



**Growth & Resource Management
Land Development Office**

February 27, 2024

Mr. Charles Potter
2300 Curlew Road, Suite 201
Palm Harbor, FL 34683

Re: Conceptual Site Plan Application
ORMOND BEACH TERMINAL
2024-F-CPN-0164, RSN 1205546

Dear Mr. Potter:

Enclosed please find the staff comments on the conceptual site plan application deemed complete by this office on February 16, 2024. The conceptual plan depicts development within the portion of the property that is zoned A-2 Rural Agriculture and has an Urban Low Intensity future land use designation. The plan must be revised to eliminate development in this portion of the property, or a rezoning and future land use map amendment to the appropriate classification shall be required.

If you plan to remove all industrial uses out of the A-2 area, then the next step in the review process is to submit a final site plan application, as outlined in Article III Land Development, Chapter 72 Code of Ordinances (LDC). Please read the attached staff comments and feel free to contact/meet staff to clarify any issues that are not fully understood. Please review the application, checklist, and all divisions of the code very carefully prior to submitting your final site plan application as that application must be consistent with all applicable divisions of the code.

The following items must be submitted, in addition to the requirements of Section 72-577(c)(2), to be considered a complete Final Site Plan application:

1. Completed Final Site Plan and Concurrency applications.
2. Two (2) signed and sealed paper copies of the plan. If you are submitting via ConnectLive (as referenced in #5), you do not need to provide paper copies of the plan.
3. A response to the Conceptual Site Plan comments.
4. A lighting plan and product sheets meeting the requirements of Section 72-923.
5. A Combination of Lots Exemption application must be submitted and approved by the Land Development Office. This application may be submitted at www.ConnectLivePermits.org or downloaded at our website at <https://www.volusia.org/services/growth-and-resource-management/planning-and-development/applications-and-forms.shtml>.

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6. A CD or flashdrive containing PDF files of all documents submitted. You may also upload documents into ConnectLivePermits.org

The final site plan will include the following reviews and their associated fees.

- a. Final Site Plan Review (\$1,663.00 – if less than 50,000 square feet of floor area)
- b. Fire Services Review (\$200.00)
- c. Stormwater Management Permit (\$500.00)
- d. Tree Permit (\$100.00)
- e. Wetland Alteration Permit (\$416.00)
- f. Concurrency Management Review (\$416.00)

Pursuant to Section 72-502(g) of the Land Development Code of Volusia County, Florida, any person claiming to be aggrieved by a decision of the Enforcement Official or the Development Review Committee may file a written appeal within thirty (30) days after said decision with the Land Development Manager to have the decision reviewed by the Volusia County Council. The appeal shall state fully the specific grounds for the appeal and all of the facts relied upon by the petitioner. The County Council shall consider only those items specified in this petition.

Please feel free to call the Land Development office if you have any questions. The project name and number should be referenced on all inquiries.

Sincerely,



Amy Michaels
Land Development Manager
armichaels@volusia.org

ARM/bw

Enclosures: Staff Review Comments
Staff Review Member Listing
Land Development Submission and Meeting Schedule

- c: Robert Ledoux, Florida East Coast Railway, LLC (via e-mail)
Edwin Cothron, Belvedere Terminals Company, LLC (via e-mail)
Ronald Blackwell, Clearpoint Consulting Engineers, PA (via e-mail)
Catherine Morahan, CJM Designs, LLC, 3333 San Pedro St., Clearwater, FL 33759

STAFF REVIEW COMMENTS

ORMOND BEACH TERMINAL 2024-F-CPN-0164, RSN 1205546

DEVELOPMENT ENGINEERING

Joe Spiller, Civil Engineer II

ORMOND BEACH TERMINAL

2024-F-CPN-0164

Staff has reviewed the requested application and provides the following comments:

1. FEMA Flood Insurance Rate Maps indicate that portions of the site fall within Zone AE designations; areas of 100-year flood, base flood elevations and flood hazard factors determined at El. 26 and Zone A designations; areas of 100-year flood, base flood elevations and flood hazard factors not determined. The following comments are advisory for the Final Site Plan application.
 - a. The engineer will need to determine the 100 year floodplain elevation for the Zone A designation and show the limits of the floodplain on the plans. The area identified by FEMA as Zone A is located at the south limits of the site at Harmony Avenue.
 - b. Per LDC Sec. 72-741 and 72-611(b), this office opposes the introduction of fill and development into the floodplain.
 - Any proposed fill within the floodplain (Zone AE El. 26 and Zone A undetermined elevation) if approved by the DRC will need to be quantified and an equivalent or greater amount of compensating storage will need to be provided.
 - The FEMA delineation of Zone AE @ El. 26 is based upon the county 1 foot Lidar contours. The site specific surveyed elevations of El. 26 NAVD 1988 Datum should be used to define the established flood stage on the plans.
 - c. The floodplain generally appears to flow south through the proposed site, then crossing under Harmony Avenue and through the Ormond Beach Sports Complex until it reaches the Tomoka River. Per LDC Sec. 72-779(a)(1)d, a positive drainage system shall be provided which will not adversely impact downstream owners or adjacent lands.
 - d. There is a County maintained mosquito control ditch (System A-14) that runs north to south through the site. The ditch needs to be identified on the plans.
2. Per LDC Sec. 72-618(a)(2)g, the plans must demonstrate that proper consideration has been given to the surrounding street plan, traffic volumes, proposed street improvements, vehicular street capacities, pedestrian movements and safety.

- a. Per LDC Sec. 72-612(a), primary access to a subdivision or development shall be from a street paved to the standards of Division 4. This street, if not already paved, shall be paved by the developer from the entrance of the development to the nearest public paved street. Per LDC Sec. 72-612(g)(1), every lot or parcel shall have access from a publicly dedicated street.
 - Hull Trail is a local non-maintained roadway. The roadway does not appear to extend to the proposed site. In addition, the roadway has security gates approximately halfway along the non-maintained roadway.
 - The site does have frontage along Harmony Avenue which is a City maintained paved local roadway. However, the applicant is advised that access from this public paved street could potentially impact the floodplain as described in Item 1 above. The applicant will need to address access to the site. The traffic pattern for the anticipated distribution trucks will need to be identified along with general employee access and parking. The amount of access to the site for the general public should also be clarified. Secure and closed gated access which precludes access by the general public may be warranted with the site thus being considered a yard/compound.
 - b. The public roadways surrounding and providing access to the site are local City streets. Approval to use the Ormond Beach roadways must be obtained from the City of Ormond Beach.
3. Per LDC Sec. 72-777(b)(1)f, the one-time construction of any structure or pavement which exceeds 1,000 square feet of impervious area on or parallel to the ground will require a Stormwater Permit. Review of Performance and Design Standards as mandated in LDC Division 8 will be provided at the Final Site Plan application stage. Advisory comments are as follows:
- a. The applicant is required to submit an exhibit and/or brief narrative to clarify if the site has a positive outfall. The lack of a positive outfall results in the site being considered a closed basin when evaluating the stormwater design. A closed basin as defined by the LDC is any basin that, during a 10-year, 24-hour storm event, does not ultimately discharge to a river or the Atlantic Ocean.
 - b. The public roadways surrounding and providing access to the site are local City streets. Approval to use the Ormond Beach roadways must be obtained from the City of Ormond Beach.
4. Per LDC Sec. 72-777(b)(1)f, the one-time construction of any structure or pavement which exceeds 1,000 square feet of impervious area on or parallel to the ground will require a Stormwater Permit. Review of Performance and Design Standards as mandated in LDC Division 8 will be provided at the Final Site Plan application stage. Advisory comments are as follows:
- a. The applicant is required to submit an exhibit and/or brief narrative to clarify if the site has a positive outfall. The lack of a positive outfall results in the site

being considered a closed basin when evaluating the stormwater design. A closed basin as defined by the LDC is any basin that, during a 10-year, 24-hour storm event, does not ultimately discharge to a river or the Atlantic Ocean.

- b. For basins having a positive outfall and per LDC Sec. 72-779(a)(3)a, the discharge hydrograph produced for the developed or redeveloped site shall not exceed, in terms of peak flow and total volume, the hydrograph produced by conditions existing before any development occurred on site for a 24-hour, 25-year frequency storm. Recovery analysis of the retention volumes shall also be submitted for review.
- c. For closed basins and per LDC Sec. 72-779(a)(3)c, the discharge hydrograph produced for the developed or redeveloped site shall not exceed, in terms of peak flow and total volume, the hydrograph produced by conditions existing before any development occurred on site for a 24-hour, 100-year frequency storm. Offsite discharge of any differential volume is not acceptable.
- d. Per LDC Sec. 72-778(3)c3, the applicant shall submit a geotechnical investigation report, signed by an engineer or geologist registered in the state of Florida and experienced in soils, hydrogeology and groundwater hydrology. The report shall analyze the characteristics and limitations of the soil at the proposed site with respect to percolation, infiltration, and seasonal high water tables.
- e. Per LDC Sec. 72-611(e)(1)c, parking areas, whether paved with impervious material or not, shall be considered as impervious in the stormwater management calculations.
- f. Volusia County does not allow infiltration during the design event.
- g. A minimum of 1 foot of freeboard needs to be provided between the pond design high water and the top of bank.
- h. The engineer of record is advised that any computer modeling must be supported by valid land use weighting for CNs, time of concentration calculations, drainage maps having areas and flow paths identified, stage/storage calculations, coefficients, etc.

- 5. Additional comments may be required once a Final Site Plan has been provided for review.

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ENVIRONMENTAL PERMITTING

Keith Abrahamson, Environmental Permitting Manager/County Forester

ORMOND BEACH TERMINAL

2024-F-CPN-0164

Staff has reviewed the requested application and provides the following comments:

1. Wetlands and surface waters must be delineated and verified by the state. Wetlands, surface waters and buffer boundaries must be located on the plans. A minimum 25-foot buffer is required for all wetlands and surface waters. Any encroachment into wetlands or buffers will require a Wetland Alteration Permit with a mitigation plan and justification for the encroachment. The Volusia County wetland ordinance requires the avoidance and minimization of impacts to wetlands with no net loss in size or function. The proposed plan does not meet the avoidance and minimization criteria. Please revise the plan to avoid impacts to wetlands. County regulations are more stringent than those of the St. Johns River Water Management District.
2. Pursuant to Land Development Code Sec. 72-837, fifteen (15) percent of the total site shall be designated for the protection of existing trees. The tree preservation areas must be at least 30 feet wide and clearly labeled on the plan.
3. This plan proposes impacts to 7 or more historic trees, which may be permitted only upon approval by Development Review Committee. Avoidance of historic trees is required by the Land Development Code. If avoidance is not possible, a written request for consideration must be made to the Land Development Manager for review. The historic trees could not be located in the field. During the Final Site Plan submittal, the condition, location, and size of the historic trees will need to be verified with a site meeting.
4. The project must comply with County specimen tree (ST) preservation requirements per Sec. 72-843 of the Land Development Code (LDC). Please identify all historic and STs on the entire parcel and demonstrate compliance by providing the total number of STs on site, the number of STs per acre, the number of STs required to be protected per the LDC and the number of STs that will be preserved within the development.
5. Tree removal and replacement calculations must be submitted for all trees at least 6 inches in diameter at breast height removed on site. Removal is calculated by determining the cross-sectional square inches of each tree removed. The formula for this calculation is pi times radius squared. A simple way to demonstrate removal/replacement is to provide a table with the following columns:
 - tree diameter at breast height (DBH),
 - quantity of trees at that DBH,
 - cross-sectional area at that DBH,

- total cross-sectional area removed at that DBH, and
- replacement required (either 7 percent or 15 percent, depending on species).

Existing trees located in a Natural Vegetation Retention Area that are between 2 inches caliper and 5.9 inches DBH may count toward replacement. Please demonstrate how replacement will be provided for the development.

6. The submitted tree survey appears to be incomplete or incorrect. A tree survey is required for all trees at least 6 inches in diameter at breast height with specimen and historic trees noted. The tree survey must identify pine and hardwood trees by specific species. During the Final Site Plan submittal, the condition, location, and size of the trees on the survey will need to be verified with a site meeting. The tree survey symbols and legend do not match.
7. Pursuant to Land Development Code Sec. 72-838, this site must meet the minimum tree coverage standard of one tree per 2,500 square feet of parcel area (rounded up to the nearest whole tree). Please demonstrate that there are a sufficient number of trees on site to meet this requirement.
8. The plans should include a tree protection detail consistent with Sec. 72-844 of the Land Development Code. The root zone of the tree is approximated by one foot of radius per inch of tree diameter. Tree protection must be installed and inspected by this office around the perimeter of each tree preservation area prior to clearing.
9. This property has been identified as containing suitable habitat for the gopher tortoise (GT), a threatened species. Per Section 72-1140 of the Land Development Code, a 100% GT burrow survey is required to be conducted by an Authorized Agent to determine if GT burrows or their 25-foot buffers are located on the property. If any GT burrows are found on site and their 25-foot buffers cannot be avoided, a Florida Fish and Wildlife Conservation Commission GT relocation permit will be required. Please be aware that Environmental Permitting may request the applicant redesign the project to avoid GT burrow impacts.

Additional comments may be generated upon further reviews.

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FIRE SAFETY

Shane Lanoue, Fire Marshal

ORMOND BEACH TERMINAL

2024-F-CPN-0164

Staff has reviewed the requested application and provides the following comments:

1. The following items will need to be shown on the Site Plan for a full and comprehensive review. Volusia County Fire Rescue will also be using a third-party Fire Protection Engineer to assist in the review of this project code reference Florida Fire Prevention Code (FFPC) NFPA 1:1.15.1 The AHJ shall be permitted to require a review by an approved independent third party with expertise in the matter to be reviewed at the submitter's expense. We will require a deposit for the estimated cost provided by the Fire Protection Engineer.
2. The Site shall be in compliance with the Florida Fire Prevention Code 8th edition, NFPA 30 Flammable and Combustible Liquids Code 2021 edition, NFPA 400 Hazardous Materials Code 2019 edition as applicable to your project, NFPA 20 Standard for the Installation of Stationary Pumps and Fire Protection, NFPA 24 Standard for the Installation of Private Fire Service Mains, NFPA 22 Standard for Water Tanks for Private Fire protection 2018 edition, and Their Appurtenances and Volusia County Land Development code 72-622 Fire Protection Systems (2) D. This is a minimum set of codes. Additional codes may be applicable based on products and use.
3. The Site Plan shall also show commodity class in each tank as defined in the above referenced codes, and total gallons per tank.
4. Site shall be provided with a secondary emergency access. FFPC NFPA 1: 18.2.3.3* Multiple Access Roads. More than one fire apparatus access road shall be provided when it is determined by the AHJ that access by a single road could be impaired by vehicle congestion, condition of terrain, climate conditions, or other factors that could limit access.
5. Show on the plans the type of tank and its setbacks as outlined in NFPA 30 22.4.1.1.
6. Volusia County Fire Rescue requires a Hazards Analysis as defined in FFPC NFPA 1:66.6.4.
7. An Engineering Evaluation as outlined in FFPC NFPA 1:66.6.4.1.2.
8. Hazardous Materials Management Plan will be required as outlined in FFPC NFPA 1:60.1.5.

9. The comments provided are strictly related to the site. Separate permits and plans will need to be submitted for underground fire lines, fire pumps, water tank, buildings, and each tank.

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HEALTH

Britt Williams, DOH/Volusia County Public Health Unit

ORMOND BEACH TERMINAL

2024-F-CPN-0164

Staff has reviewed the requested application and provides the following comments:

1. No comments received [2.26.2024] – Please contact the Health Department for information on the proposed well and septic systems.

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LAND DEVELOPMENT

Ben Walter, Planner II

ORMOND BEACH TERMINAL

2024-F-CPN-0164

Staff has reviewed the requested application and provides the following comments:

1. Parcel 4206-00-00-0061 was previously approved by Rinker/FEC RR Unrecorded (2008-S-EXM-0031) and complies with the exempt provisions of the county's subdivision regulations.
2. The project area includes three parcels. The owner must apply for a Subdivision Exemption - Combination of Lots application. This application may be submitted at www.ConnectLivePermits.org or downloaded at our website at <https://www.volusia.org/services/growth-and-resource-management/planning-and-development/applications-and-forms.shtml>.
3. Pursuant to Section 72-611(b) Consideration of soil and flood hazards, of the LDC:
 - a. A development order shall not be approved unless all land intended for use as building sites can be used safely for building purposes without danger from flood and other inundation or from adverse soil or foundation

- conditions or from any other menace to health, safety or public welfare.
- b. Lands shall not be subdivided and/or developed until proper provisions are made for protective flood control measures and water management facilities necessary for flood-free development and flood-free vehicular access to such sites.
- c. It is the intent of this provision that no filling or grade level change will be permitted which will cause adverse drainage, or public health or public safety impacts to any surrounding area.

The applicant must demonstrate a flood-free building site and access on the subject parcel.

4. FEMA Flood Insurance Rate Maps indicate that a large portion of the site falls within 100-year floodplain (Flood Zone AE). The project engineer has shown the 100-year floodplain limits on the plans. The plans will need to demonstrate that provisions are made for flood free development and access as indicated in Section 72-611(b), of the LDC. Compensating storage will be required for any fill proposed within the 100-year floodplain.
5. Pursuant to Section 72-618(a)(2)b., of the Land Development Code, required off-street parking areas shall be surfaced with brick, asphalt, bituminous concrete, packed shell, or marl material, and maintained in a smooth, well-graded condition. Stabilized grass or other alternate materials may be approved by the Land Development Manager (LDM). A written waiver request and demonstration from the project engineer that the parking area can accommodate the weight of an emergency and solid waste pick-up vehicle, must be provided with the Final Site Plan application for any alternate material.
6. Pursuant to Section 72-504(4), of the LDC, as the subject properties include Flood Hazard areas, this application will require approval by the Development Review Committee (DRC).
7. A portion of the site is within a wellhead protection zone. The development must meet the Potable Water Well Field Protection requirements of Division 13, of the Land Development Code.
8. The current version of this site plan will require Final Site Plan approval, under Division 3, of the Land Development Code.

Informational:

1. The Land Development office retains and shall have the right to request additional plans and information required, pursuant to all applicable Sections of Article III – Land Development Regulations.
2. Land Development applications and fees are available on our website at the

following link: <https://www.volusia.org/services/growth-and-resource-management/planning-and-development/applications-and-forms.stml>.

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PUBLIC WORKS – MOSQUITO CONTROL

Tim Machardy, Activity Project Manager

ORMOND BEACH TERMINAL

2024-F-CPN-0164

Staff has reviewed the requested application and provides the following comments:

1. Pursuant to Section 388.291 Fla. Stat. drainage and storm water retention should be designed and maintained in a manner that does not create or maintain any standing freshwater condition capable of breeding mosquitoes or other arthropods in significant numbers so as to constitute a public health, welfare, or nuisance problem.
2. Per LDC Sec. 72-779(a)(1) b. 2. No site alteration shall allow water to become a health hazard or contribute to the production of mosquitoes.
3. Per LDC Sec. 72-779(a)(1)d, a positive drainage system shall be provided which will not adversely impact downstream owners or adjacent lands.
4. As indicated by Engineering review, there is a County maintained mosquito control ditch (System A-14) that runs north to south through the site. The ditch needs to be identified on the plans. This canal collects and conveys water from the area to decrease the amount of standing water habitat available for mosquito production. Is the plan to fill the canal? If so, an alternative drainage plan may be required.

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PUBLIC WORKS – ROAD & BRIDGE

Robert Falk, Civil Engineer III

ORMOND BEACH TERMINAL

2024-F-CPN-0164

Staff has reviewed the requested application and provides the following comments:

1. The proposed development does not front on a County maintained street or front a County dedicated right-of-way. Note the County will not provide maintenance of Hull Trail unless it is fully improved to County standards.

2. The A-14 Mosquito Control Canal lies along this property. The A-14 canal is believed to collect a rather large drainage system of the surrounding area feeding to this point on the property. What are the plans for continuity of drainage feeding to this location as well as allowing Road and Bridge County maintenance access 24/7 to the site for this purpose?
3. The portion of the proposed site along Harmony Ave is a City of Ormond Beach right-of-way and would require the City's review of any proposed improvements relating to connecting to Harmony Ave.

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TRAFFIC

William D White, Engineering Assistant II

ORMOND BEACH TERMINAL

2024-F-CPN-0164

Staff has reviewed the requested application and provides the following comments:

1. Per the River to Sea TPO, A TIA will be required as determined by local ordinance or if not specified by local ordinance for developments generating: 1,000 or more two-way daily external trips on a weekday; or, 100 or more peak hour two-way external trips. Developments generating less than 1,000 two-way daily external trips or 100 peak hour two-way external trips may also be required to submit a TIA if determined necessary by the City/County Development Review Committee (DRC) and/or CTE. In order to properly analyze the transportation access needs for this development, approval of a TIA will need to be issued. Therefore, the following comments are to be considered preliminary in nature and the development plans are subject to change at a later time contingent upon an approved TIA.
2. A Traffic Impact Analysis (TIA) methodology meeting was held on August 30, 2023, at the request of the applicant (Belvedere) to discuss requirements for the TIA and TIA methodology development, which shall comply with River to Sea TPO guidelines. Discussed were the following components to be included in the methodology:
 - Trip Generation
 - Trip generation to be completed in conformance with River to Sea TIA Guidelines. Since there is no ITE land use associated with proposed project use, applicant will be required to analyze trip generation from minimum 3 comparable existing sites.
 - Hours of operation and peaking characteristics need to be documented.

- Trip Distribution
 - Distribution of truck traffic needs to be provided separately from general site traffic/employee traffic.
- Roadway Capacities/Level of Service Criteria
 - Capacities for Harmony and Hull (City-maintained roadways) need to be established and reviewed by the City.
- Study Area
 - Needs to include all local roadways with direct site access, including I-95, US 1, Hull Road, Harmony Ave, and Pineland Trail.
- Project Access
 - Need to evaluate driveway connection and intersection control type at Harmony Ave within an existing horizontal curve.
 - Need to evaluate truck swept paths from site to I-95.
 - Need to evaluate safety and operations at intersection of US 1 & Hull Rd and coordinate with FDOT. Traffic Signal Warrant Analysis/ICE analysis required.
 - Future plans for interchange improvements at I-95 & US 1 need to be included in analysis.
- Software Tools – Conform with R2CTPO Guidelines
- Buildout Timeframe – need to document, including any phasing.
- Data Collection – Needs to include weekend data to account for recreational facility traffic demand.
- Local Roadway Improvements – Need to coordinate with City of Ormond Beach
- Train and Railroad Crossing Operational Impacts need to be included and evaluated.
- Crash/Safety Analysis for Roadway Impacts, including at US 1 and Hull Road.
- TIA and Site plan submittals can occur concurrently, but both will need to reflect one another.
- No timeframe for submittal was provided.

3. An autoturn exhibit using a single-unit truck (SU) and semitrailer - full trailer combination (WB-60) will be required.

4. The portions of Hull Road and Harmony Avenue abutting the proposed project are classified as a City maintained paved local roadways. Please contact the City of Ormond Beach for offsite access requirements.
5. VCLDC Sec. 72-619 requires at a minimum the following items for a commercial driveway that intersects a nonthoroughfare roadway:
 - 30" stop sign.
 - 24" white thermoplastic stop bar placed a minimum of 10 feet from the adjacent travel way.
 - A minimum of 25 feet of 6" double yellow centerline thermoplastic striping for two-way drive aisles.
6. Per VCLDC Sec. 72-618 (a)(2)(f), all off-street parking areas shall be constructed and marked to provide orderly and safe loading, unloading, parking and storage of vehicles with individual stalls clearly defined. Necessary signs and striping will be required within the parking area and will need to be installed in accordance with the MUTCD.
7. Per VCLDC Sec. 72-618 (a)(4) requires that all parking and loading areas are to be constructed with a six-inch raised curb or wheel stops.
8. Per VCLDC Sec. 72-618 (a)(3)(d), single-lane driveways shall be a minimum of 14 feet wide. Two-lane driveways shall be a minimum of 24 feet wide.
9. Per VCLDC Sec. 72-618 (c), Adequate reservoir capacity shall be required for both inbound and outbound vehicles to facilitate the safe and efficient movement between the public right-of-way and the development. An inbound reservoir shall be of sufficient size to ensure that vehicles will not obstruct the adjacent roadway, the sidewalk, and the circulation within the facility. An outbound reservoir shall be required to eliminate backup and delay of vehicles within the development.
10. Per VCLDC Sec. 72-618 (a)(3)(c), The minimum distance from a driveway to a structure or property line shall be five feet.

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PLANNING

Michael Hanson, Planner II

ORMOND BEACH TERMINAL

2024-F-CPN-0164

Staff has reviewed the requested application and provides the following comments:

1. The ±62-acre site has a future land use designation split between Industrial (I) and Urban Low Intensity (ULI). The I designated portion is approximately 45.92 acres in size and the ULI designated portion is approximately 16.08 acres in size.
2. Industrial (I) - This designation accommodates the full range of industrial activities. Quarrying activities and ancillary uses may also be approved in areas designated Industrial where compatible with the surrounding area and the environment. The specific range and intensity of uses appropriate for a particular Industrial area varies as a function of location, availability of public services, adequate access, and compatibility with surrounding uses. The maximum Floor Area Ratio for the Industrial land use designation is sixty percent (0.60 FAR), however through the zoning review process, use of particular sites or areas may be limited to something less than the maximum when consistent with the underlying zoning classification standards and land development regulations.
3. Urban Low Intensity (ULI) – Areas for low density residential dwelling units with a range of two-tenths (0.2) to four (4) dwelling units per acre. In reviewing rezoning requests, the specific density will depend on locational factors, particularly compatibility with adjacent uses and availability of public facilities. This residential designation is generally characterized by single family type housing, e.g., single family detached and attached, cluster and zero lot line. This designation will allow existing agricultural zoning and uses to continue. The ULI designation is primarily a residential designation but may also allow neighborhood convenience uses (see Shopping Center definition in Chapter 20) and individual office buildings as transitional uses that meet the Comprehensive Plan's location criteria. The commercial intensity shall be limited to no more than a fifty percent Floor Area Ratio (0.50 FAR) and in a manner to be compatible with the allowable residential density. In order to be considered compatible, the commercial development should be oriented to serve adjacent neighborhoods, reflect comparable traffic generation, similar traffic patterns, building scale, landscaping and open space and buffers. Due to the nature of some of the commercial uses, additional landscaping and visual screening shall be provided through the BPUD process when adjacent to low density residential in order to preserve the character of the neighborhood. More intensive neighborhood commercial use shall be reserved to areas designated for Commercial. All requests for nonresidential uses within one-quarter (¼) mile of another jurisdiction shall require notification to that jurisdiction.

4. Per the applicant submitted overall plot plan approximately ± 24.44 acres of the I designated portion of the site are being utilized to facilitate the principal use. This results in a FAR of ± 0.53 for the Industrial designated portion, which is consistent with the maximum FAR of I designated property. The railyard on the ULI designated portion of the property does not fit the nonresidential development limitations of the ULI designation and should be shifted to the I designated portion of the property.
5. The Future Land Use/Zoning Matrix states that the existing Heavy Industrial (I-2) zoning classification is conditionally compatible with the I future land use designation. Additionally, the Rural Agriculture (A-2) zoning classification is conditionally compatible with the ULI future land use designation.
6. Comprehensive Plan Policy 1.1.1.11, under the Future Land Use Element, requires urban areas to have central potable water and sanitary sewer service if available, except for the following: Lot sizes ranging from one (1) acre up to 2.49 acres shall require central potable water, but may utilize an individual wastewater disposal system, subject to the requirements of a Florida Department of Environmental Protection Basin Management Action Plan (BMAP). Lot sizes 2.5 acres or larger in size may utilize individual water and wastewater disposal systems.
7. Comprehensive Plan Policy 1.2.2.15, under the Future Land Use Element, states Industrial operations shall minimize or, where possible eliminate, the following impacts on the environment. Please explain how this policy will be met.
 - a. Odor, fumes, vapors, and gases.
 - b. Erosion and stormwater runoff.
 - c. Noise.
 - d. Fire and explosion hazards.
 - e. Radioactive elements.
 - f. Electromagnetic interference.
 - g. Smoke, dust and dirt.
 - h. Vibrations.
 - i. Glare.
 - j. Hazardous wastes.
 - k. Toxic waste.

I. Petroleum contaminants.

8. Comprehensive Plan Policy 1.3.1.15, under the Future Land Use Element, states Industrial uses should not be located adjacent to residential areas. If this cannot be avoided, then extensive buffering and visual screening shall be used to protect existing residential areas from possible adverse impacts. New residential developments adjacent to industrial zoning shall be required to provide their appropriate share of buffering. Please explain how this policy will be met.
9. The Land Use Location Criteria of the Future Land Use Element lists criteria to ensure compatibility between land uses. Please explain how the Industrial Land Use Location Criteria below will be met by the project.
 - a. Be located such that all structures/improvements are outside of the 100-year flood plain;
 - b. Have sufficient area to provide adequate parking, landscaping, stormwater management, and building setbacks;
 - c. Have vehicular access to one or more major transportation systems such as railroad, major thoroughfare trucking routes, airport, or Intracoastal waterway;
 - d. Be accessible only to arterial roadways, either by direct access or via an internal street system within a planned industrial area;
 - e. Be located in a manner that will not cause through traffic in nearby residential neighborhoods;
 - f. Be within commuting time of the labor force and accessible to the labor force via the major thoroughfare system;
 - g. Be served by central utilities and services;
 - h. Be located on parcels of land large enough to adequately support the type of industrial development proposed and minimize any adverse effects upon surrounding properties (Industrial parks should be a minimum of 10 acres in area); and
 - i. Research and development uses should be encouraged to locate at premium and high visibility sites within activity centers.
10. The applicant is proposing well and septic for the site. The project site is not in a designated utility service area for water or sanitary sewer.
11. Comprehensive Plan Policy 6.1.1.12, under the Sanitary Sewer Element, allows, unless otherwise required by a BMAP, for septic systems to be used on the

proposed parcels if approved by the Florida Department of Health. Subsection d of that policy applies as it is a non-residential project and is designated as urban, provided that:

- a. The septic system is installed in conjunction with non-residential construction on an existing lot (exempt or approved under Volusia County Ordinance 72-2 or 88- 3, as amended), which is designated for urban land uses by the Future Land Use Map provided that central wastewater service is not currently available and that the estimated wastewater flow from said non-residential use meets the state mandated thresholds. Connection to a central system of sanitary sewer service is required when said system is available.

12. Comprehensive Plan Policy 7.1.1.12, under the Potable Water Element, allows for individual potable water wells to be used on the proposed parcels if approved by the Florida Department of Health. Subsection d of that policy applies as it is a non-residential project and is designated as urban, provided that:

- b. The potable water well is installed in conjunction with non-residential construction on an existing lot (exempt or approved under Volusia County Ordinance 72-2 or 83-3, as amended) which is designated for urban land uses by the Future Land Use Map, provided that central potable water service is not currently available and said well complies with applicable provisions as specified in Chapter 62-532, Florida Administrative Code. When a central system becomes available, connection to said system is required.

* * * * *

PLANNING – CITY OF ORMOND BEACH

Steven Spraker, Planning Director

ORMOND BEACH TERMINAL

2024-F-CPN-0164

Staff has reviewed the requested application and provides the following comments:

- See attached letter.

* * * * *

ZONING

Scott Ashley, Senior Zoning Manager

ORMOND BEACH TERMINAL

2024-F-CPN-0164

Staff has reviewed the requested application and provides the following comments:

1. The subject property consists of three tax parcels. Two parcels are zoned with the I-2 Heavy Industrial Classification and designated Industrial on the Volusia County Future Land Use Map. The larger of the three parcels (420600000061) is split zoned with the I-2 Heavy Industrial Classification and A-2 Rural Agriculture Classification and designated Industrial and Urban Low Intensity respectively on the Volusia County Future Land Use Map. Development of the latter parcel classified as a mixture of I-2 and A-2 is subject to the provisions of subsection 72-136(10) of the Zoning Ordinance of Volusia County. Per this code section, where zoning boundaries, other than resource corridor boundaries, split existing parcels, the minimum yard and other requirements of the respective zoning classifications shall be measured from the classification boundary. If the existing lot will not accommodate any of the uses permitted in the multiple classification indicated thereon, a rezoning to an appropriate classification shall be required. To demonstrate compliance with this ordinance requirement, the location of the I-2 and A-2 zoning boundary must be identified on the plan with graphic symbols and callouts.
2. According to the submitted application, the development proposal is for a bulk fuel storage and distribution terminal, which is not use is not specifically listed under the in the I-2 zoning classification. However, the I-2 permitted principal use list does indicate that it permits "any industrial use or structure provided it meets the minimum environmental standards in section 72-288 and is not a permitted special exception in this classification." In addition, the proposal includes railroad yards, sidings and terminals, which are permitted uses in the I-2 zoning. However, the use is only a special exception use in the A-2 zoning. Therefore, the proposed railroad siding must be shifted to I-1 zoned area only or apply for a special exception.
3. Proposed Pond #4 is in the A-2 zoned area of Parcel 420600000061, and labeled as site fill with the implicated that it will be excavated for fill material. As industrial development is not permit on the A-2 zoned area, then no development, as defined by code, associated with the industrial project can occur on said A-2 portion of zoned Parcel 420600000061, pursuant to Section 72-171 of the zoning ordinance.
4. The proposed site plan must comply with the following off-street parking and loading requirements of Section 72-286, of the zoning ordinance:

- a. Pursuant to Section 72-286(5), Industrial use is required to provide a minimum of one space per 1,000 sq. ft. of GFA, plus one loading space per 2,000 GFA for designated truck parking area. Per subsection 72-286(6), the maximum allowed number of non-single-family residential parking spaces cannot exceed 125 percent of minimum number of required spaces without submission and approval of a variance application by the Planning and Land Development Regulation Commission.
 - b. The plan identifies one 3,028 square-foot office building. A total four (4) parking spaces are the maximum allowed by the code. A total of 14 designated parking spaces are shown on the plan set. To verify the internal use and layout of the site buildings, the applicant must submit a project floor plan, as additional parking may be necessary.
 - c. The conceptual plan includes two required handicap parking spaces.
 - d. The applicant must revise the plan set to meet the above parking maximum or provide additional information about other proposed use and how the off-street parking area was determined or apply for a parking variance.
5. Pursuant to subsection 72-284(7), the applicant must provide a scaled and labeled landscape plan prepared by a Florida-registered professional that shall comply with the following requirements and other applicable landscaping provisions of Section 72-284. Required landscape areas shall comply with the requirements of the landscape buffer tables (Table I, Table II, Table III, and Table IV), and the applicant shall establish the buffers along the entire length of, and contiguous to, any property line, except as noted below. Based on this conceptual review, the following buffer requirement applies:
- a. Requirements of Buffer Type 1 adjoining other Industrial zoning classified properties to the north, south and east lot lines. The applicant will establish the north buffer outside of the proposed drainage easement for the ditch relocation.
 - b. Requirements of Buffer Type 2 adjoining a non-thoroughfare road (Hull Road).
 - c. Requirements of Buffer Type 3 adjoining the FEC railroad right-of-way.
 - d. Requirements of Buffer Type 4 adjoining the internal I-2 and A-2 zoning boundary.
 - e. Existing native trees that are situated within the required buffers can count toward the perimeter tree requirements. The area(s) within the dripline(s) of the existing native trees must be included within the landscaped buffer area.
 - f. Trees required along Lake Winona Road shall be a minimum of two-inch caliper and eight feet in overall height and planted along a line ten feet back from the right-of-way line. All other required trees shall be a minimum of one and one-half inch caliper and a minimum height of six feet. By code, Palms shall constitute no more than 25 percent of the required trees and

- shall have a minimum of six feet of clear wood at planting. All shrubs shall have a minimum height of 24 inches immediately after planting. No right-of-way, building or impervious surfaces, other than a sign or driveway that traverses the landscape buffer, may be in any required buffer area.
- g. All plant materials shall be Florida No. 1 or better grade, according to the current Grades and Standards for Nursery Plants, State of Florida, Florida Department of Agriculture and Consumer Services, and selected from the "Plant Material List" available on the Zoning webpage at www.volusia.org.
 - h. On the landscape plan, identify and label for safe removal of on-site vegetation categorized as an invasive exotic in the Florida Invasive Species Council's (FISC) List of Invasive Species, and debris (if any) within all required buffers. In addition, care shall be taken not to damage, destroy or otherwise remove healthy, beneficial native vegetation in these areas.
 - i. Stormwater areas, including the ditch relocation, and any associated easements and appurtenances, shall not encroach into any required landscape buffer(s), including any the top of berm, maintenance access and the return slope around the stormwater areas, pursuant to subsection 72-284(2)j of the zoning ordinance. The applicant must revise the project design/layout to meet this code requirement.
 - j. The landscape plan shall indicate the type, size (caliper and height), species, quantity, quality grades, common names, and scientific names of all proposed plant materials in a written plant schedule or table. The location of all plant materials shall be identified on the plan with graphic symbols and callouts.
6. To ensure survivability of the required landscaping materials, the applicant must include an irrigation plan with the final site plan submission. Required irrigation shall comply with Section 72-284(6) Irrigation system plan of the zoning ordinance and must meet the requirements of the Florida Department of Health's Water Wise Ordinance.
7. The applicant must comply with the interior vehicular use area landscaping requirements of subsection 72-284(3)a-c of the zoning ordinance. Per this subsection, vehicular use areas require a minimum of 35 square feet of landscaping for each required parking space and portion of the interior landscaped area shall be located at the ends of each row of interior parking spaces not abutting the perimeter of the parking area. All landscaped row ends shall be depicted on the site plan with dimensions measured from inside of curb to inside of curb and total area.
8. Revise the plan design to address the requirements of subsection 72-284(4)a, of the zoning ordinance, which requires a minimum five-foot wide foundation planting area adjacent to all building facades designed for public view or access.

9. Pursuant to Section 72-577(c)(2)(ii), of the Land Development Code (LDC), a final site plan shall include plans for signs, which at a minimum shall include location, size and setbacks of the proposed signage. Pursuant Sections 72-298(8) of the zoning ordinance, only one ground sign is permitted.
10. Utility lines including electric and telephone services, etc., shall be constructed and installed beneath the surface of the ground pursuant to subsection 72-611(c)(4) of the land development code. A future plan shall clearly provide and label new utilities improvements (if any) including electric service to the site (if any) and existing and proposed easements for staff review, pursuant to Section 72-577(c)(2)(i) of the land development code.
11. Label and state if the site will be include artificially lighting on a plan. Artificial site lighting shall demonstrate compliance with the requirements of Section 72-623 Illumination Standards of the LDC, as part of FSP submission and review.
12. The proposed chain link fences on the property must be vinyl coated black and all parts must match, and not exceed a height of eight feet pursuant to Section 72-282 (4) of the zoning ordinance. Per plan sheet BT-STD-4001, the cantilevered sliding gate and emergency evacuation gate, and their associated components, exceed the eight-foot maximum fence height.

Informational:

1. The I-2 zoning classification has the following minimum yard requirements: Front yard – 30 feet; Side yard: Ten feet, unless abutting an agricultural, residential or mobile home zoned property, then 35 feet, and Rear yard – 20 feet, unless abutting an agricultural, residential or mobile home zoned property, then 35 feet. In addition, for any buildings over 35 feet in height, the side and rear yards shall be increased by one foot of yard for each foot of building height over 35 feet.
2. Staff may provide new or modified comments during review of future applications, subject to additional information and comments discovered or received from other person(s), agencies or county staff.

* * * * *



CITY OF ORMOND BEACH

Planning • 22 S. Beach Street • Ormond Beach • Florida • 32174 • (386) 676-3311 • Fax (386) 676-3361

February 22, 2024

Rebekah Cottle
Planner II
Volusia County
123 West Indiana Avenue, Room 202
Deland, FL 32720
E-mail: rcottle@volusia.org

TRANSMITED VIA electronic mail

Re: Ormond Beach Terminal Conceptual Plan Submittal

Dear Ms. Cottle,

Thank you for providing a copy of the Ormond Beach Terminal (2024-F-CPN-0154, 1198442) on February 14, 2024 for review of the Ormond Beach Site Plan Review Committee (SPRC). The SPRC comments are provided below:

Utilities:

1. The Ormond Beach City Commission unanimously voted at the September 20, 2023, City Commission meeting not to provide utilities to this site for this use.
2. Additional data and analysis are needed to demonstrate that the proposed well can provide the required fire protection and meets the required distances from the proposed storage tanks.
3. Show appropriate setbacks for private potable well as well as the setbacks for the on-site septic system. See F.A.C. 64-E.

Planning & Transportation:

4. Please identify the proposed use within the Volusia County zoning district. The property is split zoned between I-2(A), Heavy Industrial within the Airport Overlay Zone and A-2(A), Rural Agriculture within the Airport Overlay Zone. The Truck and Freight Terminal use is a permitted use in the I-2 zoning classification, but not in the A-2 zoning classification. Can this project be constructed with split zoning classifications?
5. Please show on the site plan the zoning line between the Volusia County I-2 and A-2 zoning classifications.
6. Will the entrance to the project be gated and the perimeter secured? If so, where is the gate and perimeter fencing/wall to be located and how will stacking be accommodated?

7. Both Harmony Avenue and Hull Road are local Ormond Beach streets and would require site plan approval and an engineering permit to allow access. A completed Traffic Impact Analysis is required for evaluation.
8. The Traffic Impact Analysis must include but not be limited to:
 - a. Signal Warrant Analysis for Hull Road and North U.S. 1.
 - b. Provide analysis for impacts to surrounding properties and mitigation efforts to eliminate or lessen impacts to these properties (emergency services, traffic, life safety, etc.)
 - c. Demonstrate that the Traffic Impact Analysis will be consistent with the River to Sea TPO guidelines.
 - d. Provide location of the secondary emergency access point.
 - e. Provide an analysis of improvements to the local roads including but not limited to Harmony Avenue, Hull Road, Pineland Trail, and Broadway Avenue.
 - f. Provide analysis of the proposed connection point to Harmony Avenue (at the curve of the roadway).
 - g. The operational process where fuel cars are brought onto the property and off the F.E.C. railroad. What is the impact to the railroad crossings at Airport Road, Hull Trail, and Broadway Avenue? Included in the description of the analysis should be the number of anticipated train deliveries per week, number of rail cars arriving and departing per switching operation from the rail yard, the anticipated duration of the rail delivery process along with any intersections that may be impacted by those deliveries. The applicant should indicate the operational hours of the facility and if those hours are the same for offloading delivered rail cars, and the filling of fuel trucks leaving the terminal. Traffic Impact Analysis should account for at-grade crossing and unimpaired crossing of the tracks with a Hull Road flyover.
 - h. In addition to a description of the fire suppression methods proposed for the tanks on the site, sufficient information should be provided to detail fire suppression in the rail yards. Further information should be provided detailing security measures employed at this site (fences, guards, etc.)

Fire/Life Safety:

9. More than one emergency access road is needed.
10. The fire water supply system will not be sufficient to conduct firefighting operation on a larger scale event. This includes fire protection of the storage tanks as outlined in NFPA-30 and the rack fill station.

11. First responders have to be prepared for a catastrophic event. Provide a catastrophic event analysis for on and off-site impacts.
12. An independent study will have to be performed by a professional fire protection engineer to determine fire flow requirements and fire protection requirements to be reviewed by the City's third-party at the expense of the applicant.
13. With the potential of at least 128 rail cars, access roads should be constructed around this area of the holding yard.
14. The road way system throughout the terminal will have to meet NFPA-1142.
15. The Ormond Beach City Commission voted unanimously not to provide utilities to this site for this use. Provide data that demonstrates an alternate fire suppression plan without a municipal water supply.

Engineering:

16. Please provide additional detailed grading, drainage, and stormwater plans with the final site plan submittal.
17. Provide an Environmental Assessment report for the site. The assessment should include, but not be limited to, items such as wetland evaluation, impacts to groundwater table and endangered species assessment.
18. Floodplain Impacts located at the new rail spurs and entrance from Harmony Ave, and compensatory storage volume will be required.
19. Compliance with Chapter 62-762 Above Ground Storage is required.
20. Compliance with FAC 62-761.500 is required.
21. FDEP AST Rules and Secondary Containment. Provide documentation for the Secondary containment. Volume, liner for area, calculations for volume plus rainfall. Control of spillage and rainfall. Cross-section of the containment structure. Secondary containment capacity must equal 100% of the capacity of the largest tank in the containment area plus the volume for a 24-hour, 25-year storm (if the area is uncovered).
22. Areas of transfer from RR to tanks, to trucks, etc. Show how containment will be proposed in these areas in case of spills.
23. Roadway Connection to Harmony Road, radii, evaluation of pavement durability, drainage for any improvements. Provide widening to Harmony Ave., opposite side, within the limits of the intersection for the larger turning radius of the tanker trucks.
24. Provide information on the impacts of the trains to the crossing when the train cars are being directed into the site. Will either Hull Road RR crossing or Broadway RR crossing be blocked at any time during this process? What is the increase of the train traffic by adding this facility?

Airport:

25. The project needs to address whether the facility will or has the potential to emit smoke, steam, light or glare emissions that may interfere with the airport's Part 77 Horizontal Surface Area since the facility is located beneath it.
26. With the final site plan submittal please provide a plan that demonstrates the glare and lights need to be adequately addressed so as not to distract or pose a hazard to aircraft taking off or landing.
27. The site plan provided illustrates the establishment of five new ponds as part of the project. These ponds are potential wildlife hazard attractants, which are considered incompatible in the vicinity of the airport. The applicant needs to address how they will align with the Volusia County Airport Protection Overlay Zone so as not to conflict with this hazard to aircraft arriving and departing the airport.
28. The applicant shall comply with or provide confirmation that FAA Form 7460 Notice of Proposed Construction or Alteration is not required to assess if this project may affect navigable airspace.
29. The applicant shall need to contact the FAA/ADO to determine if any air studies are required and any other applicable federal regulations that are required.

Leisure Services:

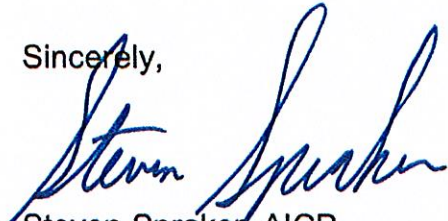
30. The Leisure Services Department concerns regarding the proposed project consist of:
 - a. Safety of the participants and spectators that utilize the Sports Complex.
 - b. Ingress and egress to Ormond Sports Complex; traffic congestion, evacuation routes, impacts on first responders' ability to provide emergency services.
 - c. Traffic safety concerning the roadway from US1 to the Sports Complex; additional access points into the Complex including but not limited to providing a flyover.
 - d. The project could pose a significant safety risk, especially if accidents or leaks occur. In the event of a fire or explosion, the proximity to the Sports Complex will put players, spectators, and nearby residents at risk. Hundreds of thousands of people of all ages utilize the Sports Complex on an annual basis (including student athletes from Volusia County schools).

GIS:

31. What is the intended address for the property? It is currently 874 Hull Road but the cover sheet shows the project from Harmony Road. Please clarify.

This is a preliminary staff technical review of the concept plan. City staff requests to be included as a reviewer for any future submittals. Please note that any improvements to City facilities and/or properties (i.e., improvements to the public roads and rights-of-way, real property, etc.) may require further review by City staff and / or the Ormond Beach City Commission. If you have any questions or require additional information of Site Plan Review Committee, please contact me at (386) 676-3341 or by e-mail at Steven.Spraker@ormondbeach.org.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steven Spraker". The signature is fluid and cursive, with the first name "Steven" and last name "Spraker" clearly distinguishable.

Steven Spraker, AICP
Planning Director

Staff Review Member Listing Volusia County, Florida

Name	Activity/Review Area	Phone/E-Mail Address
Storm Kazmierczak, P.E. Assistant County Engineer	Development Engineering	386-736-5926 x12294 skazmierczak@volusia.org
Anthony Taylor Civil Engineer I	Development Engineering	386-736-5926 x12287 ataylor@volusia.org
Dan Nimlos Senior Engineering Inspector	Development Engineering – Field Review	386-736-5926 dnimlos@volusia.org
Nicholas Ellis Senior Engineering Inspector	Development Engineering – Field Review	386-736-5926 ngellis@volusia.org
Daine Bauer Senior Engineering Inspector	Development Engineering – Field Review	386-736-5926 dbauer@volusia.org
Keith Abrahamson Environmental Permitting Manager/County Forester	Environmental Permitting	386-736-5927 x12079 kabrahamson@volusia.org
Todd Hannah Environmental Specialist III	Environmental Permitting	386-736-5927 x12288 tahannah@volusia.org
Shane Lanoue Fire Marshal	Fire Rescue	386-736-5940 x12911 slanoue@volusia.org
Britt Williams Environmental Specialist III	Florida Department of Health, Volusia State – Well & Septic	386-624-0480 james.Williams@Flhealth.gov
Kimberly Reading Planner III	Land Development	386-736-5942 x12617 kreading@volusia.org
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Jennie Weber Activity Project Manager	Solid Waste & Recycling	386-947-2952 jweber@volusia.org
Mark McClain Engineering Supervisor	Survey	386-736-5957 x12413 mmcclain@volusia.org
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Erin Reed, P.E. Civil Engineer III	Utilities	386-943-7027 x13287 erinreed@volusia.org
Roger Smith, P.E. Civil Engineer III	Utilities	386-943-7027 x12076 rogersmith@volusia.org
Scott Ashley, AICP, Senior Zoning Manager	Zoning	386-943-7059 x12014 sashley@volusia.org
Rebekah Cottle Planner II	Zoning	386-736-5959 x12010 rcottle@volusia.org



2024 Land Development Submission Deadline and Meeting Dates

All Land Development applications shall be submitted by 12:00 p.m. Monday, unless noted otherwise.

This schedule applies to the following applications: Overall Development Plan (ODP), Preliminary Plat (PPL), Final Plat (FPL), Final Site Plan (FSP), Continued Applications (ODP, PPL, FSP, FPL), Staff Review Inquiry (TRS), Stand-Alone Waiver Requests, and Appeals

Note: Revisions to projects that have received approval from the Development Review Committee (DRC) and Conceptual Site Plan (CPN) applications do not require additional meetings and may submit at any time for review by staff. If the applicant prefers a meeting with staff, they may submit according to the schedule and note the request on the transmittal letter.

Submission Deadline	Staff Review Meeting	DRC Meeting
12/11/2023	01/03/2024	01/09/2024
12/29/2023	01/17/2024	01/23/2024
01/12/2024	02/07/2024	02/13/2024
01/26/2024	02/21/2024	02/27/2024
02/09/2024	03/06/2024	03/12/2024
02/23/2024	03/20/2024	03/26/2024
03/08/2024	04/03/2024	04/09/2024
03/22/2024	04/17/2024	04/23/2024
04/12/2024	05/08/2024	05/14/2024
04/26/2024	05/22/2024	05/28/2024
05/10/2024	06/05/2024	06/11/2024
05/24/2024	06/19/2024	06/25/2024
06/07/2024	07/03/2024	07/09/2024
06/21/2024	07/17/2024	07/23/2024
07/12/2024	08/07/2024	08/13/2024
07/26/2024	08/21/2024	08/27/2023
08/09/2024	09/04/2024	09/10/2024
08/23/2024	09/18/2024	09/24/2024
09/06/2024	10/02/2024	10/08/2024
09/20/2024	10/16/2024	10/22/2024
10/11/2024	11/06/2024	11/12/2024
10/25/2024	11/20/2024	11/26/2024
11/08/2024	12/04/2024	12/10/2024
11/15/2024	12/18/2024	12/23/2024 (Monday)
12/13/2024	01/08/2025	01/14/2025
12/27/2024	01/22/2025	01/28/2025
01/10/2025	02/05/2025	02/11/2025

All Development Review Committee (DRC) applications will be reviewed for completeness prior to being assigned to a meeting. Please refer to the applicable project checklist for the specific submission requirements for plans and documents. All fees must be paid before applications are accepted by the Land Development office.

Staff review meetings will begin at 9:00 a.m. on Wednesday, with no time certain assigned.

DRC meetings will begin at 9:00 a.m. Tuesday, with no time certain assigned.