

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

9:00 A.M., October 28, 2020

The SPRC Meeting commenced at 9:00 a.m. on October 28, 2020.

I. Attendance

Applicants:

Chad Handy, Applicant
Mike Gardner, Applicant

Staff:

Robin Gawel, Senior Planner
Noel Eaton, Senior Planner
Roger Smith, Utilities Engineer
David Allen, Planning Civil Engineer
Tom Griffith, Chief Building Official
Cara Culliver, Landscape Architect
Marcella Miller, Office Manager

II. Meeting with Applicants – Scheduled Items for Review

A. 160 S. Yonge Street

Ms. Robin Gawel, Senior Planner, started the conversation and introductions of the City staff and applicants.

The applicants provided the following information regarding the proposed office building at 160 S. Yonge Street:

- The applicants met with the Site Plan Review Committee (SPRC) with inquiries regarding the subject site but advised that they have not purchased the property yet.
- The site is in the B-4 zoning district.
- There was discussion on the ideas for plans for the site including the interest in building an office duplex for a law firm, as well as a rental business on a portion of the property.
- Entry will be in the rear of the building.
- The design is to have a single driveway and for it to exit off of Oleander. (Department of Transportation (DOT) has the final say as it exits onto U.S. Highway 1)
- A tree survey will be completed.

Members of the SPRC, Ms. Robin Gawel, Senior Planner; Ms. Noel Eaton, Senior Planner; Mr. Tom Griffith, Chief Building Official; Mr. Roger Smith, Utilities Engineer; Mr. David Allen, Planning Civil Engineer; and Ms. Cara Culliver, Landscape Architect, stated the following:

- It was determined that the setbacks are in order with district regulations.
- Parking can go in the setbacks but not in the landscape buffers.

- Regarding parking requirements, the parking calculation is: one (1) per 200 square feet of the building area for an office use which is 18 spaces, including one (1) handicapped space. If there will be less than 25 parking spaces, one (1) 12 x 20-foot handicapped parking space is required with a 5-foot access aisle. The depth can be cut down to 18 feet if there is room for a 2-foot overhang. There needs to be 42 inches of clear space. If there are two (2) handicapped spaces they can share the 5-foot access aisle. There will need to be an accessible path from the front door to the sidewalk and must meet ADA code.
- Due to the commercial site abutting residential, there must be a masonry wall or concrete panel and post for a buffer. (if block then must be finished with stucco or brick)
- A neighborhood meeting is to be arranged by the applicant for feedback. Planning staff will forward the flowchart for direction as well as the mailing list for abutting neighbors within a 300-foot radius of the site.
- The Land Development Code (LDC) states that the driveway must be 80 feet from the intersection on the principal arterial road. From Jefferson the driveway needs to be 70 feet from the intersection.
- Direction was given for the shape of the building to be reconfigured and pushed closer Oleander.
- Regarding landscaping requirements, there is a 15-foot setback on the front of the property, and 30-foot setback on the back of the property due to abutting residential. (20-foot setback not abutting residential). A 9-foot wide curved terminal landscape island is required. 15 percent of the area is required to be dedicated for tree preservation. 20 percent of the site is required to be dedicated and preserved for the landscape area. A land and irrigation plan by a professional landscape architect is required. At the end of the parking runs terminal landscape islands are required. Ms. Culliver gave the applicants a diagram of the landscape requirements.
- There is a 20-foot landscape buffer on Yonge Street, 6-foot landscape buffer on Jefferson, 20-foot landscape buffer abutting residential, and a 10-foot landscape buffer with the wall from the property line in the rear. There is a 6-foot landscape buffer on Oleander, 5-foot landscape strip requirement between the building and the sidewalk, and 5-foot landscape buffers on the sides.
- Regarding Building Department concerns, the site meets fire code with two hydrants. Direction given that the property cannot be for sale or lease. If it is under a lease then the law will assume that the property was improved for sale or lease. A licensed general contractor will need to do the work or supervise the work.
- Setback requirements from the intersection for the driveway on Oleander and Jefferson are 70 feet, with the capability of requesting up to 20 percent [redacted] with a Planned Development administrative request with the Planning Director, which will bring it down to 56 feet. The setback is 80 feet at the intersection going out on U. S. Highway 1. At the entrance of the site, a 20 percent reduction is permissible if the entrance is off of **Oleander or Jefferson** and is required to be 10 feet off of the property line. If it is a curbed driveway there has to be a 35-foot radius. A Department of Transportation (DOT) driveway permit is required.
- Regarding utilities, it was discussed that the easement may need to be abandoned or vacated so that there will not be any restrictions developing the site. (map book 1317, page 592). It was determined that the lateral line that serves the property is 6 inches and that there are 4 inch laterals off of Oleander into the site. The water for the

property should be serviced off of Yonge Street/U.S. Highway 1 or Oleander where it is 6 inches for pressure reasons. The line on Jefferson is 2 inches.

- It was advised that there has to be a handicapped route off of the sidewalk with emergency access within 50 feet of the sidewalk. There is a 4-foot minimum sidewalk requirement.
- Regarding architectural requirements, the front of the building must be architecturally treated.
- Regarding Engineering concerns, an exfiltration system will be accepted following a soil test. The low-impact development must be researched for techniques for stormwater. *No greater amount of water can leave the site than what leaves the site now. (rate + volume, 0 impact). There should be swales and bioretention areas. *The Development Report on the Planning webpage (www.ormondbeach.org) lists professional engineers that have worked on other city projects. Mr. Allen advised that he is happy to assist the hired professional engineer with any inquiries Mondays – Wednesdays.
- Regarding signage, pole or monument signs are permitted. Only one (1) wall sign is permitted per business.
- Once the site plan is submitted there is a two (2) week review time for comments. The following step in the process is to plan and hold the neighborhood meeting, followed by combining the lots administratively, and then vacating the easement which goes before the City Commission. Ms. Gawel sent the flowchart for the Site Plan Review Committee (SPRC) process as well as the steps in the process. The complete process will take three (3) to four (4) months.
- The parcel numbers go before the Planning Department and if there are no objections the applicant takes to the property appraisers and the Clerk of Court for recording as one lot in the lot combination process.
- It was advised that Site Plan Review Committee (SPRC) meets every Wednesday if there are any additional inquiries or concerns.

III. Adjournment

The meeting adjourned 10:22 a.m.