

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

**9:00 A.M., September 01, 2021**

The SPRC Meeting commenced at 9:00 a.m. on September 01, 2021.

**I. Attendance**

**Applicants:**

Brad Donley, Newkirk Engineering  
Andy Clark, All Aboard Storage  
Rob Bolwerk, Coleman Goodmote  
Lauren Adams, Newkirk Engineering

**Staff:**

Steven Spraker, Planning Director  
Robin Gawel, Senior Planner  
Tom Griffith, Chief Building Official (zoom)  
Lynn Carter, Utilities Engineer  
David Allen, Planning Civil Engineer  
Marcella Miller, Office Manager

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

**A. Perrott Depot**

Mr. Steven Spraker, Planning Director, started the conversation and introductions of the City staff and applicants.

The applicants were in attendance to discuss information regarding the Perrott Depot:

- Interest in changing the design and adding a PR building to a proposed phase 3.
- Site improvements to be made with the construction of individual buildings as conditions warrant.
- Plans to maintain the 6 foot wood fence on the east property line with plans to enhance landscaping. The building will act as a masonry wall.
- The individual plantings around the buildings will go in with the individual buildings.
- Exterior lighting will be going in, including electrical conduits, small branch circuits and extension lighting. The electrical plans will be forwarded over once complete.

Members of the SPRC, Mr. Steven Spraker, Planning Director; Ms. Robin Gawel, Senior Planner; Ms. Lynn Carter, Utilities Engineer; Mr. Tom Griffith, Chief Building Official; and Mr. David Allen, Planning Civil Engineer, **provided the following** information:

- It was discussed and determined that the site permit will cover the site work which means that the improvements must be completed prior to completing the buildings. A building permit will be required for each individual building.
- It was suggested to show a phased demolition plan that specifies lines for inspection details and to demo everything that needs to be demoed for the entire project for the buildings, including the concrete area at building 4 and grass it.

- It was discussed that if there is no residential abutting a particular side, then there is no wall requirement on that side. It was determined that the only residential abutting is on the north side.
- The code requires that all four perimeters of the property to have landscape buffers.
- An updated site plan and plan set with minor modification as well as a landscape plan reflecting the phases, is required. Code requires four side landscape buffers. A minor amendment would be required for any major landscape changes.
- It was advised to stub utilities toward the new buildings not going to be built prior to the demoing and show the underground conduit to be inspected by the site and building inspectors.
- It was determined that the existing fire hydrant is close to the entrance. It must be within 300 feet of the building.

### **III. Adjournment**

The meeting adjourned 9:20 a.m.

The SPRC Meeting commenced at 9:22 a.m. on September 01, 2021.

**IV. Attendance**

**Applicants:**

Steve Romano, Kimley-Horn  
Nicole McConnell, Kimley-Horn

**Staff:**

Steven Spraker, Planning Director  
Robin Gawel, Senior Planner  
Tim Heyrend, Utilities Manager  
Lynn Carter, Utilities Engineer  
David Allen, Planning Civil Engineer  
Marcella Miller, Office Manager

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

**B. 1701 N. U.S. Highway 1, Sunshine Holiday RV Utility Discussion**

Mr. Steven Spraker, Planning Director, started the conversation and introductions of the City staff and applicants.

The applicants were in attendance to discuss information regarding 1701 N. U.S. Highway 1, Sunshine Holiday RV Utility Discussion:

- The project is for a RV park with 350 spaces.
- Currently has their own wastewater facility onsite and has existing land use and zoning with the city. Interest expressed in connecting to City services.
- The average flow is 40,000 gallons per day maximum, therefore only a small lift station would be required. A question was discussed if the city provided only sewer services to properties.

Members of the SPRC, Mr. Steven Spraker, Planning Director; Ms. Robin Gawel, Senior Planner; Mr. Tim Heyrend, Utilities Manager; Ms. Lynn Carter, Utilities Engineer; and Mr. David Allen, Planning Civil Engineer, **provided the following** information:

- The Interlocal Service Boundary Agreement (ISBA) was explained and that annexation is required for connection to utilities. A meets and bounds legal description by a licensed surveyor is required for submittal. There is no cost for annexation.
- There is currently a 6 inch force main on the other side of the highway and is undersized for the area. It goes from 6 inch to 8 inch and then to 10 inches. There are 12 inch water lines. A model study is required to show the capacity.
- A sampling manhole is required.
- A water connection is required if connecting to the sewer. The city will speak with the Finance Department on the water connection costs. In order to know what pre-treatment will be required, the condition of what is coming out is required.
- A discussion occurred regarding impact fees. There is no similar use as the one described in the impact fee schedule. Staff's initial though is to convert water and sewer gallons per day usage into the standards per residential unit adopted by the Comprehensive Plan. The usage is approximately 300 gallons per equivalent

residential connection (ERC) for water and 280 gallons per ERC for sewer. Additional research and discussion on the calculation of impact fees would be needed if the utility connection moves forward.

- The engineering plan and permit is required with the assistance of a licensed engineer. It would go through the SPRC for approval.
- The point of contacts for the utilities coordination and processing are Mr. Heyrend and Mr. Spraker.
- It was expressed that SPRC meets on Wednesdays for additional inquiries and comments.

**VI. Adjournment**

The meeting adjourned 9:42 a.m.

The SPRC Meeting commenced at 9:57 a.m. on September 01, 2021.

**VII. Attendance**

**Applicants:**

Joe Weber, JD Weber Construction Company  
Parker Mynchenberg, Parker Mynchenberg and Associates

**Staff:**

Steven Spraker, Planning Director  
Robin Gawel, Senior Planner  
Tim Heyrend, Utilities Manager  
Lynn Carter, Utilities Engineer  
Alex, Schumann, City Engineer  
Bob Preis, System Maintenance Supervisor  
David Allen, Planning Civil Engineer  
Jason Weidenmiller, Engineering Inspector  
Marcella Miller, Office Manager

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

**C. Plantation Oaks Preconstruction Meeting, Phases 1A, Unit 2C and Unit 2D**

Mr. Steven Spraker, Planning Director, started the conversation and introductions of the City staff and applicants.

Mr. David Allen, Planning Civil Engineer, led the preconstruction meeting.

The applicants were in attendance and on the call through Zoom to discuss information regarding the Plantation Oaks preconstruction Meeting, Phases 1A, Unit 2C and Unit 2D:

- Lenar homes is the builder for Phase 1.
- The State required permits were submitted. 1A was just issued, 2B is under construction and there are no changes with C & D. Phase 2B had a change the manhole from a part of 1A. Phase 2B sketch and legals for the utility and access easements over the private road right-of-ways were submitted. Phase C and D sketch and legals will be forwarded. Plans to grant the city the easements are in the works.
- The subdivision lots will be delivered to grade. All of the houses in Phase 1A will be built first.
- The project schedule will be determined by the delivery time of the material. Phase 1A is projected to built in 30-45 days. 1A and 2B will overlap.
- Mr. Lee's, from Parker Mynchenberg and Associates, evaluation on the water and water extension force main information on Phase 1A will be forwarded to staff.
- The lift station for 1A by Plantation Oaks Boulevard will be set over the next two months. The lift station for Phase 2C and 2D will later.
- Fencing separates Phase 2A from 2B. 2B, 2C and 2D are separated by fencing from the current development. Silt fencing will be installed per the plan.

Members of the SPRC, Mr. Steven Spraker, Planning Director; Ms. Robin Gawel, Senior Planner; Mr. Alex Schumann, City Engineer; Mr. Bob Preis, System Maintenance Supervisor; Mr. Tim Heyrend, Utilities Manager; Ms. Lynn Carter, Utilities Engineer; Mr. Jason Weidenmiller, Engineering Inspector; and Mr. David Allen, Planning Civil Engineer, **provided the following** information:

- The development orders have been approved and issued with conditions.
- The Engineering Permit applications have not been submitted for Phases 2C, 2D, or 1A. Each individual phase will have its own permit.
- It was advised that Mr. Weidenmiller is the engineering site inspector.
- Permits-Engineer of Record to provide any outside permits or letters of no permit required.
- The tentative project schedule for the site work is to be e-mailed to Mr. Allen.
- The public utilities require a 24-28 hour notice prior to connection and can be coordinated through Mr. Weidenmiller.
  - a. Epoxy lined bends, valves, tees, etc.
  - b. Letter of proposed construction of 1A instead of 2C, limit of 427 units approved.
- **Building:**
  - Once Phase 1A is started, the Building Department will be involved.
- **Testing Requirements:**
  - All density tests are to be submitted to Mr. Weidenmiller.
  - Video all storm sewer and sanitary gravity mains. City representative must be present.
  - **As-built requirements:**
    - Submit digital preliminary file for review.
    - Final drawings – Submit three (3) paper copies, mylar, disk or digital copies of both pdf and autoCAD.
    - Engineer certify and submit.
- **Inspections/Projects Process:**
  - Erosion Control; silt fence and required tree protection required prior to construction.
  - Designation of Construction Entrance.
- **Final Inspection Procedures:**
  - 95 percent review and punch list will be provided by Mr. Weidenmiller, followed by the walk-through.
  - Final Inspection.
- **Engineering, Stormwater & Utility requirements:**
  - Discussion occurred regarding how the additional units will affect utilities and if the pipe sizes are sufficient.
  - Clearance received from the Health Department regarding the watermain and force main. Should be tied in and HOT by the end of September.
  - There should be concrete encasement for the 20' long pipes. They need 3' blocks on each side for support as well as visqueen over the pipes prior to the concrete.

- Regarding comments on the lift station, when doing the radio path study for Phase 1A, it was advised that the antenna height must be limited to 35' (the height of the zoning district). If it requires too much, then cellular connection will be acceptable.
- A cost estimate is required for each phase.
- The list of inspections will be forwarded as part of the Engineering Permit. 2D will be consistent with 2B. 1A and 2C will be the same except the lift station information will be added in.
- Hours of construction for the site work: 7:00 a.m. to 7:00 p.m. and no Sundays.
- Inspections requested before 5:30 a.m. can usually be accommodated the day of.
- It was advised to make the contractors and inspectors aware of any changes or outstanding items.

**IX. Adjournment**

The meeting adjourned 10:15 a.m.

The SPRC Meeting commenced at 11:01 a.m. on September 01, 2021.

**X. Attendance**

**Applicants:**

Harry Newkirk, Newkirk Engineering Inc.

Gary Roberts, Property Owner and CCI Construction

**Staff:**

Steven Spraker, Planning Director

Robin Gawel, Senior Planner

Lynn Carter, Utilities Engineer

David Allen, Planning Civil Engineer

Tom Griffith, Chief Building Official (zoom)

Marcella Miller, Office Manager

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

**D. GPR 1, 14 West Tower Circle**

Mr. Steven Spraker, Planning Director, started the conversation and introductions of the City staff and applicants.

The applicants were in attendance to discuss information regarding GPR 1, 14 West Tower Circle:

- The water service to the building was discussed based upon the SPRC comments.
- A discussion occurred regarding the finished floor elevation.
- A discussion occurred regarding the building architecture and requirements of the Airport Business Park covenants and restrictions.

Members of the SPRC, Mr. Steven Spraker, Planning Director; Ms. Robin Gawel, Senior Planner; Ms. Lynn Carter, Utilities Engineer; Mr. Tom Griffith, Chief Building Official; and Mr. David Allen, Planning Civil Engineer, **provided the following** information:

- Based on the orientation of the building an address of Runway Drive will need to be used. Ms. Gawel will follow-up on getting an address assigned.
- It was expressed to have a sampling location and to send Mr. Allen an e-mail with the rationale and suggestion on an updated plan, holding the length down for review by the Utilities Manager.
- The location of the silt fence should be expanded and placed in the concrete area. The silt fence should be placed around where the asphalt is being dug up. The frontage should be on Runway Drive.
- A discussion occurred on the building's finished floor elevation. It was stated a letter should be prepared for the City Engineer's review a request that the elevation is requested to be less than 18" with the reasons why.
- Regarding utilities, it is required that the fire hydrant is within 10' of the property access route. It needs to be 40' from the FDC. The truck must be able to get within 10' of the fire hydrant.

**XII. Adjournment**

The meeting adjourned 11:22 a.m.