

Crossroads of Flagler County

Board Members:

Thea Mathen, Chair
Shannon Strickland, Co-Chair
Jerry Jones
Jan Reeger
Randy Morris
Howard Kane - Alternate

PLANNING, ZONING AND APPEALS BOARD

AGENDA

Tuesday, January 17, 2017

7:00 PM

201 West Moody Boulevard,
City Commission Chambers - Building 3
Bunnell, FL 32110

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- 1. Call Meeting to Order for Planning and Zoning Meeting and Roll Call**
 - 2. Disclosure of Ex-Parte communications.**
 - 3. Approval of Minutes**

2016 10 18 Planning, Zoning and Appeals Board Minutes

New Business:

- 4. Case Number 2017-01: Request for Site Plan Approval for the Expansion of the Flagler Playhouse located at 301 E. Moody Blvd.**

Old Business: None

5. Public Comment

Comments regarding items not on the agenda. Citizens are encouraged to speak; however, comments should be limited to three minutes.

6. Board comment

7. Adjournment of Planning and Zoning Meeting

NOTICE: If any person decides to appeal any decision made by the Planning, Zoning and Appeals Board with respect to any item considered at any meeting of this board; He or She will need a record of the proceedings, and for this purpose, He or She may need to ensure that a verbatim record of the proceedings is made, which record is to include the testimony and evidence upon which the appeal is based. (286.0105 Florida Statutes). Any person requiring a special accommodation at this meeting because of disability or physical impairment should contact the City Clerk's office at (386) 437-7500.



City of Bunnell, Florida

ATTACHMENTS:

Description

Proposed Minutes

Type

Minutes



**CITY OF BUNNELL
MINUTES
PLANNING, ZONING AND APPEALS BOARD
Tuesday, October 19, 2016 at 7pm
Bunnell City Complex
201 W. Moody Blvd., Chambers Meeting Room
Bunnell, FL 32110**

Planning and Zoning Minutes

1.	<p>Call to Order for Planning and Zoning Meeting. Roll Call.</p> <p>Present: Thea Mathen, Chair; Shannon Strickland, Vice Chair; Jerry Jones; Randy Morris; Howard Kane Excused: Jan Reeger Not Present: Non-Voting: Charlie Cino; Mick Cuthbertson; Yvonne Bolton</p>
2.	<p>Disclosure of ex parte communications.</p> <p>None</p>
3.	<p>Approval of the minutes from the September 20, 2016 meeting.</p> <p>Motion: Approve the minutes of the September 20, 2016 meeting. Moved By: Shannon Strickland Second By: Jerry Jones Vote: Motion carried by unanimous vote.</p>

New Business:

4.	<p>Case # 2016-18: Special Exception Request to allow animal boarding services in addition to the standard veterinary clinic services at Sugar Sands Furry Family Hospital located at 1300 E. Moody Blvd.</p> <p>This item was introduced by Mick Cuthbertson. Sugar Sands Furry Family Hospital, an existing business was sold to a new owner. The previous owner of the veterinary clinic was granted special exception permission to provide board services. Special exception approval is only valid for the applicant and is not transferrable. Therefore, the new owner of the clinic requested approval to provide boarding services.</p> <p>Debbie Newman, representative for the owner of Sugar Sands Furry Family Hospital, was present to answer questions. She explained the new owners would like to continue with same permissions granted to the previous owner. She stated to the best of her knowledge all aspects of the previous special exception approval are being implemented and will continue to be implemented if approved for the new owner.</p> <p>Motion: Approval of the special exception request for Sugar Sands Furry Family Hospital with the following conditions to help lessen the possible impact of any</p>
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		<p>noise or odor from the boarded animals to any adjunct property owners:</p> <ul style="list-style-type: none"> • The staff recommendations are followed. • The total of animals not receiving veterinary services boarded in the kennel at one time is limited to 8. • The kennel is indoors, not outdoors. <p>Moved By: Shannon Strickland Second By: Randy Morris Vote: Motion carried by unanimous vote.</p>
5.		<p>Public Comment: Comments regarding items not on the agenda. Citizens are encouraged to speak; however, comments should be limited to four minutes.</p> <p>None</p>

		<p>Adjournment of Planning and Zoning Meeting.</p> <p>Motion: Adjourn. Moved By: Shannon Strickland Second By: Howard Kane Vote: Motion carried by unanimous vote.</p>
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Thea Mathen, Chair



City of Bunnell, Florida

Agenda Item No. 4.

Document Date: 12/21/2016
Department: Community Development
Subject: Case Number 2017-01: Request for Site Plan Approval for the Expansion of the Flagler Playhouse located at 301 E. Moody Blvd.
Property Address: 301 E. Moody Blvd.
Zoning Designation: B-2, Business District
Future Land Use Designation: Commercial-Medium
Agenda Section: New Business

ATTACHMENTS:

Description	Type
Location Map	Location Map(s)
Applicant Response to City Comments	Exhibit
Applicant Response to Engineer Comments	Exhibit
Proposed Site Plan	Plans

Summary/Highlights:

This is a request for major site plan approval of an eastern expansion of the Flagler Playhouse. Major site plans require Planning Board approval.

Sec. 22-4. - Procedures for site plan review and approval.

(a) Site plan thresholds.

(1) Major site plan. The following developments shall require major site plan approval:

c. Expansion or replacement on an existing nonresidential site which includes an addition of 2,000 square feet or more of impervious area.

Background:

The Flagler Playhouse is an existing structure/business in the City of Bunnell. They would like to add an extension to the eastern side of the building. The extension would be a lobby area with an atrium located between the existing building and the new extension.

On June 17, 2014, the Planning Board granted a variance to the front setback for this property reducing it to 18 feet 6 inches.

The applicant has addressed the comments from the Community Development Department and the Fire Inspector. The applicant has provided the City with responses to the City Engineer comments. Those comments and a copy of the revised plans have been sent to the contacted engineer. However, at the time of the writing of this staff report the City had not received confirmation all engineer comments have been addressed.

The applicant would like to get approval on the plans as quickly as possible and can answer any additional questions about the project.

Staff Recommendation:

Approval of the site plan contingent on all comments, including those of the City Engineer, being met.

City Attorney Review:

N/A

Site Plan Approval Flagler Playhouse- Location Map



CATHERINE D. ROBINSON
MAYOR

JOHN ROGERS
VICE-MAYOR

DANIEL E. DAVIS
CITY MANAGER



Crossroads of Flagler County

COMMISSIONERS:

BILL BAXLEY

ELBERT TUCKER

BONITA ROBINSON

December 14, 2016

Flagler Playhouse
Attn: Mark Langelo
301 E. Moody Blvd
Bunnell, FL 32110

RE: Site Plan Review for the Bunnell Little Theater Expansion at 301 E. Moody Blvd., Bunnell, FL 32110
(First Submittal)

Mr. Langelo,

After a departmental review of the submitted site plan for the above identified project, it has been determined this proposed project meets the requirements for a major site plan review because it is an expansion of more than 2,000 square feet to an existing commercial structure.

Sec. 22-4. - Procedures for site plan review and approval.

(a) Site plan thresholds.

(1) Major site plan. The following developments shall require major site plan approval:

c. Expansion or replacement on an existing nonresidential site which includes an addition of 2,000 square feet or more of impervious area.

In addition, the plans will need to be sent to an outside engineer who is on contract with the City for review. The expense of this review will be passed onto the applicant. As soon as we get the comments from the engineering review, we will forward them to you. Community Development is providing the City comments to you now in order to allow you time to start the revisions to the proposed plans and to hopefully expedite the review process as requested. Please see the comments listed below:

Community Development:

- Please provide a copy of the completed stormwater management permit or documentation a permit will not be needed.

Land Development Code Sec. 22-9(b)(5) When applicable, a copy of the completed stormwater management permit application.

Response: Letter of Exemption sent to City by SJRWMD

- Please provide a landscaping plan that meets City requirements. There is no landscaping shown on the site plan at all and 3 hard wood trees will be removed during this project. The City understands this is an existing development and we will work with you to find a solution that works for the applicant.

Land Development Code Sec. 22-9(b)(6) A landscape plan meeting the requirements of Chapter 14 of the LDC, including protected tree requirements.

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www.bunnellcity.us [Facebook.com/BunnellFL](https://www.facebook.com/BunnellFL) [Youtube.com/cityofbunnell](https://www.youtube.com/cityofbunnell)

Response: Landscaping added to areas of site where feasible, please see site plan

- The plans do not list the owners of the property. Please update the cover sheet to include property owner information.
Land Development Code Sec. 22-9(c)(3) Name, address, and telephone number of all equitable owners.

Response: Owners info added to cover sheet

- The plans do not include legal description or parcel identification information. Please provide the information required.
Land Development Code Sec. 22-9(c)(6) Legal description, including the section, township and range, and the property appraiser's tax parcel number(s) of the subject property.

Response: Parcel ID and Legal description added to cover sheet

- The plans do not include a timetable for the project. Please provide an approximate timetable for the project.
Land Development Code Sec. 22-9(c)(8) Approximate timetable (month and year) for completion of the project, and any proposed phases of a phased development project. All phases of multi-phase projects must be able to meet all of the site plan requirements within the subject phase.

Response: Timetable Added to plans

- The plans do not include the gross acreage of the site. Please update the plans to include this information.
Land Development Code Sec. 22-9(c)(11) Gross acreage of the site, to the nearest one-tenth of an acre, and the square footage of sites.

Response: Gross acreage added to plans

- The plans do not list the floor area of each structure. The dimensions are included, but the gross floor area of each building is not listed on the plans. Please provide this information.
Land Development Code Sec. 22-9(c)(12) Floor area of each structure; if the structure(s) includes areas for different commercial or industrial uses, the floor area for each use-area shall be provided and clearly shown on the site plan.

Response: Floor areas added

- The plans did not include the percent of site covered by enclosed structures. Please include this required information on the plans.
Land Development Code Sec. 22-9(c)(13) Total square feet and percent of site covered by enclosed structures (ground floor building coverage). Note the total provided and the maximum permitted building coverage.

Response: Percentage of site coverage by enclosed structures is added to plan

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- The plans did not include the required vicinity maps. Please provide a vicinity map or provide land use and zoning maps of the property and adjacent areas which may be used as a vicinity map.

Land Development Code Sec. 22-9(c)(15) A vicinity map insert, separate from the location map, shall be made part of the site plan showing the specific location of the site using the names and location of nearby streets and prominent natural or manmade landmarks. The scale shall be sufficient to indicate the zoning and current land use of the property contiguous to the site, including properties separated from the site by a public or private street.

Response: Vicinity map added

- The plans do not include the floodplain information. Please add this information to the plans.

Land Development Code Sec. 22-9(d)(1) Limits of 100-year floodplain and/or coastal flood velocity areas (V-zones), as shown on the most recent Federal Emergency Management Agency (FEMA) maps or a statement of the 100-year flood elevation and the flood zone in which the project is located.

Response: Flood Zone X added to site plan

- The plans do not list the location of the utility lines or the location of the nearest fire hydrant. Please include this information on the plans.

Land Development Code Sec. 22-9(d)(7) Location of existing utility lines (water, sewer, power, telephone, gas, fire hydrants etc., as applicable) and existing private utility systems including (wells and septic tanks) shall be shown extending a minimum of 100 feet from the site's property.

Response: Known utilities locations listed. Survey has fire hydrant (FH) shown on SE corner, City Storm water on SW corner, Power Poles located all around property (PP), water meter and connection location added.

- The plans do not include distance information for existing water and wastewater lines. Please include the required information on the plans.

Land Development Code Sec. 22-9(d)(8) Statement noting distance from project site to existing water and wastewater lines which will serve the development.

Response: Statement added.

- The plans do not include utility and water/sewer line information. Please provide the required information.

Land Development Code Sec. 22-9(h)(1) All existing utilities and water and sewer lines within the boundaries of, or adjacent to the site.

Response: Known water/sewer information added

- The plans did not include the connection distance for water and sewer lines. Please provide the required information.

Land Development Code Sec. 22-9(h)(2) All water and sewer lines within the connection distance required by the Florida Administrative Code, or the City Code of Ordinances, must be noted on plans or a proposed connection to public water and sewer must be shown.

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Response: Known water/sewer information added

- The plans did not include fire protection information. Please provide the required information.
Land Development Code Sec. 22-9(h)(2) *All existing and proposed fire protection water lines within the boundaries of, or adjacent to, the site must be shown. This shall include backflow prevention devices, fire department connections, and fire hydrants.*

Response: Fire protection information added

The “new shell” parking area along S. Cherry St. needs to be identified as existing parking to be covered by shell to document that it is existing nonconforming parking.

Land Development Code Sec. 34-202(1) *Except for parcels of land devoted to one- and two-family uses, all areas devoted to off-street parking shall be so designated and be of such size that no vehicle is required to back into a public street to obtain egress, unless considered an existing nonconforming situation in the original downtown district.*

Response: Words changed

Fire Inspector:

- Place a fire extinguisher at the rear exit of the main lobby.
- Place an emergency sign in the front corridor
- Fire alarm will need to be installed in addition and is a separate permit.

Response: All three comments noted, info will add to floor plan and fire alarm permit acquired

Major Site Plans need to be approved by the Planning Board. The Planning Board meets on the third Tuesday of each month. However, the site plan approval cannot be scheduled for a meeting until all comments have been addressed.

Land Development Code Sec. 22-4(d)(3) *The applicant's response to any TRC comments shall consist of revised plan sets and an itemized letter detailing how all of the discrepancies have been adequately addressed. Once all deficiencies have been adequately addressed, all technical and informational requirements met, and the commenting members of the TRC have recommended approval or approval with conditions on the application, the application shall be scheduled for consideration at the next possible scheduled meeting of the planning, zoning, and appeals board.*

Response: Please find our corrections to plans and add us to the January 2017 PZA meeting

If we can be of further assistance or you have questions about these comments, please contact the Community Development Department at 437-7516. Thank you.

Sincerely,

Kristen Bates
Acting Community Development Director
kbates@bunnellcity.us

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December 23, 2016

Kristen Bates
Acting Community Development Director
City of Bunnell
PO Box 756
Bunnell, FL 32110

**RE: Flagler Playhouse Expansion
Site Plan Review – 1st Submittal**

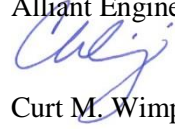
Dear Ms. Bates,

On behalf of the City of Bunnell, we have performed an engineering review of the Flagler Playhouse Addition. It is our understanding that this site plan qualifies as a Major Site Plan. We find that the plans lack sufficient detail for approval based on the submittal requirements outlined in Section 22-9 of the City's Land Development Code. The following is a summary of our review comments.

1. The plans should be revised to clearly show the difference between existing and proposed improvements on the exterior of the addition.
Response: Please see page A1 with survey of project (on left side of page) with all existing structures noted and Site Plan (on right side of page) with all existing structures marked "Existing" and new structure with additional crosshatching marked "New Addition". Sidewalks not shown on survey are new.
2. Provide a table summarizing the amount of new impervious surface proposed as part of the addition. This should include a breakdown of building, sidewalks, pavers, parking, etc.
Response: Breakdown was further expanded to include above mentioned items.
3. Provide existing and proposed stormwater pipe sizes and material. Please show the stormwater system connection to the City's right-of-way.
Response: There are no existing or proposed stormwater pipes, materials or formal connection to the City's right of way.
4. Provide existing and proposed stormwater catch basin rim elevations and inverts.
Response: There are no existing or proposed stormwater catch basins for this project on the property.
5. A SJRWMD ERP Permit must be obtained or alternatively submit a letter of exemption.
Response: This property does not meet the thresholds for a SJRWMD ERP permit and the letter of exemption has been obtained and submitted to staff.
6. Provide proposed ADA parking space grade elevations and elevations and slopes along the proposed route to the building entrance to show compliance with federal regulations.
Response: Additional grade elevations have been added to show minimal slope and compliance with all Federal and State ADA regulations.
7. Add ADA parking signage and sign details.
Response: ADA standard signage detail added to page A1.
8. Provide a proposed grading plan with sufficient spot grades for all proposed improvements to show positive drainage and connections to existing improvements.
Response: No change to existing grading is proposed.

Should you have any questions or concerns, please contact me anytime at 904-366-9654, or by email at cwimpee@alliant-inc.com.

Sincerely,
Alliant Engineering, Inc.



Curt M. Wimpée, PE
Southeast Regional Manager

Cc: Dan Davis, City Manager

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7406 Fullerton St, Suite 110
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904.240.1351 MAIN
904.647.5383 DIRECT

www.alliant-inc.com

**To view a copy of the
proposed Site Plan,
please visit the
Community
Development
Department
at
201 W. Moody Blvd.**