

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

9:00 A.M., February 01, 2023

The SPRC Meeting commenced at 9:01 a.m. on February 01, 2023.

I. Attendance

Applicants:

Dr. Laurie Deckard, Promises Five Palms
Jeremy Tankersley, Promises Five Palms
David Zalutko, Realty Pros (via zoom)

Staff:

Robin Gawel, Senior Planner
Sarah Cushing, Planner
David Allen, Planning Civil Engineer
Tom Griffith, Chief Building Official
Chris Walter, Plans Examiner
Cara Culliver, Landscape Architect
Mike Stephenson, Utilities Engineer
Marcella Miller, Office Manager

II. Meeting with Applicants – Scheduled Items for Review

A. Promises Five Palms Residential Mental Health and Addiction Center, 515 Tomoka Avenue

Ms. Cushing started the conversation with the introduction of City staff and applicants.

The applicants were in attendance and participated by Zoom, **providing the following** information regarding Promises Five Palms, 515 Tomoka Avenue:

- The addiction-treatment business is in its seventh year. The business is licensed with the Agency for Health Care Administration (AHCA) for behavioral health and substance abuse services.
- Interest expressed to fact-find and inquire about properties or areas to expand for housing up to 16 patients for independent living, short-term/transient living (one room or dwelling unit for two to three patients), with no need for parking other than for staff. At the current time the business has two locations, one for treatment during the day (1200 West Granada Boulevard) and another for patient-housing (515 Tomoka Avenue). The new property in search of, will not have any services onsite other than housing. It would be staffed for emergencies and for transport to the main facility.
- The applicants are open to purchasing land and a parcel to place modular buildings if allowed, or purchasing a hotel/motel for the proposed business expansion.

Members of the SPRC, Ms. Robin Gawel, Senior Planner; Ms. Sarah Cushing, Planner; Mr. David Allen, Planning Civil Engineer; Mr. Tom Griffith, Chief Building Official; Mr. Chris Walter, Plans Examiner; Mr. Mike Stephenson, Utilities Engineer; and Ms. Cara Culliver, Landscape Architect, **provided the following** information:

- Following discussion, it was determined that the B-7 Highway Tourist Commercial zoning district is the best zoning and location for the proposed project where both transient lodging and business/professional office uses are allowed.
- It was advised that architectural standards would apply for modular buildings on a parcel. This will be further researched. Modular buildings can fit into multi-family if there are three or more dwelling units per building. Multi-family is 10 dwelling units per acre with certain distances between buildings and with specific setbacks and buffers to be determined. Per 'unit' was explained as a maximum of four non-related adults living together in each dwelling space with a complete kitchen, bedroom, and bathroom. A kitchen includes a sink and appliance for cooking and/or heating of food.
- Stormwater was discussed and 1,000 square feet of impervious surface requires a stormwater design.
- Regarding parking, it was advised that 1.5 parking spaces per dwelling unit is required.
- Regarding utilities, it was discussed that a stamped site plan must be submitted and a fire hydrant is required to be within 300' of any proposed structure. A 6" lateral is would be required for commercial designation. The applicant's selected professional would need to advise the applicant of any fire flow or fire sprinkler needs based on code requirements.
- Regarding landscaping, it was advised that dependent on the location and building specifics, there are buffer and landscaping requirements. It was directed that for this specific site, on North U.S. Highway 1 to Melrose Avenue to the northern city limits, be mindful of the greenbelt buffer. Less than 200' = 25' in the front and if greater than 200' then it would be a 36' greenbelt buffer along the U.S.1 corridor. These standards are also applied along Granada Boulevard west of Orchard Street to the western city limits. The maximum impervious in the B-7 zoning is 75 percent and the maximum building coverage is 40 percent. If the site is heavily wooded, a 15 percent natural tree preservation requirement and 20 percent of the site is required to be dedicated to landscaping. One tree is required per every 1,500-square-foot of lot area, and one tree per 400' of land area (whichever is greater). It was advised if there are a lot of specimen trees removed that they must be replaced. Historic trees; 36" in diameter live oak and bald cypress trees, require City Commission approval for removal.
- Regarding Building Department information, it was relayed that all would be dependent on what type of building was part of the project. Several scenarios were explained. If purchasing a hotel or motel that has already been in existence, sprinkling may not be required. If building a new building, it would need to be sprinkled. It was noted that duplexes and transient lodging would not be required to be sprinkled.
- Following discussion it was mentioned that a Planned Business Development (PBD) could be explored if a property that was not in the B-7 zoning district but had a future Land Use designation of General Commercial or Tourist Commercial was found. This option requires public hearings before the Planning Board and City Commission.
- It was advised that SPRC is every Wednesday for additional inquiries and feedback.

III. Adjournment

The meeting adjourned 9:32 a.m.

The SPRC Meeting commenced at 9:31 a.m. on February 01, 2023.

IV. Attendance

Applicants:

Justin James, Superior Site, LLC.
Chris Deer, MetroNet (via zoom)
Lee Wright, MetroNet (via zoom)

Staff:

Robin Gawel, Senior Planner
Sarah Cushing, Planner
David Allen, Planning Civil Engineer
Tom Griffith, Chief Building Official
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. MetroNet, 124 S. Yonge Street, Pre-construction Meeting

Ms. Cushing started the conversation with the introduction of City staff and applicants.

Mr. Allen led the pre-construction meeting.

The applicants were in attendance and participated by Zoom, **providing the following** information regarding the MetroNet Pre-construction Meeting:

- The pre-construction and site work was discussed for the MetroNet site and it was said it will be a prefabricated building. The structure will be set up between mid to late-February.
- Plans were discussed for the intent to clean up the site following applying for the permit.

Members of the SPRC, Ms. Robin Gawel, Senior Planner; Ms. Sarah Cushing, Planner; Mr. David Allen, Planning Civil Engineer; Mr. Tom Griffith, Chief Building Official; Mr. Chris Walter, Plans Examiner; Mr. Mike Stephenson, Utilities Engineer; and Ms. Cara Culliver, Landscape Architect, **provided the following** information:

- The development order has been approved: PZ 23-002.
- The Engineering Permit requires submittal of application for the permit with the estimated cost. It was discussed that it was dropped off in-person on 1/31/23.
- It was advised that Mr. Weidenmiller is the engineering site inspector.
- The tentative project schedule is required. Mr. Allen requested a copy of the project schedule timeline.
- Discussion occurred about permitting and it was advised that a Building Permit is required for this project.
- Hours of construction for the site work: 7:00 a.m. to 7:00 p.m. Monday through Saturday. No Sunday work permitted.

- Regarding landscaping, it was advised that there is a 25' landscape buffer and that all of the natural vegetation must not be removed. The buffer is to remain natural to count towards the buffer requirements. It was added that tree protection is required around the large oak tree and to follow the LS4 tree barrier detail. Barrier protection is required on the north and west sides. Concern was expressed regarding not impacting the trees root systems. If any trees are taken out, they must be replaced. It was suggested that the palms be flush-cut and stump grinded. Silt fencing is required to be put around anything that would be disturbed during grading and the site cleanup. A landscape inspection is also required.
- A fence is required for security with covering. A final fence inspection is also required.
- The existing chain-link fence was discussed and will be researched further regarding removal of it.
- A wall is required on the side of the property that is abutting residential on the west side on the property line. The approved plans have solid walls on the north and west side and white vinyl around the east and south sides of the compound itself. If the applicant wants to modify the plans to be all walls or all fence around the compound then the applicant needs to simply send an updated site plan to staff for review and approval.
- **Testing Requirements:**
 - Density test of the driveway to be submitted to Mr. Weidenmiller.
 - **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 seven inspections were handed to the contractor as part of the Engineering Permit. It was noted that the Landscaping Inspection was also added to this list.
- **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.
- It was advised that SPRC is every Wednesday for any additional inquiries and feedback.

VI. Adjournment

The meeting adjourned 9:57 a.m.

The SPRC Meeting commenced at 10:01 a.m. on February 01, 2023.

VII. Attendance

Applicants:

Alexis Franco, VROOM

Staff:

Robin Gawel, Senior Planner

Sarah Cushing, Planner

David Allen, Planning Civil Engineer

Chris Mason, NID

Clifton Rinaldi, NID

Cara Culliver, Landscape Architect

Marcella Miller, Office Manager

VIII. Meeting with Applicants – Scheduled Items for Review

C. Vroom, 305 N. U.S. Highway 1

Ms. Cushing started the conversation with the introduction of City staff and applicants.

The applicants were in attendance, **providing the following** information regarding Vroom, 305 N. U.S. Highway 1:

- The business owner visited SPRC to discuss landscaping and irrigation inquiries as well as recent code enforcement matters on the property.
- An extension to the code enforcement action was requested so that the improvements in the approved site plan could be completed including the landscaping and irrigation repairs.
- Mr. Franco expressed interest in completing the landscaping and irrigation requirements on his own, without hiring a professional landscape contractor.
- It was discussed that the site at this time is currently being used for business work on the computer and phone and to receive mail. No other business was mentioned as taking place at this time. He explained that he currently only stores 10 of his 110 vehicles onsite and will arrange for a car carrier to pick them up for site compliance.
- It was determined that Mr. Franco's mother is the LLC business holder.

Members of the SPRC, Ms. Robin Gawel, Senior Planner; Ms. Sarah Cushing, Planner; Mr. David Allen, Planning Civil Engineer; Mr. Chris Mason, Neighborhood Improvement; Mr. Clifton Rinaldi, Neighborhood Improvement; and Ms. Cara Culliver, Landscape Architect, **provided the following** information:

- The Neighborhood Improvement Department (NID) stated that they hand-delivered a code violation notice on 1/11/23; therefore, the completion time for the improvements is 2/11/23. The process for requesting an extension is to go before the Special Magistrate. Improvement requests mentioned prior to the start of the business operation:
 - Install landscape improvements per approved plan.
 - Install irrigation improvements per approved plan.

- Apply for Business Tax Receipt (BTR), following site improvements only. It was explained that if operating a business within city-limits that a BTR is required. This application was sent to the business owner prior.
 - Complete a Site Permit application.
 - Complete Sign Permit application for the face change that was done without a permit. Only the application fee will be applied.
 - Ensure that the site looks as previously outlined on the final Site Plan when initially working with the SPRC and remove the 10 cars that are currently being stored there until VROOM is a legal operational business.
- Following discussion, it was explained that for any existing irrigation projects, that a professional landscaping company with a competency card with Volusia County is required. A permit from the Volusia County Health Department is also required.
 - It was advised that to qualify for the state statute exemption that allows property owners to obtain permits to make improvements to their property requires the property to be owned by the individual and not a corporation.
 - Regarding landscaping, Ms. Culliver advised Mr. Franco that she will send him a list of reputable professional landscaping contractors if requested by him for quote comparisons. The 4.5” caliber trees are required to be staked when doing irrigation and landscaping improvements per the approved plan.
 - An Engineering Permit is required for the site work and a pre-construction meeting is required.
 - It was explained that due to the violations, a notice of hearing with the Special Magistrate will be scheduled. The hearing will be on a Monday at 10:00 a.m. in the City Commission Chambers at City Hall. It was advised that the business can ask for an extension at the hearing and the judge will make a determination at that time but there will be a fine of \$100.00 incurred on 2/12/23 if the violation is not corrected by 2/12/23.
 - It was advised that in order for there to be no additional costs accrued for being out of compliance, the cars are required to be removed before the 30th day of the violation (2/11/23).
 - It was advised that SPRC is every Wednesday for scheduling the pre-construction meeting and for additional inquiries and feedback which can be either in-person or via Zoom electronically.

IX. Adjournment

The meeting adjourned 10:27 a.m.