CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
AUGUST 27, 2025

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, August 27, 2025 in the City Hall Commission Chambers.

Agenda Item #1: CALL TO ORDER

Chairperson/Planning Director Kelly Carson called the meeting to order at 9:32 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: Art Miller, City Engineering Consultant; Shane Friedman, Planning Supervisor; Yvonne Conatser, Senior Planner; Amber McDonald, Planner I and Ellen King, Recording Secretary.

APPROVAL OF MINUTES

Agenda Item #2.A:

Approval of minutes from regular meeting held on August 13, 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.A: Winter Garden Flex – PCD Rezoning

Garden Commerce Parkway - 761
Winter Garden Flex, LLC

Sharon Wiliams of Exchange Place; representative for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

1. ***The Planning Department shall review and approve proposed uses/zoning, setbacks, parking count, landscaping, buffering, lighting, and signage requirements, including PCD zoning and overall master plan conditions. Maximum impervious surface for PCD zoning is 80%.*** Applicant inquired about the 75% maximum impervious surface for this property. City staff stated the maximum impervious surface is under 80%, is acceptable and a note will be included in ISR Maximum of 80% is for PCD zoning.

PLANNING COMMENTS

9. ***The applicant has requested to rezone the property from PID to PCD to allow uses in addition to the permitted PID uses on the property. It is staff's understanding that the request is in response to the Planning and Zoning Board's action at the July 7, 2025, meeting to table the Special Exception Permit for a dog daycare and boarding facility at said property.***
   a. ***The request will require the approval of an ordinance to update the land use from MOI (Multi Office Industrial) to COM (Commercial) and an ordinance to rezone the property from PID (Planned Industrial Development) to PCD (Planned Commercial Development). The ordinances must be reviewed by the Planning and Zoning Board and must be approved by the City Commission***. Applicant questioned if the FLU and rezoning can run collectively? City staff confirmed.

12. ***Please provide a new Traffic Impact Analysis to reflect the proposed new commercial uses.*** Applicant inquired about specifics city is looking for in the traffic impact analysis. City staff requested a list of proposed commercial uses including counts for flex spaces in the PCD zoning. Applicant understood.

13. ***A community meeting is required prior to the public hearing for the PCD. Staff will schedule the meeting at City Hall in the Commission Chambers. The applicant presents the rezoning request to the public. Please contact staff to schedule the meeting.*** City staff requested Traffic Impact Analysis data be available at the community meeting.

STANDARD GENERAL CONDITIONS

22. ***After final plan approval, a preconstruction meeting will be required prior to any commencement of construction. The applicant shall provide an erosion control and street lighting plan at the preconstruction meeting and shall pay all engineering review and inspection fees prior to construction. Inspection fees in the amount of 2.25% of the cost of all site improvements shall be paid prior to issuance of the building permit***. City staff stated this was a general comment.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Planned Commercial Development for staff review only. Building Official Appoloney, seconded; the motion carried unanimously 5-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 9:41 a.m. by

Chairperson/Planning Director Kelly Carson.

ATTEST:	**APPROVED:**
/S/	/S/
DRC Recording Secretary, Ellen King	***Chairperson, Kelly Carson***