WINTER HAVEN
THE CHAIN OF LAKES CITY

PLANNING COMMISSION MEETING

DATE: Tuesday, October 7, 2025, 6:00 p.m.

LOCATION: City Hall, John Fuller Auditorium
451 Third Street NW
Winter Haven, FL 33881

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1. Call to Order

2. Roll Call

3. Invocation and Pledge of Allegiance

4. Approval of Minutes

4.A **September 2, 2025 Meeting Minutes**

Staff Contact: *Jordan Warren, Planning Assistant, jwarren@mywinterhaven.com*

September 2, 2025 Meeting Minutes

5. Explanation of Hearings by Chair

6. Hearings - Old Business

7. Hearings - New Business

7.A **P-25-30 and P-25-31 - Request by Candace Ducking and Lisson Etienne to assign Neighborhood Support Future Land Use to an annexed parcel and to assign Commercial- Highway (C-3) zoning district to the same annexed parcel. General Location: A parcel generally located at the southwest corner of the intersection of 8th Street, NW/US Highway 17 and Avenue X, NW. The area covered by these requests is 0.34+/- acres.**

Staff Contact: *Heather Reuter, Senior Planner, hreuter@mywinterhaven.com*

Summary - Case Numbers P-25-30 and P-25-31

7.B **P-25-32 and P-25-33 - Request by the City of Winter Haven to assign Institutional Future Land Use to an annexed parcel and to assign Public Institutional (PI) zoning district to the same annexed parcel. General Location: 500 4th Street East Wahneta. The area covered by these requests is 13.89+/- acres.**

Staff Contact: *Heather Reuter, Senior Planner, hreuter@mywinterhaven.com*

Summary - Case Numbers P-25-32 and P-25-33

7.C **P-25-34 and P-25-35 - Request by the City of Winter Haven to amend the 2035 Future Land Use on a portion of a City-owned parcel from Neighborhood Suburban and Neighborhood Support**

Future Land Uses to Institutional Future Land Use, and to rezone the same portion of a City-owned parcel from Single Family Residential- Small Lot (R-2) and Conservation (CN) zoning districts to Public Institutional (PI) zoning district. General Location- The subject area is located on the east side of Buckeye Loop Road, approximately 1,100 feet south of Oakhurst Drive. The area covered by these requests is 10.25+/- acres.

Staff Contact: *Sean Byers, Planning Manager, sbyers@mywinterhaven.com*

Summary - Case Numbers P-25-34 and P-25-35

8. Other Business

8.A Comments from Staff

8.B Comments from Planning Commissioners

8.C Comments from the Public

9. Adjournment

If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, they will need a record of the proceedings, and that, for such purpose, they may need to ensure that a verbatim record of the proceeding is made which record includes the testimony and evidence upon which the appeal is to be based (FS 286.0105). In accordance with the Americans with Disabilities Act and Florida Statutes, Section 286.26, persons with disabilities needing special accommodations to participate in this proceeding, should contact the City Clerk's Office, 451 Third Street, NW, Winter Haven, Florida 33881, in writing, not later than 48 hours prior to the proceeding; if not in writing, then not later than four (4) days prior to the proceeding at (863) 291-5600. Vision or hearing impaired please call (800) 955-8771 for assistance.

CITY OF WINTER HAVEN
PLANNING COMMISSION MEETING MINUTES
September 2, 2025

1. **CALL TO ORDER**
Chair Wells called the meeting to order at 6:00 p.m.

2. **ROLL CALL**
Commissioners Present: Chair Wells, Vice-Chair Wendy Venters, Ed Smith, Mario Manago, Craig Fuller, Lorena Cordero, and Kevin Tison

Commissioners Absent: Tina Summerlin and Bob Lanpher

Mrs. Warren confirmed a quorum.

Staff Present:
Sean Byers, Planning Manager; Heather Reuter, Senior Planner; Chris Young, Senior Planner; Jordan Warren, Planning Assistant; and Commissioner Clifton Dollison, Liaison

3. **INVOCATION AND PLEDGE OF ALLEGIANCE**
Invocation and Pledge of Allegiance led by Chair Wells.

4. **APPROVAL OF MINUTES**
Vice-Chair Venters asked for a motion to approve the August 5, 2025 Planning Commission Meeting Minutes. Motion was made by Vice-Chair Venters for approval of the August 5, 2025 Planning Commission Meeting Minutes; Commissioner Tison seconded the motion. Motion carried by a unanimous voice vote. (7:0)

5. **EXPLANATION OF HEARINGS**

Chair Wells provided the explanation of hearings.

6. **HEARINGS – OLD BUSINESS** – None

7. **HEARINGS – NEW BUSINESS**

A. Case Number P-25-05-S: Request by Stacy Montgomery for Special Use Approval for small scale artisan production in the Planned Unit Development (PUD) zoning district subject to PUD Ordinance O-12-23. **General Location:** 6320 Cypress Gardens Boulevard. The area covered by this request is 0.02± acres.

Mrs. Reuter gave an overview of the request via a slideshow presentation. Mrs. Reuter recommended approval of the request.

Chair Wells asked the Commissioners if there were any questions for staff.

Seeing and hearing none, Chair Wells closed the regular meeting and opened the public hearing, asking anyone wishing to speak for or against this request to come to the podium, and

state their name and address for the record. Hearing and seeing none, Chair Wells closed the public hearing and reopened the regular meeting.

Chair Wells asked if there were any other questions from commissioners. Hearing and seeing none, Chair Wells sought a motion for the case. Motion was made by Commissioner Fuller to approve Case Number P-25-05-S. Commissioner Smith seconded the motion. Motion carried by a unanimous voice vote. (7:0)

8. **Other Business**

   A. Comments from Staff
      - Mr. Byers stated the next meeting would be October 7, 2025
      - Mrs. Reuter stated the November meeting falls on a Monday, November 3, 2025

   B. Comments from Commissioners – NONE

   C. Comments from the Public – NONE

9. **Adjournment** – 6:06 p.m.

CITY OF WINTER HAVEN, FLORIDA
PLANNING COMMISSION

_____
Chair

ATTEST:

_____
Planning Commission Clerk

DATE: September 25, 2025

TO: Winter Haven Planning Commissioners

VIA: Eric Labbe, Economic Opportunity & Community Investment Director
Sean Byers, Planning Manager

FROM: Heather Reuter, Senior Planner

SUBJECT: **Case Number P-25-30:** Request by Candace Ducking and Lisson Etienne to assign Neighborhood Support Future Land Use to an annexed parcel. **General Location:** A parcel generally located at the southwest corner of the intersection of 8th Street, NW/US Highway 17 and Avenue X, NW. The area covered by this request is 0.34± acres; and

Case Number P-25-31: Request by Candace Ducking and Lisson Etienne to assign Commercial- Highway (C-3) zoning district to an annexed parcel. **General Location:** A parcel generally located at the southwest corner of the intersection of 8th Street, NW/US Highway 17 and Avenue X, NW. The area covered by this request is 0.34± acres.

BACKGROUND

Candace Ducking and Lisson Etienne, petitioners, request the City assign Neighborhood Support Future Land Use and Commercial- Highway (C-3) zoning district to an annexed parcel. The vacant parcel is generally located at the southwest corner of the intersection of 8th Street, NW/US Highway 17 and Avenue X, NW. The parcel was annexed into the City July 28, 2025. The petitioner intends to develop the property with a 3,600-square foot adult day care center.

As these requests contain a small-scale Future Land Use amendment, review by the Florida Department of Commerce (FloridaCommerce) and other state and local agencies is not required.

SURROUNDING USES

The subject property is located along the 8th Street, NW/US Highway 17, a mixed use corridor which consists of a mixture of commercial and residential uses. The property is surrounded by multi-family residential to the north across Avenue X, NW; the City's Lakeside Memorial Cemetery to the east across 8th Street, NW/US Highway 17; a vacant parcel located in Unincorporated Polk County and a motel to the south; and single-family residential located in Unincorporated Polk County to the west.

INFRASTRUCTURE

The table below shows the expected potential demands on supporting infrastructure for the petitioner's proposed 3,600-square foot adult day care center.

Potable Water and Wastewater Utilities (as of August 31, 2025) ***Measured in gallons per day (gpd)***						
Type of Infrastructure	**24-month Average Capacity**	**Projected Demands from This Request**	**Remaining Capacity (If Request Permitted Today)**		**Projected Future Demands for Prior Approved Projects***	**Potential Remaining Capacity *if* All Approved Projects are Constructed**
Potable Water	2,450,000	792	2,449,208		2,166,500	268,752
Wastewater Plant 2	642,000	697	641,303		339,900	301,403
Transportation (Background Data from Polk TPO) ***Measured in PM Peak-Hour Trips***						
Roadway	**3-year Average Capacity**	**Projected Demands from this Request**	**Remaining Capacity (If Request Permitted Today)**		**Projected Future Demands for Prior Approved Projects***	**Potential Remaining Capacity *if* All Approved Projects are Constructed**
8th Street,NW/US 17 *Northbound*	1,274	4	1,270		8	1,262
8th Street,NW/US 17 *Southbound*	1,236	4	1,232		8	1,224

**Projected Future Demands includes platted residential subdivisions, approved multi-family residential site plans, and approved commercial site plans. Approved multi-family or commercial site plans are approved for up to a maximum of 30 months. If a permit is not issued within this time period, the approved site plan becomes null and void and any reserved capacity assigned to that project is returned to the available capacity.*

The above evaluation of water, wastewater, and transportation concurrency for a specific property or project at the Future Land Use or zoning stage should simply be viewed as a "snapshot in time" with regards to available capacity. Between the time when a particular Future Land Use designation and/or zoning district is assigned to a property, and the point in time when an actual development project is submitted for approval, there are many factors which may affect the amount of available water, wastewater, or transportation capacity required for issuing final concurrency approval. These factors may include increased or decreased allocations in available capacities, approved projects not being constructed, unforeseen projects being constructed, and constructed projects using more or less than their projected demands.

Based on the above analysis, the supporting water, sewer, and transportation infrastructure contain sufficient capacity to support these requests at this time; however, a final concurrency determination shall be made at the time the property receives site plan approval and is developed.

COMPREHENSIVE PLAN

Prior to annexation, the Polk County Future Land Use for the subject parcel was Residential Low (RL-4). The requested Neighborhood Support Future Land Use is consistent with the property's location along an arterial highway corridor and City designations in the area. The requested C-3 zoning district is consistent with the Neighborhood Support Future Land Use designation.

NOTIFICATION

All notification requirements for these requests were met.

CONCLUSION

Staff's review of these requests yields the following conclusions:

- The assignment of Neighborhood Support Future Land Use and C-3 zoning district is consistent with the property's location along an arterial highway corridor and with developed uses and City designations in the area; and

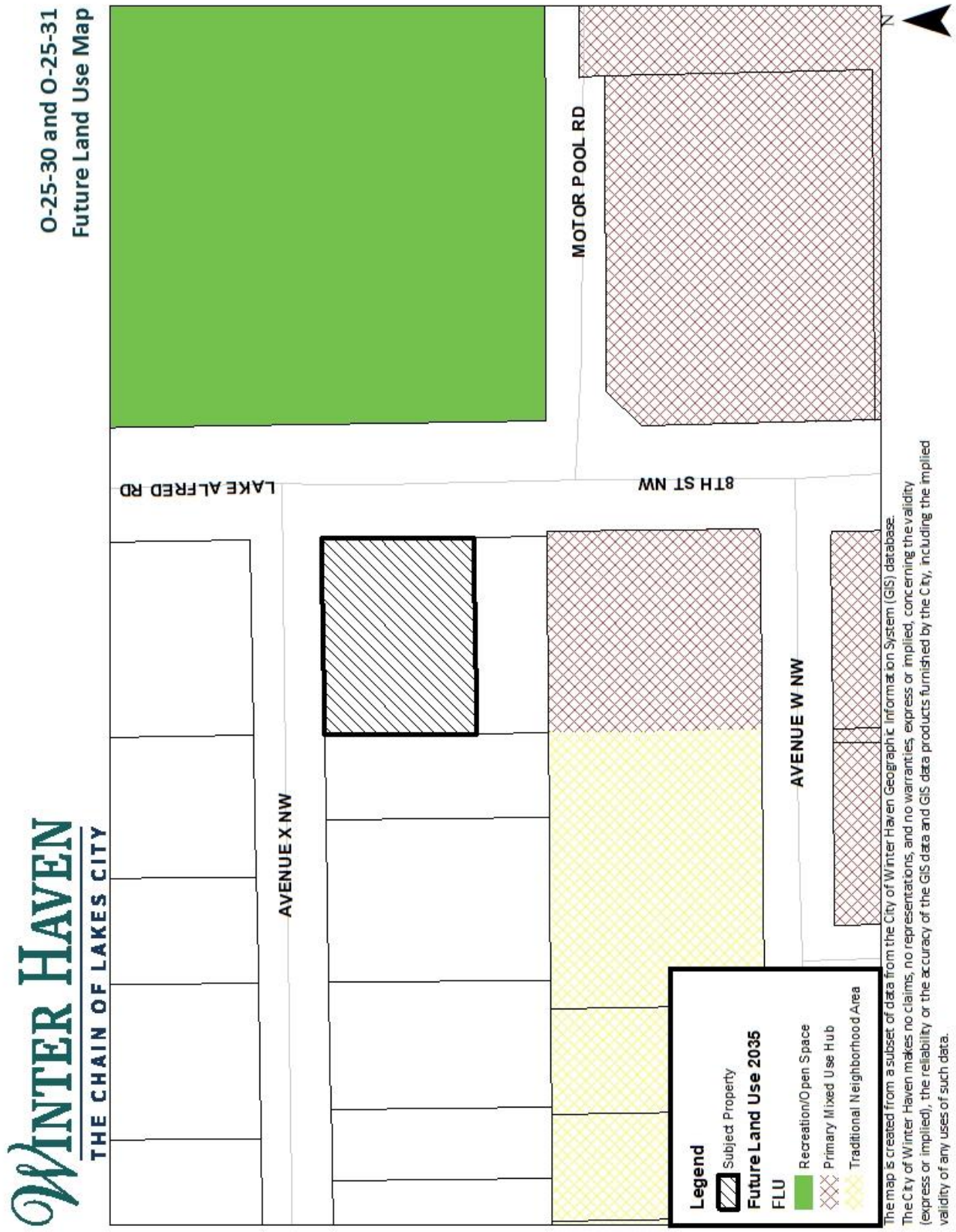
- There is sufficient public infrastructure capacity to accommodate the proposed development of the property at this time.

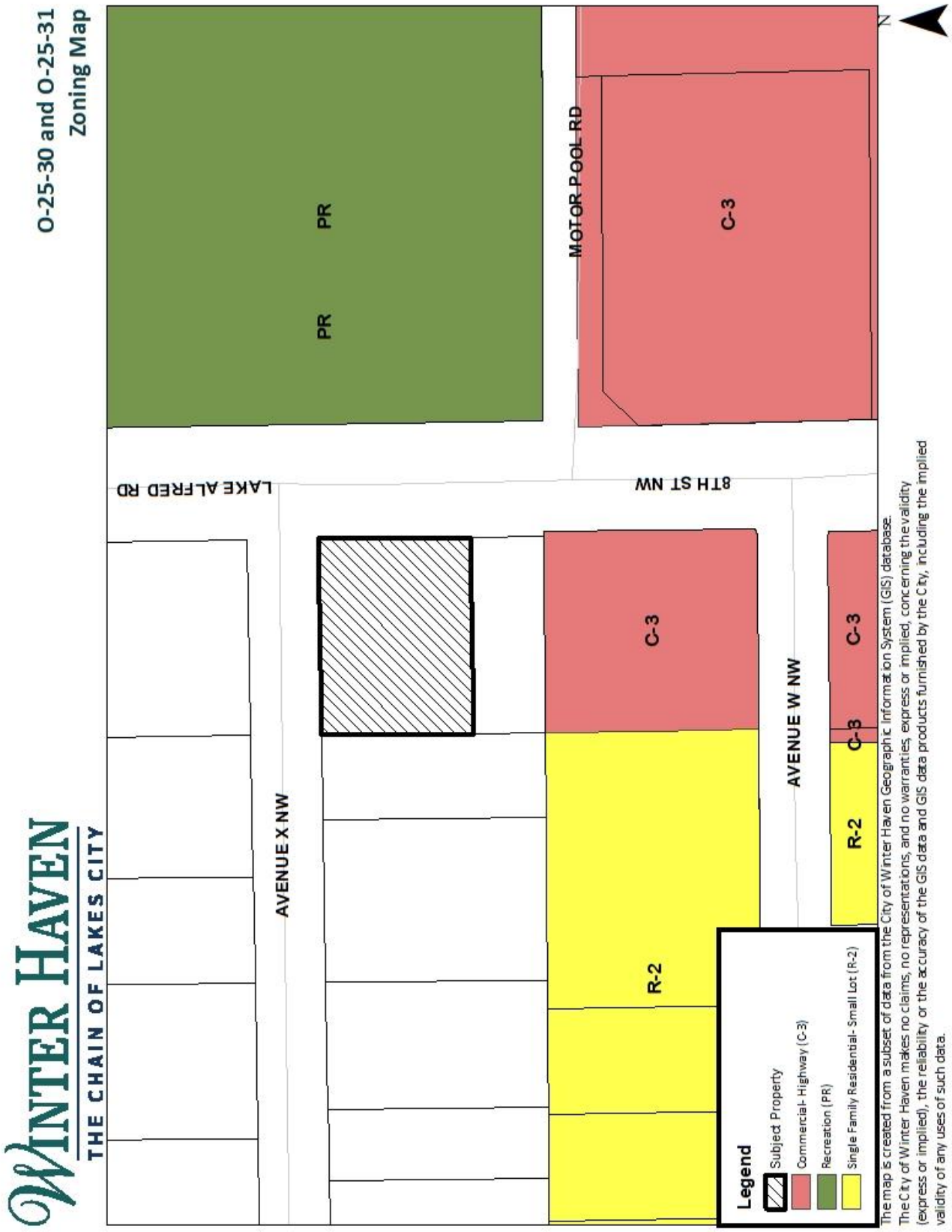
RECOMMENDATION

Staff recommends the Planning Commission recommend approval of these requests and their forwarding to the City Commission for final action.

ATTACHMENTS

- Future Land Use Map
- Zoning Map
- Aerial Map
- Polk County Land Use Map


O-25-30 and O-25-31
Future Land Use Map
MOTOR POOL RD
LAKE ALFRED RD
8TH ST NW
AVENUE X NW
AVENUE W NW
N
Legend
Subject Property
Future Land Use 2035
FLU
Recreation/Open Space
Primary Mixed Use Hub
Traditional Neighborhood Area
WINTER HAVEN
THE CHAIN OF LAKES CITY
The map is created from a subset of data from the City of Winter Haven Geographic Information System (GIS) database.
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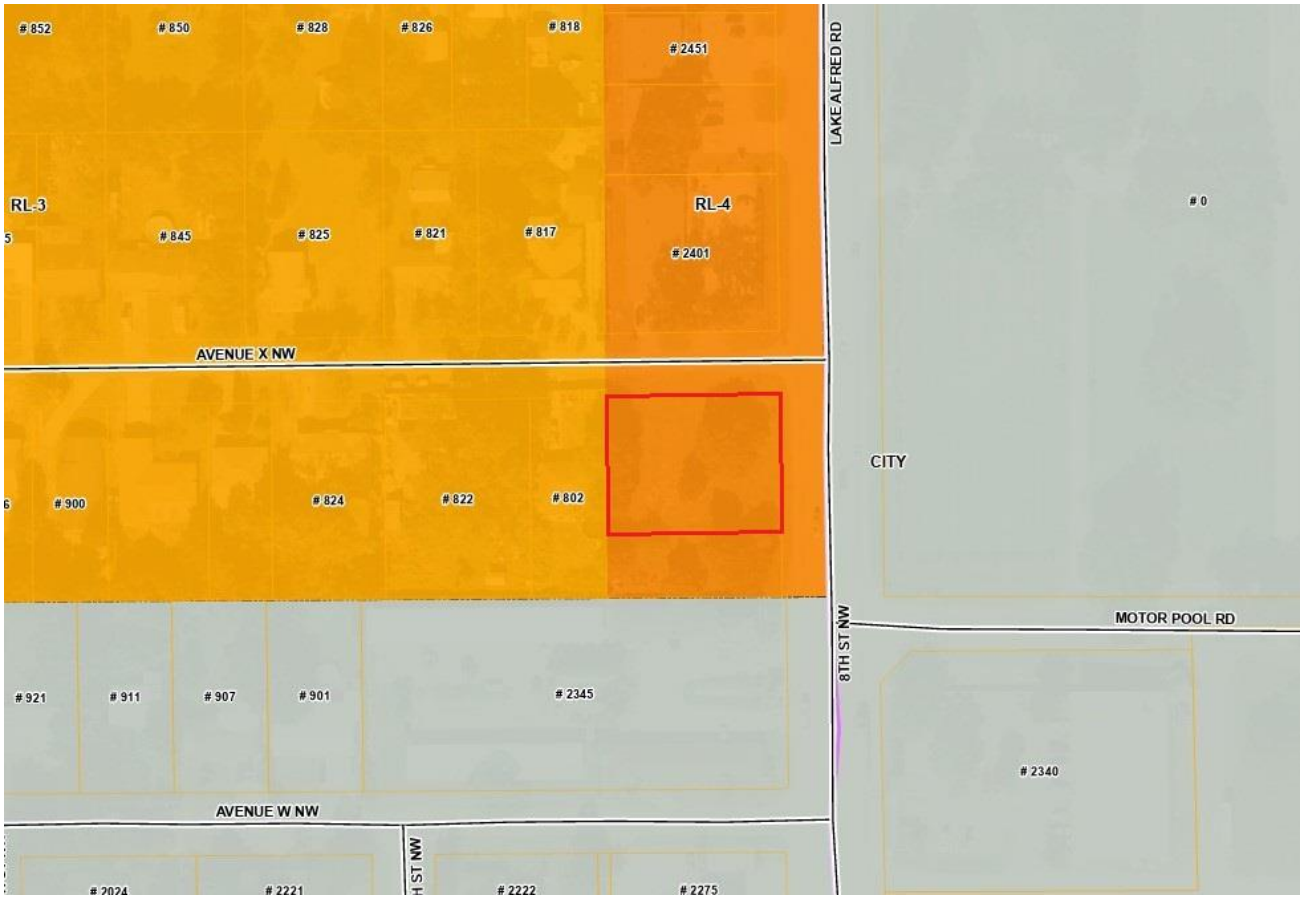

O-25-30 and O-25-31
Zoning Map
PR
PR
MOTOR POOL RD
C-3
N
LAKE ALFRED RD
8TH ST NW
C-3
C-3
C-3
AVENUE X NW
AVENUE W NW
R-2
R-2
Legend
Subject Property
Commercial- Highway (C-3)
Recreation (PR)
Single Family Residential- Small Lot (R-2)
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WINTER HAVEN
THE CHAIN OF LAKES CITY

O-25-30 and O-25-31
Aerial Map



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Polk County Land Use Map



DATE: September 26, 2025

TO: Winter Haven Planning Commissioners

VIA: Eric Labbe, Economic Opportunity & Community Investment Director
Sean Byers, Planning Manager

FROM: Heather Reuter, Senior Planner

SUBJECT: **Case Number P-25-32:** Request by the City of Winter Haven to assign Institutional Future Land Use to an annexed parcel. **General Location:** 500 4th Street East Wahneta. The area covered by this request is 13.89± acres; and

Case Number P-25-33: Request by the City of Winter Haven to assign Public Institutional (PI) zoning district to an annexed parcel. **General Location:** 500 4th Street East Wahneta. The area covered by this request is 13.89± acres.

BACKGROUND

The City of Winter Haven, petitioner, requests the City Commission assign Institutional Future Land Use and Public Institutional (PI) zoning district to an annexed parcel. The parcel is located at 500 4th Street East Wahneta and is adjacent to the City's Wasterwater Treatment Plant 3. The parcel was annexed into the City July 28, 2025. The parcel was purchased by the City of Winter Haven in January 2025 for future use by the City's Water Department.

As these requests contain a small-scale Future Land Use amendment, review by the Florida Department of Commerce (FloridaCommerce) and other state and local agencies is not required.

SURROUNDING USES

The subject property is surrounded by vacant preservation lands to the north; the City's Wasterwater Treatment Plant 3 to the east; and vacant land zoned for residential to the south and west.

INFRASTRUCTURE

As there are no current plans to develop the property, no additional demands on public infrastructure are expected at this time. At time of any future redevelopment of the property, a concurrency determination would be made at the time the property receives site plan approval and is redeveloped.

COMPREHENSIVE PLAN

Prior to annexation, the Polk County Future Land Use for the subject parcel was Residential Suburban (RS). The requested Institutional Future Land Use is consistent with the property's ownership by the City

of Winter Haven and location adjacent to the City's Wasterwater Treatment Plant. The requested PI zoning district is consistent with the Institutional Future Land Use designation.

NOTIFICATION

All notification requirements for these requests were met.

CONCLUSION

Staff's review of these requests yields the following conclusions:

- The assignment of Institutional Future Land Use and PI zoning district is consistent with the property's ownership and location adjacent to the City's Wasterwater Treatment Plant and with developed uses and City designations in the area; and

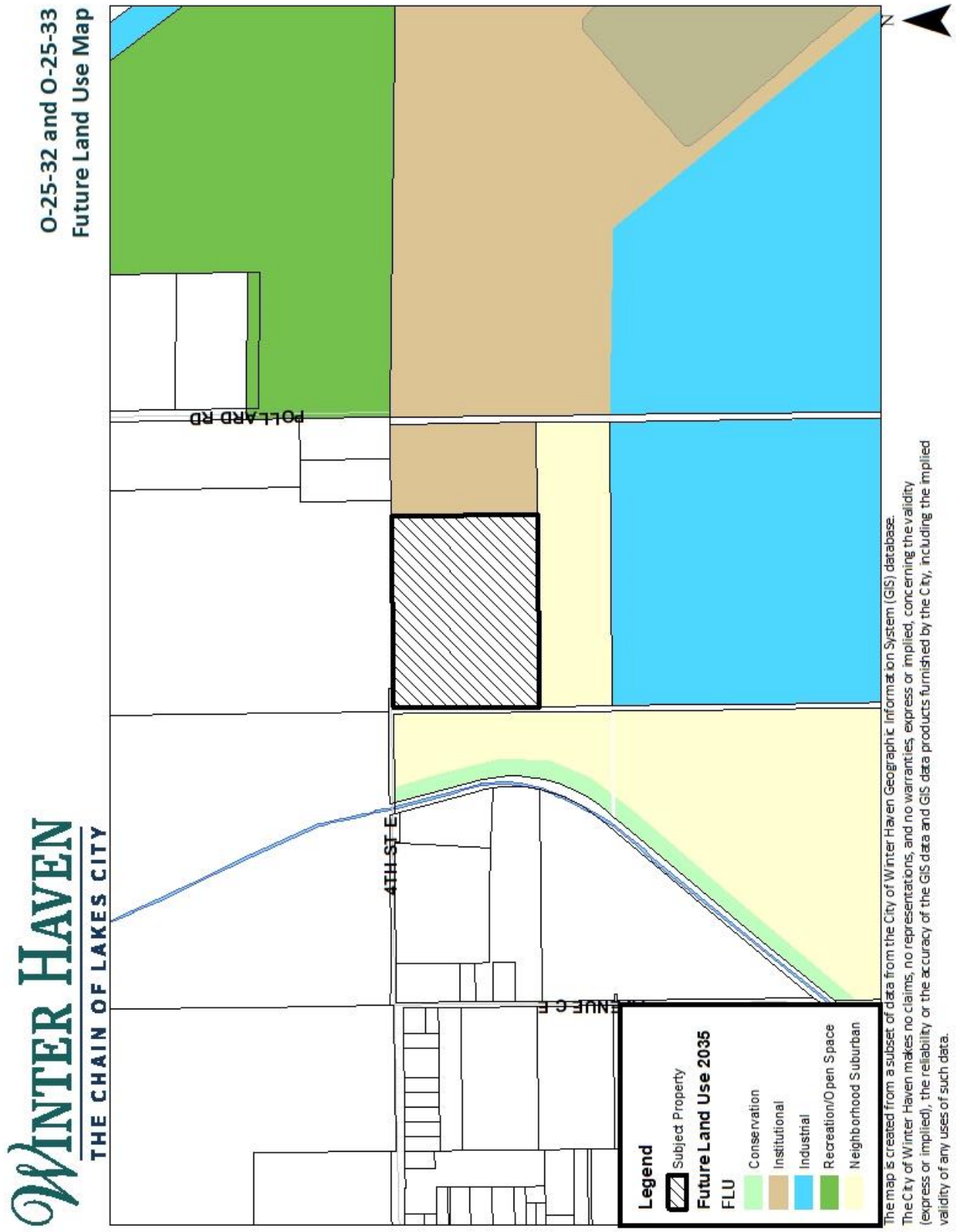
- As there are no current plans to develop the property, no additional demands on public infrastructure are expected at this time. At time of any future redevelopment of the property, a concurrency determination would be made at the time the property receives site plan approval and is redeveloped

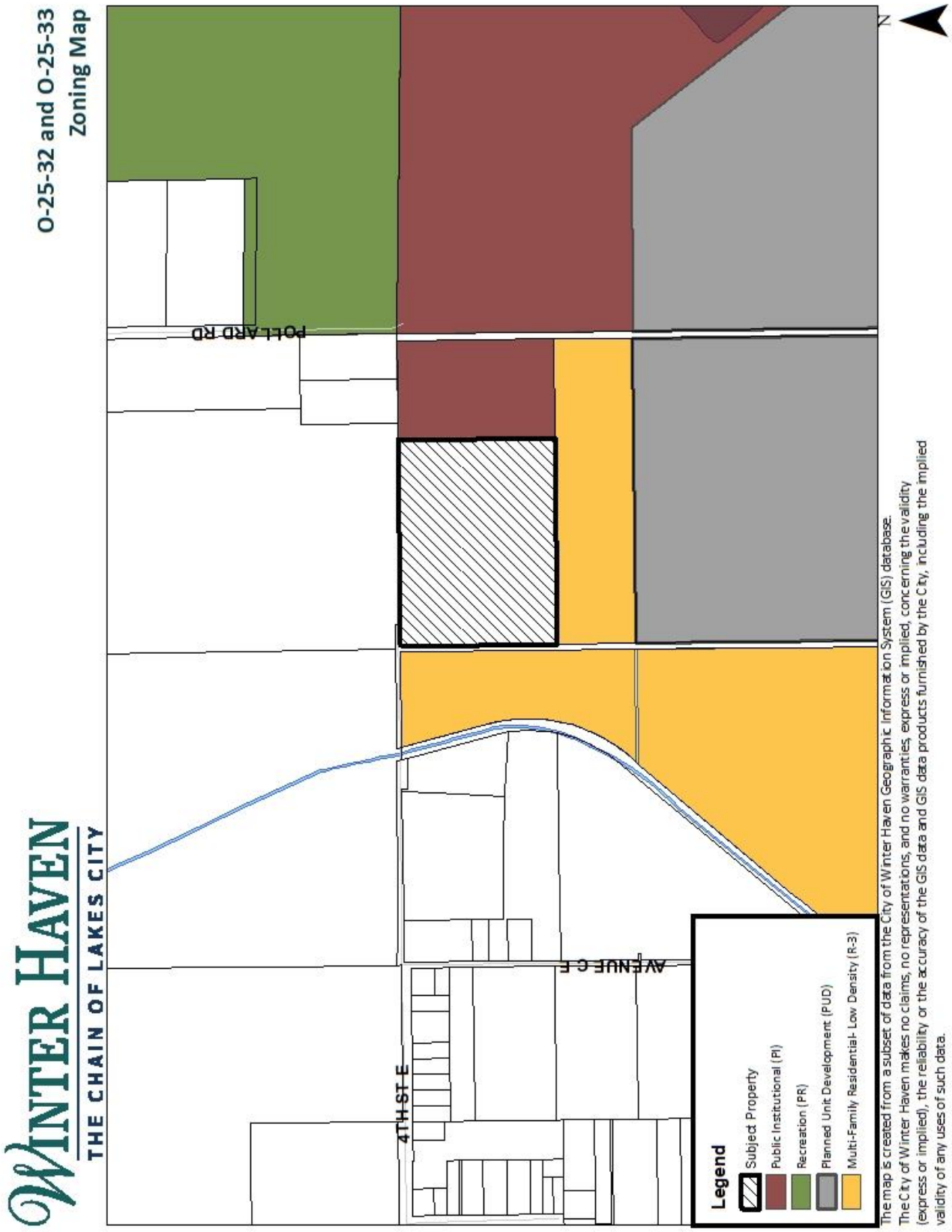
RECOMMENDATION

Staff recommends the Planning Commission recommend approval of these requests and their forwarding to the City Commission for final action.

ATTACHMENTS

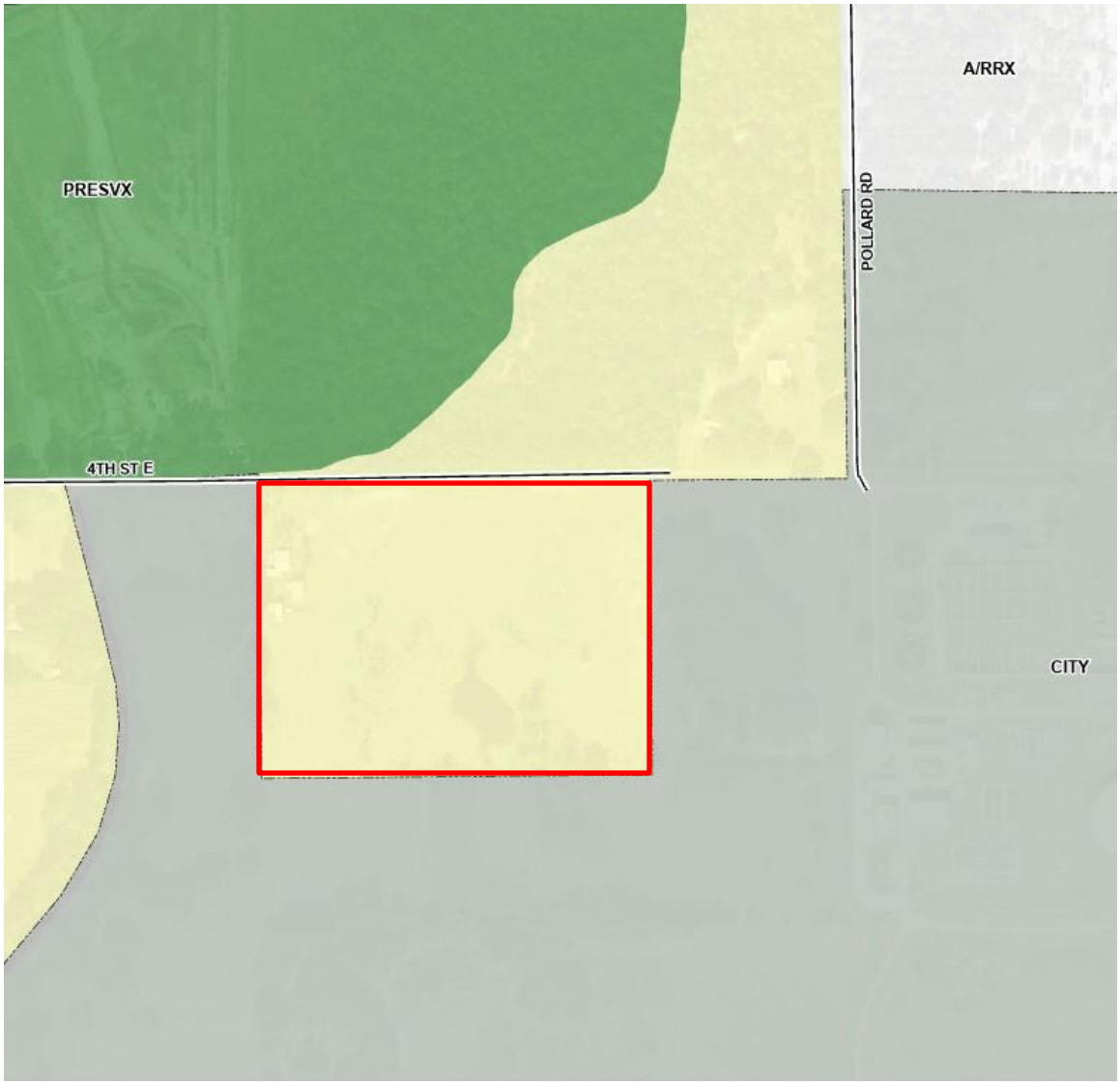
- Future Land Use Map
- Zoning Map
- Aerial Map
- Polk County Land Use Map


O-25-32 and O-25-33
Future Land Use Map
POLLARD RD
4TH ST E
AVENUE C E
N
Legend
Subject Property
Future Land Use 2035
FLU
Conservation
Institutional
Industrial
Recreation/Open Space
Neighborhood Suburban
WINTER HAVEN
THE CHAIN OF LAKES CITY
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O-25-32 and O-25-33
Zoning Map
N
POLLARD RD
AVENUE C E
4TH ST E
Legend
Subject Property
Public Institutional (PI)
Recreation (PR)
Planned Unit Development (PUD)
Multi-Family Residential- Low Density (R-3)
WINTER HAVEN
THE CHAIN OF LAKES CITY
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O-25-32 and O-25-33
Aerial Map
WINTER HAVEN
THE CHAIN OF LAKES CITY
N
Legend
Subject Property
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Polk County Land Use Map



DATE: September 17, 2025

TO: Winter Haven Planning Commissioners

VIA: Eric Labbe, Economic Opportunity and Community Investment Director

FROM: Sean Byers, Planning Manager

SUBJECT: **Case Number P-25-34:** Request by the City of Winter Haven to amend the 2035 Future Land Use on a portion of a parcel from Neighborhood Suburban and Neighborhood Support Future Land Uses to Institutional Future Land Use to a City-owned parcel. **General Location:** The subject area is located on the east side of Buckeye Loop Road, approximately 1,100 feet south of Oakhurst Drive. The area covered by this request is 10.25± acres; and

Case Number P-25-35: Request by the City of Winter Haven to rezone a portion of a City-owned parcel from Single Family Residential- Small Lot (R-2) and Conservation (CN) zoning districts to Public Institutional (PI) zoning district. **General Location:** The subject area is located on the east side of Buckeye Loop Road, approximately 1,100 feet south of Oakhurst Drive. The area covered by this request is 10.25± acres.

BACKGROUND

The City of Winter Haven, petitioner, requests the City amend the 2035 Future Land Use on a portion of a City-owned parcel from Neighborhood Suburban and Neighborhood Support Future Land Uses to Institutional Future Land Use, and to rezone a portion of a parcel from Single Family Residential- Small Lot (R-2) and Conservation (CN) zoning districts to Public Institutional (PI) zoning district. The area subject to this request is located along the east side of Buckeye Loop Road, approximately 1,100 feet south of Oakhurst Drive. The subject area contains 10.25± acres consisting of a citrus grove and pasture lands.

In December 2023, the City purchased 370± acres generally located along the east side of Buckeye Loop Road and south of the Country Club Trails Subdivision. The property was purchased with the intent of creating a surface water storage and recharge area as identified in the One Water Master Plan, and as a new location for the City's Water Department administrative offices and work area. The Water Department proposes to develop a 36,750 square-foot administrative office building, a 24,699 square foot warehouse, and associated parking areas on a 10.25-acre campus. To develop these uses requires the existing zoning and underlying Future Land Uses be amended to the requested institutional classifications.

The Future Land Use request is considered a small-scale Future Land Use amendment and will not require review by FloridaCommerce and other state and local agencies.

SURROUNDING USES

Uses surrounding the subject area include woodlands and agricultural buildings to the north, woodlands and pasture land to the east and south, and woodlands and single-family residential to the west across Buckeye Loop Road.

PUBLIC INFRASTRUCTURE

City potable water and wastewater infrastructure is located along Buckeye Loop Road. The table below illustrates the potential impacts of the proposed administrative 36,750 square-foot office and 24,699 square foot warehouse for the City's Water Department on supporting infrastructure.

Potable Water and Wastewater Utilities (as of August 31, 2025)
Measured in gallons per day (gpd)

Type of Infrastructure	24-month Average Capacity	Projected Demands from This Request	Remaining Capacity (If Request Permitted Today)	Projected Future Demands for Prior Approved Projects*	Potential Remaining Capacity *if* All Approved Projects are Constructed
Potable Water	2,450,000	14,748	2,435,252	2,166,500	268,752
Wastewater Plant 3	2,906,000	12,978	2,893,022	1,030,900	1,862,122

Transportation (Background Data from Polk TPO)
Measured in PM Peak-Hour Trips

Roadway	3-year Average Capacity	Projected Demands from this Request	Remaining Capacity (If Request Permitted Today)	Projected Future Demands for Prior Approved Projects*	Potential Remaining Capacity *if* All Approved Projects are Constructed
Buckeye Loop Road NB	415	27	388	208	180
Buckeye Loop Road WB	432	25	407	199	208

**Projected Future Demands includes platted residential subdivisions, approved multi-family residential site plans, and approved commercial site plans. Approved multi-family or commercial site plans are approved for up to a maximum of 30 months. If a permit is not issued within this time period, the approved site plan becomes null and void and any reserved capacity assigned to that project is returned to the available capacity.*

The above evaluation of water, wastewater, and transportation concurrency for a specific property or project at the Future Land Use or zoning stage should simply be viewed as a "snapshot in time" with regards to available capacity. Between the time when a particular Future Land Use designation and/or zoning district is assigned to a property, and the point in time when an actual development project is submitted for approval, there are many factors which may affect the amount of available water, wastewater, or transportation capacity required for issuing final concurrency approval. These factors may include increased or decreased allocations in available capacities, approved projects not being constructed, unforeseen projects being constructed, and constructed projects using more or less than their projected demands.

COMPREHENSIVE PLAN

The subject area is designated as Neighborhood Suburban and Neighborhood Support by the 2035 Future Land Use Map. The requested Institutional Future Land Use is consistent with the subject area's proposed use as the City's Water Department office and warehouse facility. Additionally, the requested PI zoning district is consistent with the requested Institutional Future Land Use and proposed use of the property.

NOTIFICATION

All public notification requirements for these requests were met.

CONCLUSION

Staff's review of the petitioner's requests yields the following conclusions:

- The amendment to Institutional Future Land Use is consistent with the proposed use of the property as an administrative office and operations area for the City's Water Department. Additionally, there are additional institutional properties located along Buckeye Loop Road within one-half mile of the subject property which are designated as Institutional;
- The assignment of PI zoning is consistent with the requested Institutional Future Land Use and the proposed use of the property as an administrative office and operations area for the City's Water Department, and;
- At this time, there is sufficient water, wastewater, and roadway capacity to support development of the proposed Water Department office and warehouse facility.

RECOMMENDATION

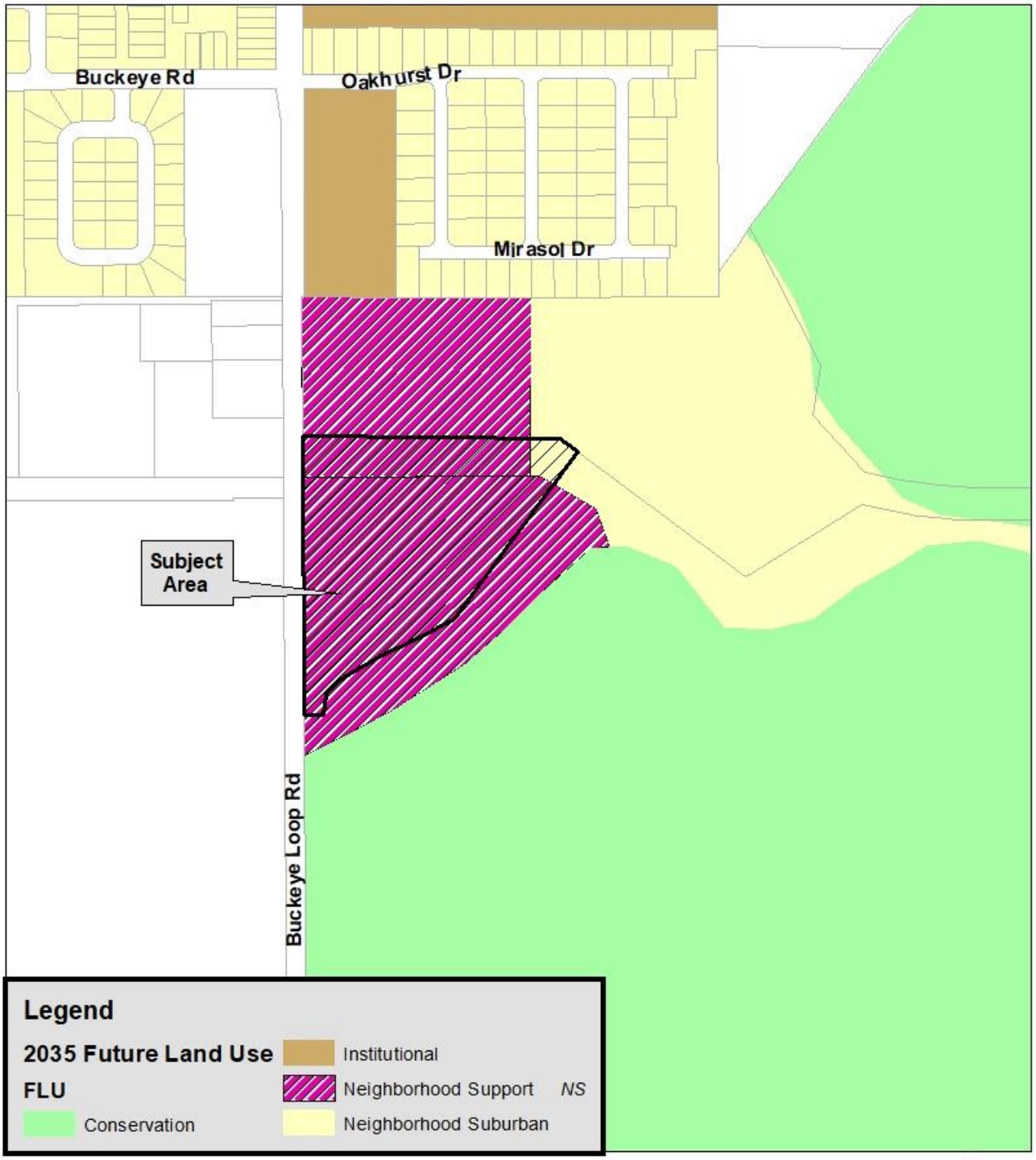
Staff recommends the Planning Commission recommend approval of these requests, and their forwarding to the City Commission for final action.

ATTACHMENTS

- Future Land Use Map
- Zoning Map
- Aerial Map
- Water Department Administrative Facility Concept Plan

City of Winter Haven
Economic Opportunity & Community Investment

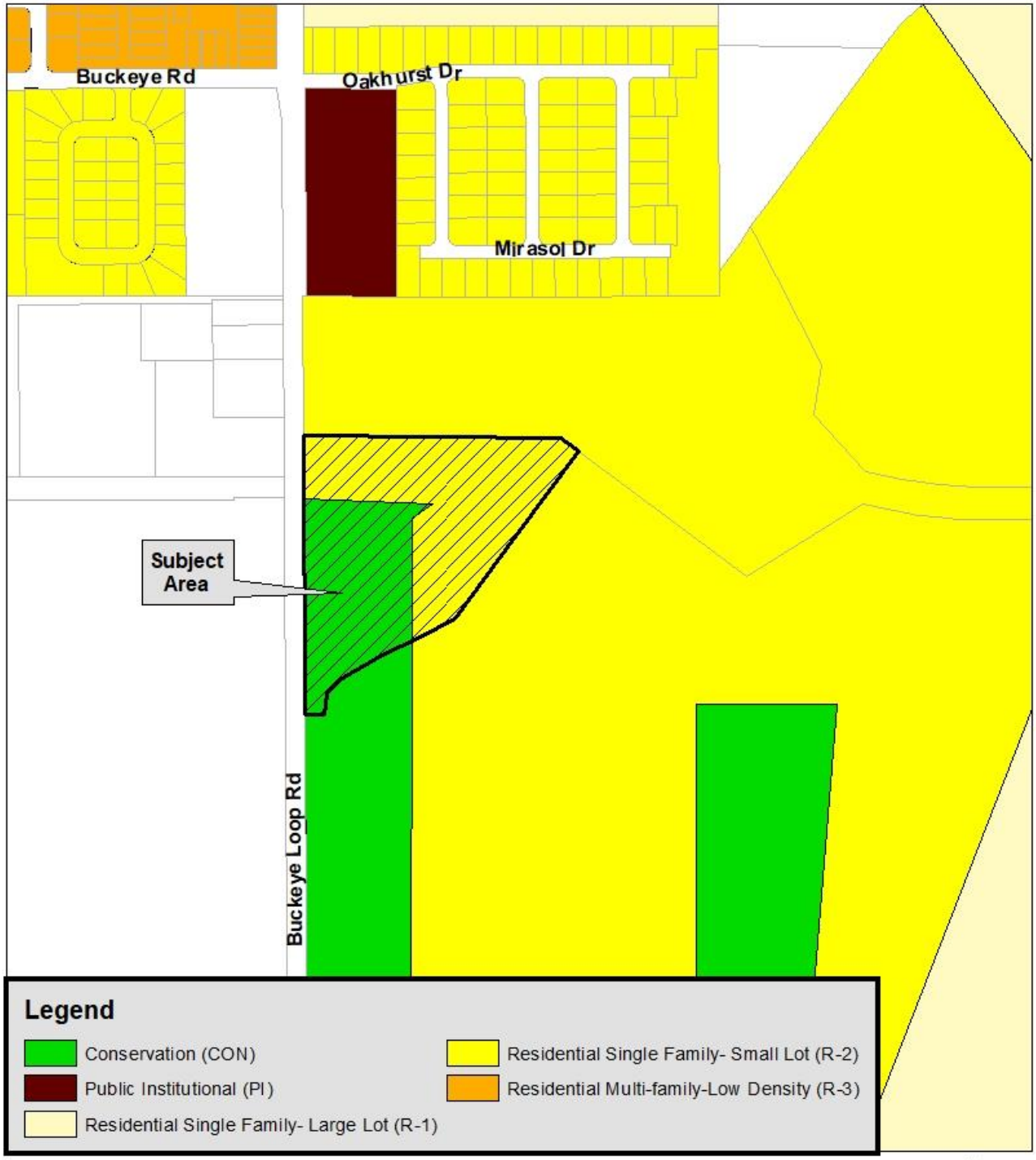
Future Land Use Map
P-25-34 and P-25-35



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City of Winter Haven
Economic Opportunity & Community Investment

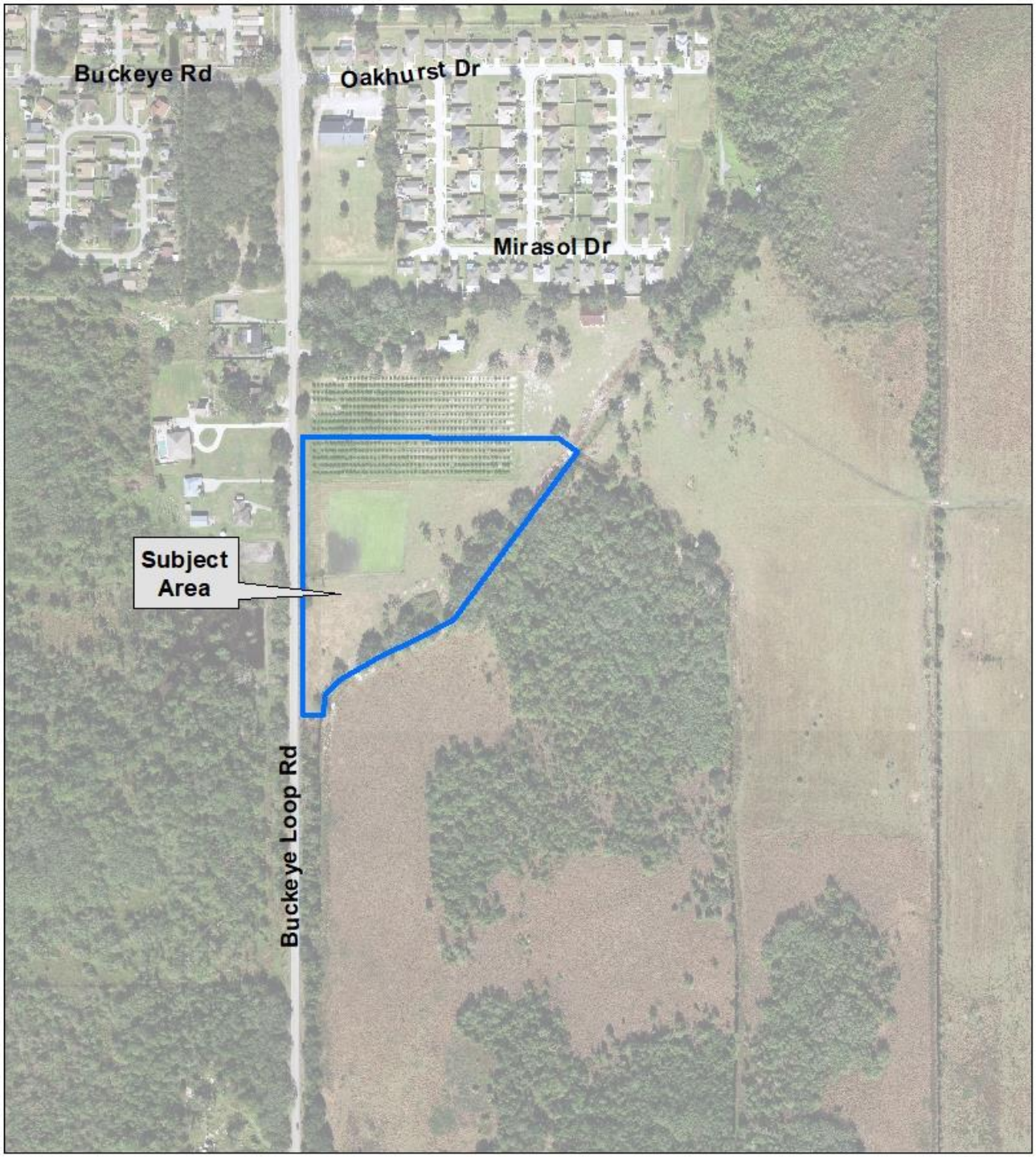
Zoning Map
P-25-34 and P-25-35



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City of Winter Haven
Economic Opportunity & Community Investment

Aerial Map
P-25-34 and P-25-35



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Water Department Administrative Facility Concept Plan

