WINTER HAVEN
THE CHAIN OF LAKES CITY

PLANNING COMMISSION MEETING

DATE: Tuesday, January 6, 2026, 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 **December 2, 2025 Meeting Minutes**

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

December 1, 2025 Meeting Minutes.

5. Explanation of Hearings by Chair

6. Hearings - Old Business

7. Hearings - New Business

7.A **P-26-05 - Request by Timothy F. Campbell to rezone a portion of a parcel from Planned Unit Development (PD) zoning district to Commercial- Highway (C-3) and Conservation (CN) zoning districts. General Location: The southern portion of a parcel generally located at the southwest corner of the intersection of Cypress Gardens Boulevard and US Highway 27. The area covered by this request is 26.64+/- acres.**

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

Summary - Case Number P-26-05

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
December 1, 2025

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

2. **ROLL CALL**
Commissioners Present: Chair Colin Wells, Craig Fuller, Lorena Cordero, Tina Summerlin, Ed Smith, Kevin Tison, and Bob Lanpher

Commissioners Absent: Vice-Chair Wendy Venters, Mario Manago

Mrs. Warren confirmed a quorum.

Staff Present:
Eric Labbe, Economic Opportunity & Community Investment Director; Cedric Cox, Economic Opportunity & Community Investment Assistant Director; Sean Byers, Planning Manager; Heather Reuter, Senior Planner; Chris Young, Senior Planner and Jordan Warren, Planning Assistant

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

4. **APPROVAL OF MINUTES**
Chair Wells asked for a motion to approve the November 3, 2025 Planning Commission Meeting Minutes. Motion was made by Commissioner Smith for approval of the November 3, 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**

A. Case Number P-25-07-S: Request by Cypress3, LLC for a stand-alone parking lot in the Commercial- Downtown (C-1) zoning district. **General Location:** 129 Bates Avenue, SW. The area covered by this request is 0.66± acres.

Mrs. Reuter gave an overview of the request via a slideshow presentation. Mrs. Reuter recommended approval of the request with conditions stated in the agenda packet.

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 Chair Wells to approve Case Number P-25-07-S with the conditions stated in the agenda packet. Commissioner Smith seconded the motion. Motion carried by a unanimous voice vote (7:0).

7. **HEARINGS – NEW BUSINESS**

A. Case Number P-25-10-S: Request by Six/Ten, LLC for a stand-alone parking lot in the Commercial-Downtown (C-1) zoning district. **General Location:** The subject property is generally located on the south side of Bates Avenue, SW approximately 115 feet west of First Street, South. The area covered by this request is 0.23± acres.

Mrs. Reuter gave an overview of the request via a slideshow presentation. Mrs. Reuter recommended approval of the request with conditions stated in the agenda packet.

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

Chair Wells questioned if the parking lot would be paved and is the petitioner aware of a storm drain on the property. Discussion ensued.

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.

Elizabeth Davis of 114 Bates Ave SW, Winter Haven, FL and hereafter known as Citizen Davis stated the following:

- Sidewalk shown on concept plan looks nice
- Uses the area in front of her business for parking
- Parking on a sidewalk is a concern
- Concerned with impact on parking for her business

Ms. Reuter stated the sidewalk that Citizen Davis is referring to will be in the City's right-of-way and there will be no impact to her property. Discussion ensued.

Chair Wells questioned how far the sidewalk would be. Discussion ensued.

Ms. Reuter stated a sidewalk is needed for safe pedestrian travel. Discussion ensued.

Mr. Byers stated the sidewalk is a safety issue and needed. Discussion ensued.

Mr. Byers stated the sidewalk will be closer to the street due to the geometry of the right of way. Discussion ensued.

Commissioner Smith questioned what would happen if Citizen Davis' clients park on the sidewalk. Discussion ensued.

Ms. Reuter stated cars should be able to park on the driveway even with the sidewalk being added. Discussion ensued.

Commissioner Lanpher questioned how many parking spots are currently able to park in the driveway and if Citizen Davis has reached out to Six/Ten in regards to granting her two spaces. Discussion ensued.

Chair Wells questioned if the new parking lot would be private or public. Discussion ensued.

Commissioner Cordero questioned where the access points are located. Discussion ensued.

Mr. Labbe states that no parking spaces are being taken away. Discussion ensued.

Ms. Reuter stated one of the goals of the City is to add sidewalks where there are gaps to make the City more walkable. Discussion ensued.

Commissioner Smith questioned if on street parking would be permitted. Discussion ensued.

Chair Wells asked if there was anyone else wishing to speak for or against this request to come to the podium, and if they have not yet done so, 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 Chair Wells to approve Case Number P-25-10-S with the conditions stated in the agenda packet. Commissioner Smith seconded the motion. Motion carried by a unanimous voice vote (7:0).

B. Case Number P-26-01: Request by Lake Ashton II CDD to amend a portion of Planned Unit Development Ordinance O-07-78. **General Location:** The subject property is located in Lake Ashton II, generally located east of County Road 653 and west of Rattlesnake Lake, and consists of the common area parcels containing the amenity center and rights-of-way for the Lake Ashton II CDD. The area covered by this request is 54.18± acres**.**

Mrs. Reuter gave an overview of the request via a slideshow presentation. Mrs. Reuter recommended approval of the request with conditions stated in the agenda packet.

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-26-01. Chair Wells seconded the motion. Motion carried by a unanimous voice vote (7:0).

C. Case Number P-26-02: Administrative request to amend the Capital Improvements Element of the Comprehensive Plan to update the 5-year Schedule of Capital Improvements and to revise Capital Improvements Element Policies 1.1.7 and 1.1.8 relating to the adoption of the Florida Department of Transportation's and Polk County's 2025/2026 through 2029/2030 Transportation Improvement Programs and the Polk County School Board's 2025/2026 through 2029/2030 Facilities Work Program by reference.

Mr. Byers gave an overview of the request via a slideshow presentation. Mr. Byers 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 Cordero to approve Case Number P-26-02. Commissioner Summerlin seconded the motion. Motion carried by a unanimous voice vote (7:0).

D. Case Number P-26-03: Administrative request to amend the Winter Haven Code of Ordinances, Chapter 21, Article VII, Division 5, Subdivision Regulations, for the purpose of revising the City's subdivision regulations to comply with changes in State Law.

Mr. Byers gave an overview of the request via a slideshow presentation. Mr. Byers recommended approval of the request.

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

Commissioner Fuller question if plat approval still has to be heard at City Commission. Discussion ensued.

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 Summerlin

to approve Case Number P-26-03. Commissioner Fuller seconded the motion. Motion carried by a unanimous voice vote (7:0).

E. Case Number P-26-04: Administrative request to amend the Winter Haven Code of Ordinances, Chapter 21, Article II, Division 3; Chapter 21, Article II, Table 21-32A, Table of Land Uses; and Chapter 21, Article IX, Section 21-531, to address certified recovery residences in the City.

Mr. Byers gave an overview of the request via a slideshow presentation. Mr. Byers 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 Chair Wells to approve Case Number P-26-04 with the conditions stated in the agenda packet. Commissioner Fuller seconded the motion. Motion carried by a unanimous voice vote (7:0).

8. **Other Business**

A. Comments from Staff
- Mr. Byers gave an update on past items
- Mr. Byers stated the next meeting would be Monday, January 6, 2026

B. Comments from Commissioners – NONE

C. Comments from the Public – NONE

9. **Adjournment** – 6:37 p.m.

CITY OF WINTER HAVEN, FLORIDA
PLANNING COMMISSION

_____
Chair

ATTEST:

_____
Planning Commission Clerk

DATE: December 18, 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-26-05:** Request by Timothy F. Campbell to rezone a portion of a parcel from Planned Unit Development (PD) zoning district to Commercial-Highway (C-3) and Conservation (CN) zoning districts. **General Location:** The southern portion of a parcel generally located at the southwest corner of the intersection of Cypress Gardens Boulevard and US Highway 27. The area covered by this request is 26.64± acres.

BACKGROUND

Timothy F. Campbell, petitioner, requests the City rezone a portion of a parcel from Planned Unit Development (PD) zoning district to Commercial- Highway (C-3) and Conservation (CN) zoning districts. The property subject to this request is the southern portion of a parcel generally located at the southwest corner of the intersection of Cypress Gardens Boulevard and US Highway 27. The undeveloped property contains approximately 26.64± acres and consists of uplands (20.43± acres) and the Peace Creek (6.21± acres). The 2035 Future Land Use Map designates the upland area of the subject parcel as Regional Mixed Use Hub and designates Conservation along the Peace Creek Canal. Current PUD Ordinance O-22-23 permits up to 313 multi-family residential units on the subject property. The northern portion of the parcel was subject to a PUD amendment in July 2025 and is subject to PUD Ordinance O-25-19, which generally follows the C-3 zoning district for both uses and development intensities.

Through discussions with staff, the petitioner has indicated an automotive dealership and accessory service department intends to relocate to this property. At this time, the petitioner has not identified any other C-3 zoning permitted uses for site development.

SURROUNDING USES

Surrounding uses include the northern portion of the undeveloped parcel subject to PUD Ordinance O-25-19 to the north; US Highway 27, outdoor commercial uses, and vacant lands to the east; a single-family home located in Unincorporated Polk County to the south; and the Peace Creek Canal and the

Carlton Arms apartments to the west. The subject property is located at the far eastern end of the highly urbanized Cypress Gardens Boulevard corridor, and represents one of the last large undeveloped parcels on the corridor.

INFRASTRUCTURE

The subject property is currently entitled for 313 multi-family residential units. Although the exact size of the proposed automotive dealership has not been determined, the dealership is expected to generate significantly less demand on water, wastewater, and transportation infrastructure than the currently permitted multi-family residential use. In addition, elimination of the multi-family residential use will remove any impact on public schools. A final concurrency determination shall be made at the time the property receives site plan approval and is developed.

COMPREHENSIVE PLAN

The subject property is designated as a combination of Regional Mixed Use Hub and Conservation Future Land Uses. The requested C-3 and CN zoning districts are consistent with these designations.

NOTIFICATION

All notification requirements for this request were met.

CONCLUSION

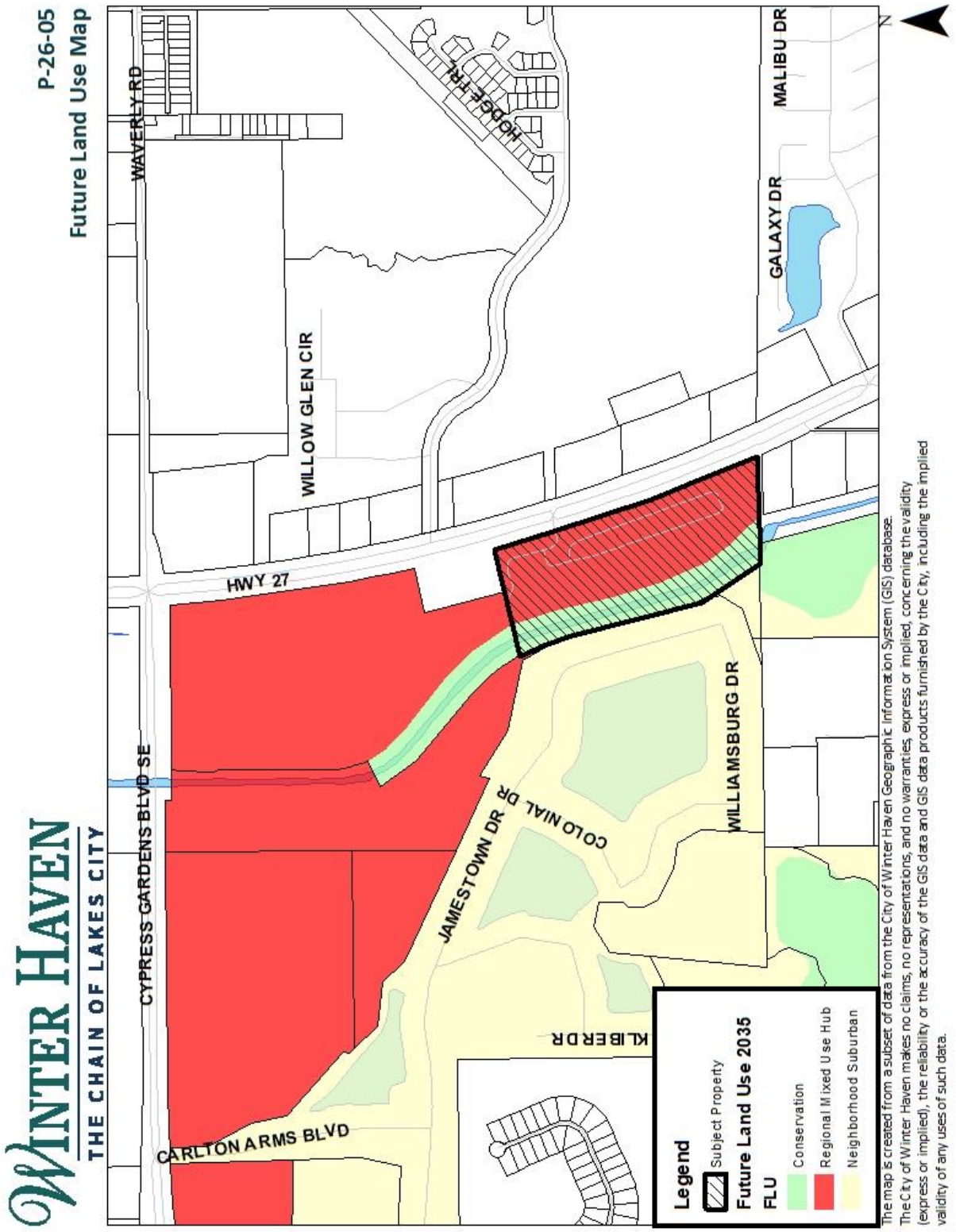
The removal of the Planned Unit Development zoning, which allows for multi-family residential, to C-3 and CN zoning designations, is compatible with the property's location along an arterial highway corridor. The proposed changes are consistent with the development pattern in the area and of that contemplated by the Regional Mixed Use Hub Future Land Use designation.

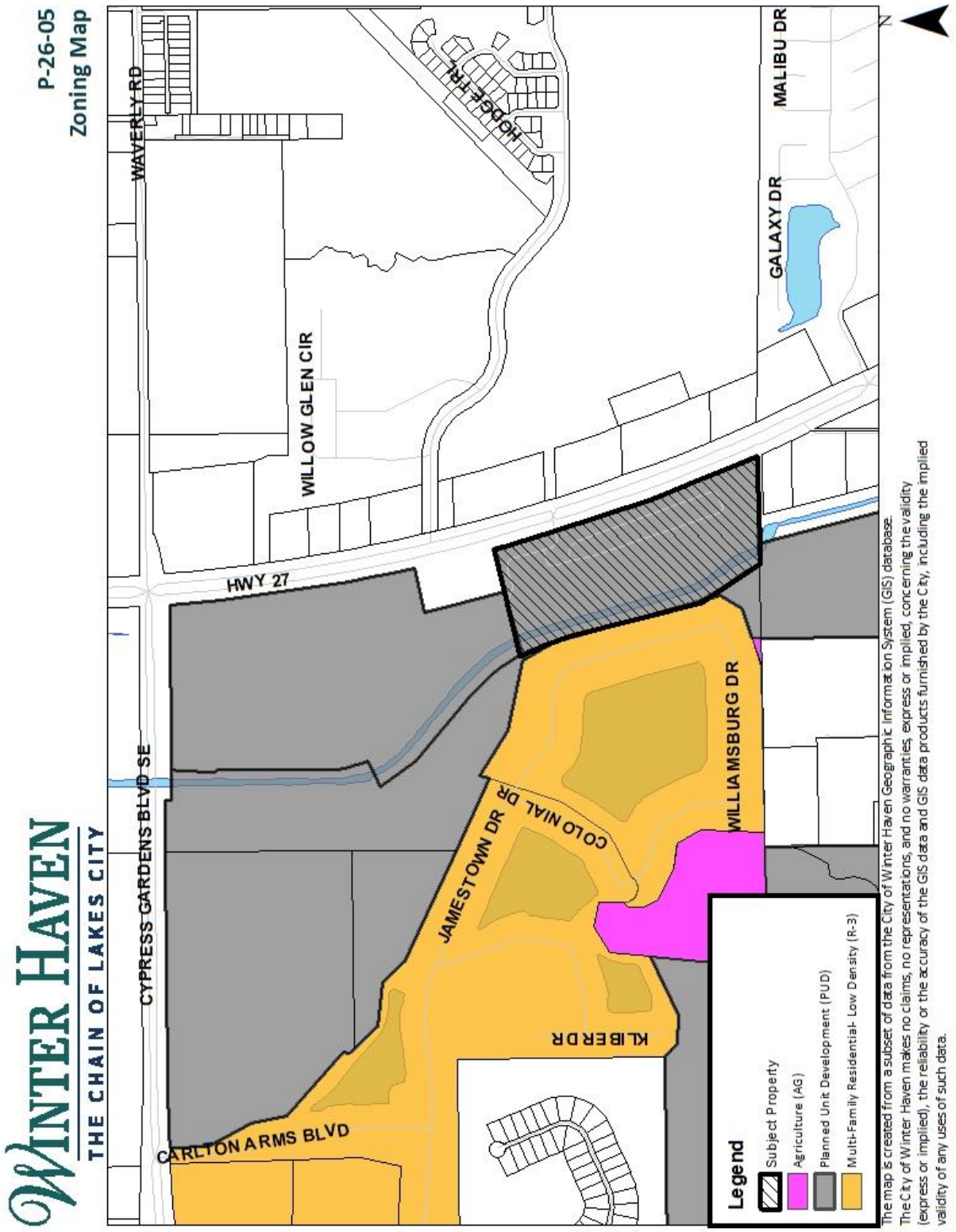
RECOMMENDATION

Staff recommends the Planning Commission recommend approval of this request and its forwarding to the City Commission for final action.

ATTACHMENTS

- Future Land Use Map
- Zoning Map
- Proposed Zoning Map
- Aerial Map


P-26-05
Future Land Use Map
WINTER HAVEN
THE CHAIN OF LAKES CITY
WAVERLY RD
HOBBIE TRL
MALIBU DR
GALAXY DR
WILLOW GLEN CIR
HWY 27
CYPRESS GARDENS BLVD SE
JAMESTOWN DR
COLONIAL DR
WILLIAMSBURG DR
KLIBER DR
CARLTON ARMS BLVD
N
Legend
Subject Property
Future Land Use 2035
FLU
Conservation
Regional Mixed Use Hub
Neighborhood Suburban
The map is created from a subset of data from the City of Winter Haven Geographic Information System (GIS) database.
The City of Winter Haven makes no claims, no representations, and no warranties, express or implied, concerning the validity (express or implied), the reliability or the accuracy of the GIS data and GIS data products furnished by the City, including the implied validity of any uses of such data.


P-26-05
Zoning Map
WAVERLY RD
HOBBIE TRL
MALIBU DR
GALAXY DR
WILLOW GLEN CIR
HWY 27
CYPRESS GARDENS BLVD SE
WILLIAMSBURG DR
COLONIAL DR
JAMESTOWN DR
KLIBER DR
CARLTON ARMS BLVD
N
Legend
Subject Property
Agriculture (AG)
Planned Unit Development (PUD)
Multi-Family Residential- Low Density (R-3)
WINTER HAVEN
THE CHAIN OF LAKES CITY
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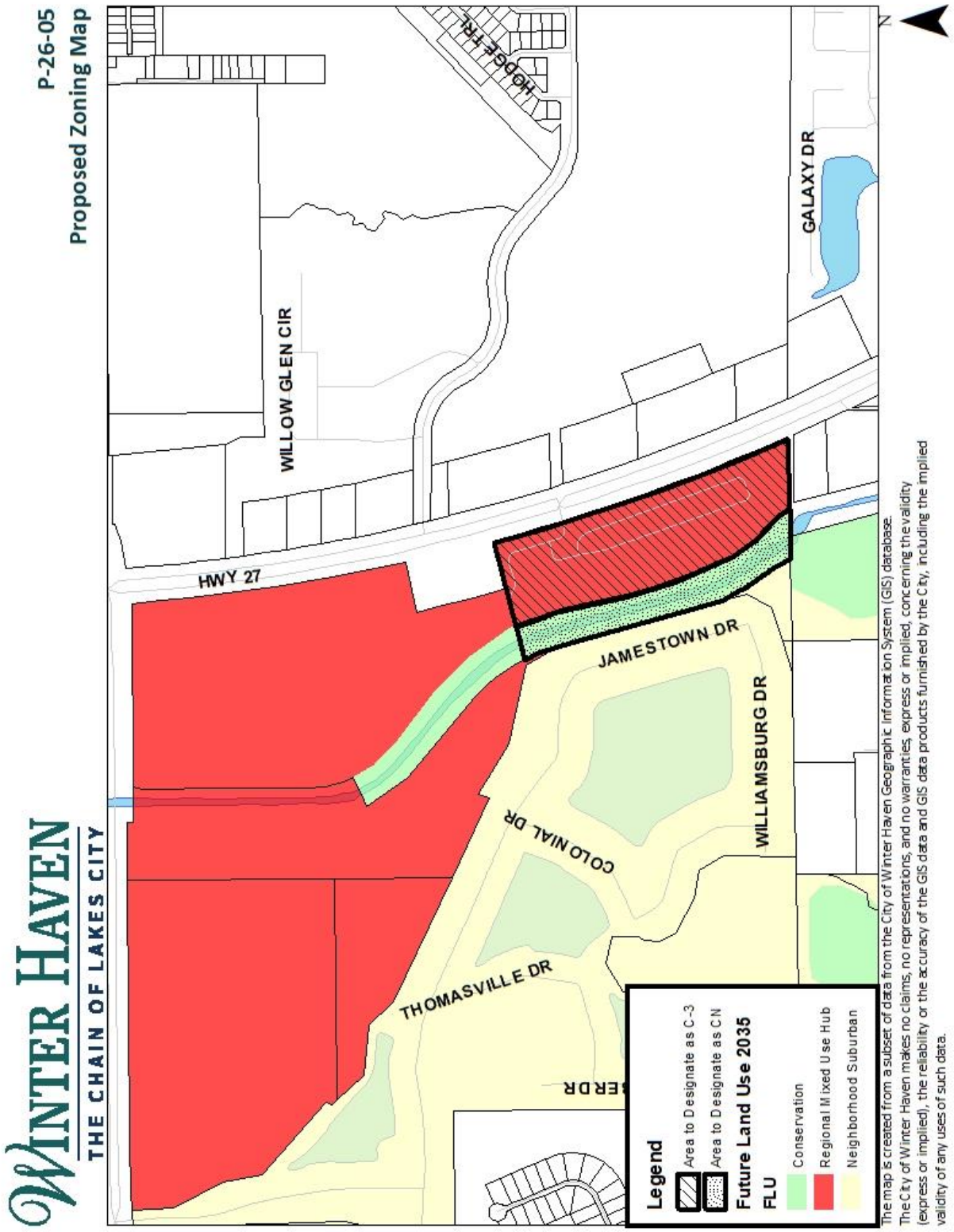
P-26-05
Proposed Zoning Map
WINTER HAVEN
THE CHAIN OF LAKES CITY
HOBCE TRL
GALAXY DR
WILLOW GLEN CIR
HWY 27
JAMESTOWN DR
WILLIAMSBURG DR
COLONIAL DR
THOMASVILLE DR
N
Legend
Area to Designate as C-3
Area to Designate as CN
Future Land Use 2035
FLU
Conservation
Regional Mixed Use Hub
Neighborhood Suburban
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P-26-05
Aerial Map
WINTER HAVEN
THE CHAIN OF LAKES CITY
WAVERLY RD
HOOSIER DR
WILLOW GLEN CIR
GALAXY DR
MALIBU DR
HWY 27
CYPRESS GARDENS BLVD SE
JAMESTOWN DR
COLONIAL DR
WILLIAMSBURG DR
KIBERDR
CARLTON ARMS BLVD
Legend
Subject Property
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