties, LLC

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