

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

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

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

**I. Attendance**

**Applicants:**

Kyle Hall, Tomoka Construction  
Buddy White, Tomoka Construction  
John Michael Smith, Alann Engineering Group (via Zoom)

**Staff:**

Steven Spraker, Planning Director  
Robin Gawel, Senior Planner  
Noel Eaton, Senior Planner  
David Allen, Civil Engineer (via Zoom)  
Jason Weidenmiller, Site Inspector  
Tim Heyrend, Utilities Manager  
Marcella Miller, Office Manager

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

**A. Ocean Village Townhomes**

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

The applicants were in attendance and participated by Zoom to discuss information regarding the Ocean Village Townhomes.

- The discussion refers to utilities only.
- Ms. Kim Buck, P.E., Alann Engineering Group, sent copies of all permits over.
- It was advised that there are no plan changes.

Members of the SPRC, Mr. Steven Spraker, Planning Director; Ms. Robin Gawel, Senior Planner; Ms. Noel Eaton, Senior Planner; Mr. David Allen, Civil Engineer; Ms. Cara Culliver, Landscape Architect; Mr. Jason Weidenmiller, Site Inspector; and Mr. Tim Heyrend, Utilities Manager, **provided the following** information:

- The development orders have been approved.
- The Engineering Permit has not been submitted.
- It was advised that Mr. Weidenmiller is the engineering site inspector.
- 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.
- **Testing Requirements:**
  - All density tests are to be submitted to Mr. Weidenmiller.

- **As-built requirements:**
  - Submit digital preliminary file for review.
  - Final drawings – Submit three (3) signed and sealed paper copies, signed and sealed mylars, 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. Be mindful to not track any sediments on the adjacent properties.
  - Designation of Construction Entrance.
  - Discussion on backflow prevention device in the middle of the roadway and to advise when it will be relocated and to let the water distribution representatives know that someone will be affecting their line at the specific time noted.
- **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:**
  - The water meters will not be set up prior to the acceptance of the water and wastewater system – DEP and Health Department clearance.
- Hours of construction for the site work: 7:00 a.m. to 7:00 p.m. and no Sundays.
- Inspections to be scheduled online with the pin number included in the engineering permit and 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.
- The Engineer Permit and cost estimate for the utilities is required and can be sent via e-mail to Mr. Spraker.
- SPRC meets every Wednesday to bring the topic back for discussion and feedback.

### III. Adjournment

The meeting adjourned 9:08 a.m.

The SPRC Meeting commenced at 9:33 a.m. on October 20, 2021.

**IV. Attendance**

**Applicants:**

Harry Newkirk, Newkirk Engineering  
Gary Roberts, Commercial Construction  
Joe Weber, JD Weber Construction

**Staff:**

Steven Spraker, Planning Director  
Robin Gawel, Senior Planner  
Noel Eaton, Senior Planner  
David Allen, Civil Engineer (via Zoom)  
Jason Weidenmiller, Site Inspector  
Cara Culliver, Landscape Architect  
Tom Griffith, Chief Building Official  
Marcella Miller, Office Manager

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

**B. 105 Runway Drive, GPR1 Pre-construction**

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 GPR1 Pre-construction.

- It was discussed that all permits have been provided other than for St. Johns River Water Management.
- Plans to start construction as soon as permits are ready. 45 days planned of silt fence, clearing, grading and filling. (approximately December 2021)
- The following changes have been made:
  - Drainage revisions for St. John River Water Management will be uploaded.
  - Stormwater is to tie into the back (RA-1) – permit revision.
  - Connecting to the roads (RA-3) – permit revision.

Members of the SPRC, Mr. Steven Spraker, Planning Director; Ms. Robin Gawel, Senior Planner; Ms. Noel Eaton, Senior Planner; Mr. David Allen, Civil Engineer; Ms. Cara Culliver, Landscape Architect; Mr. Jason Weidenmiller, Site Inspector; and Mr. Tom Griffith, Chief Building Official, **provided the following** information:

- The development orders have been approved.
- The Engineering Permit has not been submitted. It was advised to complete the application and submit it with the cost for the site work including landscaping. It can be e-mailed to Mr. Spraker.
- 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.
- **Testing Requirements:**
  - All density tests are to be submitted to Mr. Weidenmiller.
  - **As-built requirements:**
    - Submit digital preliminary file for review.
    - Final drawings – Submit three (3) signed and sealed paper copies, signed and sealed 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 – W. Tower Circle.
- **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 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.
- The West Tower Circle is planned for the construction entrance with concerns of the on-street parking there. It was mentioned if there is difficulty with the entrance and exit for the construction to let the City know and Neighborhood Improvement will communicate with the property owners on the other side regarding parking.
- SPRC meets every Wednesday to bring the topic back for discussion and feedback.

## VI. Adjournment

The meeting adjourned 9:44 a.m.

The SPRC Meeting commenced at 10:30 a.m. on October 20, 2021.

**VII. Attendance**

**Applicants:**

Shamez Kassam, Property Owner

Mahmood Kara, Property Owner

**Staff:**

Steven Spraker, Planning Director

Robin Gawel, Senior Planner

Noel Eaton, Senior Planner

David Allen, Civil Engineer (via Zoom)

Marcella Miller, Office Manager

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

**C. 1571 N. U.S. Highway 1**

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 1571 N. U.S. Highway 1.

- In the past the property was a hotel and then an Assisted Living Facility (ALF).
- The building was built in 2009.
- The new owners are interested in repainting and converting it back to a branded hotel.
- The property owners expressed concerns with the access easement and are interested in advice from the City on how to maintain a proper and safe access for emergency services and future clientele. There is an abandoned property at the front of the property that clientele would have to pass when entering the hotel.
- Plans to open by May 2022.

Members of the SPRC, Mr. Steven Spraker, Planning Director; Ms. Robin Gawel, Senior Planner; Ms. Noel Eaton, Senior Planner; and Mr. David Allen, Civil Engineer, **provided the following** information:

- It was expressed that the subject properties were built in unincorporated Volusia County and annexed into the City of Ormond Beach.
- The site plan will be researched for parking information and compliancy.
- Code enforcement will observe and take action on code enforcement issues on the properties in front of the subject property.
- Discussion occurred regarding the access easement and for the property owners to review the title work and granting document regarding how to coordinate or correct the access.
- It was determined that there is no public road access and a new proposed road would have to be elevated. Wetland impacts and stormwater are required to be provided if a new roadway were to be created. Building another road on a separate privately-owned parcel was discussed with the direction that it would have to be worked out with that

property owner and have the road built, provide stormwater, and other site improvements for that road.

- SPRC meets every Wednesday to bring the topic back for discussion and feedback.

**IX. Adjournment**

The meeting adjourned 10:45 a.m.