



**WINTER GARDEN**  
**CITY OF WINTER GARDEN**  
**DEVELOPMENT REVIEW COMMITTEE**  
**MINUTES**  
**MAY 21, 2025**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, May 21, 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, Economic Development Director Marc Hutchinson, City Engineer Jim Monahan, Building Official Jimmy Appoloney and Assistant City Manager for Public Services Steve Pash.

**Others:** Rob Heavside, Senior Engineer; Art Miller, City Engineering Consultant; Shane Friedman, Planning Supervisor and Ellen King, Recording Secretary.

**Also Attending:** Antonio Gibson of Lake Apopka Natural Gas District

**APPROVAL OF MINUTES**

**Agenda Item #2.1:**

Approval of minutes from regular meeting held on May 7, 2025.

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

**DRC BUSINESS**

**Agenda Item #3.1: Winter Garden Plaza - Site Plan**

Colonial Drive W – 13675  
Concept Design Build LLC

Samar Mady and Ahmed Zaghloul of Concept Design Build, LLC; representatives for the project, attended for discussion. The following items were reviewed and discussed:

**ENGINEERING COMMENTS**

**8. Sheet C-7.0 – Construction Details/Demolition Plan:**

- a. **All dumpsters shall be enclosed and shall provide 12' minimum inside clearance (each way inside of bollards & gate hardware), and access by solid waste vehicles. Coordinate additional requirements and approval with Public Services Department, Solid Waste Division if small bins are proposed.** Applicants inquired about use of trash bins for certain business types? Discussion was held regarding trash bins verses dumpster. Applicants inquired if it was acceptable to contact Culver's Restaurant to inquire about shared use of their dumpster. City staff requested a list of business types for staff review and determination of proposed options. City stated applicants could contact Culver's and would need to provide a written agreement if sharing dumpster for this proposed project. Applicants understood.

#### **PLANNING COMMENTS**

16. **Repeat comment: 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.** Applicants understood comments and will include irrigation plans as well in next revision submittal.
17. **Repeat comment: Please provide four-sided building elevations with to-scale measurements of the height.** Applicants will comply
18. **All dumpster requirements or roll-out trash options will be coordinated through Public Services.** Same as Item 8.a.
20. **Please proceed with the Traffic Impact Analysis. Refer to the City's Traffic Consultant memo dated May 8, 2025, for all TIA methodology comments.** Applicants will contact Traffic Engineer Consultant for clarification of comments.
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 asked about the Community Meeting process. City staff explained this process. Applicants understood.

***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 5-0.***

#### **ADJOURNMENT**

There being no more business to discuss, the meeting was adjourned at 9:48 a.m. by Chairperson/Planning Director Kelly Carson.

**ATTEST:**

**APPROVED:**

/S/

**DRC Recording Secretary, Ellen King**

/S/

**Chairperson, Kelly Carson**