

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

**9:00 A.M., January 20, 2021**

The SPRC Meeting commenced at 9:00 a.m. on January 20, 2021

**I. Attendance**

**Applicants:**

Susan Richmond, Ormond Art Museum  
Steve Buswell, Parker Mynchenberg & Associates  
Jeff Norder, Bomar Construction  
Scott McCarthy

**Staff:**

Steven Spraker, Planning Director  
Shawn Finley, Public Works Director  
Alex Schumann, Deputy City Engineer  
Robin Gawel, Senior Planner  
Noel Eaton, Senior Planner  
Tim Heyrend, Utilities Manager  
Lynn Carter, Utilities Engineer  
David Allen, Planning Civil Engineer (Zoom)  
Tom Griffith, Chief Building Official  
Marcella Miller, Office Manager  
Jason Weidenmiller, Engineering Inspector  
Donnie Vick, Engineering Inspector

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

**A. Pre-construction meeting, 78 E. Granada Blvd. – Ormond Art Museum**

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

The applicants provided the following information regarding the Ormond Art Museum:

- The building and facility is currently closed while the work is being done.
- The fire hydrant is being relocated on the property.
- Notification of early morning concrete pours will be sent to Mr. Weidenmiller.
- An update was explained to the original site plan regarding the dumpster.
- All of the landscaping will stay below the peacock fountain.
- The sculpture and water is currently out of the fountain.
- The ramp will be taken out so there will be access on the south side.
- A section of the wall will be taken out to get the material in and out with plans in place to protect the sago palm.
- A 6-foot chain-link construction fence will be installed around the perimeter of the property.

- The Ormond Art Museum will send information out on social media regarding construction and traffic patterns. The contractors will get the same information to Mr. Weidenmiller and Mr. Schumann.
- The parking lot will not be used for construction purposes.

Members of the SPRC, Mr. Steven Spraker, Planning Director; Mr. Shawn Finley, Public Works Director; Mr. Alex Schumann, Deputy City Engineer; Ms. Robin Gawel, Senior Planner; Ms. Noel Eaton, Senior Planner; Mr. Tim Heyrend, Utilities Manager; Mr. Donnie Vick, Engineering Inspector; Mr. Tom Griffith, Chief Building Official; Ms. Lynn Carter, Utilities Engineer; Mr. David Allen, Planning Civil Engineer; and Mr. Jason Weidenmiller, Engineering Inspector, stated the following:

- The development order has been approved.
- The Engineering Permit number is 21-1637.
- Mr. Weidenmiller is the Engineering Inspector.
- A project schedule is required and should be sent to Mr. Allen and Mr. Spraker.
- Construction hours of operation are 7:00 a.m. to 7:00 p.m. Monday-Saturday and no Sundays.
- **Utilities**
  - 24-48-hour notice prior to connections to public utilities.
- **Testing Requirements**
  - All density tests are to be submitted to Mr. Weidenmiller
  - As-built requirements
    - Submit digital file for review.
    - Final – Submit three paper copies, mylar, disk.
    - Engineer certify and submit.
- **Inspections/Project Process**
  - Erosion Control; silt fence and required tree protection required prior to construction.
  - Ms. Culliver is the City's project manager and Mr. Vick will be inspecting for quantities on the City's behalf. They will review and approve pay applications.
- **Final Inspection Procedures**
  - 95 % punch list.
  - Final Inspection.
- **Maintenance of Traffic**
  - Coordination with Public Works for Halifax Drive road closure is necessary. Mr. Weidenmiller will be the contact. One-week notice is required. The traffic patterns are required to be reported to be able to deliver the information to the PIO, police, fire service and postal service. A road closure form will be e-mailed.
  - Road closure forms will need to be completed and submitted one week before closure to allow for advertisement.

- State Road 40/East Granada Blvd. – Contractor shall contact Florida Department of Transportation (FDOT) regarding any work within the right of way (sidewalk, utilities, etc.).
- Direction given to make the contractors and inspectors aware of any changes or outstanding items.

**III. Adjournment**

The meeting adjourned 9:21 a.m.

The SPRC Meeting commenced at 9:40 a.m. on January 20, 2021.

**IV. Attendance**

**Applicants:**

Brad Nutting, Daytona West  
Chad Shultz (Zoom)

**Staff:**

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

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

**B. Subdivision of 551 N. Tymber Creek Road**

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

The applicant provided the following information regarding the subdivision of 551 N. Tymber Creek Road:

- There was question as to what can be done with approximately 12 acres of land at 551 N. Tymber Creek Road with the desire to build estate-style houses across the street. (*personal use and not for boarding horses*)
- Mr. Nutting will get in touch with a surveyor and engineer and will return with additional information to move along further in the Site Plan Review Process (SPRC).

Members of the SPRC, Mr. Steven Spraker, Planning Director; Ms. Robin Gawel, Senior Planner; Ms. Noel Eaton, Senior Planner; Mr. Tim Heyrend, Utilities Manager; Mr. Tom Griffith, Chief Building Official; Ms. Lynn Carter, Utilities Engineer; Mr. David Allen, Planning Civil Engineer; and Mr. Jason Weidenmiller, Engineering Inspector, stated the following:

- Discussion occurred regarding Mr. Nutting's options:

**Subdivision of land:**

- Subdivide the land with a lot split which can occur once every three years. Lot splits are reviewed and approved by the SPRC and typically take approximately one month for review and approval.
- Divide the land from one lot into three (3) lots or more and create a preliminary plat which will be heard through the Planning Board and City

Commission. From there the applicant will receive a final plat for newly created lots.

- The sketch and legal requirements for the lot split was discussed.
- A wetland determination would be required for the subdivision of land.
- The platting process would typically two to three months depending on the surveyor and the quality of the submittal.

**Construction, building permit:**

- Building permit submittal requirement for stormwater, trees and site plan.

➤ **Stormwater**

- Onsite retention will have to be developed by a professional engineer for each lot because going over 1,000 square feet of impervious, and each site would need a tree survey.
- If in a floodplain will have to provide compensating storage.
- Drainage is a concern. A DOT permit is required if the drainage goes towards Interstate 95 to discharge.
- The floodplain will have to be shown.

➤ **Zoning**

- The property has a SR (Suburban Residential) zoning designation.
- The SR zoning requires 2 acre lots if no connection to utilities.
- It was advised that if the lot is subdivided in two acre lots, they would not meet the conditions for agricultural use minor which requires 5 acres.

➤ **Utilities**

- Certain conditions on land development would not require that a house connect to city water and sewer. It was researched and determined that if the lot is over an acre it can be on septic and a well.
- The existing water line is at the end of the Southern Pines development and an existing sewer line at the southern entrance of Southern Pines.
- A discussion occurred if sewer is available in the future and the lot is less than an acre it would have to connect.
- Ms. Carter will research the specifics on the forcemain 2,000 feet south of the property and follow up with Mr. Nutter.

➤ **Landscaping**

- Wetlands will need to be determined on the site by having a wetland survey done.
- With the abundance of pine trees, live and scrub oaks, a minimum 60-foot landscape buffer is required along Interstate 95. (Ms. Culliver can be reached for additional information regarding landscaping requirements).
- The applicant indicated a potential desire to have a grazing pasture and additional information would be needed from Cara Culliver, city Landscape Architect.

**VI. Adjournment**

The meeting adjourned 9:52 a.m.