



**CITY OF WINTER GARDEN  
DEVELOPMENT REVIEW COMMITTEE  
MINUTES  
DECEMBER 3, 2025**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, December 3, 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, Deputy Building Official Clayton Krater on behalf of Building Official Jimmy Appoloney, Economic Development Director Marc Hutchinson, City Engineer Jim Monahan, and Assistant City Manager for Public Services Steve Pash.

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

**ABSENT**

**Voting Members:** Building Official Jimmy Appoloney

**APPROVAL OF MINUTES**

**Agenda Item #2.A:**

Approval of minutes from regular meeting held on November 19, 2025.

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

**DRC BUSINESS**

**Agenda Item #3.A: Temsa North America Bus Dealership – SITE PLAN**

Colonial Drive W - 14748  
Temsa North America

Robert Walker of Burkett Engineering, Emmanuel Reggio and Neil Wells of Temsa NA, Ryan Griffith of Lee and Associates and Michael Castrilli of First Capital Property Group, Inc; representatives for the project, attended for discussion. The following items were reviewed and discussed:

#### **ENGINEERING COMMENTS**

2. **Provide project narrative describing what uses will take place at this location. The application mentions “service center” and “dealership”. Will maintenance services be provided? Sales and Showroom? Based on the use, we question the serviceability of having a gravel parking area for large buses.** Applicants will submit a project narrative and discussion ensued regarding the operation of their business. City staff questioned the use of the gravel parking area knowing it is considered 100% impervious. Applicants plan to use gravel due to cost but explained it will be compacted and traffic bearing.
3. **Provide topographic survey information for the site, including existing elevations, utilities, wetland lines, soils (muck?), etc. Refer to Section 118-68 of the City Code for site plan requirements.** Applicants will provide a boundary survey.
7. **Provide geotechnical report with next site plan submittal.** Applicants inquired if they need a geotechnical report since they are using gravel in the back with a standard detail. City staff stated to submit only if needed but the area is considered impervious. Applicants understood.
9. **Traffic study may be required – see Planning Dept. comments.** Applicants have access to the ITE Manual and asked if that was preferable over hiring a Traffic Consultant? City staff requested an ITE statement and narrative be provided. Applicants understood.
10. **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. Confirm previous impact fee payments with Building & Utility Billing Departments; a true-up payment may be required. All irrigation shall be designed to be connected to future reclaimed water mains – irrigation plan required.** Applicants questioned if reuse water was available to the site? City staff stated reuse is not currently available but the irrigation should be set up for connection later. Applicants understood.
13. **Provide latest Remediation Action Plan (RAP) from FDEP including any Declaration of Restrictive Covenants (DRC) for the ongoing groundwater contamination cleanup associated with the former dry cleaners.** Applicants stated HSA Golden received notice from DEP, they will receive their Further Action Letter with Conditions probably within a year; the current condition is to monitor one or two areas on the site checking for contamination levels (existing is far below level). City staff questioned if the condition would preclude any sitework being completed in the timeframe before a letter of no action is received? Applicants stated it would not. City staff inquired if any restrictive environmental covenants have been required? Applicants have not seen anything in the report but will check, follow up with city staff and provide what they have. City staff

stated this information is needed before site plan approvals. Applicants understood.

14. **Fire sprinkler systems will be required on all buildings > 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.** Applicants will ensure the fire sprinkler systems are checked.
15. **All dumpsters shall be enclosed and shall provide 12' minimum inside clearance (each way inside of bollards or gate hardware), and access by solid waste vehicles. Coordinate additional requirements with Public Services Department, Solid Waste Division.**  
Applicants inquired about a couple of dumpster enclosures. City staff stated dumpster screening is needed along with aesthetic requirements and to coordinate with city staff regarding gate requirements. Applicants understood.
18. **Site lighting will be required as well as street lighting on all street frontages if not existing; all lighting shall meet dark skies requirements per City Code. Provide a photometric plan for Planning Department review.** Applicants plan to use four pole lights on the east side of the building. City staff stated any additional site lighting would require a photometric plan for staff review; if wall packs are proposed for the building only specs are needed for review. Applicants understood.

#### **PLANNING COMMENTS**

22. **The change of use, site plan, and request for SEP approval, will require that the applicant bring the site into conformance. This means a landscape and irrigation plan must be submitted with the site plan review. Landscaping shall adhere to the requirements of Chapter 118, Article X, Division 3. – Landscape Design Standards. Plans are required to be signed & sealed by a Landscape Architect. Irrigation plans are also required. Note: There is a large quantity of oak trees that surround the perimeter of the property. These trees will count towards your buffer requirements for those side yards.** Applicants questioned if an architect is required to sign plans? City staff stated landscape plans are required to be signed and sealed by a Landscape Architect. Applicants understood.
23. **A 6' tall opaque fence in the rear and sides will be required along with the 10' wide landscape buffer requirement.** Applicants inquired about fence type requirements. City staff confirmed the fence must be opaque and the material could be vinyl. Applicants understood.
24. **Please see Engineering Comment 13 regarding the Remediation Action Plan (RAP) from FDEP.** See Comment 13.
25. **Please see Engineering Comment 2 regarding the narrative. The Planning & Zoning Department is in receipt of the narrative for the SEP however, it was not provided with the site plan. The applicant is proposing a gravel parking area and this may not be suitable depending on the motorcoach size and operations.** See Comment 2.

#### **STANDARD GENERAL CONDITIONS**

31. **Fencing, shall meet all City requirements for height, type, etc. Chain link fencing, if used, shall be vinyl coated per Code.** See Comment 23.
35. **No fill or runoff will be allowed to discharge onto adjacent properties; existing drainage**

**patterns shall not be altered. The applicant should note that if approval is granted, the City of Winter Garden is not granting rights or easements for drainage from, or onto, property owned by others. Obtaining permission, easements or other approvals that may be required to drain onto private property is the Owner/Developer's responsibility. Should the flow of stormwater runoff from, or onto adjacent properties be unreasonable or cause problems, the City will not be responsible and any corrective measures required will be the responsibility of the Owner. Site construction shall adhere to the City of Winter Garden erosion and sediment control requirements as contained in Chapter 106 - Stormwater. If approval is granted by the City of Winter Garden, it does not waive any permits that may be required by federal, state, regional, county, municipal or other agencies that may have jurisdiction.** Applicants will provide a SWPPP plan with revised site plan submittal.

City staff questioned if dump stations will be used? Applicants do not use dumps and this is not a service they offer. The following Building comment was added for discussion: **Two existing ADA accessible parking spots are not code compliant. These need to be on the shortest accessible route to the building entrance.** Applicants understood.

***Motion by City Engineer Monahan to have the applicants revise and resubmit the Site Plan for another full DRC review cycle. Assistant City Manager for Public Services Pash, seconded; the motion carried unanimously 5-0.***

#### **ADJOURNMENT**

There being no more business to discuss, the meeting was adjourned at 9:58 a.m. by Chairperson/Planning Director Kelly Carson.

**ATTEST:**

**APPROVED:**

          /S/

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

          /S/

***Chairperson, Kelly Carson***