



**Planning and Zoning Board  
Regular Meeting Minutes  
December 1, 2025**

**1. CALL TO ORDER**

Chairman Will Hawthorne called the meeting of the City of Winter Garden Planning and Zoning Board to order at 6:32 p.m. in the City Hall Commission Chambers. A moment of silence was followed by the Pledge of Allegiance.

Quorum was declared present.

**Present:** Chairman Will Hawthorne and Board Members: Linda Bennett, Myron Brown and TJ Ryan.

**Absent:** Co-Chairman Steve Ambielli (excused), Board Members: Jimmy Dunn (excused) and Jeff Ewing (excused).

**Staff Present:** City Attorney Kurt Ardaman, Planning Director Kelly Carson, Planning Supervisor Shane Friedman, Senior Planner Yvonne Conatser, Planner II Amber McDonald and Recording Secretary Ellen King.

**Attendees:** John Spears of 632 Meadow Glade Drive, Ryan Dehsle and Jason Schlegel of Orlando Outdoor Living, Thomas and Carolyn Stefanik of 159 Timbercreek Pines Circle, and Sara Farese of 361 N Boyd Street.

**2. APPROVAL OF MINUTES**

***Motion by Board Member Bennett to approve the regular meeting minutes of November 3, 2025. Seconded by Board Member Brown and carried unanimously 4 – 0.***

**3. VARIANCE (PUBLIC HEARING)**

3.A. 632 Meadow Glade Drive (Spears Residence) – VARIANCE  
Parcel ID # 13-22-27-1793-03-310

Senior Planner Conatser presented a Variance request for the property located at 632 Meadow Glade Drive to allow a 12 foot – 3.75 inch rear yard setback to construct a covered patio area as an attached pergola. Staff recommends approval subject to staff conditions.

Board members inquired if the Homeowner Association approval is required or obtained, why the very exact setback size noted, are there any encroachments of

drainage or utility easements in the backyard, noted letters of support were provided in the staff report? City staff stated the Homeowner Association approval is not required for review nor for Building permit approval; it is up to the applicant to obtain their HOA approval, the exact size is typically stated based on what the applicant has proposed and detailed on the Site Plans and the easements will not be affected.

The General Public did not have any comments or questions about this item.

***Motion by Board Member Bennett to approve the Variance at the location of 632 Meadow Glade Drive subject to staff conditions. Seconded by Board Member Ryan and carried unanimously 4 – 0.***

3.B. 159 Timbercreek Pines Circle (Stefanik Residence) – VARIANCE  
Parcel ID # 15-22-27-8665-00-380

Planner McDonald presented a Variance request for the property located at 159 Timbercreek Pines Circle to allow a rear yard setback of 21 feet for construction of a new covered patio with a composite roof and screen enclosure. Staff recommends approval subject to staff conditions.

Board members inquired if the pool was included, if the structure up to the edge of the pool required a Variance, was the pool already built and if there were any letters of support or objections from the neighbors? City staff confirmed the cause for the Variance, the pool is currently under construction and did not have any letters from the neighbors. Applicant Thomas Stefanik of 159 Timbercreek Pines Circle submitted four letters of support from his neighbors for the record (Exhibit A).

The General Public did not have any comments or questions about this item.

***Motion by Board Member Bennett to approve the Variance at the location of 159 Timbercreek Pines Circle subject to staff conditions. Seconded by Board Member Brown and carried unanimously 4 – 0.***

Chairman Will Hawthorne adjourned the meeting at 6:44 pm. He noted the 2026 Planning and Zoning Board meeting schedule had been handed out to each board member. Adjourned to the regular Planning and Zoning Board meeting on Monday, January 5, 2026 at 6:30 p.m. in City Hall Commission Chambers, 300 W. Plant Street, Winter Garden, Florida.

ATTEST:

/S/

\_\_\_\_\_  
Recording Secretary Ellen King

APPROVED:

/S/

\_\_\_\_\_  
Chairman Will Hawthorne

Exhibit A  
Item#3.B. 159 Timbercreek Pines Circle - Variance

Subject: Neighbor support for Variance Approval

Home Owners: Thomas Stefanik & Carolyn Stefanik

Address: 159 Timbercreek Pines Circle Winter Garden, FL 34787

Original declined request: ZPA25-0644

Variance Request:

We are applying for a variance to install an elite or composite roof that will extend 9 feet off the back of our home. The current setback is 25 feet for any solid roof structures according to R-1B zoning requirements. We are applying for a variance to adjust the setback from 25 feet to 20 feet so we can install the 9 foot elite/composite roof extending off the rear of our home.

By signing below, I validate that I am ok with the requested variance as a neighboring property.

Name: ROSA DALBYW

Signature: R. Dalbyw

Phone Number: 407-717-4801

Address: 159 Timbercreek Pines, WINTER GARDEN, FL 34787

Date: 11/30/25

Photos/drafts for reference:

Subject: Neighbor support for Variance Approval

Home Owners: Thomas Stefanik & Carolyn Stefanik

Address: 159 Timbercreek Pines Circle Winter Garden, FL 34787

Original declined request: ZPA25-0644

Variance Request:

We are applying for a variance to install an elite or composite roof that will extend 9 feet off the back of our home. The current setback is 25 feet for any solid roof structures according to R-1B zoning requirements. We are applying for a variance to adjust the setback from 25 feet to 20 feet so we can install the 9 foot elite/composite roof extending off the rear of our home.

By signing below, I validate that I am ok with the requested variance as a neighboring property.

Name: Norma Paucar

Signature: N. Paucar

Phone Number: (904) 770-6294

Address: 39 Timbercreek pine circle

Date: 11/30/25

Photos/drafts for reference:

Subject: Neighbor support for Variance Approval

Home Owners: Thomas Stefanik & Carolyn Stefanik

Address: 159 Timbercreek Pines Circle Winter Garden, FL 34787

Original declined request: ZPA25-0644

Variance Request:

We are applying for a variance to install an elite or composite roof that will extend 9 feet off the back of our home. The current setback is 25 feet for any solid roof structures according to R-1B zoning requirements. We are applying for a variance to adjust the setback from 25 feet to 20 feet so we can install the 9 foot elite/composite roof extending off the rear of our home.

By signing below, I validate that I am ok with the requested variance as a neighboring property.

Name: Rachel Serrano

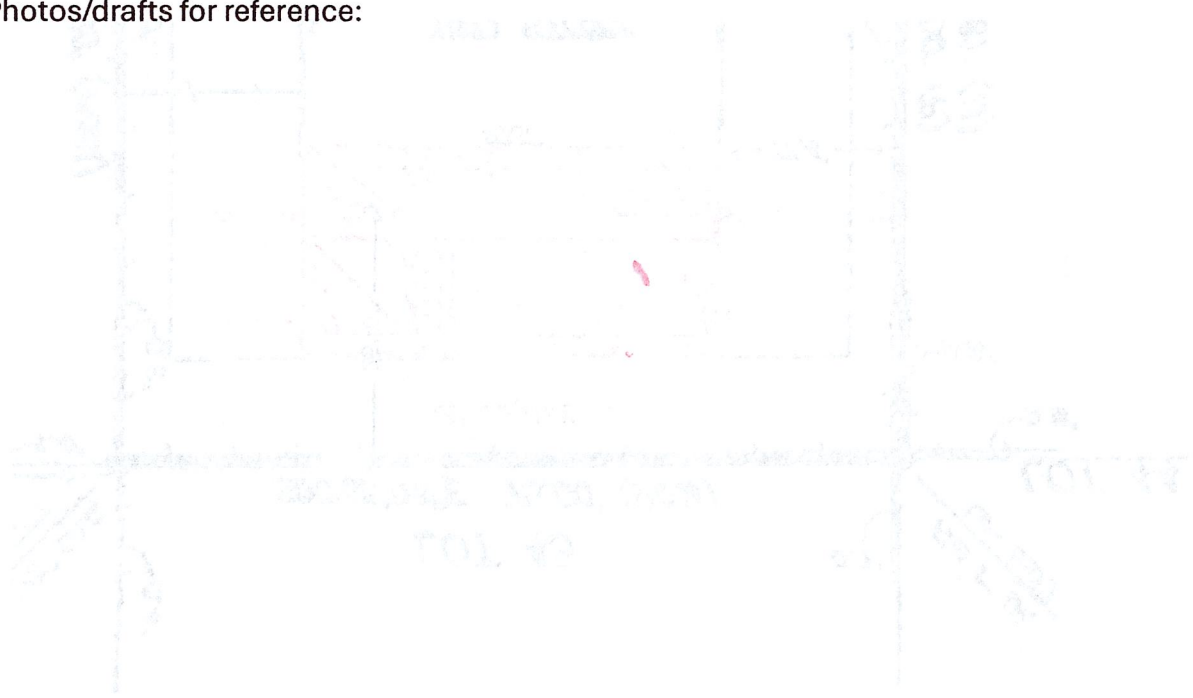
Signature: Rachel Serrano

Phone Number: 321-230-3561

Address: 158 Timbercreek Pines Circle Winter Garden, FL 34787

Date: 11/30/25

Photos/drafts for reference:



Subject: Neighbor support for Variance Approval

Home Owners: Thomas Stefanik & Carolyn Stefanik

Address: 159 Timbercreek Pines Circle Winter Garden, FL 34787

Original declined request: ZPA25-0644

Variance Request:

We are applying for a variance to install an elite or composite roof that will extend 9 feet off the back of our home. The current setback is 25 feet for any solid roof structures according to R-1B zoning requirements. We are applying for a variance to adjust the setback from 25 feet to 20 feet so we can install the 9 foot elite/composite roof extending off the rear of our home.

By signing below, I validate that I am ok with the requested variance as a neighboring property.

Name: John O'Hearn

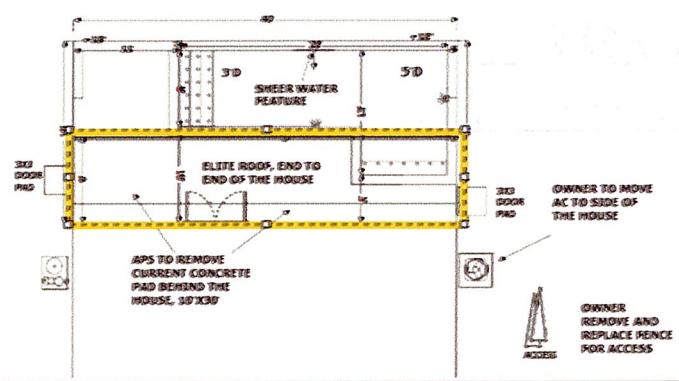
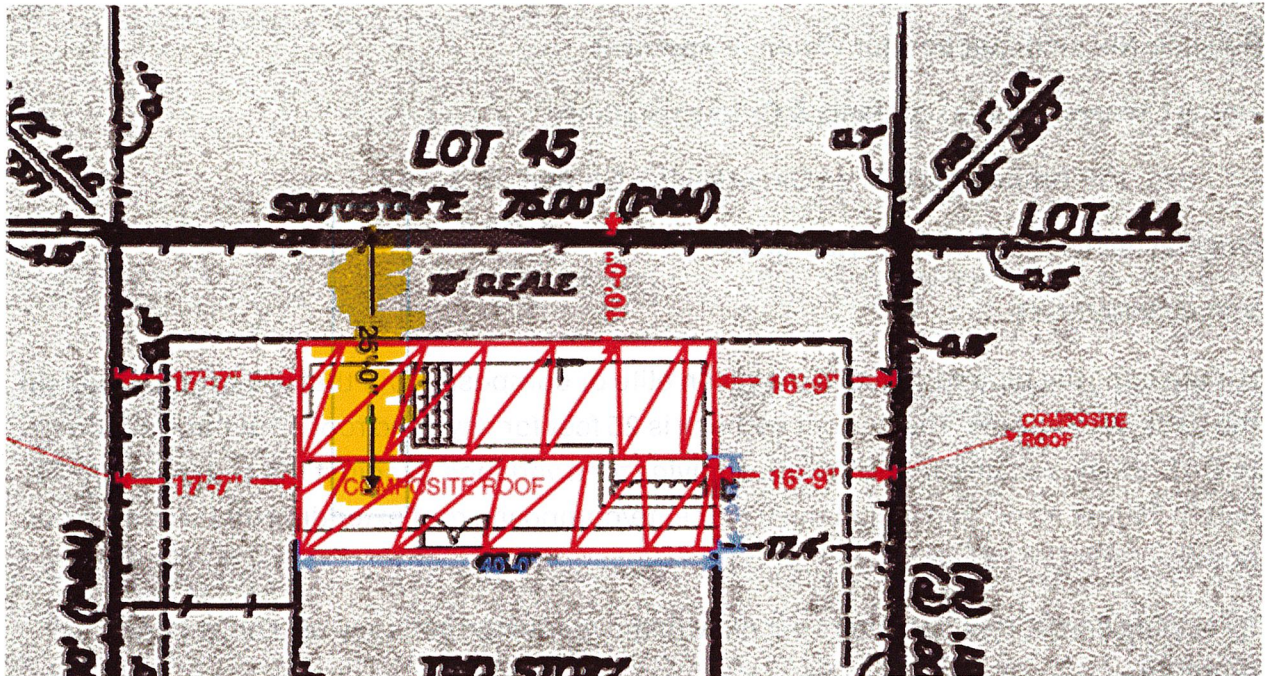
Signature: John O'Hearn

Phone Number: 201-739-1998

Address: 62 Timbercreek Pines

Date: 11/30/25

Photos/drafts for reference:



TERRAZZO CONCRETE INDUSTRIES      PHONE NUMBER: 407-547-5222  
 MODEL:      COPIING:      FOOTER TYPE:

BUYER:      ADDRESS:      CITY:      STATE:      ZIP:

COLOR SELECTIONS:      FINISH:

OPTIONS:      PRICE:

BUYER:      DATE:

**SALES EXHIBIT A**      **AMERICAN POOLS & SPAS**

7321 Narcoossee Rd. Orlando, FL 32822 Office 407-547-5222 Fax 407-547-5242

SCALE 1/8" = 1'