WINTER HAVEN
THE CHAIN OF LAKES CITY

PLANNING COMMISSION MEETING

DATE: Tuesday, April 1, 2025, 6:00 p.m.

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

---

1. Call to Order

2. Roll Call

3. Invocation and Pledge of Allegiance

4. Approval of Minutes

4.A **March 4, 2025 Meeting Minutes**

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

March 4, 2025 Meeting Minutes

5. Explanation of Hearings by Chair

6. Hearings - Old Business

7. Hearings - New Business

7.A **P-25-15 and P-25-16 - Request by Cassidy Land Development, LLC to assign Neighborhood Suburban Future Land Use to four (4) annexed parcels and to assign Multi-Family Residential-Low Density (R-3) zoning district to the same four (4) annexed parcels. General Location: Four (4) parcels generally located approximately 1,218 feet north of Old Bartow Lake Wales Road, east of McClean Road, and approximately 1,333 feet west of Gary Street. The area covered by this request is 93.45+/- acres.**

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

Summary - Case Numbers P-25-15 and P-25-16

8. 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
March 4, 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, Vice-Chair Wendy Venters, Tina Summerlin, Ed Smith, Bob Lanpher, and Craig Fuller (arrived late at 6:02 p.m.)

Commissioners Absent: Mario Manago, Kevin Tison, and Lorena Cordero

Mrs. Warren confirmed a quorum.

Staff Present:
Eric Labbe, Economic Opportunity & Community Investment Director; 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**
Chair Wells asked for a motion to approve the February 4, 2025 Planning Commission Meeting Minutes. Motion was made by Commissioner Summerlin for approval of the February 4, 2025 Planning Commission Meeting Minutes; Commissioner Smith seconded the motion. Motion carried by a unanimous voice vote. (6:0)

5. **EXPLANATION OF HEARINGS**

Chair Wells provided the explanation of hearings.

6. **HEARINGS – OLD BUSINESS** – None

7. **HEARINGS – NEW BUSINESS**

A. Case Numbers P-25-11 and P-25-12: Request by PTP Real Estate Enterprises, LLC 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:** 75 Sage Road. The area covered by this request is 8.64± 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.

Kendall Phillips of LP Engineering Services LLC located at 205 Century Boulevard, Bartow, FL and hereafter known as Agent Phillips stated the following:

- Thanked staff and stands for any questions

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.

Bryon Cobb of 428 Chance Avenue, Winter Haven, FL and hereafter known as Citizen Cobb stated the following:

- Questioned the location of the staff's pictures shown in the presentation
- Concerned about the placement of where the entrance to the site would be
- Concerned about the potential uses
- Does not want smoke shops and liquor stores near his neighborhood
- Issues with Sage Road traffic
- Thanked the Commissioners and staff for listening to his concerns

Ms. Reuter and Mr. Labbe addressed the comments made by Citizen Cobb. 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. Commissioner Fuller seconded the motion. Motion carried by a unanimous voice vote. (6:0)

B. Case Number P-25-14: Administrative request to amend the 2035 Winter Haven Comprehensive Plan by amending the Future Land Use Element, Transportation Element, and the Transportation Map Series to reflect potential alignments for the proposed Central Polk Parkway- East.

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.

Chair Wells questioned if there was only one route coming through Winter Haven. 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 Vice-Chair Venters. Commissioner Smith seconded the motion. Motion carried by a unanimous voice vote. (6:0)

8. **Other Business**

   A. Comments from Staff - NONE

   C. Comments from Commissioners – NONE

   D. Comments from the Public – NONE

9. **Adjournment** – 6:20 p.m.

CITY OF WINTER HAVEN, FLORIDA
PLANNING COMMISSION

_____
Chair

ATTEST:

_____
Planning Commission Clerk

DATE: March 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-25-15: Request by Cassidy Land Development, LLC to assign Neighborhood Suburban Future Land Use to four (4) annexed parcels. General Location: Four (4) parcels generally located approximately 1,218 feet north of Old Bartow Lake Wales Road, east of McClean Road, and approximately 1,333 feet west of Gary Street. The area covered by this request is 93.45± acres; and

Case Number P-25-16: Request by Cassidy Land Development, LLC to assign Multi-Family Residential- Low Density (R-3) zoning district to four (4) annexed parcels. General Location: Four (4) parcels generally located approximately 1,218 feet north of Old Bartow Lake Wales Road, east of McClean Road, and approximately 1,333 feet west of Gary Street. The area covered by this request is 93.45± acres.

BACKGROUND

Cassidy Land Development, LLC, petitioner, requests the City assign Neighborhood Suburban Future Land Use and Multi-Family Residential- Low Density (R-3) zoning district to four (4) annexed parcels. The subject property, totaling 93.45± acres, is generally located approximately 1,218 feet north of Old Bartow Lake Wales Road, east of McClean Road, and approximately 1,333 feet west of Gary Street. The four (4) parcels were annexed into the City January 27, 2025. The petitioner intends to develop the property with single-family residential.

The petitioner proposes to develop the property at approximately 3.87 units per acre with 362 single-family residential units. Properties zoned R-3 are permitted to be developed with up to 12 units per acre. However, when R-3 development standards, rights-of-way, stormwater requirements, and floodplain management are considered, it would be unlikely for the subject property to be developed with single-family residential at the maximum permitted density.

As these requests contain a large-scale Future Land Use amendment, review by the Florida Department of Commerce (FloridaCommerce) and other state and local agencies is required.

SURROUNDING USES

The subject property is surrounded by undeveloped pasture land located in the City of Lake Wales to the north and east; the Annabelle Estates residential development to the east and south; and citrus groves to the west and north.

INFRASTRUCTURE

The table below outlines the expected potential demands on the supporting infrastructure for the petitioner's proposed 362 single-family residential units.

Type of Infrastructure	Available Capacity	Vested Demands	Potential Demands	Remaining Capacity
Potable Water and Sewer (as of February 28, 2025)				
Potable Water	2,320,000 gpd	2,318,300 gpd	91,224 gpd	-89,524 gpd
Sewer (WWTP 3)	2,972,000 gpd	1,035,100 gpd	79,821 gpd	1,857,079 gpd
Transportation (Background Data from Polk TPO)				
Old Bartow Lake Wales Road *Eastbound (PM Peak Hour)*	805 trips	372 trips	174 trips	259 trips
Old Bartow Lake Wales Road *Westbound (PM Peak Hour)*	804 trips	357 trips	167 trips	280 trips

Based on the numbers in the table above, supporting sewer and transportation infrastructure contain sufficient capacity to support these requests. While the table above shows insufficient water capacity, the vested demands shown are theoretical only. Additionally, new water capacity from the Polk Regional Water Cooperative (PWC) is expected to be available to the City in 2028. As with all development, a final concurrency determination shall be made at the time the property is developed.

Public school availability is highly variable due to frequent changes in school enrollments over the course of a year; therefore, available capacity is determined by Polk County Public Schools at the time of final platting for subdivisions or upon final site plan approval for multi-family developments. Availability can be met by having capacity at the zoned schools or an adjacent zoned school as permitted under Florida State Statute. Based on the proposed 362 single-family units, up to 75 elementary, 31 middle, and 52 high school seats may be required.

COMPREHENSIVE PLAN

Prior to annexation, the Polk County Land Use for the subject property was Agriculture/Residential Rural (A/RR). The requested Neighborhood Suburban Future Land Use is consistent with the surrounding City

uses and designations. The requested R-3 zoning district is consistent with the Neighborhood Suburban Future Land Use designation and the surrounding City designations.

NOTIFICATION

All notification requirements for these requests were met.

CONCLUSION

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

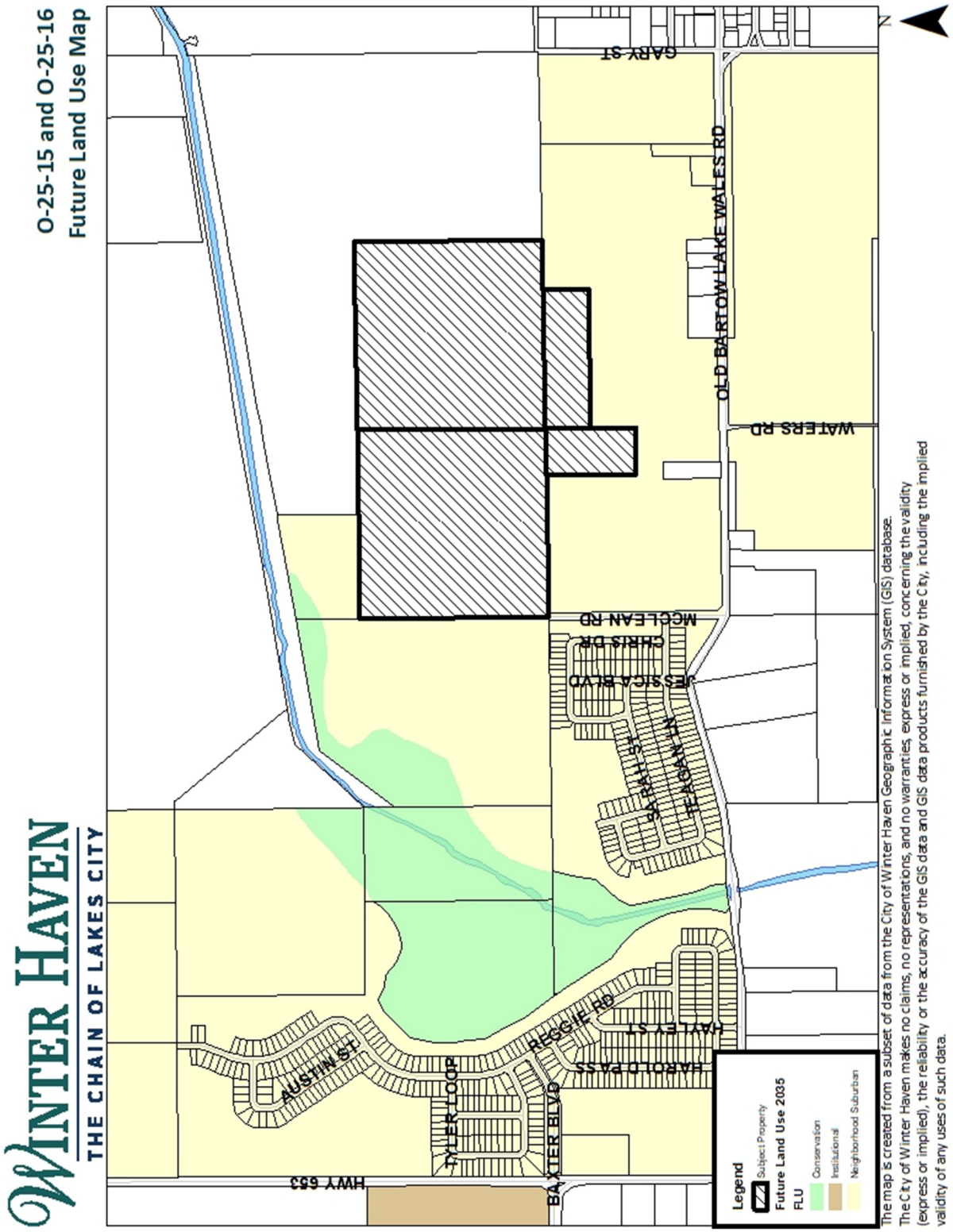
- The assignment of Neighborhood Suburban Future Land Use and R-3 zoning district is consistent with surrounding uses and designations; and
- There is sufficient sewer and transportatation infrastructure capacity to accommodate the proposed development. At the present time, there is insufficient water capacity based on current vested demands shown; however, the City is expected to receive future water supplies in 2028. Final concurrency will be determined at the time of development, which in the case of a single-family subdivision, is at the time a subdivision plat is approved by the City Commission.

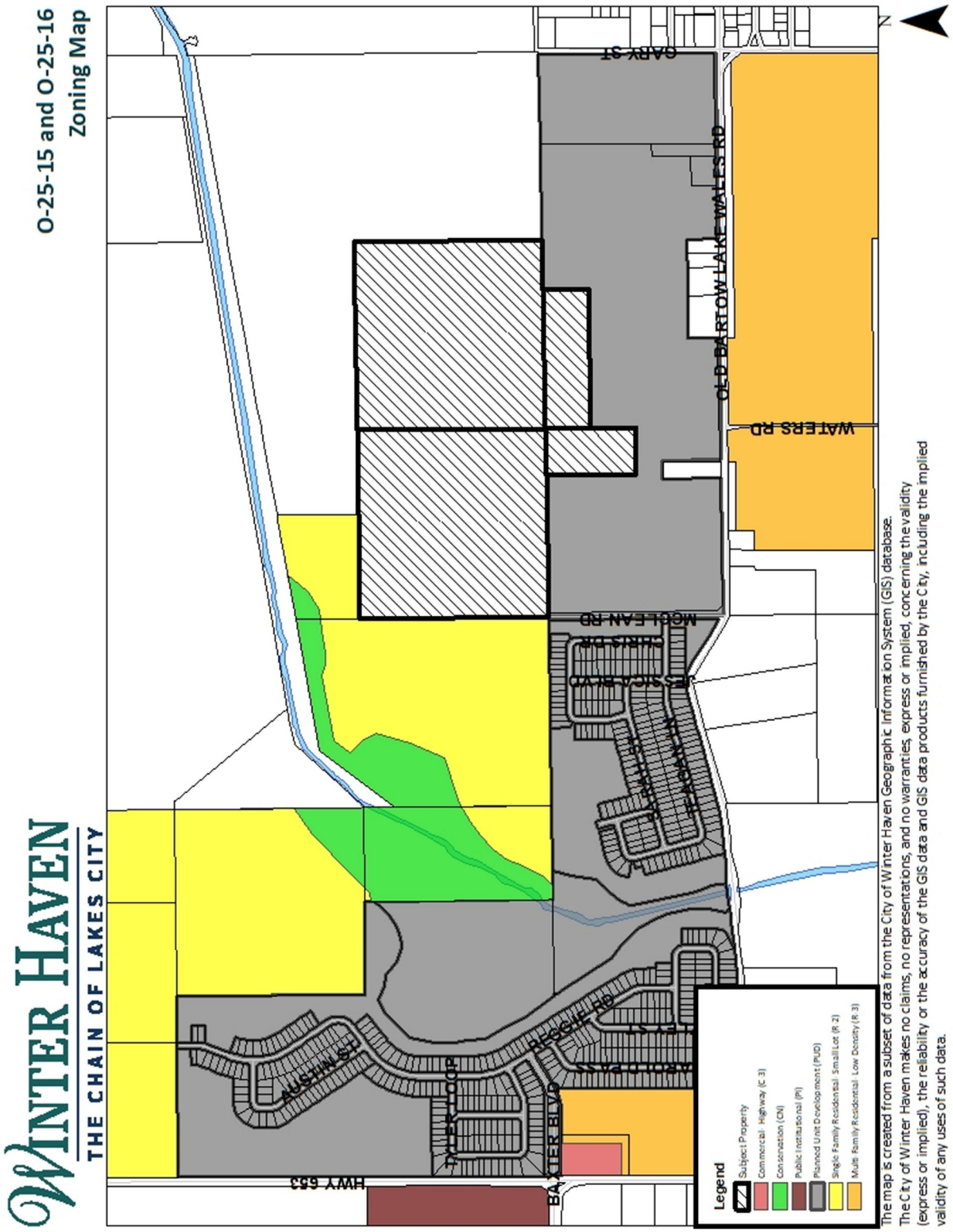
RECOMMENDATION

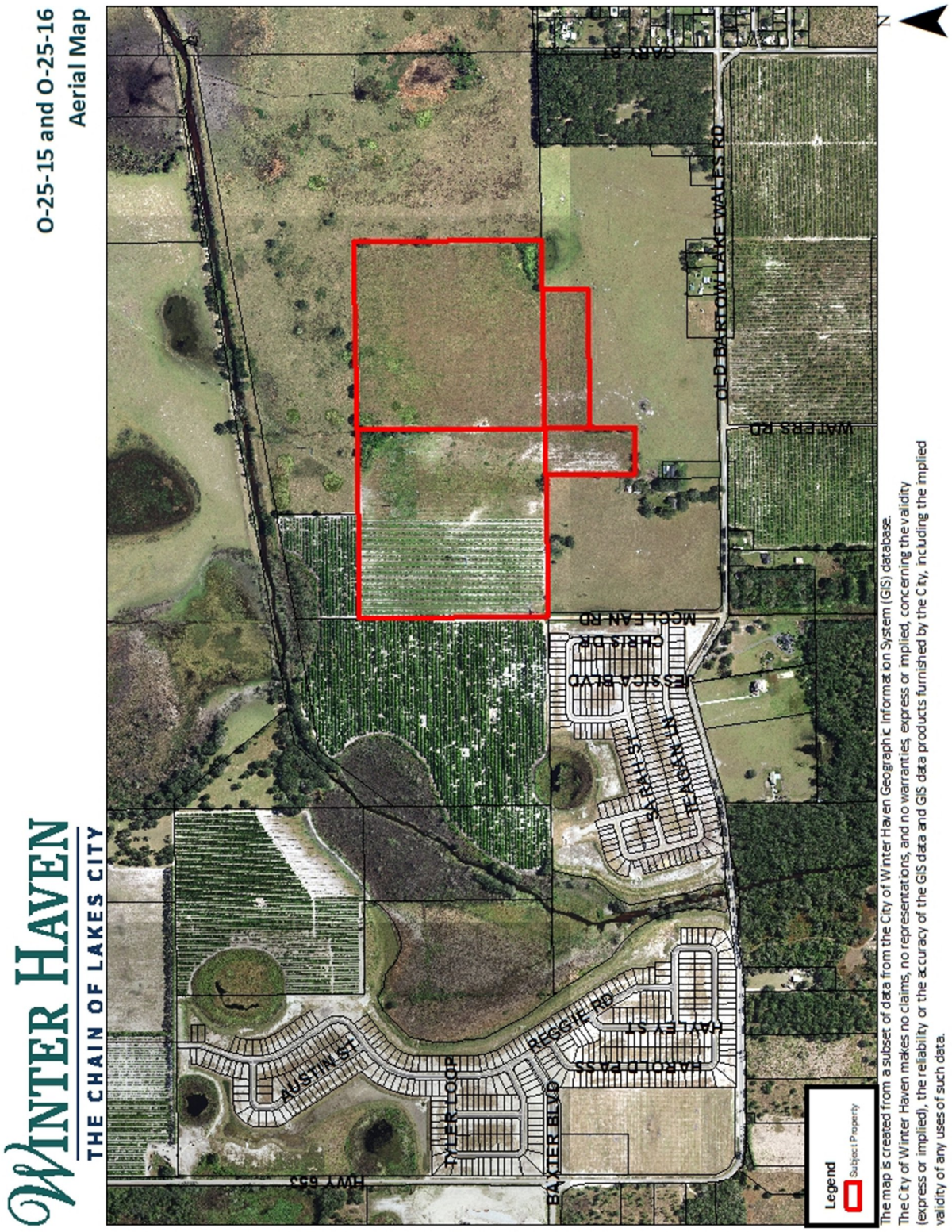
Staff recommends the Planning Commission recommend approval of these requests and their forwarding to the City Commission for final action.

ATTACHMENTS

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


O-25-15 and O-25-16
Future Land Use Map
WINTER HAVEN
THE CHAIN OF LAKES CITY
N
GARY ST
OLD BARTOW LAKE WALES RD
WATERS RD
MCCLEAN RD
CHRIS DR
JESSICA BLVD
SARAH ST
TEAGAN LN
HAVLEY ST
HAROLD PASS
REGGIE RD
AUSTIN ST
TYLER LOOP
BAXTER BLVD
HWY 653
Legend
Subject Property
Future Land Use 2035
FLU
Conservation
Institutional
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.


O-25-15 and O-25-16
Zoning Map
WINTER HAVEN
THE CHAIN OF LAKES CITY
N
GARY ST
OLD DAIRY ROW LAKE WALES RD
WATERS RD
MOSLEY RD
HWY 653
BAXTER BLVD
TYLER LOOP
AUSTIN ST
REGGIE RD
Legend
Subject Property
Commercial Highway (C-3)
Conservation (CN)
Public Institutional (PI)
Planned Unit Development (PUD)
Single Family Residential Small Lot (R-2)
Multi Family Residential Low Density (R-3)
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.


O-25-15 and O-25-16
Aerial Map
WINTER HAVEN
THE CHAIN OF LAKES CITY
N
CARY RD
OLD BARTOW LAKE WALES RD
WALTERS RD
MCCLEAN RD
CHRIS DR
JESSICA BLVD
GARRETT ST
HEAGEN TR
HAVLEY ST
HAROLD PASS
REGGIE RD
AUSTIN ST
TYLER LOOP
BAXTER BLVD
HWY 653
Legend
Subject Property
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.

POLK COUNTY LAND USE MAP

