

WINTER GARDEN
CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
SEPTEMBER 10, 2025

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, September 10, 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, City Engineer Jim Monahan, Building Official Jimmy Appoloney, and Assistant City Manager for Public Services Steve Pash.

Others: Rob Heaviside, Senior Engineer; Art Miller, City Engineering Consultant; Ramon Serrano, Building Inspector; Shane Friedman, Planning Supervisor; Yvonne Conatser, Senior Planner; Amber McDonald, Planner I and Ellen King, Recording Secretary.

Other Attendees: Antonio Gibson of Lake Apopka Natural Gas District

APPROVAL OF MINUTES

Agenda Item #2.A:

Approval of minutes from regular meeting held on August 27, 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: Covenant Group – Site Plan

Colonial Drive W – 14134
Powell Studio Architecture

Trevor Howard of Howard Civil Engineering LLC and Ashley Perez of Powell Studio

Architecture; representatives for the project, attended for discussion. The following items were reviewed and discussed:

ENGINEERING COMMENTS

8. **All irrigation on the site shall be designed to be supplied by reclaimed water; irrigation connection shall be to the reuse stubout constructed with the master infrastructure as shown (that is served by a jumper to potable water until reclaimed is available). Irrigation lines shall be purple in color.**
 - a. **Provide Irrigation plan showing size and location of irrigation meter connected to reclaim water mains that exist in the development.** The Applicants inquired if a full set of plans are required? City staff stated full irrigation plans are required with the final site plan at submittal.
12. **On-site lighting and along street frontages (if not existing) will be required pursuant to City Code, meeting dark skies requirements. A photometric plan has been provided for Planning Department review. Lighting fixtures shall be uniform for the entire shopping center.** Applicants inquired if an expanded photometric plan was required for Colonial Drive. City staff stated this was a standard comment and only if it applies.

BUILDING COMMENTS

18. **The dumpster enclosure has an unusual configuration and is not set up as per our current approved details on sheet 11, detail 7 of the City of Winter Garden's standards and specifications. Public Services will need to sign off on the proposed method of MSW storage.** Applicants inquired about the meaning of the comment; and if the sanitary line is allowed to run under the dumpster pad? City staff stated plans should reference only the city's dumpster detail Sheet C-8, provide a decorative cap and platting detail consistent with the building design on all four walls; and the sanitary line is private so once internal to the site remember what will need to be dug up if any problems and have a clean out on each side. Applicants understood.

PLANNING COMMENTS

21. **REPEAT COMMENT: Staff has reviewed the elevations provided. The West Market PCD is geared toward Florida vernacular design. The changes in material need to be more pronounced as well as the articulation. Please revise your elevations in any future submittals to be more consistent with the surrounding businesses and examples below.** Applicants inquired what more was needed that they had changed the overall elevations? City staff offered up examples of vernacular design options and requested a reference of the paint color chip. Applicants understood.



Figure 5 – Example - Outparcel

22. Sec 118-1451 – Walkways, pedestrian connections and pedestrian circulation requires a bench, bicycle rack and trash receptacle at or near the building entrance. Please move the bench and trash receptacle closer to the building. Applicants inquired about the location of the bench and bicycle rack on site? City staff stated they need to be located closer to the building and to allow for landscape islands, and that the building may need to be moved back to accommodate the additions.

25. All major site plans require a community meeting. This will be coordinated with Staff and held in the City Hall Commission Chambers. Applicants inquired about the timing of the meeting? City staff stated once the elevations are further along, and staff can support them it would be a time to look at scheduling a date.

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.

Agenda Item #3.B: RV Park Office Building - Minor Site Plan

Colonial Drive W – 13905

Albu & Associates, Inc.

Chad Linn of Linn Engineering; representative for the project, attended for discussion. The following items were reviewed and discussed:

City staff stated that a demo permit will be required. Applicant understood.

PLANNING COMMENTS

- 6. Four-sided color elevations of the proposed building are required.** The Applicant inquired if elevations were required in color? City staff confirmed. Applicant understood.
- 7. A community meeting may be required.** The Applicant inquired about the community meeting? City staff stated this project would not need a community meeting but would require them to go before the City Commission for review and approval.

Motion by City Engineer Monahan to have the applicant revise and resubmit the Site Plan 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 9:50 a.m. by Chairperson/Planning Director Kelly Carson.

ATTEST:

APPROVED:

/S/

DRC Recording Secretary, Ellen King

/S/

Chairperson, Kelly Carson

DISCUSSION ITEM ONLY

Agenda Item #4.A: Lowes Outdoor Storage - Project Feasibility

Daniels Road - 3391

Upham, Inc

No representatives for the project were in attendance for this project. This item was tabled to the September 24, 2025 meeting.