

WINTER GARDEN
CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
JULY 30, 2025

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, July 30, 2025 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Chairperson/Planning Director Kelly Carson called the meeting to order at 9:34 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: Rob Heaviside, Senior Engineer; Art Miller, City Engineering Consultant; Shane Friedman, Planning Supervisor; Yvonne Conatser, Senior Planner; Amber McDonald, Planner I and Ellen King, Recording Secretary.

ABSENT

Voting Members: Economic Development Director Marc Hutchinson.

APPROVAL OF MINUTES

Agenda Item #2:

Approval of minutes from regular meeting held on July 16, 2025.

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

DRC BUSINESS

Agenda Item #3.A: Larson Lot Split - Lot Split

Teacup Springs – 617

Thomas Larson

Thomas Larson, Owner of Record; representative for the project, attended for

discussion. The following items were reviewed and discussed:

ENGINEERING

4. **Per Section 118-396, the minimum lot width at the curb is 35 feet on cul-de-sacs (21.16 feet shown).** City staff explained where the radius needs to be widened to 35'. Applicant understood.
7. **There may be easements that may need to be created, vacated or relocated. The Applicant will be responsible for any costs associated with vacating, abandoning, or relocating these utilities and/or easements. All lots shall be connected to City water and sewer and reclaim as may be appropriate. All new utilities (power, cable, telephone, etc.) serving new construction shall be underground per code.** Applicant inquired if city sewage was located on this lot? City staff stated city sewerage is planned for this area with grant monies allocated for the existing homes but new homes will not have access to this grant money. Applicant questioned if he could have a temporary septic on the new lot if the sewage is not yet available? City staff will review the timing. Applicant understood.

PLANNING

11. **The applicant has not provided all data required of the Lot Split Procedure (i.e. setbacks, name and zoning of abutting properties, etc.) – please refer to Sec. 110-96(b) of City Code.** Applicant stated he does not yet have the detailed information about the lot split. City staff stated applicant could show setback lines on the survey as dotted setback lines where the split is intended to be on the lot. Applicant understood.

CITY SURVEYOR

19. **Please refer to the memo dated July 26, 2025, for all City Surveyor comments including a marked-up survey.** Applicant understood and will address the comments in the revised submittal.

STANDARD GENERAL CONDITIONS

23. **5' wide concrete sidewalks shall be constructed along all street frontages pursuant to City Code.** City staff clarified any new development will require a sidewalk. Applicant understood.

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

Agenda Item #3.B: South Boyd and Tremaine Office-Retail Building - Site Plan

Plant Street W - 100 & 126

RCE Consultants, LLC

Larry Poliner of RCE Consultants, LLC; representative for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

6. Sheet C-5 – Grading & Drainage Plan (repeat comments – not addressed):

- a. **We question the proposed 18" RCP on Boyd Street – this is existing and flows north to the Plant Street collection system. There is no need to add the conflict manhole and connect to the Tremaine Street system. Tremaine Street system flows to the west, not east.** Applicant questioned if still needed the conflict manhole and the pipe connection? City staff explained why it was not needed. Applicant understood.

9. **Streetlighting, both internally and on all street frontages, is required pursuant to City Code – dark skies lighting is required. A photometric shall be submitted for review by the Planning Department. Streetlights shall match the City's "downtown" decorative streetlights at the Developer's expense.** Applicant questioned need for photometric plan. City staff stated if streetlights are added then a photometric plan is needed; and staff will provide details for this lighting and wall packs are allowed. Applicant will provide cut sheet with revised plan submittal.

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

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 9:47 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: Siplin Upland Townhomes - Alt C – Project Feasibility

Siplin Road - 14400

Sarmast Studio

Majid Sarmast of Sarmast Studio; representative for the project, attended for discussion only.