

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

**9:00 A.M., January 04, 2023**

The SPRC Meeting commenced at 9:00 a.m. on January 04, 2023.

**I. Attendance**

**Applicants:**

Dwight Selby, Selby Realty  
Kyle Selby, Selby Realty

**Staff:**

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

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

**A. Selby Meeting**

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

The applicants were in attendance, **providing the following** information regarding the Selby meeting:

- It was discussed that the just-under-one-acre property, under contract, is located outside of the flood zone and is in the R-3, Single-Family Medium Density zoning district on little Ridgewood Avenue.
- The applicants have the 2018 survey of the property in which the home on the property was demolished.
- It was advised that there is 155' of frontage on the east side of the property, 148' of depth on the north side, 275' of depth on the south side. It was proposed to make another lot out of the northern portion of the lot with 75' of frontage and 80' of frontage on the southern portion.
- The interest expressed is to do a lot split and sell the properties once constructed.

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

- Following discussion, it was determined that as long as it meets minimum lot dimensions and complies with the house setbacks per the Land Development Code (LDC), Section 2-15, it is fine to lay out the lots as desired.
- Regarding utilities, it was discussed that the gravity mains on the north side and south side of the existing property belong to the city with an easement already established. It was advised that a surveyor will need to document and submit the location of the

existing sewer laterals for both proposed parcels on the plans prior to issuing a lot split. There is an existing 10-inch watermain on the west side of Ridgewood Avenue.

- Regarding landscaping, it was advised to do an updated tree survey to identify what type of specimen and historic trees are on the property. Discussion occurred, regarding the north section of the property having a lot of specimen oak trees. The tree mitigation process was discussed for any removal. It was advised that no heavy equipment would be allowed for removal of any underbrush. A walk-behind bush hog equipment is preferred. A permit is required for this process. Refer to the specimen tree chart to determine what trees are specimen at 12” inch diameter & which ones are specimen at 18” inch diameter. Mitigation for specimen trees requires replacement of 4.5” caliper trees. The intent is to build homes on these 2 parcels and was advised to have the tree survey include the protected trees (6” dbh for hardwoods & palms and 10” dbh for pine trees) which will be needed when the building plans are submitted. One tree per every 1,500 square-foot of lot area is required. It was advised that the more trees that are saved benefits the applicants.
- The impact fee credit process was discussed.
- It was advised that the building colors and materials must be consistent with the principal structure for any accessory structures such as accessory dwelling units (ADUs) or detached garages. ADUs cannot exceed 49 percent of the principal structure and a detached garage cannot exceed 50 percent of the principal structure as outlined in Section 2-50 of the LDC.
- The process for the lot split was detailed:
  - Master Survey required.
  - Sketch and legal of each parcel required.
  - Updated tree survey required.
  - Identify the sewer laterals on the survey and plans.
  - Applicant submits to SPRC for a 2-week review period.
  - The Planning Department will issue the development order.
  - Applicant can present the Property Appraisers Office with the recorded order to obtain a parcel number.

### **III. Adjournment**

The meeting adjourned 9:36 a.m.