

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

**9:00 A.M., March 31, 2021**

The SPRC Meeting commenced at 9:00 a.m. on March 31, 2021.

**I. Attendance**

**Applicant:**

Randy Hudak, Zev Cohen and Associates

**Staff:**

Steven Spraker, Planning Director

Robin Gawel, Senior Planner

Roger Smith, Utilities Engineer

David Allen, Planning Civil Engineer

Cara Culliver, Landscape Architect

Tom Griffith, Chief Building Official

Marcella Miller, Office Manager

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

**A. The Fall’s Guardhouse Pre-application Meeting**

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

The applicant **provided the following** information regarding the Fall’s Guardhouse Pre-application:

- The incoming and thru lanes will be divided and will allow a bypass lane via remote control for the residents.
- A gate will be added east of the guardhouse.
- Two (2) 12 foot removable bollards will be added.
- A turning analysis will be provided to show turns for pickup trucks and large vans, including UPS and Amazon trucks.
- 8 feet of pavement will be added.
- An inlet will be relocated by the gate.
- It was determined that trees should not have to be removed.
- A landscaping root survey will be done.
- The sweet gum tree in the turnaround is 23 inches.
- A topographic survey on the pavement for relocating the inlet will be shared with Mr. Allen.
- It was determined that the guardhouse is manned only 12 hours per day.

Members of the SPRC, Mr. Steven Spraker, Planning Director; Ms. Robin Gawel, Senior Planner; Mr. Roger Smith, Utilities Engineer; Mr. David Allen, Planning Civil Engineer; Ms.

Cara Culliver, Landscape Architect; and Mr. Tom Griffith, Chief Building Official, provided the following information:

- Concerns were expressed regarding the waterline, the grading and the trees in the project area.
- The minor site plan modification with no new building application was the recommended process with an application fee of \$300.00. The site plan would go through SPRC and once approved, a pre-construction meeting.
- **Landscaping requirements:**
  - Concern was expressed regarding the 39 inch oak tree on the south side of the driveway. It was determined that the tree is 13 to 14 feet from the edge of the pavement. Any new pavement would need to adequately protect the historic tree.
  - The turnaround lane should be shifted away from the sweet gum tree.
  - The specifics of the trees on the south side and are required (type and size) and should be on the plan set.
- **Engineering, Stormwater & Utility requirements:**
  - There is concern regarding the pavement over top of the waterline.
  - The watermain is 8 inches.
  - Direction to get the verified depths on the line.
  - Proper cover on the watermain is required.
  - Vertical elevations of the watermain are required to show the limits of the work.
- **Building requirements:**
  - The proposed gates require a building permit.
  - It was emphasized that emergency vehicles need 16 feet. The fire lane should be 20 feet. The gate can be less. Access is required when the guardhouse is not manned. The fire department would have (2) two removable bollards. Mr. Griffith will communicate with the Fire Chief and follow back up on the matter.

### **III. Adjournment**

The meeting adjourned 9:15 a.m.

The SPRC Meeting commenced at 9:40 a.m. on March 31, 2021.

**IV. Attendance**

**Applicants:**

Harry Newkirk, Newkirk Engineering  
Paul Holub, Holub Development Company  
Shaun Sclossmacher, CDI Construction

**Staff:**

Steven Spraker, Planning Director  
Steven Lichliter, Airport Manager  
Robin Gawel, Senior Planner  
Roger Smith, Utilities Engineer  
David Allen, Planning Civil Engineer  
Cara Culliver, Landscape Architect  
Tom Griffith, Chief Building Official  
Jason Weidenmiller, Engineering Inspector  
Marcella Miller, Office Manager

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

**B. 85 Hangar Way, KOMN Condominium Association Pre-construction**

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

Mr. David Allen, Planning Civil Engineer, led the pre-construction meeting.

The applicants **provided the following** information regarding 85 Hangar Way, KOMN Condominium Association Expansion Pre-construction:

- Discussion occurred regarding the expansion of the airport.
- Plans in the works to submit the building permit application for the medal building as well as the restrooms in the next (2) two weeks. The drawings will be submitted with the building permit application and an estimate for the site work.
- The St. Johns Permit and the permit for the restrooms were applied for and will be shared with Mr. Allen.
- The silt fence will be shifted inside of the taxi-way lights on taxi-way Charlie.
- The concrete pavement is being changed to 6 inch concrete pavement.
- Notification authorization for the concrete pours will take place 72 hours in advance. The hours of the concrete pours would be 5:00 a.m. to 8:30 a.m.
- The barricade fence will be orange mesh-fence and taller than planned to assist with more mitigated dust control in lieu of what was shown on the original plan.
- There is a schedule in place to locate of their underground for the two (2) apron pours.

Members of the SPRC, Mr. Steven Spraker, Planning Director; Mr. Steven Lichliter, Airport Manager; Ms. Robin Gawel, Senior Planner; Mr. Roger Smith, Utilities Engineer; Mr. David Allen, Planning Civil Engineer; Mr. Jason Weidenmiller, Engineering Inspector; Ms. Cara

Culliver, Landscape Architect; and Mr. Tom Griffith, Chief Building Official, **provided the following** information:

- The development order has been approved.
- The engineering permit application is required with the cost estimate for the site work.
- The building permit has not been submitted yet. It was noted that separate building permits are required for each of the buildings.
- Introduction of Mr. Weidenmiller, site inspector.
- The tentative project schedule for the site work is to be uploaded into ProjectDox.
- **Testing Requirements:**
  - All density tests are to be submitted to Mr. Weidenmiller.
  - Video all storm sewer and sanitary sewer gravity mains. A 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.
  - Final Inspection.
- **Engineering, Stormwater & Utility requirements:**
  - Direction to contact Mr. Weidenmiller when making utility connections.
  - 24-48 hour notice required prior to connections to public utilities.
  - The new standard is epoxy lined bends, valves, tees, etc.
- Hours of construction for the site work: 7:00 a.m. to 7:00 p.m. and no Sundays.
- Pin numbers will be issued with the permit applications to request inspections online. Inspections requested before 6:00 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.
- It was expressed that the SPRC project concerns are the site and safety plan on page 5 regarding the barricades and lighting, the taxiway remaining open at all times, and the site lighting underground conduit. The site lighting underground conduit will be inspected by the building inspector. It is essential that the FAA review be followed closely for compliance. The taxiway is to remain open at all times.
- A list of inspections will be forwarded to Mr. Sclossmacher with the meeting minutes.

## **VI. Adjournment**

The meeting adjourned 10:15 a.m.