



**CITY OF WINTER GARDEN  
DEVELOPMENT REVIEW COMMITTEE  
MINUTES  
June 21, 2023**

The Development Review Committee (DRC) of the City of Winter Garden, Florida, met in session on Wednesday, June 21, 2023 in the City Hall Commission Chambers.

**Agenda Item #1: CALL TO ORDER**

Chairperson/Planning Director Kelly Carson called the meeting to order at 9:33 a.m. The roll was called and a quorum was declared present.

**PRESENT**

**Voting Members:** Chairperson/Planning Director Kelly Carson; City Engineer Jim Monahan; Building Official Skip Nemecek; Assistant City Manager for Public Services Steve Pash and Marc Hutchinson Senior Business Analyst.

**Others:** City Attorney, Kurt Ardaman; Rob Heaviside, Senior Engineer; Shane Friedman, Planning Supervisor; Amber McDonald, Planner I; Economic Development & Downtown Manager, Betsy Sorg and Ellen King, Recording Secretary.

**ABSENT**

**Voting Members:** Economic Development Director, Tanja Gerhartz, and Art Miller, City Engineering Consultant.

**Other:** City Attorney, Dan Langley.

**APPROVAL OF MINUTES**

**Agenda Item #2:**

Approval of minutes from regular meeting held on June 7, 2023.

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

**DRC BUSINESS**

**Agenda Item #3: Daniels Road Business Park Addition – FINAL PLAT**

Daniels Road – 1200  
Daniels 4 Partners, LLC

Kelly Froelich of Intram and Neil King of CPC - Engineering; representatives for the project, attended for discussion. The following items were reviewed and discussed:

9:35 AM City Attorney Kurt Ardaman arrived late to the meeting.

#### **CITY ATTORNEY**

- 14. Please refer to the attached memo dated June 12, 2023 for City Attorney comments.**  
Applicants discussed ownership of stormwater tracts. City Attorney advised applicants to set up a sidebar meeting for discussion.

#### **CITY SURVEYOR**

- 15. Please refer to the attached memo dated June 14, 2023, as well as, the redlined Plat for City Surveyor comments.** Applicants questioned old versus new easements? City staff stated the replat process will clean up the old plat and applicants will need to determine existing easements.

#### **Memo dated June 14, 2023 Sheet 2:**

- 22. The plans call for a conservation easement where Tract A1, A2 and Tract A3 (stormwater) are shown.** City staff informed applicants to clarify if area is conservation or stormwater since functions will differ.

***Motion by City Engineer Monahan to have the applicant revise and resubmit the Final Plat for another full DRC review cycle. Building Official Nemecek, seconded; the motion carried unanimously 5-0.***

9:58 AM City Attorney Kurt Ardaman left the meeting.

#### **Agenda Item #4: Lot Split 229 – LOT SPLIT**

2<sup>nd</sup> Street – 229  
Maribel Godinez

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

#### **PLANNING**

- 8. The applicant will need variances to the minimum width of the lot and the minimum square footage required for a Single-Family Residential lot as outlined in the City's Code of Ordinances under Section 118-396 for the R-2 Zoning District.** Applicants questioned the minimum width. City staff confirmed this comment pertains to width

and depth of the lot itself; also suggested applicants set up a side bar meeting with City Planner.

#### CITY ATTORNEY

11. **If a joint use driveway access easement for shared access between the two proposed lots off of the driveway on East Maple Street is being required, the applicant needs to submit an easement for review and comment.** City staff stated this comment is informational only.

#### STANDARD GENERAL CONDITIONS

17. **5' wide concrete sidewalks shall be constructed along all street frontages pursuant to City Code.** Applicants want to keep an old tree in the sidewalk area. City staff informed a sidewalk could route around the tree and if it ventures onto private property a recorded Sidewalk Easement is needed for the public to utilize the sidewalk. This would be done at time of construction.

***Motion by City Engineer Monahan to have the applicant revise and resubmit the Lot Split for staff review only. Building Official Nemecek, seconded; the motion carried unanimously 5-0.***

#### **Agenda Item #5: Sweet Fish Media – SITE PLAN APPROVAL**

Orange West Blvd – 1123  
Red Zero Real Estate, LLC

Stephen Allen of CivilCorp Engineering; representative for the project, attended for discussion. The following items were reviewed and discussed:

#### ENGINEERING

9. **Provide permit from SJRWMD for stormwater. Provide permits or exemptions from FDEP for water and sewer; FDEP NPDES NOI required.** The Stormwater outfall location was discussed.

***Motion by City Engineer Monahan to have the applicant 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.***

#### **Agenda Item #6: Point on Plant – SITE PLAN APPROVAL**

Plant Street E -- 996  
Dao Consultants, Inc.

Quang Nguyen of DAO Consultants; representative for the project, attended for discussion. The following items were reviewed and discussed:

## ENGINEERING

### 8. Sheet C-400 – Utility Plan:

- c. Grease trap sizing shall be reviewed and approved by Utilities and Building Departments. Applicant questioned size of grease trap? City staff discussed and informed size depends upon final use.

## PLANNING

### 19. As I stated in the CAPUD conditions of approval: Additional refinement is needed to achieve a more open and inviting character at the corner of Plant & 11th Street.

- c. The proposed utilities should be moved away from the corner. They should not occupy that much visual real estate at the most important community-facing area of the site. The architectural features and pedestrian connections should dominate this view. Applicant will submit revised plan showing utilities away from the corner. City staff confirmed wanting to see an open corner for pedestrian activity. Applicant will need to reimagine this area.

***Motion by City Engineer Monahan to have the application 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.***

## Agenda Item #7: The Parlour Room – SITE PLAN APPROVAL

Florida Avenue – 114  
403 Dillard LLC

William Latham of D&D Construction; Kody Keller of D&D Construction; Anna Gray Petree of D & D Construction; and Jacob Williams of Exchange Place; representatives for the project, attended for discussion. The following items were reviewed and discussed:

## ENGINEERING

### 5. Sheet C1 – Site Layout Plan:

- a. Per 5/24/23 DRC meeting: Driveway to parking spaces shall be paved to the rear of the house to prevent tracking of gravel onto street. See excerpt from minutes below:  
Drive aisle and access to parking spaces shall be paved to prevent tracking of gravel onto street. Discussion took place regarding use of sod to stay consistent with neighboring area. Staff confirmed drive aisles are required and agreed to allow concrete paving up to the rear of the house but not the 15' shown on the plans. Applicants will revise. Applicants asked for clarification of “rear” of the house? City staff confirmed this comment should state the **face** of the building, not the rear. Applicants understood.
- b. The entrance driveway width is substandard – review and approval by Fire Department required. Applicant met with Vicky Rutherford on-site and will reach out to her for clarification.

## PLANNING

13. **Please update the tree count narrative on the South Property Line under Landscaping – C3. This can be corrected on the plans for final stamping.** Applicants understood.

*Motion by City Engineer Monahan to have the applicant revise and resubmit the site plan for staff review only. Assistant City Manager for Public Services Pash, seconded; the motion carried unanimously 5-0.*

## **Agenda Item #8: The Nurture Place – SITE PLAN APPROVAL**

Vineland Road – 721

Klima Weeks Civil Engineering, Inc.

Selby Weeks of Klima Weeks; representative for the project, attended for discussion. The following items were reviewed and discussed:

*Applicant requested to have a conversation later with staff to discuss parking on Main Street.*

## PLANNING

15. **The Landscape Plan does not match the approved Special Exception Landscape Plan. Please revise.** Applicant stated a 3-4' wall on the north property line will be screened, but does not allow a lot of space. City staff confirmed palms could not be used or an understory like crape myrtles or ornamentals by Winter Garden standards could be used.

16. **A dumpster detail is required. All storage or dumpster/solid waste areas shall be designed with a six-foot masonry wall. The wall shall be of a decorative "split face" concrete masonry, "Norman" brick or standard concrete masonry clad with painted stucco or other masonry veneer. The wall shall include a continuous cap feature and closing gate – Code Sec. 118-1529. - Storage areas and site utilities.** Applicant requested the use of residential waste pickup? Public Services and Planning Staff gave approval for use of residential waste pickup.

17. **A community meeting is required for all major site plans.** Staff confirmed that a community meeting was already held for the Special Exception, therefore another community meeting would not be necessary.

*Motion by City Engineer Monahan to have the applicant revise and resubmit the site plan for staff review only. 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 10:18 a.m. by Chairperson/Planning Director Kelly Carson.

**ATTEST:**

**APPROVED:**

/S/

DRC Recording Secretary, Ellen King

/S/

Chairperson, Kelly Carson

**DISCUSSION ONLY**

**Agenda Item #9: Sookdeo Family Medical Building – PROJECT FEASIBILITY**

Broad Street - 10

Bravo Engineering, LLC

Trishanna Sookdeo of Sookdeo Family Medicine and Christopher Bravo of Bravo Engineering; representatives for the project, attended for discussion only.

**Agenda Item #10: Warrior Road Subdivision – PROJECT FEASIBILITY**

Warrior Road – 12520

Malak Corp.

No representatives for the project were in attendance for this project. This item was tabled.

**Agenda Item #11: Winter Gardens FSER – PROJECT FEASIBILITY**

Daniels Road Parcel ID 12-22-27-6496-29-015

Fulmer Lucas Engineering, LLC

H. Ross Lucas of Fulmer Lucas Engineering; representative for the project, attended for discussion only.

**Agenda Item #12: West Market Multi-Tenant – PROJECT FEASIBILITY**

Colonial Drive W – 14134

Foresite Group, LLC

This item was withdrawn at the request of the applicants.