



Crossroads of Flagler County

Board Members:
Thea Mathen
Shannon Strickland
Jerry Jones
Jan Reeger
Randy Morris
Howard Kane

PLANNING, ZONING AND APPEALS BOARD AGENDA

Tuesday, March 21, 2017

7:00 PM

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

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

2017 02 21 Planning, Zoning and Appeals Board Minutes

New Business:

- 4. Case Number 2017-06: Request for Site Plan Approval for 606 Ninth St.**
- 5. Public Hearing Case Number 2017-07: Special Exception Request to allow a multi-family residential project in the 4000 Block of East Moody Boulevard on property with a B-1, Business district zoning designation.**

Old Business: None

6. Public Comment

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

7. Board comment

8. 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

Agenda Item No.

ATTACHMENTS:

Description

Proposed Minutes

Type

Minutes



Crossroads of Flagler County

Board Members:
Thea Mathen
Shannon Strickland
Jerry Jones
Jan Reeger
Randy Morris
Howard Kane

PLANNING, ZONING AND APPEALS BOARD MINUTES

**Tuesday, February 21, 2017
7:00 PM**

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

-
1. **Call Meeting to Order for Planning and Zoning Meeting and Roll Call**
Present: Shannon Strickland, Vice Chair; Jerry Jones; Randy Morris; Jan Reeger
Excused: Thea Mathen, Chair
Not Present: Howard Kane (alternate)
Non-Voting: Charlie Cino; Kristen Bates; Yvonne Bolton
 2. **Disclosure of Ex-Parte communications.**
None.
 3. **Approval of Minutes**
2017 01 17 Planning, Zoning and Appeals Board Minutes
Motion: Approve the minutes of the January 17, 2017 meeting.
Moved By: Jan Reeger
Second By: Jerry Jones
Vote: Motion carried by unanimous vote.
- New Business:**
4. Public Hearing Case Number 2017-02: Variance Request to reduce the front setback from 25 feet to 10 feet at 601 North Pine St.

This item was introduced by Acting Community Development Director Kristen Bates. The applicant, Penny Buckles, would like to build a detached garage on her property. The size and shape of the lot required the applicant to request a variance to reduce the front set back from 25 feet to 10 feet. The item was advertised as required and the City did not receive any objections to the request.

The applicant, Penny Buckles, was present to answer questions.

Public comment:

William Herschi, neighbor of Mrs. Buckles, advised he supported the request.

Motion: Approve the request to reduce the front set from 25 feet to 10 feet at 601 North Pine St.

Moved By: Randy Morris

Second By: Jerry Jones

Vote: Motion carried by unanimous vote.

5. Public Hearing Case Number 2017-03: Ordinance 2017-XX Request to Vacate a Portion of Hardy St.

This item was introduced by Acting Community Development Director Kristen Bates. The applicant requested an undeveloped portion of the right-of-way known as Hardy Street be vacated. The applicant owns both parcels adjacent to this right-of-way. The City does not have any utilities located in this right-of-way and does not have any plans to develop this right-of-way. If vacated, half of the right-of-way would go to each adjacent property.

The applicant, Stoney Jones, was present to answer questions.

There was discussion by the Board about driveway widths.

Public comment: None.

Motion: Approve Ordinance 2017-XX Request to Vacate a Portion of Hardy St.

Moved By: Jan Reeger

Second By: Randy Morris

Vote: Motion carried by unanimous vote.

6. Public Hearing Case Number 2017-04: Ordinance 2017-XX Changing the Future Land Use Designation on Approximately 1.92 Acres of Property from Bunnell Single Family Low Density and Single Family Medium Density to Bunnell Industrial.

This item was introduced by Acting Community Development Director Kristen Bates. The applicant requested the City change the future land use designation on 2 parcels located on Deen Road from residential designations to an Industrial designation. Immediately to the north, east and west of these properties are established residential lots. The City's 2030 Comprehensive Plan intends for the majority of Deen Road to be a residential area. Applying an industrial land use to these specific properties would change the character of the street and affect the adjacent properties. Although not required, staff sent out hearing notification letters to adjacent property owners. The City did receive objections to this request.

The applicant, Stoney Jones, was present to answer questions. Mr. Jones advised he would like to develop the properties for the storage of dump trucks and trailers. The proposed building would be used to service the vehicles being stored on the properties.

There was discussion by the Board about the adjacent properties and the current uses of the properties.

Public comment:

Darryl Rippey- Owns several properties along Deen Road. He is very concerned about the request because it would impact his home and the other residential properties he owns in this area. This street is primarily residential and should remain residential. He does not support the request.

Florence Maellaro- Owns several properties in this area. Her tenants are using her properties for family homes. Changing the use of these properties will devalue the residential properties. Allowing the properties to be used for industrial or commercial purposes would add additional heavy truck traffic to Deen Road which is already hazardous due to the speeders and through traffic using Deen Road to avoid using the SR 100 West overpass from N. State St.

Motion: Deny the request to change future land use designation to Industrial.

Moved By: Randy Morris

Second By: Jerry Jones

Vote: Motion carried by unanimous vote

7. Public Hearing Case Number 2017-05: Ordinance 2017-XX Changing the Zoning Designation of Approximately 1.92 Acres of Property from City of Bunnell R-1, Single Family Residential district to City of Bunnell L-1, Light Industrial district.

This item was introduced by Acting Community Development Director Kristen Bates. The applicant requested the City change the zoning designation on 2 parcels located on Deen Road to L-1, Light Industrial district. This is a companion item to the previous agenda item. Immediately to the north, east and west of these properties are established residential lots. The City's 2030 Comprehensive Plan intends for the majority of Deen Road to be a residential area. Applying an industrial zoning designation to these specific properties would change the character of the street and affect the adjacent properties.

The applicant, Stoney Jones, was present to answer questions.

There was discussion by the Board about alternatives to allowing the applicant to use the property in a way that would meet his needs without changing the zoning and with minimal impact to the residential properties. The Board Attorney advised the Board it can only consider the zoning change request at this time.

Public comment: None.

Motion: Deny the request to change the zoning designation to L-1, Light Industrial.

Moved By: Randy Morris

Second By: Jerry Jones

Vote: Motion carried by unanimous vote

Old Business: None

8. Public Comment: None

9. Board comment: The Board Attorney advised the applicant, Stoney Jones, the City Commission would also review his requests. The Planning Board's recommendation to the Commission was approval of one item and denial of 2 items.

10. Adjournment of Planning and Zoning Meeting

Motion: Adjourn.

Moved By: Jan Reeger

Second By: Jerry Jones

Vote: Motion carried by unanimous vote.

Thea Mathen, Chair



City of Bunnell, Florida

Agenda Item No. 4.

Document Date: 3/2/2017
Department: Community Development
Subject: Case Number 2017-06: Request for Site Plan Approval for 606 Ninth St.
Property Address: 606 Ninth St.
Zoning Designation: L-1, Light Industrial
Future Land Use Designation: Industrial
Agenda Section: New Business:

ATTACHMENTS:

| Description | Type |
|----------------------------|-----------------|
| Location Map | Location Map(s) |
| Applicant Response Letters | Exhibit |
| Engineering Comments | Exhibit |
| Proposed Site Plan | Plans |

Summary/Highlights:

This is a request for site plan approval for a new industrial/manufacturing building to be located at 606 Ninth St., located in the Palm Industrial Park. This location is currently an undeveloped/vacant property.

Background:

The applicant, Lester Matthews, is requesting site plan approval for a 10,000 square foot building. The proposed project is located in the Palm Industrial Park. The building will be divided into 4 units.

This is an approved use for this property per the Land Development Code.

Sec. 34-120. - L-1 Light industrial district.

(a) Purpose and intent. The purpose of this district is to provide areas in which the principal use of land is for light manufacturing, fabricating, and assembly plants, business, services, offices, retail, storage, warehousing, wholesaling and distribution. The intent of this district is to permit and regulate uses so that the noise, odor, dust, and glare of each operation is controlled to prevent becoming a nuisance to adjacent land uses. These regulations are intended to prevent frictions between uses within the district and also to protect nearby residential districts. This district is compatible with the industrial land use designation.

The Palm Industrial Park has a master storm water permit. The applicant has been issued a Letter of Modification from the St. Johns River Water Management District to utilize this existing storm water system.

The proposed site plan meets the standards established in the City of Bunnell Land Development Code Chapter 22 Site Plan Review and Approval.

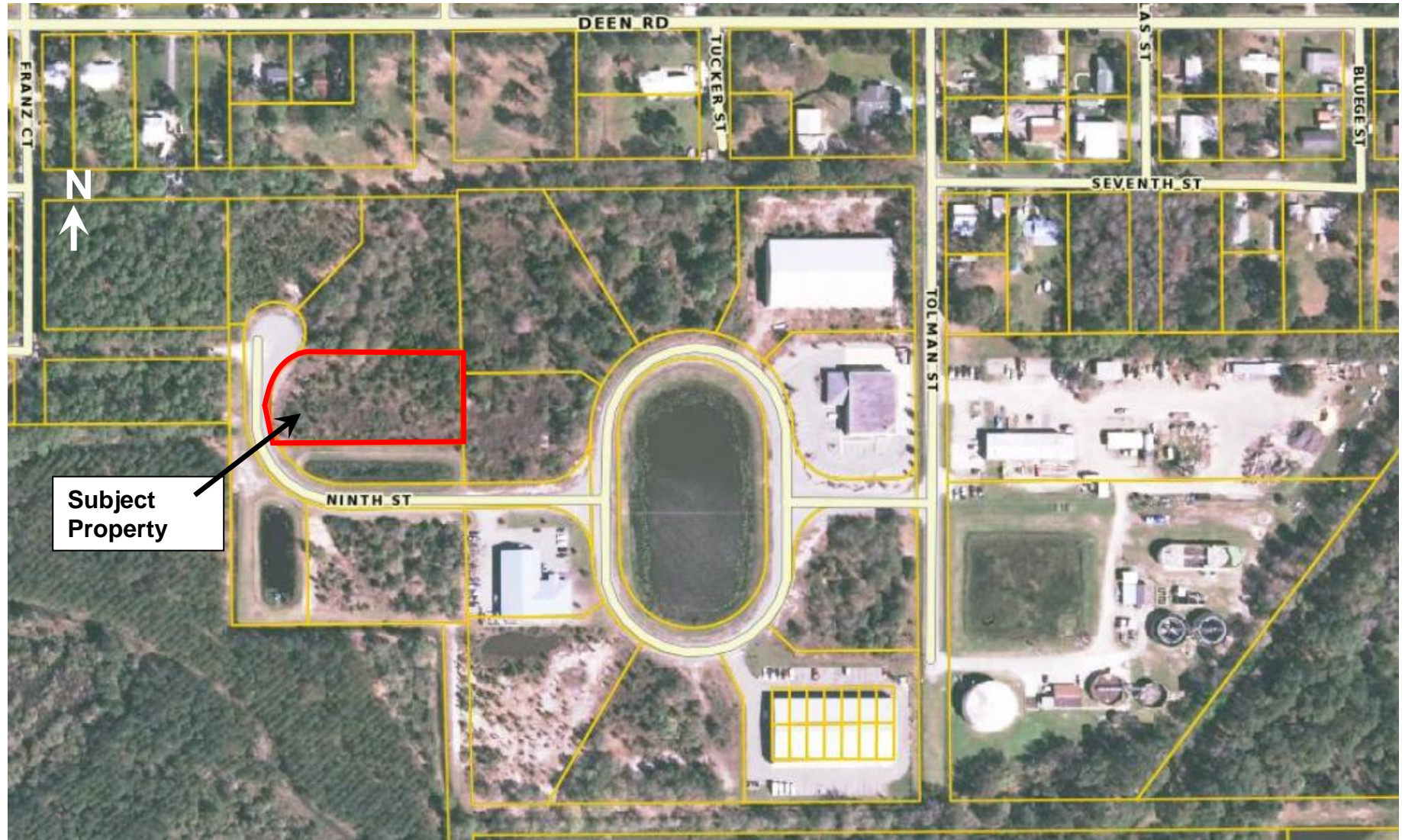
The applicant can answer any additional questions about this project.

Staff Recommendation:

Approval of the Site Plan for 606 Ninth St.

City Attorney Review:

606 Ninth St. Site Plan Approval- Location Map



CATHERINE D. ROBINSON
MAYOR

JOHN ROGERS
VICE-MAYOR

DANIEL E. DAVIS
CITY MANAGER



Crossroads of Flagler County

COMMISSIONERS:

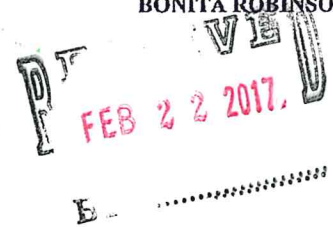
BILL BAXLEY

ELBERT TUCKER

BONITA ROBINSON

January 27, 2017

Lester Matthews
15 Slumberland Path
Palm Coast, FL 32164



RE: Site Plan Review for Lester & Donna Matthews at 606 Ninth St., Bunnell, FL 32110 (First Submittal)

Mr. Matthews,

The City has reviewed the proposed site plan for the above named project. Please be advised, due to an unforeseen circumstance with the start date of the new City Engineer, the plans will need to be sent to an outside engineer who is on contract with the City for the required engineering review. The expense of this review will be passed onto the applicant. As soon as we receive 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 department comments listed below:

Community Development:

- Please provide a signed and sealed survey by a professional land surveyor.
Land Development Code Sec. 22-9(b)(1) A survey signed and sealed by a professional land surveyor showing the locations of any existing structures, easements, rights-of-way, utilities and drainage structures, boundaries and significant topographic features.
- Please provide a copy of the letter of modification from the St. Johns River Water Management District regarding the existing stormwater management permit.
Land Development Code Sec. 22-9(b)(5) When applicable, a copy of the completed stormwater management permit application.
- Please provide a landscaping plan that meets City requirements.
Land Development Code Sec. 22-9(b)(6) A landscape plan meeting the requirements of Chapter 14 of the LDC, including protected tree requirements.
Land Development Code Sec. 14-100(a)
(1) All sites shall have perimeter landscaping or berms. Perimeter landscaping is defined as a minimum width of area that shall be landscaped to the fullest extent.
(2) Perimeter landscaping shall consist of trees having a minimum caliper of 2½ inches measured 4½ feet above ground and a minimum height of eight feet when planted and planted no more than 50 feet apart and dense plantings achieving four feet in height at the time of planting for the entire length of the perimeter landscaping area. The remaining width of the perimeter landscaping area shall be landscaped in accordance with the definition of landscaping found in section 1-2 of the City of Bunnell Land Development Code.
Land Development Code Sec. 14-100(b)
(b) Optional berms in substitution of perimeter landscaping.

Owner to provide

Owner to provide

See Sheet LA1

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

(1) A landscape berm is a mound or bank of earth, used especially as a barrier or to provide insulation.

(2) Landscape berms shall consist of trees having a minimum caliper of 2½ inches measured 4½ feet above ground and a minimum height of eight feet when planted and planted no more than 50 feet apart, and dense plantings achieving four feet in height at the time of planting. The dense plantings and trees shall be planted at the peak of the berm. The remainder of the berm shall be landscaped in accordance with the definition of landscaping found in section 1-2 of the City of Bunnell Land Development Code.

- Please provide a statement of intended use for the property.

Land Development Code Sec. 22-9(c)(2) Statement of intended uses to occur on the site.

- The plans listed only the zoning designation for this property. Please provide the required zoning and land use information. This can be accomplished by adding small, color location maps to the cover sheet using the City's land use and zoning maps or by using the appropriate GIS layers from the Flagler County Property Appraiser website.

Land Development Code Sec. 22-9(c)(9) Existing zoning and comprehensive plan land use map designations of the site and adjacent properties.

- Please include the maximum permitted building coverage allowed 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.

Land Development Code Sec. 34-120(e)(4) Main and accessory buildings shall cover no more than 65 percent of the total lot area with an impervious surface limitation of 70 percent.

- Please list the intended use of the structure.

Land Development Code Sec. 22-9(e)(1) The number of proposed buildings and the intended use of all principal and accessory structures including the square footage for all principal and accessory structures.

- Please provide the location of any exterior mechanical equipment or a statement there will be no mechanical equipment for this project.

Land Development Code Sec. 22-9(e)(5) Location of exterior mechanical equipment and/or utilities, and method of screening or buffering, if applicable.

- Please provide lighting details or a statement there will be no outdoor lighting used for this project.

Land Development Code Sec. 22-9(e)(8) Intended means of outdoor lighting, including location, method of shielding the light source from adjacent properties and roadways, and intensity of outdoor illumination and lighting.

- As the intended use was not provided on the plans, it cannot be determined if there will be any potential noise nuisance. Please provide the required information or a statement that the intended use will comply with the zoning regulations regarding noise.

Land Development Code Sec. 22-9(e)(9) Intended means of buffering or otherwise attenuating potential noise nuisances generated by the proposed use(s).

- Please provide façade and elevation plans.

Land Development Code Sec. 22-9(e)(10) Facade and elevation plans as follows:

- a. Finished ground floor elevations for each building site and the first floor level.
- b. Exterior elevations with material designations.
- c. Outline specifications of facade and roof treatments.

- A complete parking review could not be completed as the use of the property was not included. Please provide the calculations used to determine the number of required spaces.

Land Development Code Sec. 22-9(f)(2) Designation of all parking spaces, including the number and dimensions of spaces and whether or not such spaces are designated for handicapped car parking.

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Thanks
for
information

a. Calculations for the required number of parking spaces

- Be advised the City's required parking space size is 10' x 18' not 10' x 20'. You can exceed this size if you choose. Please note that a portion of the required parking can be designated as compact spaces.

Land Development Code Sec. 34-202(2) Each parking space shall be not less than ten by 18 feet in area and shall be designated, and marked as stalls adequate for one motor vehicle. Additionally, 25 percent of the required parking may be designated compact spaces, which can be as small as eight by 15 feet in area.

Sheet c1

- Please correct the parking area that fronts the building. There are 19 contiguous spaces that are not separated or divided as required.

Land Development Code Sec. 14-102(a)

(2) Interior islands shall be provided to break up rows of parking spaces such that no continuous uninterrupted row of spaces may exceed 12 spaces without the provision of an intervening interior island. Interior islands shall be at least five feet in width and shall have the same depth as the abutting parking spaces. At least one tree having a minimum caliper of 2½ inches measured 4½ feet above ground and measuring a minimum of eight ft at the time of planting shall be provided in each interior island.

(3) Contiguous rows of parking spaces may be separated by a divider median. Where such a median is used, it shall be at least five feet in width. One tree having a minimum caliper of 2½ inches measured 4½ feet above ground and measuring a minimum of eight feet at the time of planting shall be planted within each divider median and one additional tree having a minimum caliper of 2½ inches measured 4½ feet above ground and measuring a minimum of eight feet at the time of planting for each 40 feet of length.

Sheet c1

- Please provide loading space details.

Land Development Code Sec. 22-9(f)(3) Number, size and designation of loading spaces.

Land Development Code Sec. 34-204 (1)&(2)

(1) One off-street loading and unloading space shall be provided for buildings up to and including 20,000 square feet of floor area, plus one additional off-street loading and unloading space for each additional 20,000 square feet of floor area up to and including 100,000 square feet.

(2) Where tractor trailer trucks are involved such loading and unloading space shall be a minimum of 12 feet by 45 feet with a 14-foot height clearance and shall be designed with appropriate means of truck access to a street or alley as well as adequate maneuvering area. Regular loading and unloading spaces shall be a minimum of 12 feet by 25 feet with a 14-foot height clearance with appropriate means of truck access to a street or alley as well as adequate maneuvering area.

Sheet c1

- The dumpster enclosure does not meet the City's minimum construction standards. In addition, the Solid Waste Director has determined a double enclosure is needed for this project. Please see the attached minimum construction sheet.

Land Development Code Sec. 22-9(h)(8) Solid waste storage locations and the method of storage and screening must be provided and identified. Where dumpsters are utilized, the location and paving material of the pad shall also be shown. All dumpsters shall be totally enclosed on all sides.

Fire Inspector:

O.K.

- A complete fire review could not be completed as there was no indication what type of separation will be built inside the structure and the use of the building was not included. The need for fire walls or a sprinkler system will be provided at building permitting.

An address point of 606 Ninth Street was assigned to this parcel on January 3, 2017. You may want to include this address information on the site plan cover sheet along with the parcel and legal description information.

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Please be aware the City's minimum construction standards are available on the City website at <http://bunnellcity.us/bldg.aspx> along the right hand side of the page under Minimum Construction Standards.

Once the City receives the Engineer comments, we will provide them to you. After all comments, departmental and Engineer, have been met, at least 2 sets of revised plans and an applicant response letter will need to be submitted to the City.

The Planning Board meets on the third Tuesday of each month. This site plan approval request cannot be scheduled for a meeting until all comments have been addressed and revised plans meeting all site plan requirements have been submitted and reviewed by the City.

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

LaFlam Design Group, Inc.
3125 U.S. 1 South, Suite B
St. Augustine, Florida 32086
904-797-3749, 904-347-9396 (cell)

RESPONSE LETTER

February 20, 2017

ATTN: Kristen Bates
Acting Community Development Director
City of Bunnell
P.O. Box 756
Bunnell, FL 32110

ATTN: Curt Wimpee, P.E.
Alliant Engineering, Inc.
7406 Fullerton St., Suite 110
Jacksonville, FL 32256

RECEIVED
FEB 22 2017
BY:

REGARDING: Lot 12, Palm Industrial Park, Site Plan Review

Dear Ms. Bates & Mr. Wimpee,

This letter is in response to the letter written by Curt Wimpee on January 31, 2017. Item by item:

General

1. Graphic scale has now been provided.

Cover Sheet

1. Note has been revised.

Site Plan

1. thru 4. Plan revised accordingly.

Paving, Drainage, and Utilities Plan

1. See Sheet C1
2. Sheet U1 revised to show sanitary pipe size and material. The inverts, slopes, and elevations will be determined in field at time of construction.
3. Good idea. Thanks. See Sheet U1
4. See Sheet C2. By the way, we are using concrete for all the paving now.
5. See CONCRETE SIDEWALK DETAIL on Sheet C2 .
6. I have added many more details to the plan to clarify our intent. With your permission, I am keeping sheet flow from the parking lot to the pond. It works. Also, it was approved previously for this same lot (approx. 2007). Please call me if you wish to discuss this. Thanks.
7. I have added many more details to the plan to clarify our intent. Please consider accepting existing spot elevations in lieu of existing contour lines.

Please call me if you have any concerns about this submittal. We are hoping for an approval this time. Thanks for all.

Sincerely,



Keith LaFlam, P.E.



March 7, 2017

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

**RE: Lot 12 – Palm Industrial Park
Site Plan Review – 2nd Submittal**

Dear Ms. Bates,

On behalf of the City of Bunnell, we have performed an engineering review for the second submittal of the above referenced project. I had one outstanding comment directed at the drainage from the parking lot to the pond. I have asked the client to provide a letter stating that they will address any erosion issues should they occur in the future. I also asked for the letter to be signed by an authorized representative of the Palm Industrial Park Association and delivered to your attention.

I believe all other issues have been addressed and I recommend approval by the PZA.

Should you have any questions or concerns, please contact me anytime at 904-647-5383, or by email at cwimpee@alliant-inc.com.

Sincerely,
Alliant Engineering, Inc.

Curt M. Wimpee, PE
Southeast Regional Manager

Cc: Dan Davis, City Manager

c:\users\cwimpee.alliant-inc\desktop\florida projects\city of bunnell\ltr to kristen bates-lot 12 palm ind park plan review 2nd 3-7-17.docx

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



City of Bunnell, Florida

Agenda Item No. 5.

Document Date: 2/23/2017
Department: Community Development
Subject: Public Hearing Case Number 2017-07: Special Exception Request to allow a multi-family residential project in the 4000 Block of East Moody Boulevard on property with a B-1, Business district zoning designation.
Property Address: Parcels: 12-12-30-0000-00352-0022 and 12-12-30-2150-00010-0010
Zoning Designation: B-1, Business district
Future Land Use Designation: Commercial-Medium
Agenda Section: New Business:

ATTACHMENTS:

| Description | Type |
|-------------------------------------|-----------------|
| Zoning Map | Location Map(s) |
| Concept Sketch- Entire Project | Concept Sketch |
| Concept Sketch- Commerical Use Only | Concept Sketch |

Summary/Highlights:

The applicant is requesting permission to allow a multi-family residential project on vacant properties located on East Moody Boulevard.

Background:

The applicant, SR 100 LLC, is requesting special exception permission to allow a multi-family residential project on two vacant properties located on East Moody Boulevard. The proposed project would consist of one multi-family project which would be built across the two different parcels.

The two parcels total 29.95 acres. Between the two parcels there are 14.93 acres of developable property. The remaining portions of the property are covered by recorded conservation easements or wetlands.

From the Bunnell Land Development Code:

Sec. 34-117. - B-1 Business district.

(c) *Permitted special exception.* Permitted special exceptions, which are subject to approval by the planning, zoning and appeals board, in the B-1 district shall be as follows:

(2) Uses permitted in the residential districts, and multifamily uses.

(e) *Area regulations.* Area regulations within the B-1 Business district shall be as follows:

(4) *Building site area regulations.*

b. For dwelling structures having an excess of two dwelling units, not less than 7,260 square feet of lot area for the first two units with 2,000 square feet of lot area added to the site for each dwelling unit in excess of two; to a maximum of 20 dwelling units per acre.

c. The floor area ratio (FAR) is limited to 0.4 FAR.

Based upon the Land Development Code regulations for this zoning district and the total acreage of the two parcels to be developed, 599 dwelling units would be allowed. The proposed project would include 240 multi-family units.

Special Exception requests allow the Planning Board to place certain restrictions on a use to ensure it is compatible with the surrounding properties and other uses within the district.

As required by the Land Development Code *Sec. 2-87. - Hearing notification requirements*, an advertisement regarding this agenda item was run in the Wednesday, March 8, 2017 edition of the News Tribune and property owners within 300 feet of the property as identified by the Flagler County Property Appraiser website were mailed hearing notification letters.

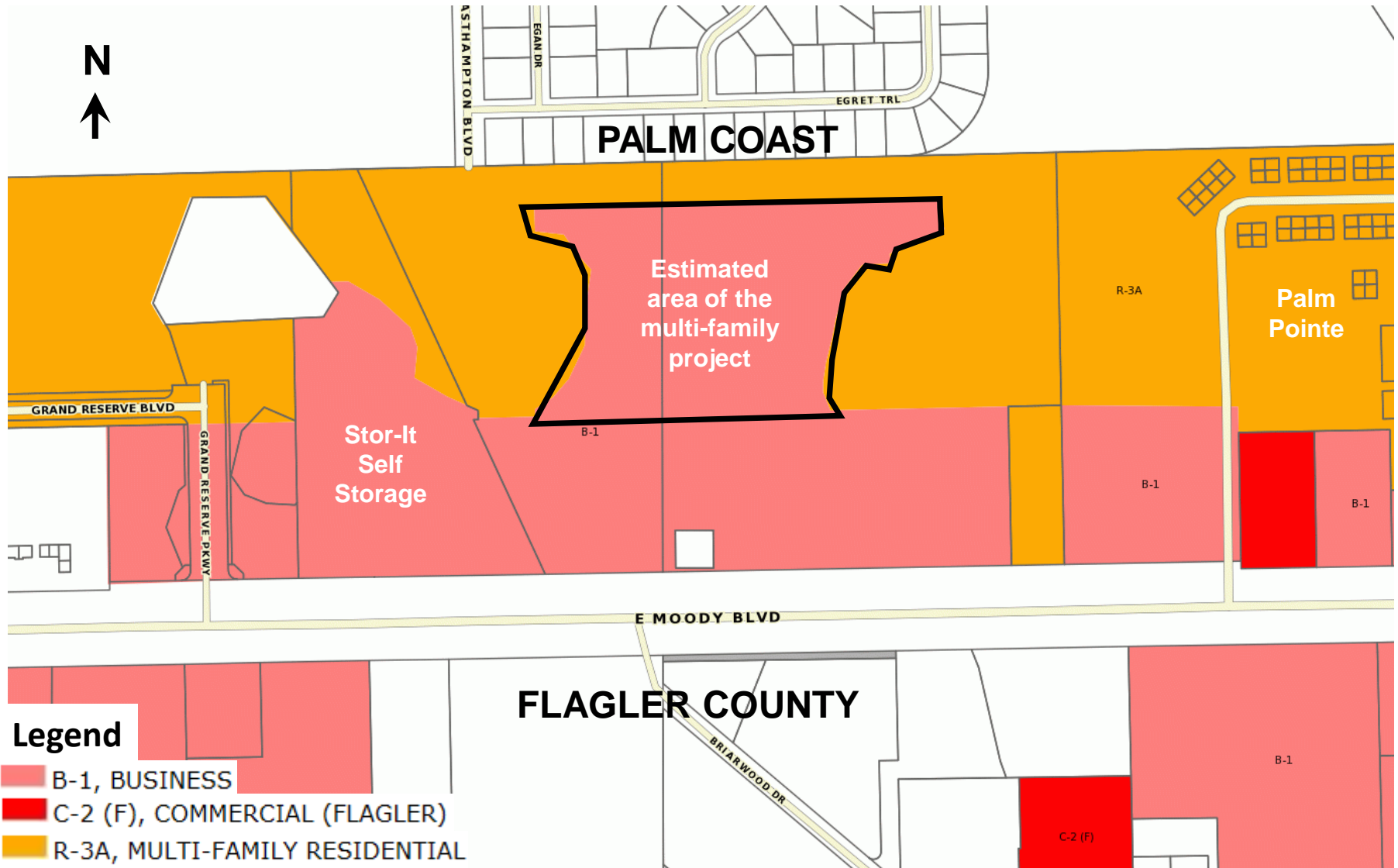
The applicant's representative can provide additional information about the proposed project.

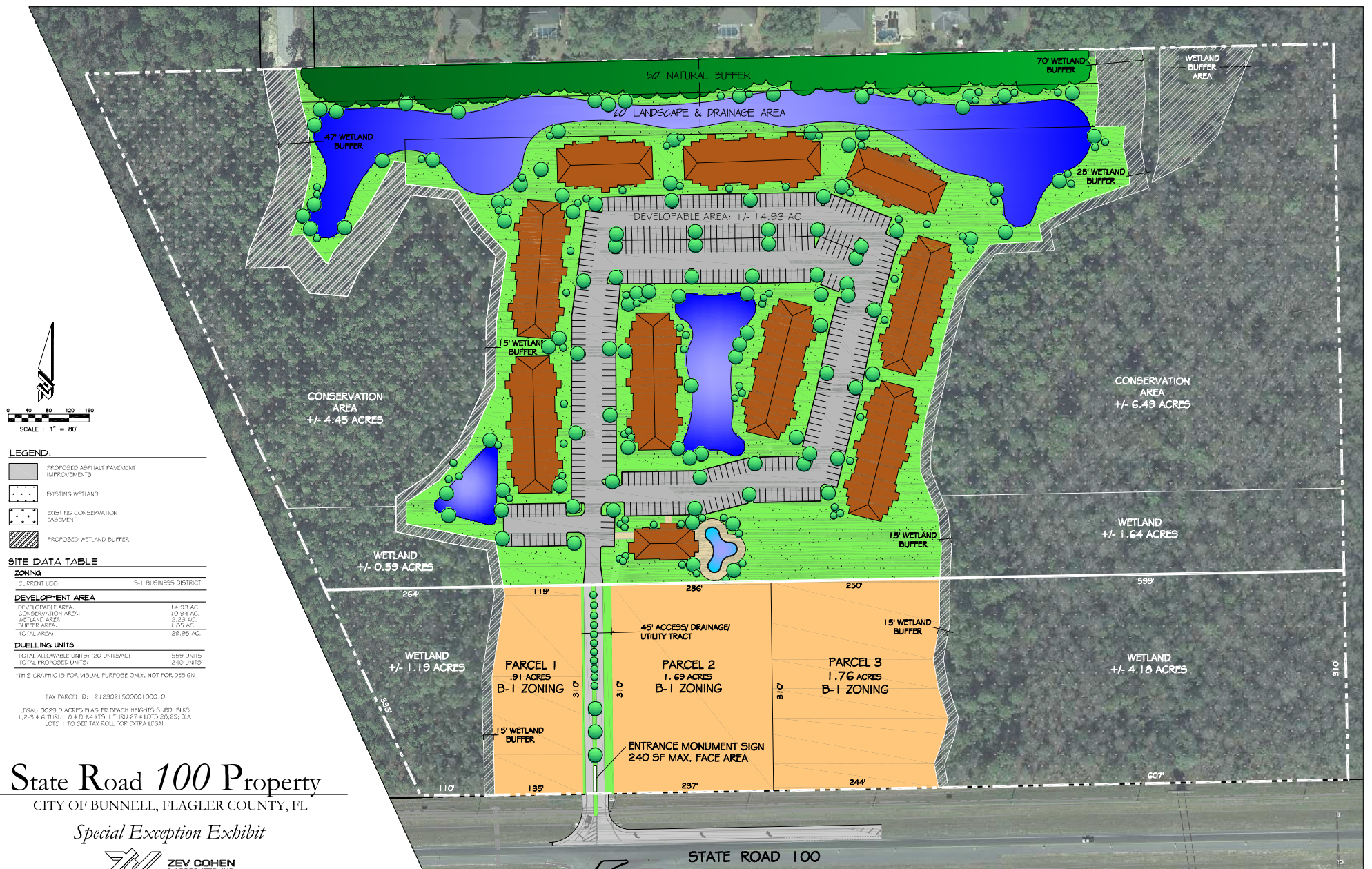
Staff Recommendation:

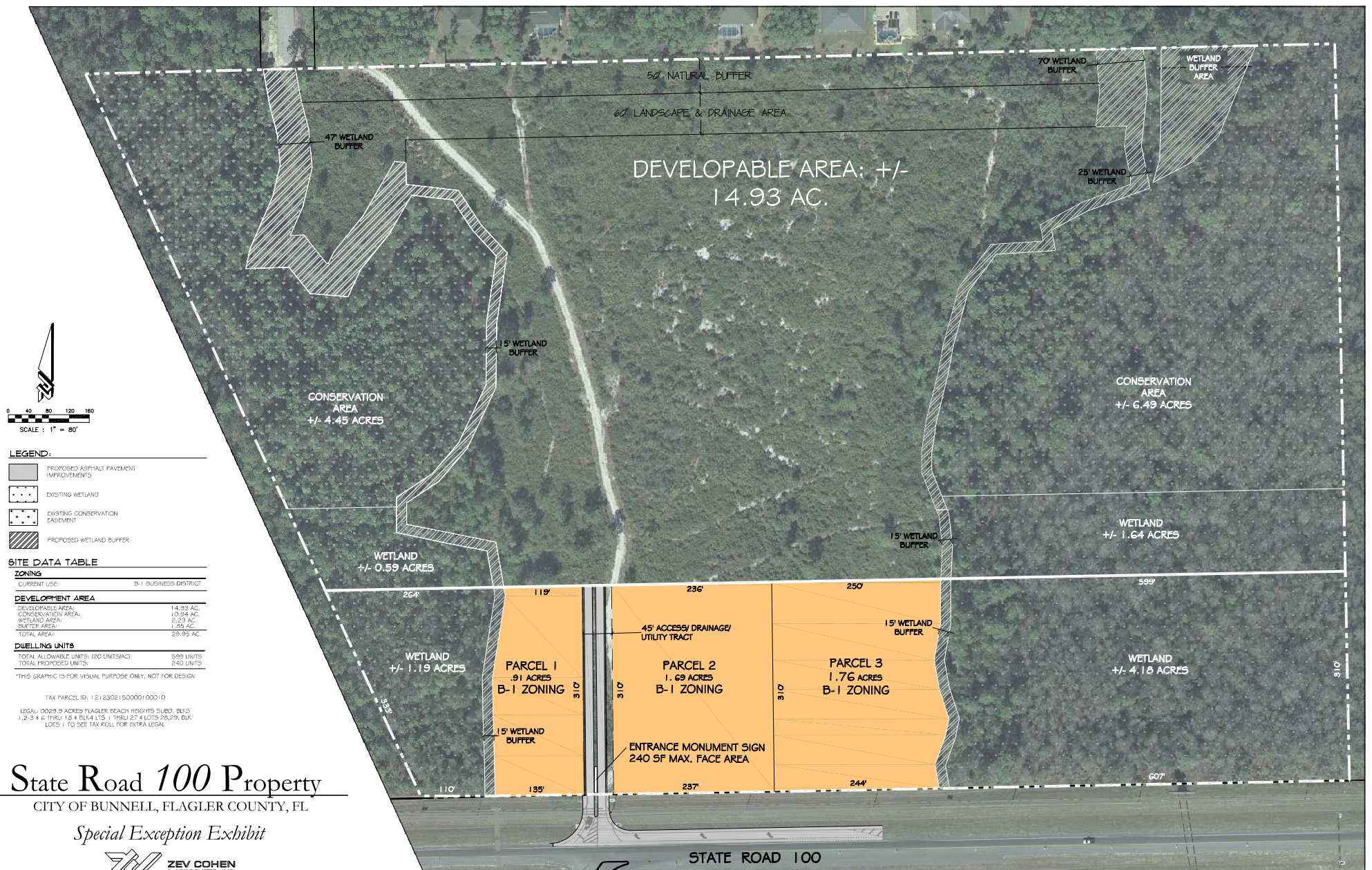
Approval of the special exception request.

City Attorney Review:

SR 100 LLC Special Exception Request- Zoning Map







State Road 100 Property

CITY OF BUNNELL, FLAGLER COUNTY, FL

Special Exception Exhibit



ZEV COHEN
& ASSOCIATES, INC.