

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

**9:00 A.M., January 25, 2023**

The SPRC Meeting commenced at 9:00 a.m. on January 25, 2023.

**I. Attendance**

**Applicants:**

Jon Smith, AEG  
Mark Hazen, Hazen Construction

**Staff:**

Steven Spraker, Planning Director  
Sarah Cushing, Planner  
David Allen, Planning Civil Engineer  
Jason Weidenmiller, Site Inspector  
Mike Stephenson, Utilities Engineer  
Marcella Miller, Office Manager

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

**A. Iris Subdivision (Flagler County) Pre-construction – Utilities**

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

Mr. Allen led the meeting.

The applicants were in attendance, **providing the following** information regarding Iris Subdivision Pre-construction, Utilities:

- Following discussion it was determined that the applicants are finishing the permitting process with the St. John’s River Water Management District (SJRWMD).
- Discussion was held regarding Airport Road (previously NGVD29 DATUM) switching to NAVD88 DATUM, to be consistent with the Hunter’s Ridge design. The field order will be issued once the SJRWMD approval is given.
- The as-built elevations raised unilaterally. New plan sets will be shared with City staff.
- The force main is currently installed on the northeast side of the roundabout of Airport Road. The sketch of the proposed force main routing will be shared with City staff. The secondary entrance will be approximately 1,000’ to the west Iris entrance, on the other side of the pond.

Members of the SPRC, Mr. Steven Spraker, Planning Director; Ms. Sarah Cushing, Planner; Mr. David Allen, Planning Civil Engineer; Mr. Jason Weidenmiller, Site Inspector; and Mr. Mike Stephenson, Utilities Engineer, **provided the following** information:

- The development order has been approved: PZ-21-071.
- Received copies of the permit.
- The Engineering Permit required submittal of application for permit with the estimated cost.
- It was advised that Mr. Weidenmiller is the engineering site inspector.

- The tentative project schedule is required.
- Hours of construction for the site work: 7:00 a.m. to 7:00 p.m. Monday through Saturday. No Sunday work permitted.
- The vertical DATUM is required.
- Direction given to give a copy of the MOT to Mr. Allen for Airport Road.
- **Testing Requirements:**
  - All density tests over the pipelines are to be submitted to Mr. Weidenmiller.
  - Video the gravity sewer.
  - **As-built Requirements Site Plan:**
    - Submit preliminary digital copy for review. Ensure all pages are digitally signed and sealed.
    - Final drawings – Submit three (3) paper copies, signed and sealed mylar, disk or digital copies of both pdf and autoCAD.
    - Engineer to certify and submit.
- **Inspections/Projects Process: (online with pin # and engineering permit info)**
  - List of inspections required for utilities will be included in the Engineering Permit.
  - The City will require sketches and legal descriptions of the roadway and proposed easements for access and utilities, and for approval by City Commission.
  - Both the water and wastewater system must be cleared and accepted prior to the installation of any water meters. Hydrant meters are available from the Finance Department.
  - Discussion occurred regarding the installation of the force main across Airport Road being open-cut or directional drill. Mr. Allen will send the Standard Details for the directional drill. A profile will be required as well as a copy of the directional drill lock. The depth is 10 times the diameter.
- **Final Inspection Procedures:**
  - 95 percent review, punch list, and walk-through will be provided by Mr. Weidenmiller.
  - Final Inspection.
  - It was advised to make the inspectors aware of any changes or outstanding items.
- **Utilities:**
  - The connections to existing utilities will require a written notification by e-mail 48 hours prior to making the connection.
  - A force main is present on the south side of Airport Road. A sketch of the force main connections is required.

### **III. Adjournment**

The meeting adjourned 9:20 a.m.

The SPRC Meeting commenced at 9:23 a.m. on January 25, 2023.

**IV. Attendance**

**Applicants:**

Mounir Khabazch, Saboungi Construction  
Leon Cohen, Property Owner

**Staff:**

Steven Spraker, Planning Director  
Sarah Cushing, Planner  
David Allen, Planning Civil Engineer  
Tom Griffith, Chief Building Official  
Jason Weidenmiller, Site Inspector  
Chris Walter, Plans Examiner  
Cara Culliver, Landscape Architect  
Mike Stephenson, Utilities Engineer  
Marcella Miller, Office Manager

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

**B. 520 S. Atlantic Avenue**

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

The applicants were in attendance, **providing the following** information regarding 520 S. Atlantic Avenue:

- It was discussed that the applicants are in the planning process of a commercial, retail use project, possibly Purple Haze Smoke Shop.
- Rear setback inquiries as the 20' rear setback will not allow enough parking in the back. 150' x 165' and abuts two roads, River Beach Drive and Atlantic Avenue.
- Discussion occurred, regarding a 24,750 square-foot property, with a 5,700 square-foot building and 29 parking spaces.

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

- It was suggested with seeking encroachments it would be best to hire a professional civil engineer for a concept plan of the refined setbacks.
- It was discussed that that the stormwater is being decreased.
- The options for the process were explained. The variance process was discussed with the requirement of the hardship explanation or to do a Planned Development for rezoning. It must be explained why there is no other way.
- Following discussion, it was advised that the building setbacks are 20' in the front, 20' in the rear, and 30' in the rear where it abuts residential. Also, 10' interior side and 20'

on the side corner. A variance would be required for any deviation from these setbacks and a hardship would need to be demonstrated.

- Regarding utilities, it was discussed that there is a 10" watermain on A1A, and 8" gravity main on the south side. It was advised to show the anticipated flow-rates.
- Regarding landscaping, the setbacks were discussed: 20' on A1A, 10' on River Beach Drive, 6' on the north side, 6' on the west side where it abuts commercial, and 10-30' landscape buffer (buffer width determined by the impervious surface ratio) abutting west residential lot 503. 20 percent is required to be dedicated for landscaping. A landscape plan will be required by a registered landscape architect.
- Regarding building matters, there is a hydrant on the property, therefore no building concerns.
- It was advised for the architect to detail how the proposed project will be meeting the citywide architectural standards.
- The stormwater was discussed, and it was directed to show what is underground and the existing impervious of the 7-11 convenience store and the property layout.
- It was advised that there is a site design for parking which requires landscape islands.
- Regarding parking, it was advised for a retail use, 23 parking spaces would be required but due to being on a multimodal corridor there is a 20 percent discount, therefore 19 spaces are required.
- A neighborhood meeting is required due to abutting residential.
- Mailing notices must go out for the neighborhood meeting and an affidavit sent to staff.
- It was advised that due to abutting residential a wall is required for the side of the property that is abutting residential. Depending on the use, a loading area may be required.
- It was discussed that a pedestrian connection is required for ADA on A1A for a walkway to the required public right-of-way (ROW).
- Public hearings are required at Planning Board and City Commission as part of the process.
- Flow charts of the process will be shared.
- It was advised that SPRC is held every Wednesday for additional inquiries and feedback.

## **VI. Adjournment**

The meeting adjourned 9:49 a.m.