

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

9:00 A.M., February 8, 2023

The SPRC Meeting commenced at 9:00 a.m. on February 8, 2023.

I. Attendance

Applicants:

Alex Madison, Forestar
Parker Mynchenberg, Mynchenberg & Associates
Sam Mastrelli
Eliana Castro, Blue Oxland
Chuck Woide, Blue Oxland
Tom Bradley, Forestar (via zoom)

Staff:

Steven Spraker, Planning Director
Sarah Cushing, Planner
David Allen, Planning Civil Engineer
Jason Weidenmiller, Project inspector
Tom Griffith, Chief Building Official
Cara Culliver, Landscape Architect
Mike Stephenson, Utilities Engineer
Marcella Miller, Office Manager

II. Meeting with Applicants – Scheduled Items for Review

A. Archer’s Mills Pre-construction Meeting

Mr. Spraker 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 Archer’s Mills Pre-construction Meeting:

- The construction entrance was discussed and it was noted that there is a 50’ tree buffer and adjacent to it is also 25’ to 30’ of trees at Plantation Oaks Boulevard.
- The plan is to clear and prepare for the amenity center in this phase and build the amenity center in the next phase.
- Clearing for the silt fence and working with a surveyor for the site will take place.
- The emergency access is to be a stabilized access with sod and a knox-box lock for security.
- Using 88 vertical DATUM.
- It was discussed that since there are no residents to the west of the site the land will be cleared by a controlled burn after applying for a burn permit.

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. Mike Stephenson, Utilities Engineer; and Ms. Cara Culliver, Landscape Architect, **provided the following** information:

- The development order has been approved: PZ-21-091, with a few outstanding comments regarding landscaping.
- The Engineering Permit for the site work has not been issued. The permit application is required with the costs.
- It was advised that Mr. Weidenmiller is the engineering site inspector.
- The FDEP for wastewater and the FDOH for water was discussed. They have been received and will be shared.
- The tentative project schedule is required. Mr. Allen requested a copy of the project schedule timeline.
- Hours of construction for the site work: 7:00 a.m. to 7:00 p.m. Monday through Saturday. No Sunday work permitted.
- Regarding utilities, it was advised that 24-hour written notice or more, is required to the Utility Department prior to making connection to utilities. Water meters will not be set until both water and wastewater systems are cleared by State agencies.
- Regarding landscaping, it was advised not to clean anything inside of the silt fence as it is all required to be left natural.
- **Testing Requirements:**
 - All density tests over pipes and streets are to be submitted to Mr. Weidenmiller.
 - Video all storm and sanitary sewer gravity mains. A City representative must be present. It was discussed to video after the base.
 - **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 were handed out.
 - Designation of construction location entrance was discussed and will be across from the main entrance.
- **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 other than landscaping.
- The silt fence was discussed and it was advised to contact Mr. Weidenmiller after staking the fencing.
- It was advised that the applicants can receive the burn permit through Volusia County and the Ormond Beach Fire Department's Fire Marshal.
- SPRC is every Wednesday for any additional inquiries and feedback.

III. Adjournment

The meeting adjourned 9:34 a.m.

The SPRC Meeting commenced at 9:38 a.m. on February 8, 2023.

IV. Attendance

Applicants:

Cynthia Green, Property Owner

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

V. Meeting with Applicants – Scheduled Items for Review

B. 2349 Durrance Lane Lot Split

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

The applicants were in attendance, **providing the following** information regarding 2349 Durrance Lane Lot Split:

- The property owner expressed interest in splitting their 10-acre lot into two 5-acre parcels and to sell the west parcel.
- It was advised that most of the bald cypress trees were removed years ago and that the house was purchased in the mid-1980s.
- A wetland survey and a tree survey will be done. Two acres of the property are said to not be considered wetlands.

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:

- It was discussed that when subdividing land that it must be ensured that the lots are still conforming and appropriate for construction.
- Regarding utilities, it was noted that there are no utilities in Durrance Acres and a stub out plan would not be necessary.
- It was advised that the City is not responsible for water, sewer and road maintenance and there is a specific note to be added to the survey for lot splits that Ms. Cushing will provide.
- Regarding landscaping, direction was given to do a wetlands survey and a historic tree survey only and to have the surveyor identify if there are any 36” in diameter or greater, bald cypress or live oak historic trees to see if the lot is developable. Any historic trees that need to be removed would have to go through City Commission for removal.
- A complete boundary and wetland survey as well as a sketch and legal description for each of the newer parcels are required for the City and for the sale of the new parcel.
- The development order and new parcel number process was explained. It was advised that a development order will be recorded and for the property owner to go to the

Volusia County Property Appraiser for the new parcel number. The development order gets signed and approved locally and is then sent for recording. Section 4-16 of the Land Development Code (LDC) explains the lot split process.

- The wetland credits were discussed in that the purchaser of the new property can buy back wetland credits offsite through a wetlands analysis and it would be included in the record.
- It was noted for all existing structures on the property to meet the setback requirements.

VI. Adjournment

The meeting adjourned 9:54 a.m.

The SPRC Meeting commenced at 10:00 a.m. on February 8, 2023.

VII. Attendance

Applicants:

Rob Brinson, Volusia County School Board
Sarah Fowler
Bradley James
Megan White, BRPH
Joseph Hereau, BRPH

Staff:

Steven Spraker, Planning Director
Shawn Finley, Public Works Director
Sarah Cushing, Planner
David Allen, Planning Civil Engineer
Tom Griffith, Chief Building Official
Chris Walter, Plans Examiner
Jason Weidenmiller, Site Inspector
Cara Culliver, Landscape Architect
Mike Stephenson, Utilities Engineer
Marcella Miller, Office Manager
Jesse Godfrey, Police Chief
Chris Roos, Police Captain
DW Smith, Police Captain

VIII. Meeting with Applicants – Scheduled Items for Review

C. Tomoka Elementary, Phase 3, Drawings and Exhibit A for Osceola Renovations

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

The applicants were in attendance, **providing the following** information regarding Tomoka Elementary, Phase 3, Drawings and Exhibit A for Osceola Renovations:

- The Volusia County School Board stated that the old Osceola Elementary School will be a swing school for Tomoka Elementary School August 2023 for one to one and half years while the new Tomoka Elementary School is being demolished and rebuilt.
- The current Tomoka Elementary School is being demolished June 8 and 9, 2023.
- OBPD and City staff comments and suggestions regarding the plans of Exhibits A and B were encouraged.
- It was advised that Tomoka Elementary School Principal Dr. Roseboom will follow the student body.
- Alternate satellite parent pickup and drop-off locations were discussed. It was explained that any satellite locations would be required to go through the City. At this time there are none planned.
- The following information was relayed to City staff:
 - ✚ **Exhibit A** (Osceola Elementary School site for Tomoka Elementary Students):
 - The expected approximate numbers of students 730-760.

- Larger number of busses to accommodate students.
- Adding six additional portable restroom rentals.
- The temporary parent pickup and queuing area was detailed. Parent pickup will enter at Coquina Drive and go through parking lot to a gated entry and exit on property in the current loop through a single-lane. A 30-minute-prior loading will be stressed as there are currently 240-260 car-riders. A survey will be sent out for all means of transportation. It will also be stressed to use Halifax Drive as the main artery versus A1A.
- There is enough stacking for nine busses at the school driveway and enough for six busses on Osceola Avenue.
- The parking will be changed to ensure there is enough parking for all of staff.

✚ **Exhibit B** (Tomoka Elementary School on its current site):

- New H-design of school being built following the demolition of the old school. The H-design is due to working around the trees on the property.
- Large dining room over 5,000 square feet for lunch, dances and events.
- New design will hold up to 900 students.
- Parent and student entrance will be all the same entrance.
- Long stacking area for the parent drop-off and pickup loop.
- Two-story classroom wing with emergency elevator.
- Additional permanent parking.
- Emergency access will be grassed and will have a standard 6' galvanized fence for a buffer (prior to construction there will be a construction fence with fabric).
- Safety and security plan in place with a vertical anti-climb chain-link 6' perimeter fence on the south side by the retention pond and another 6' fence before the play fields. The school will have a one-point store-front entrance. One-point ingress and egress.
- Incorporated a main reception area before the administrative offices (3-tier entries before getting to the classroom).
- Physical Education (PE) class is the only class outside the secure classrooms.
- Interior/Exterior cameras.
- Escape-type wide windows are incorporated in the building plans for any emergency situations.
- No exterior doors.
- Double-corridor entries.
- Electromagnetic entry planned with full-time guardian onsite.
- Full DBA systems for emergency radio frequencies.
- Tilt-wall building, therefore limited cell phone service.

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

- OBPD inquired about 8' vertical pillar gates in place of chain-link fencing for security.
- Regarding building matters, fire safety reviews were discussed and the fire plan will be sent to staff and the fire department for fire extinguisher and fire hydrants specifics.
- There was a question if the school board had or will perform a neighborhood meeting with surrounding residents.
- Regarding utilities, it was discussed that the City is modifying the lift station at the driveway for cleanup.
- The light-timing sequence at the traffic light was discussed and is controlled by the County and OBPD.
- A crosswalk is encouraged for the route for the kids from the school to the church for the extended day program.

IX. Adjournment

The meeting adjourned 10:54 a.m.

The SPRC Meeting commenced at 11:02 a.m. on February 8, 2023.

X. Attendance

Applicants:

Corey Brown, Storch Law Firm
Presten Doub, Ridge Development
Dave Janse, Ridge Development
Rick Maguire, Ridge Development

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

XI. Meeting with Applicants – Scheduled Items for Review

D. Lot Split Parcel ID 3136-01-01-0022

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

The applicants were in attendance, **providing the following** information regarding Lot Split Parcel ID 3136-01-01-0022:

- The property is in the R-4 zoning district and the parcel includes 10 platted lots. Part of the property will be a commercial project behind the RaceTrac Convenience Store.
- The lot split was discussed. The right-of-way (ROW) is towards the middle of the parcel.
- There are no plans for homes on the old plat, lot #s 1-7, along Plantation Oaks. The plan is to combine it with the development project to the north and be used for greenspace recreation and tree preservation.
- It was advised instead of an easement for an entry, there may be a small park there.

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:

- Following discussion, it was determined that the dimensional criteria is sufficient and that there is access to the public right-of-way (ROW).
- It was advised that if the desire is to have utilities serve the property, the matter would have to go through SPRC and need a site plan.
- The property is still in the County with part of it being in the Interlocal Service Boundary Agreement (ISBA) area. The land use zoning and jurisdiction is to be determined and will be researched further.
- Discussion occurred regarding the lot depth and it was directed if vacating the ally, the other property owners would own half of it. Another option is to vacate a portion of the right-of-way (ROW).

- Regarding landscaping, it was advised to save any 36” in diameter or greater, bald cypress or live oak historic trees. Any historic trees that need to be removed would have to go through City Commission for removal. Any future development would also be required to adhere to the landscaping requirements.
- Regarding utilities, it was noted that utilities are required when site development occurs but that a note can be made on the lot split and plans, specifying that water and sewer will go in at a later date. A septic tank will not be allowed.
- It was advised that the applicants can begin with the survey work and hold a pre-application meeting, but that staff is researching further to see if annexation is required prior to a lot split.

XII. Adjournment

The meeting adjourned 11:25 a.m.