

# INTEROFFICE MEMORANDUM CITY OF NEW SMYRNA BEACH

TO: Mike Knotek, Chief Building Official  
Bill Drossman, Police Department  
Kyle Fegley, City Engineer  
Randy Walter, Utilities Commission  
Khalid Resheidat, Public Works  
Jeff Gove, Horticulturist  
Fire Marshal  
Postmaster

FROM: Gail Henrikson AICP, Planning Manager

RE: Agenda Package for Plan Review Committee Meeting

DATE: February 13, 2012

CC: Members of the Press  
Helen LaValley, Volusia County School Board

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THIS SHALL SERVE AS YOUR OFFICIAL NOTIFICATION that the regular meeting of the PLAN REVIEW COMMITTEE will be on FRIDAY, March 2, 2012 at **9:00 A.M.**, at the **City Commission Chambers, 210 Sams Avenue**, New Smyrna Beach, Florida.

## ROLL CALL

## APPROVAL OF MINUTES

Regular meeting held February 3, 2012.

## PLANS

Please review the plans attached to this memo.

Also, please type your comments and/or questions to be presented at the above referenced meeting. You will need your original copy of the comments plus an additional copy for the applicant to use at the time the project is reviewed and discussed.

After the plans have been reviewed, please submit your original copy of the comments to the Planning and Zoning Division to be placed in the case file. Your signature will be required on the final sets of plans submitted prior to the plans being approved. Written comments from each PRC member are provided to the applicant and are available for review at City Hall.

The following plans are to be reviewed:

**SP-2-12: Hampton Inn Parking Lot Extension (Class II)**

**SP-3-12: Little Theater of New Smyrna/Off-Site Parking Lot (Class II)**

Pursuant to Florida Statutes 286.01015, if an individual decides to appeal any decision made by the Planning & Zoning Board with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. Such person must provide a method for recording the proceedings.

In accordance with the Americans With Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the Board Secretary listed below prior to the meeting:

Ursula Moccia, Development Services Secretary  
City of New Smyrna Beach  
210 Sams Avenue  
New Smyrna Beach, FL 32168  
(386) 424-2132

PLAN REVIEW COMMITTEE  
MINUTES  
FEBRUARY 3, 2012

The Plan Review Committee met in regular session on Friday, February 3, 2012, at City Hall in the City Commission Chambers, 210 Sams Avenue, New Smyrna Beach, Florida. The meeting was called to order at 9:08 a.m. by Gail Henrikson

The following members were present and introduced themselves for the record:

Gail Henrikson  
Randy Walter  
Kyle Fegley  
Mike Knotek  
Bill Drossman  
Jeff Gove

Khalid Resheidat, Public Works Director, was absent.

Ursula Moccia, Recording Secretary, was also present.

APPROVAL OF MINUTES

Regular Meeting held January 9, 2012

**A motion was made by Randy Walter to approve the minutes of the regular meeting held January 9, 2012; seconded by Mike Knotek. Motion passed unanimously.**

Gail Henrikson addressed the committee and stated that case SP-2-12: Hampton Inn Parking Lot Extension would be heard at the next meeting.

Gail Henrikson swore in the staff and the applicant and representatives for the case.

**SP-1-12: MCDONALDS/THE SHOPPES AT CORONADO (CLASS II)**

Jimmy Bingham, 38068 Daughtery Road, Zephyrhills, FL, applicant, was present.

Pat Barnett and Peter Barnett, 61 Lake Fairgreen Circle, New Smyrna Beach, FL 32168, were present to represent the case.

Ms. Henrikson, Planning Manager, addressed the applicant and representatives for the case and reviewed the Planning Department comments. She had a concern with parking. She stated that they are over the maximum allowed number of parking spaces, with 15 being the maximum.

Ms. Barnett stated her concern that the parking spaces don't account for employees.

Mr. Bingham stated that there will be twenty to twenty-five full-time employees and the deed restrictions classify the restaurant as a fast food restaurant due to it having a drive-thru window. His concern was that the minimum parking spaces had to be 10 spaces per 1000 or else Home Depot won't approve the plans.

Ms. Henrikson stated that a variance could be requested to approve the number of parking spaces requested.

Mr. Bingham asked what the timing is on receiving an answer back on a variance request.

Ms. Henrikson stated that it would go to the March 5<sup>th</sup> Planning and Zoning Board meeting.

Mr. Bingham asked what the maximum number of parking spaces is under the City's code.

Ms. Henrikson stated that the maximum would be eighteen.

Mr. Fegley stated the correct number is nineteen.

Mr. Bingham explained his concern with the parking spaces issue to the committee. He then stated that he would accept to have a maximum number of nineteen parking spaces.

Jeff Gove, Planner, addressed the applicant and representatives for the case and reviewed the Landscaping comments. He stated that there was an issue with the larger trees. He also stated that comment #2, b. was resolved after the comment was written.

Mark Dowst, 536 N. Halifax Avenue, Daytona Beach, FL, representative for the case, entered the meeting at 9:34 A.M.

Ms. Henrikson swore in Mr. Dowst.

Mr. Dowst asked if there was a concern with the site layout.

Ms. Henrikson stated there was some concern with the drive-thru. She also stated that a traffic study would be required.

Mr. Dowst asked if a full-blown traffic study would be required.

Ms. Henrikson stated yes.

Mr. Bingham asked if they could use the Home Depot study.

Mr. Bingham stated that the customer count at the other restaurant was 500 to 600 per day.

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Mr. Fegley stated that they would have to look at the primary destination.

Mr. Bingham asked if sales receipts would be acceptable for documenting the customer count.

Ms. Henrikson stated that she would have to check the county regulations.

Mr. Bingham asked if there was a City code.

Ms. Henrikson stated that most of Volusia County uses the same regulations as the County and a traffic study would still be required.

Mr. Dowst stated that they shouldn't be required to keep doing traffic studies and explained his reason to the committee.

Ms. Henrikson stated that she would pull the file out of storage. She continued to review the Planning comments.

Ms. Barnett asked if there were any guidelines on digital signs.

Ms. Henrikson stated that digital signs are not allowed on State Road 44, only in the B-3 and B-5 zoning district.

Mr. Knotek stated that the handicap space will require an eight-foot aisle.

Mr. Dowst asked if the parking space of twelve-feet was acceptable.

Mr. Knotek stated yes.

Ms. Henrikson continued to review the Planning comments.

Mr. Fegley, City Engineer, addressed the applicant and representatives for the case and reviewed the Engineering Department comments.

Bill Drossman, Police Department, addressed the applicant and representatives for the case and stated that he had no comments.

Mr. Walter, Utilities Commission Representative, addressed the applicant and representatives for the case and reviewed the Utility Commission comments. He asked if there were any questions.

Mr. Dowst stated no. However, he addressed the drive-thru issue and stated that since it is an area of concern it needs to be fixed.

Ms. Henrikson stated that it does not need to be fixed. Her only concern was whether or not it would flow nicely.

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Mr. Knotek, Chief Building Official, addressed the applicant and representatives for the case and reviewed the Building Department comments. He stated that there will be a new building code set in place on March 15, 2012. He addressed Phase II of the plans and stated that if it is to become a restaurant then fire sprinklers would be required. He also stated that if a grease trap will be located outside, then it would have to be inspected by an independent or third party person.

Mr. Dowst asked if Mr. Knotek would provide him notes of the comments.

Mr. Knotek stated yes.

Ms. Henrikson addressed the applicant and representatives for the case and reviewed the administrative comments. She asked if there were any questions.

Mr. Bingham asked about the process when submitting architectural plans.

Mr. Knotek stated that building permits require two sets of plans and to have the contractor check the fee schedule.

Mr. Bingham asked about the turn-around time when site plans are submitted.

Ms. Henrikson stated that the Plan Committee Members have 10 business days to approve the plans.

No written comments were submitted by Mr. Knotek.

No written comments were submitted by the Police Department.

No further questions from the applicant and representatives for the case.

No further questions or comments for the applicant and representatives for the case from the Committee.

COMMENTS FROM THE STAFF OR BOARD

There were no comments from staff.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:44 a.m.