

WINTER GARDEN
CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
AUGUST 13, 2025

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, August 13, 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, Economic Development Director Marc Hutchinson, Art Miller, City Engineering Consultant on behalf of City Engineer Jim Monahan, Building Official Jimmy Appoloney, and Assistant City Manager for Public Services Steve Pash.

Others: Rob Heaviside, Senior Engineer; Shane Friedman, Planning Supervisor; Yvonne Conatser, Senior Planner; Amber McDonald, Planner I 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 July 30, 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: Oakland Park Unit 5 - Rezoning

Oakland Avenue E - 15411, 15540 & 15541
J&J Building LLC

9:35 am - Economic Development Director Hutchinson arrived to the meeting.

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

PLANNING COMMENTS

23. Building setbacks listed on the Site Data table cannot be 0'. Please revise setbacks to:

- a. Front: 15' min.*
- b. Side Corner: 15' min.*
- c. Side Interior: 10' min.*
- d. Rear: 20' min.*

Applicants questioned the NE corner Building setback? City staff stated a 10' setback is acceptable. Discussion was held regarding covered porch setback. Applicants will figure out the distance and City staff will determine the setback information that is included in the PD document.

Motion by Assistant City Manager for Public Services Pash to have the applicant revise and resubmit the Planned Commercial Development Rezoning for staff review only. Building Official Appoloney, seconded; the motion carried unanimously 5-0.

Agenda Item #3.B: Center for Digestive Health - Site Plan

Daniels Road – 1600

Sunshine Medical Plaza, LLC

Greg Presby of Clymer Farner Barley, Inc, and William Phelps of Gordon & Associates Architects; representatives for the project attended for discussion. The following items were reviewed and discussed:

Applicants inquired how to request addressing the main building, suites and meters; and who is the power company? City staff explained the addressing request is done at permitting to the Planning Department; and power is through Duke Energy.

ENGINEERING

5. Sheet 05 – Paving, Grading & Drainage Plan:

- a. **The existing outfall piping is noted to be full of dirt and water. Add notes stating this shall be cleaned out providing positive flow.*** Applicants will address. Also discussed a blow out in the area that damaged the existing sidewalk. City staff stated the sidewalk repairs are the property owner's responsibility.
- 6. All utilities shall conform to Chapter 78 of the City Code. Impact fees will be required for any utility connections and shall be paid prior to issuance of building permit and City execution of FDEP permit applications. 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. All irrigation on the site shall be designed to be supplied by reclaimed water. Confirm previous impact fee payments with Building & Utility Billing Departments; a true-up payment may be required. 100% of the water/sewer impact fees shall be paid prior to site or building permit issuance or execution of FDEP permit applications by the City.

According to the plans there will be (1) 2" potable meter, and (1) 1" irrigation meter. City only provides 1" or 2" meters – 1.5" irrigation meter called out - verify 1" or 2" meter needed.

Based on the above, the utility impact fees are as follows:

2" Potable water meter	1 ea. @ \$8,688.00	= \$8,688.00
Wastewater for 2" meter	1 ea. @ \$14,136.00	= \$14,136.00
1" Irrigation meter	1 ea. @ \$2,715.00	= \$2,715.00
TOTAL		= \$25,539.00

(does not include connection/installation fee; check with Utility Billing to verify any existing credits.)

Applicants inquired if multiple water meters were allowed with multiple businesses in the building? City staff stated this is allowed but applicants will need to pay for the extra water meters.

8. Fire sprinkler systems will be required on all buildings over 6,000 s.f. with Point of Service (POS), backflow prevention, etc. shown. All work downstream of the POS shall be performed by a licensed fire sprinkler contractor. Show fire protection system. Applicants understood.
13. Minimum 5' wide concrete sidewalks shall be constructed along all street frontages pursuant to City Code. Existing sidewalks, curbs, & pavement will be checked at completion and any damaged sections shall be replaced. Applicants understood.

PLANNING COMMENTS

16. The proposed building is showing a 12' front yard setback off of Daniels Road and a 21.81' side corner yard setback off of Marcel Drive. This will require a variance approval from the Planning & Zoning Board prior to site plan approval. Staff is in receipt of the requested variance application and it will run concurrently with the site plan review. Applicants will submit a Variance request for the Planning Department to process.
17. Site Plan:
 - b. The parking spaces along the storm basin are showing a dimension of 18' x 8'. Each parking space shall be a minimum of 180 square feet, with minimum dimensions of 9' x 20'. Please note that the 20' can be reduced to 18' with a wheel stop or curb however, the 9' width cannot be reduced to 8'. Please revise. Applicants inquired if compact parking is allowed in the city? City staff stated this is not allowed. Discussion was held on how to accommodate more parking. Applicants understood.
 - c. The applicant is showing a 20' x 12' concrete pad for a generator in the parking area and not north of the building as previously discussed. What size generator is being proposed? Please provide a cut sheet or product detail of the proposed

generator. Applicants will submit details with plan revision.

21. 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 the Community Meeting process, City staff explained and applicants understood.

Motion by Assistant City Manager for Public Services Pash to have the applicant revise and resubmit the Site Plan 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 10:05 a.m. by Chairperson/Planning Director Kelly Carson.

ATTEST:

APPROVED:

/S/

DRC Recording Secretary, Ellen King

/S/

Chairperson, Kelly Carson