

**ORMOND BEACH  
SITE PLAN REVIEW COMMITTEE (SPRC) MEETING**

**9:00 A.M., November 23, 2022**

The SPRC Meeting commenced at 9:00 a.m. on November 23, 2022.

**I. Attendance**

**Applicants:**

Steven Wise, Winkler Cabinetry  
Charles Winkler, Winkler Cabinetry  
Ian Anderson, eXp Realty

**Staff:**

Steven Spraker, Planning Director  
Sarah Cushing, Planner  
David Allen, Planning Civil Engineer  
Cara Culliver, Landscape Architect  
Mike Stephenson, Utilities Engineer  
Marcella Miller, Office Manager

**II. Meeting with Applicants – Scheduled Items for Review**

**A. 1035, 1037, 1041 S. Nova Road, Winkler Cabinetry**

Mr. Spraker started the conversation with the introduction of City staff and applicants.

The applicants were in attendance, **providing the following** information regarding the property at 1035, 1037, 1041 S. Nova Road, Winkler Cabinetry:

- The property is in the B-5 zoning district.
- It was discussed that the applicants are interested in bringing the site up to code and do a change of use, redeveloping the currently non-conforming site.
- There are three buildings on the property with 1035 S. Nova Road of interest for a 4,000 square foot warehouse for retail sales for cabinetry storage and business.

Members of the SPRC, Mr. Steven Spraker, Planning Director; Ms. Sarah Cushing, Planner; Mr. David Allen, Planning Civil Engineer; Mr. Mike Stephenson, Utilities Engineer; and Ms. Cara Culliver, Landscape Architect, **provided the following** information:

- Although the use is an allowed use in the B-5 zoning district, the nonconformity of the site was discussed and it was advised that in order for the change of use that it must be brought up to code and compliance.
- There is no active Business Tax Receipt (BTR) for the business as of this time.
- Site improvements required were discussed including paving and parking. It was suggested to work with a civil engineer on a concept plan. The addition of pavement will require stormwater and retention.
- Regarding landscaping, it was advised that a 20' landscape buffer is required along Nova Road; 6' on the north side; and 6' on the south side. It was discussed that the eastside landscape buffer is to be determined depending on how much hard surface

there will be. It will most likely be between 20' to 30'. It was discussed for the applicants to hire a registered landscape architect for the landscape and irrigation plan that is required. 4 trees, 40 shrubs and 40 groundcover are required per 100 lineal feet. Ms. Culliver will send the tree requirement list.

- The setbacks for the property are 30' in the rear yard and 10' in the side yards. The rear yard setback will increase based on the number of stories the new building proposes.
- It was advised that a paved handicapped parking space is required.
- 1,000 square feet or less of impervious surface does not require stormwater. It was advised that depending on the impervious surface, underground storage could be utilized.
- 20' is required to be landscaped and 20' is required for parking. Parking is suggested to be planned for the side of the building with the handicapped parking spot only placed out front of the building. A drive aisle is required. The parking calculation is one space for every 250 square feet.
- Discussion occurred regarding the masonry (or post and panel) wall requirement.
- The neighborhood meeting requirement was also discussed since the property abuts a residential zoning district.
- It was discussed that RV and Boat Storage is not an allowed use on the site. If the applicants are still interested in pursuing it they would be able to hold a neighborhood meeting on the topic and it can go before the Planning Board and City Commission for a decision.
- Regarding signage, a monument or pole sign is allowed in the landscape buffer 36 to 40 square feet in size for the building premises sign and must be 5' off the property line based on the linear frontage of the building. A wall sign is also permitted and the maximum size is based off the linear frontage as well.
- The application process was explained for the change of use:
  - Share the civil engineers concept plan/site plan.
  - SPRC review and 2-week comment turnaround on the electronic ProjectDox permitting program.

### **III. Adjournment**

The meeting adjourned 9:30 a.m.

The SPRC Meeting commenced at 9:32 a.m. on November 23, 2022.

**IV. Attendance**

**Applicants:**

Russell Ottenberg, Planning Inc. (via zoom)

**Staff:**

Steven Spraker, Planning Director

Sarah Cushing, Planner

David Allen, Planning Civil Engineer

Cara Culliver, Landscape Architect

Chris Walter, Plans Examiner

Mike Stephenson, Utilities Engineer

Marcella Miller, Office Manager

**V. Meeting with Applicants – Scheduled Items for Review**

**B. Captain D's Pre-application meeting**

Mr. Spraker started the conversation with the introduction of City staff and applicants.

The applicant attended by Zoom, **providing the following** information regarding Captain D's Pre-application meeting:

- The site is in the B-8 zoning district and is currently undeveloped.
- Discussion occurred regarding the proposed concept plan for the quick-service restaurant, Captain D's. The restaurant will include a drive-thru and outdoor seating only. No inside dining service.

Members of the SPRC, Mr. Steven Spraker, Planning Director; Ms. Sarah Cushing, Planner; Mr. David Allen, Planning Civil Engineer; Mr. Mike Stephenson, Utilities Engineer; Mr. Chris Walter, Plans Examiner; and Ms. Cara Culliver, Landscape Architect, **provided the following** information:

- It was discussed that the use is allowed in the zoning district.
- It was directed to work with a registered landscape architect for the site.
- Regarding utilities, it was advised that there is a watermain surrounding the property. Regarding the sewer, there is an existing private gravity main on the east side of the property. A POA (Property Owner Association) is required for working with the adjoining property owner on their private line. There is required to be only one joint-ownership of the sewer line.
- Regarding engineering, the drive-thru is required to have a bypass. The bypass cannot be the buffer off of Hand Avenue. The building will need to be shifted over. The bypass requirement width is 10 to 11'. The stacking lane is 11' wide. The stacking before the order board should be five cars (100'). An accessible route is required to a public right-of-way (ROW). The stormwater requirements are 25-year, 24-hour storm for rate and volume.

- The parking calculation was explained and can be found in the Land Development Code (LDC). The parking would also be determined upon how many seats were included in the outdoor seating.
- It was advised that the dumpster location area in the current concept plan would be a challenge to service therefore an auto-turn analysis for dumpster trucks is required.
- Regarding landscaping, the landscape buffers are 20' on Nova Road (due to being an arterial roadway); 10' on Hand Avenue; and 6' on the north and east sides. (Section 3-06(c) in the LDC)
- The architectural standards were discussed and can be found in the Section 3-69 in the LDC.
- The lot split process was explained and requires a sketch and legal of the parent parcel and a sketch and legal of the two newly created parcels. This is up to a three-week-process.
- Lighting was explained for the site; the maximum height to the top of the lighting fixture is 20', found in Section 3-68(9) of the LDC under Architectural Design Standards.
- Regarding building requirements, a fire hydrant is required to be 300' from the farthest part of the building. It was discussed that the fire hydrant at the Bank of America property may be used. Based on the plans submitted, the building does not have to be sprinkled.
- It was advised that no additional access is allowed along Hand Avenue as it is at a major intersection.
- The process was explained as a site plan with administrative approval. The site work is required to go through the online electronic ProjectDox system. The lot split process was explained and requires a sketch and legal of the parent parcel and a sketch and legal of the two newly created parcels. This is up to a three-week-process.
- The other part of the process was explained which is the building permit, a separate process. With a \$350.00 fee for early review, the site and building can be done at the same time. The dumpster enclosure and site signage requires separate permits.

**VI. Adjournment**

The meeting adjourned 9:55 a.m.

The SPRC Meeting commenced at 10:00 a.m. on November 23, 2022.

**VII. Attendance**

**Applicants:**

Cody Bogart, Newkirk Engineering  
Andy Clark, All Aboard Storage  
Rob Bolosenk

**Staff:**

Steven Spraker, Planning Director  
Sarah Cushing, Planner  
David Allen, Planning Civil Engineer  
Chris Walter, Plans Examiner  
Cara Culliver, Landscape Architect  
Mike Stephenson, Utilities Engineer  
Marcella Miller, Office Manager

**VIII. Meeting with Applicants – Scheduled Items for Review**

**C. Perrott Depot – Revision Request for Phase 3**

Mr. Spraker started the conversation with the introduction of City staff and applicants.

The applicants were in attendance, **providing the following** information regarding Perrott Depot – Revision Request for Phase 3:

- Discussion occurred regarding the site in the B-5 commercial zoning district.
- Phase 3 of this project was described as a climate-controlled, one-story, drive-up garage door-storage building.
- It was advised that Phase 3 may take place prior to Phase 2 (self-storage). Phase 1 has already been constructed.
- Nine parking spaces are proposed to be removed, leaving the required 4 parking spaces.
- The new proposed space is 21,000 square feet and is planned to be architecturally designed with stucco and stone, with the south side only consisting of metal material.
- The 4’ access doors will be on the east and west sides. No roll-up style doors.
- It was advised that there will be no changes in impervious surface on this phase.

Members of the SPRC, Mr. Steven Spraker, Planning Director; Ms. Sarah Cushing, Planner; Mr. David Allen, Planning Civil Engineer; Mr. Mike Stephenson, Utilities Engineer; Mr. Chris Walter, Plans Examiner; and Ms. Cara Culliver, Landscape Architect, **provided the following** information:

- It was advised that the project entails a site plan amendment with required building elevations.
- The parking calculations were discussed with the amendment at 1.8 per 1,000 square feet of buildable area; 4 parking spaces after amending the site plan. Parallel spaces are allowed.
- Regarding landscaping, it was explained that landscaping is required on the ends of the islands.

- A revised drainage and pavement plan is required.
- Direction was given to show the building access points and where the oak tree is to ensure that there is enough space.
- Any finished floor revisions are required to be detailed.
- The architectural requirements were explained to match one of five architectural standards to architecturally treat the building.

**IX. Adjournment**

The meeting adjourned 10:20 a.m.