

**MEMORANDUM**  
**FROM THE OFFICE OF THE CITY MANAGER**

**To:** Mayor and City Commission  
**From:** Pam Brangaccio, City Manager *PDB*  
**Re:** City Manager's Report – May 13, 2014  
**Date:** May 2, 2014

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Volusia County will host a public meeting to discuss beach operations and safety initiatives at 6:30 p.m. on Wednesday, May 7<sup>th</sup> at the Coronado Civic Center, the press release is attached.

The graduation ceremony for the 2014 Citizen's Academy will be held in the City Commission Chambers at 6:00 p.m. on Thursday, May 15<sup>th</sup>.

Maintenance Operations has completed the trimming and weeding of the SR44 landscaped islands; the long-term request for bids is out for City-wide landscaping services and we are also going out to bid for interim services; a copy of the request is provided.

The Utilities Director reviewed the City's request to use a portion of the Utilities Commission's property west of I-95 for a Police & Fire training facility, but has indicated on the attached email that it is not possible due to existing and planned uses for utility purposes. Staff will continue to pursue other options.

FDOT is moving forward with the Interchange Justification Report (IJR) for the proposed interchange at I-95/Pioneer Trail. If the IJR shows that there's a need for an interchange, the next step is to look at funding/scheduling. It is on the TPO's 2035 long-range plan as an unfunded project, so that would need to be amended once funding/timing is identified.

The City received an email and letter (attached) from a resident and local business owner, regarding a request he has submitted to the Planning and Zoning Board regarding short term rentals; the request for zoning change he is proposing is a major modification to the current policy, so I wanted to bring it to your attention.

Attached for your information is a report prepared by Tony Otte, a "Snapshot of the Economic Climate in New Smyrna Beach 2014". Also attached, is a copy of the Development Activity Report for May 2014 for residential and non-residential projects.

Team Volusia has contracted with Boyette Strategic Advisors to conduct a review of commercial sites (two in New Smyrna Beach) for the purpose of providing suggestions for marketing and use of the sites. The City's Economic Development Advisory Board has selected the FEC property that is listed for sale, and the Ford & Chevrolet dealerships on US1 (as one site), for this review. The information that will need to be provided to start the process is attached for informational purposes.

Nancy Lowden Norman, Co-Executive Director of the Atlantic Center for the Arts has contacted the City regarding installing a public book exchange receptacle in the park next to the CRA office building, a copy of the detailed plan is attached. A representative from the ACA may be presenting this request at an upcoming meeting.

The City Manager, Planning Manager and Commissioner Reiker presented last week on Citizen Engagement in New Smyrna Beach, at the Alliance for Innovation. The program was well received and we came back with great information for the next round of citizen engagement.

The City Managers of NSB and Edgewater met with TPO representatives this week to review alignment alternatives to bring the Coast to Coast Trail from Edgewater to New Smyrna Beach.

Included with this report is a copy of the schematic and conceptual plan work order for phase I City Hall expansion project provided by Jay Pendergast, Architect.

Should you have any questions or need additional information, just give us a call.



**NEWS FOR IMMEDIATE RELEASE**

April 21, 2014

Media contact: Pat Kuehn, APR, CPRC  
Community Information Specialist  
386-822-5062, ext. 12934

**Beach Safety staff to speak in NSB May 7**

Staff from Volusia County's Beach Safety Division will discuss beach operations and safety initiatives during a public meeting at 6:30 p.m. Wednesday, May 7, at the Coronado Civic Center, 223 Flagler Ave., New Smyrna Beach.

Speakers will include Public Protection Director George Reckterwald, Beach Safety Director Mark Swanson and Beach Coordinator Capt. Ray Manchester. They will take questions after their presentation.

Residents are invited to attend. For more information, call Nanci Nolin at 386-239-6414, ext. 20326.

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**Notice under the Americans with Disabilities Act (Title II)**

In accordance with Title II of the Americans with Disabilities Act of 1990, Volusia County will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs and activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service or activity of the county, should contact the county's ADA Title II coordinator, George Baker, at 386-248-1760 at least two business days before the scheduled event or meeting.

This notice also applies to written requests by a physically handicapped person needing a special accommodation to attend a public meeting in accordance with section 286.26, Florida Statutes.

A copy of the county's Notice under the Americans with Disabilities Act (Title II) can be obtained at [www.volusia.org/ada](http://www.volusia.org/ada) or by calling 386-248-1760.

[www.volusia.org](http://www.volusia.org)

**VOLUSIA COUNTY COUNCIL**

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**DOUG DANIELS**  
DISTRICT 4

**PATRICIA NORTHEY**  
DISTRICT 5

**REQUEST FOR QUOTE – TEMPORARY LANDSCAPE SERVICES**

City of New Smyrna Beach  
Parks Division  
210 Sams Avenue  
New Smyrna Beach, FL 32168  
Phone: 386-424-2271  
Email: [fmiller@cityofnsb.com](mailto:fmiller@cityofnsb.com)

**Services Required:**

Maintenance of landscaped beds along SR 44 in New Smyrna Beach:

- Gateway center – landscape beds along wall at Canal Street and SR 44, and landscape medians at Canal Street and SR 44 up to Wallace Street; and
- SR 44 – from Sugar Mill Drive to Shopper’s Way (Walmart’s) including landscape beds in front of concrete walls on either side of SR 44, landscaped beds along slopes at I-95/SR 44 interchange, and landscape medians from Sugar Mill Drive to Shopper’s Way.

Time Period for Services: May 15 – July 1

Actual work to be completed: Week of May 19<sup>th</sup> AND Week of June 16<sup>th</sup>

Services to include: hand pulling of weeds, edging along planting beds, eradication of weeds utilizing appropriate approved chemicals (ROUND-UP), and trimming of plants as needed. All trimmed material and weeds and any trash are to be removed from the site.

Questions, contact: Faith Miller at (386) 424-2271

**Deadline for Submittal of Quote: Monday, May 5, 2014 – 5:00 p.m.**

Submit Quote to:

Faith Miller  
Interim Parks Supervisor  
City of New Smyrna Beach  
By Email: [fmiller@cityofnsb.com](mailto:fmiller@cityofnsb.com)  
By FAX: (386) 424-2198

## Winkler, Sandy

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**From:** Brangaccio, Pam  
**Sent:** Thursday, April 17, 2014 2:29 PM  
**To:** Winkler, Sandy  
**Subject:** FW: acreage needed  
**Attachments:** Train Loc UC.pdf

Next CM report.

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**From:** Ray Mitchum [mailto:[rmitchum@ucnsb.org](mailto:rmitchum@ucnsb.org)]  
**Sent:** Wednesday, April 16, 2014 10:30 AM  
**To:** Brangaccio, Pam  
**Cc:** Resheidat, Khalid  
**Subject:** FW: .can U email me the acreage needed?

Pam,

It is apparent from my initial review that the request for permission for the City's use of the UC's property involves approx. 30-35 acres. The location on the attachment to your request, as you indicated, is not possible due to existing and planned uses for utility purposes.

For example, the police vehicle training course where depicted involves an existing wellfield and the wellfield conservation area. The site listed as "transformer farm" is actually our main substation – Smyrna Sub., which has ongoing upgrades and improvements. This is our connection to FPL and Duke Energy. Any future upgrades or energy facilities will need to be located in this area due to the required electrical infrastructure. Also, you had mentioned the WRF expansion, there also needs to be a consideration for an area for bio-solids handling. Further to the north, planning studies have indicated additional reclaimed water storage and/or irrigation and a potential water tank. There are also regulatory and security restrictions associated with these utility uses. All of these details are being provided for assistance and toward an understanding of utility purposes and needs on this property for our community.

As you know this property is over 60% wetlands and while not cost effective or conducive for development purposes, the property is very advantageous for utility uses, for electric power supply and alternative water supply. In conjunction with community planning, for the City and the U.C., this property was acquired for and remains a best asset for utility purposes.

Thank you for your continued support for best decisions involving essential needs and quality of life.

*Ray Mitchum*

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**From:** Brangaccio, Pam [mailto:[pbrangaccio@cityofnsb.com](mailto:pbrangaccio@cityofnsb.com)]  
**Sent:** Friday, April 11, 2014 2:30 PM  
**To:** Ray Mitchum  
**Cc:** Resheidat, Khalid  
**Subject:** .can U email me the acreage needed?

Ray

Police Dept took a "stab" at acreage; disregard the exact location shown on attachment, as they do not have your master plan as benchmark, but gives you an idea of required acreage.

As I mentioned on Thursday, Fire is also seeking VC donation of old fire station 23 for regional fire training facility; which if approved could drop the attached acreage for fire.

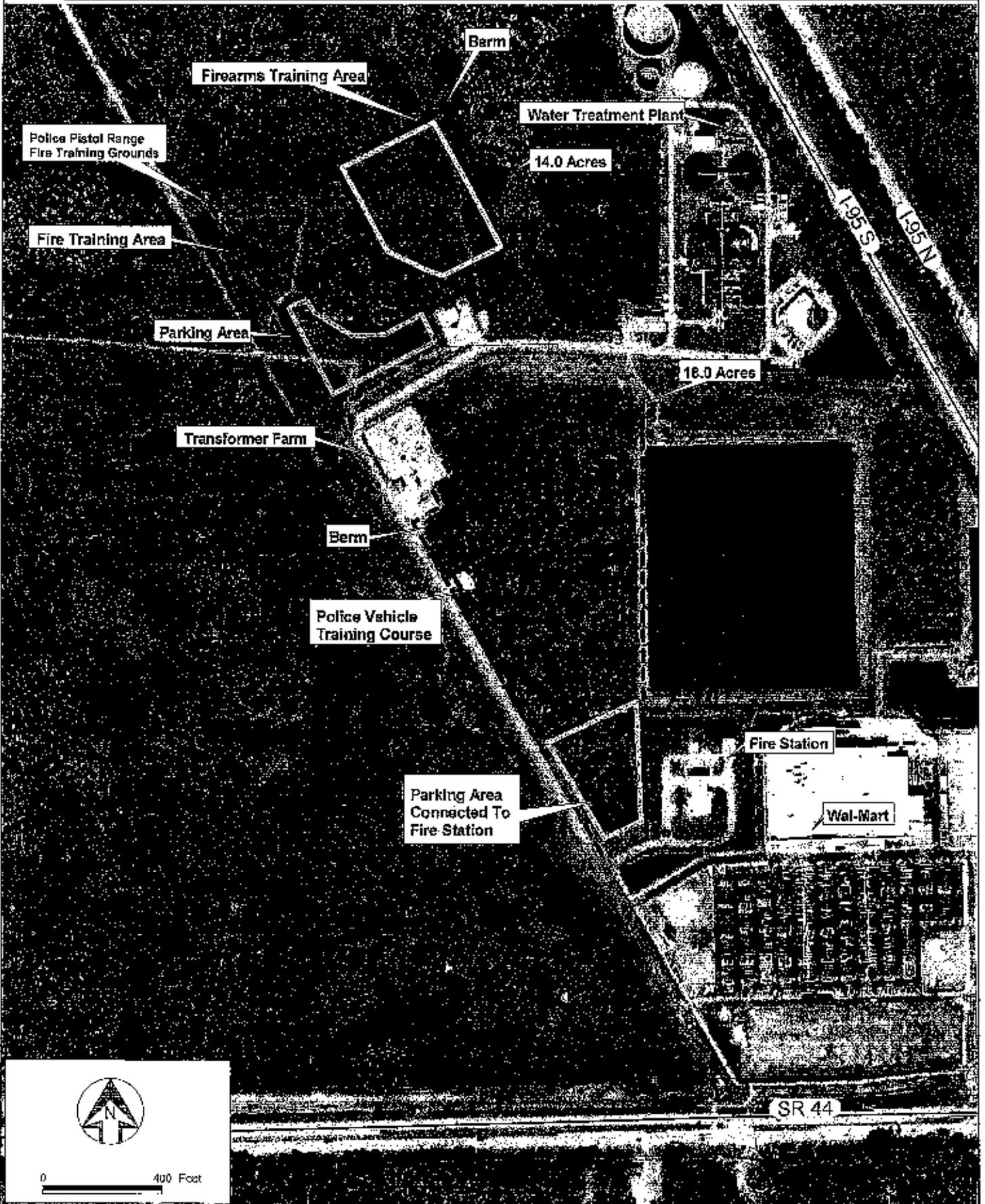
In April, Khalid is the staff contact (after May, we will have a new CIP Mgr on Board as Project Coordinator) and we would also involve our training officer in PD, if you felt that this was a feasible idea for the two staffs to meet on.

Thank you for reviewing for us.

Pam Brangaccio, City Manager

released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The views expressed in this message may not necessarily reflect those of the City of New Smyrna Beach. If you have received this message in error, please notify us immediately by replying to this message, and please delete it from your computer. Thank you.

# Police and Fire Dept Training Facility



## **Winkler, Sandy**

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**From:** Brangaccio, Pam  
**Sent:** Tuesday, April 22, 2014 9:55 AM  
**To:** Winkler, Sandy  
**Cc:** Henrikson, Gail  
**Subject:** FW: Short term rentals

Get his original letter to P&Z, as well as the below email, and add to the May 1th CM report, as this is a major change in current policy and I would like the Commission to be aware of it.

I have attached an open letter that I have sent to Travous and Gail Henrikson. I have asked for an intial discussion on the matter to be put on the agenda for May 2nd. Unfortunately we will be away on this date, but we will be submitting a request for a zone adjustment as soon as we return. Notably placing R3 in the short term column.

Ms Henrikson is not enthused about the idea of extending the "short term" zoning, but her objections appear to be based upon her own bias and a lack of recognition that the practice is already rife throughout the beachside, and out of the control of code enforcement. Yet, it is obviously serving the visitors and landlords, otherwise it would not be happening. I am not talking about having no speed restrictions on the highway because everyone is speeding; I am talking about an oportunity to enable some local businesses to be on equal footing with their neighbors to act in a leagal and responsible manner, and be free to earn a living.

Landlords, and realestate offices are not applying for licenses and are not having their inspections due to fear of waving a red flag. The "citizen report" policy the city has adopted raises as many questions as it answers, as the city will prosicute some one who is reported, and yet ignore a neighboring property or a website where residents are obviously practicing a similar rental programme. This policy seems discriminatory, and ineffective at best.

Ms. Henrikson completely misunderstands our position and labled us as retaliory or ones with sour grapes because we were "caught"...where as in truth we refuse to turn in our past competetors as we do not believe that will ultimately serve us or them best. We have complied with all of the city's demands, and are now losing \$3,000 a month in income. We have highlighted some obvious comparisons to make our point that the

practice is rampant, and uncontrolled. Naively we embarked on our venture believing we were legal...We even had a sign in the yard, as do many similar businesses who are not being investigated. We at no time violated parking, noise or even over crowding issues. We are a non conforming property in a "mixed" neighborhood.

What we appear to have to do is to make a conservative change in the zoning map, which occurs monthly for all kinds of purposes such as annexations etc., that allows for landlords on the beachside to rent for periods of less than 30 days. The unfortunate name (maybe intentionally negative) given to "short term" rentals is transient!! Who wants transients living near you....not me! And, that appears to be the main objection, as unreal as it is. We have far more "police" issues with the many "longterm" rentals in the area than the illegal "shortterm" rentals.

Short term rentals bring business to the city, the properties are better managed, and it will not "get out of hand" as it is hard work to run them. We would be open to all manner of zonal adjustments or experiments as long as we are included. Sadly, it appears as though the culture in the city offices is "we know best"! Well, I could cite numerous examples where the city has permitted outrageous eye sores and code violations in the name of increasing tax revenue...but that is another story! Here "we the people" are requesting a modest change to a very restrictive code that does not serve the residents and the local businesses as well as it could in the: appearance, prosperity or welfare of its population.

New Smyrna is changing, and mostly for the better. We seek to bring into the open a needed change to the existing code that will have many benefits. By a collegic approach to this matter, the city would have greater control, more income and be able to afford more code enforcement officers to supervise what is essentially an existing situation. Opening the whole beachside would generate a thousand new licences, \$100,000 more in fees, and who knows how much in 12.5% bed tax, currently not being declared by illegal renters. Those funds in turn would further benefit the state, the county and New Smyrna Beach.

Please see the attached letter.

I would appreciate any comments you may have, and look forward to the opportunity (that I have to pay for) to submit our request as a resident and local business owner to the city for the consideration of the committees that review such matters.

Yours,

**Richard S. Kemp**

<City of New Smyrna Beach, Letter to committee, NSB, FL 32169.docx>

From: Richard S. Kemp (386 689 8784)

To: Travous Dever and The Planning and Zoning Committee

CC: Gail Henrikson, Chief Planner

For: The case for short term rentals at 223 Crawford Rd.

Date: 04/17/2014

Below I will lay out our case for the zoning change desired for the ability of landlords to rent "short term" rentals

These zones could be converted to: R3 (short term), R3A, or even in addition overlay the same area in a Bed and Breakfast zone. Currently R3 residents are restricted to a 30 day minimum stay periods.

This effectively allows only long term rentals, or the monthly rates in "Snowbird Season", and discriminates against local residents' ability to rent in the off season, while profiting many out of town condominium owners.

### **Introduction**

The modern usage of the mixed area north of Flagler (currently designated R3) is severely restricted by the LUR. The undeniable benefits to the residents and to the welfare of the citizens of New Smyrna Beach by offering an alternative to condominiums and hotels and illegal short term rentals is palpable. It is supported by the fact that there are so many illegal sort term rentals on the beachside.

There is also a national movement that recognizes the need for property owners to garner some flexibility to support and maintain their properties in the future through "hosting" as accessed by international websites such as: airbnb, Homeaway and FRBO.

These sites bring national and international vacationers to New Smyrna who would otherwise not visit the city, with little overlap with existing "legal" short term, transient rentals.

However, Muni-code 305.05 D.2 appears to close down any variance or exception or individuals, which seems to the layperson tying the hands of the committees to allow for any special considerations. The only course then available is a change in the zoning map.

### **The status quo**

As it stands today, the city zoning map has designated certain areas for certain usages. It could be debated at length as to why the city allowed most of the construction east of the coastal building line at all, and the long term effects that may have on: insurance, damage from life threatening storms and the natural coastal environment, but the current zoning plan certainly appears to favor the high rise buildings along Atlantic avenue for short term usage. Why these buildings deserve such favor seems unclear. But, this gives them an advantage over the local residents in R3, yet we are in the same geographical area. These illegal (height, footprint and proximity to the dunes) properties are zoned "short term" rentals, along with the business district on Flagler Ave. Parts of North Peninsula also have the facility to become Bed and Breakfasts (although none have taken up that option at this point in time).

There is a belief system that short term rentals are more undesirable, yet in designated zones, mostly along the beach, there are no restrictions on short term rentals. City code enforcement and associated departments appear satisfied that they are able to monitor these facilities adequately. Why not more?

There is the capacity to rent your property in R3, but it is restricted to a 30 day minimum. The net result of this is that some rental properties are rented with monthly or yearly leases, and many more are operating as illegal short term rentals.

There would be many benefits to making these rentals legal; generating income and enabling residents to defer high taxes and insurance costs.

Currently, many properties have no license, have had no inspection, and are not paying the 12.5 percent "bed" tax either. The money is there, it is just not being

collected by the state or the county through the fear of the owners being discovered.

The cities policy of only responding to “whistle blowers” begs the question as to why it doesn’t more aggressively support its existing zone mapping, and it’s Land Use Restrictions, whereas if upon discovery of a violation it then aggressively pursues those who have been turned in.

To some, this would appear to be a discriminatory practice.

### **Myths**

1. Firstly, the myth that short term rentals are undesirable is not supported by the city’s policy of allowing them throughout many parts of city.

2. The myth that the New Smyrna Beach model is similar to New York is obviously not the case. We live in a beach community with as many as 10,000 part time residents, and many more daily visitors, and our inventory does not lend itself to the abuses some rogue investors have made in the issues faced in large cities though websites such as airbnb.

3. The myth that all monthly rentals are equal and legal. There is a whole shadow inventory of short term rentals in the city, and particularly on the beachside that the city chooses to ignore. Every real estate office, apartment complex and many individuals are illegally renting houses for a short term that are zoned for a 30 day minimum stay; or no rentals at all. Requiring the landlord to submit for a license and an inspection would bring all these violators out into the open, and the city could then regulate them properly if they were allowed to operate legally. There is currently a cat and mouse game being played, and the broader issues of development of the city to serve its population better is being undermined by effectively sweeping a known problem under the table.

4. If the restrictions were lifted through a change in the zoning map New Smyrna would become the new Daytona Beach. Not so, and the evidence is that although there are many single family homes east of Atlantic, they are mostly residential.

This would likely be the case across the whole of R3. Secondly, there are already existing regulations to protect neighbors from wrong doers.

5. Everyone will turn their house into a short term rental. This is very unlikely, as it is a lot of hard work, and not many of the properties can support a family and more than one room at any one time. Single family homes rented short term would likely be maintained better by the owner than a long term tenant, as he or she would have a vested interest in attracting a higher paying clientele.

6. There already are enough rentals. Not so, if that were the case why were are illegal short term rentals in such demand.

### **Further points**

Many of the properties in R3 are noncompliant with their zoning status, and their current use and a change in zoning would better reflect the neighborhood.

The west side of Peninsula Avenue is zoned Bed and Breakfast, from Flagler to Crawford, yet there no Bed and Breakfasts are operating there. It would be better to zone R3 as short term, and bed and breakfast, and remove the zoning along Peninsula as a Bed and breakfast area, and actually permit the operation of some properties to then service that market.

Crawford road is now a thoroughfare to the beach, as is Pine Street which dead ends into Crawford Road, as cars turn off Flagler looking for beach access.

This is not a “quiet residential” area.

Using the sites that are available on the internet, it is impossible to “hide” income, and so unlike the many covert “short term” rentals currently operating the monies become part of the “white economy” not the “black market”!

### **What if?**

If the zoning were to change to allow more areas designated as short term what would happen?

1. Property values would increase along with taxes.

2. Owners would have to apply for licenses and then be inspected, or still be violating the codes and regulations, as is the case now. Because it is currently illegal and the current policies drive landlords underground, the city has little real control over the rental market. There would be funds available due to the increase in licenses and inspection fees to monitor all properties better.
3. The zones exist, preventing local entrepreneurs from being open, and yet they are not really enforced due to the existing policy of resident report as the only response.
4. As locals we are handicapped, versus the condominium owners, who are often from out of town and often out of state.
5. A transparency in the rental market would benefit everyone concerned.
6. A viable alternative to the existing short term rental market would result in more revenue for the city.
7. More visitors to the city and business districts would mean more strength in the local economy
8. Airbnb customers are worldwide, and we have seen that we attract a "new" customer base to the city, not necessarily directly competing with existing establishments.
9. Our visitors spend money, and mostly walk or ride bicycles.
10. The revenues generated are more likely to stay in the community as multi-family and single family home owners are more likely to live in the city than condominium owners, while attracting a "different" clientele.

### Negatives

There are in reality very few...

1. Will there be the odd poor landlord? Yes, but there are some now. Existing protocol would ensure that violators are controlled, and for the most part short term rentals are usually maintained to a higher standard.
2. There will be more undesirable transients! Not at \$100 a night for a room and \$200 plus, for a house.

3. Residents will be overrun with renters. There is no evidence of this in other short term rental sections of the beach.
4. Everyone will be doing it. Never! It is hard work maintaining a short term rental. Cleaning, supervising, maintaining, checking in and out all takes a lot of effort. It takes a professional to be professional, and short term rentals are a success or failure on the reviews of their visitors.

### **Conclusion**

An expansion of the “short term” market will not adversely affect the current housing market in New Smyrna Beach, if anything it will enhance the local environment for locals with improved property management and expose the city to an increase in visitors.

Concerns about individual lapses by clients and providers alike, can be dealt with within the existing system of controls and regulations.

Opening the opportunities for businesses to offer a new kind of facility to the rental market can only benefit the city.

Finally, and I believe this to be a very important factor, it faces the reality that many owners and businesses are already pursuing this practice, and there is little or no supervision of it.

A more transparent approach to management of the issues associated with short term rentals will bring a more business-like approach to tackling the solutions to the issues associated with what is now a covert activity practiced by many.

Yours sincerely,

Richard S. Kemp



## **A Snapshot of the Economic Climate in New Smyrna Beach: 2014**

### Property Values: "City on the move"

" 'In any market that we have, be it up, down or sideways, New Smyrna has real estate locations that are superior to almost anywhere else in our county,' Gilreath said."

In the headline story "City on the move" in the January 2, 2014 edition of The Daytona Beach News Journal, Volusia County Property Appraiser Morgan Gilreath provided the above quote. The article also noted that, "County Property Appraiser Morgan Gilreath said that despite having markets over the past five to seven years 'that were worse than anything we've ever seen,' New Smyrna Beach has weathered the storm and he expects the city of a little more than 22,000 to continue to be a leader in the recovery." The article provided a table listing the top five cities for increases in property value in 2013, and New Smyrna Beach led all cities with an increase of over \$150 million.

The article can be viewed at:

<http://www.news-journalonline.com/article/20140101/NEWS/140109925/0/search?tc=ar>

Additional information on property values in comparison with other areas of the County is provided below.

### Development

In the Volusia County Economic Development Department's "Q 4" report (the most recent report as of this writing) the City of New Smyrna Beach had the highest dollar value of commercial building permits for all cities and the unincorporated area for the fourth quarter of 2013, at \$7,104,816 (note that this figure is for new construction activity only, not renovation. There is significant commercial renovation activity as well.).

For residential permits, the same report indicated that New Smyrna Beach came in second in dollar value for new construction with \$15,592,478.

There are numerous development projects that have been recently completed, under construction, or in the planning stages. Here are a few of those projects:

- Hospitality: There has been significant development in the Hospitality Sector:
  - The Hampton Inn and Suites on Flagler Ave opened 16 months ago, a 112 room hotel in the center of the historic beachside commercial district (Flagler Ave).

- Also in the center of the Flagler Ave historic district, a new bed and breakfast, the Inn on the Avenue, opened late last year with seven rooms.
- The Best Western, the only flag hotel on the beach underwent a major renovation in 2012.
- The Black Dolphin Inn on Riverside Dr opened last year. This inn has already been recognized by Trip Advisor for a 2014 Travelers' Choice award, one of only 144 properties in the US to win the award.
- Many restaurants have recently opened or are under construction: The lead story in the December 1, 2013 edition of The Daytona Beach News Journal Business Section appeared with the headline: "Restaurant Surge: 12 New Smyrna eateries open in 2013". The article noted, "These openings provide more evidence of the growth in tourism, which has been the cornerstone of the local economy since the early 1900's."

<http://www.news-journalonline.com/article/20131201/BUSINESS/131209961/0/search>

- Other developments include:
  - A 31,200 square foot medical center is under construction by Florida Hospital.
  - The New Smyrna Harbor Marina development has completed the Marina and restaurant portion of the site and is now building out the first phase of the 21 home sites.
  - A Ford dealership recently moved from US 1 to a new facility on SR 44, and a Chevrolet dealership currently on US 1 is planning to follow. Two of the three parcels that comprise the former Ford dealership are either sold or under contract.
  - In the third quarter of 2011 a new 155,000 sq ft WalMart store opened. Within a year the former 85,000 sq ft WalMart store had sold and was divided with new spaces, and new tenants opened their doors: Big Lots and Beall's. More recently, a Firehouse Subs and Vision Fitness have opened in the divided space.
  - Redevelopment in the historic commercial areas has been dramatic in the past three years. Many renovations were incentivized with Community Redevelopment Agency funds, while more recent renovations are 100% privately funded. It is estimated that the amount of investment in privately funded projects since the opening of the Hampton Inn and Suites exceeds \$800,000:

- Canal St, the historic mainland “downtown” area: In July, 2011 there were 19 vacancies in the Canal St area, the historic mainland downtown area. More recently there were two vacancies, as many buildings have been renovated and a new two story building constructed.
- Flagler Ave, the historic beachside “downtown” area: a new mixed-use building recently completed construction, and four buildings are now being renovated.
- The industrial area near the airport has seen two recent new business locations:
  - Dougherty Manufacturing has purchased and moved into the building at 1601 Tionia Road. Formerly known as Blue Water Dynamics, the firm has moved from Edgewater and has been doing business in the marine industry. The firm is rolling out a new product line and plans to hire 20-30 persons during the first year.
  - Turbine Legend is an aircraft manufacturing firm that is in the process of moving from Louisiana to a leased building at 1531 Airway Circle.
- The City also has a significant number of capital projects that have been recently completed, under construction, or in the planning stages. Here are a few of those projects:
  - New gateway entry features: \$1.4 million.
  - Recently opened boat ramp at the Swoope site on the intercoastal waterway: \$1.45 million.
  - New beachfront park at Esther Street: \$1.7 million.
  - Improvements at Riverside Park: \$934,000.
  - Improvements at the Flagler Ave Beachfront Pavilion: \$1.3 million.
  - A new fire station at SR 44 at W Canal St is now under construction: over \$2 million.
  - Central Beach Stormwater Mitigation Project: over \$5 million.
  - Multi-use trail, 2.2 miles from West Pine St. to Sugar Mill Drive: \$1 million
  - “Streetscape improvements” at five locations in the historic area of the city totaling over \$5 million.

## Basic Indicators\*

- **Median Household Income:** In New Smyrna Beach the median household income exceeds that in Volusia County and is slightly higher than Ormond Beach and Port Orange. A retailing study conducted by Robert Gibbs in 2009 found that the Trade Area Population for the City is 94,488 and the Average Household Income in that area is \$65,400.
- **Comparative retail sales per capita:** New Smyrna Beach leads the County and two other cities by wide margins. There are two explanations. First, New Smyrna Beach has been and remains the historical trade and service center for Southeast Volusia County, an area of approximately 60,000 residents. Second, the City has long been a popular beach community for seasonal residents and tourists from Central Florida and beyond. The combination of a comparatively large trade and service area and large influx of seasonal residents and tourists generates substantially more retail activity in the City than would otherwise be supported by the resident population.

The table below (labeled "Table 2", from the proposed US 1 CRA Master Plan) provides economic and fiscal data and indicators for the City of New Smyrna Beach as compared to Ormond Beach, Port Orange and Volusia County as a whole. Just and taxable values of real estate and other property in New Smyrna Beach are significantly higher on a per capita basis than the County, Ormond Beach, and Port Orange. The implication is that for comparable millage rates, New Smyrna Beach can generate substantially greater per capita proportions of ad valorem revenues than other jurisdictions. This may also allow the City to be more flexible than other jurisdictions in using tax incentives to leverage private investments.

New Smyrna Beach is much more reliant on its residential tax base than the County and two other cities. Residential property contributes 86.4 percent of local real property taxes, compared to percentages in the seventies for the other three jurisdictions. Commercial and industrial property in New Smyrna Beach account for only 10.2 percent of local real property taxes, compared to 16.5 to 20.0 percent in the other three jurisdictions. (Note: New Smyrna Beach has the second lowest property tax millage rate in Volusia County.)

New Smyrna Beach has a much greater proportion of high value residential property than the other jurisdictions, which tends to diminish proportional contributions from commercial and industrial property. Nevertheless, comparatively low tax revenue contributions from commercial and industrial real estate in New Smyrna Beach provide strong arguments for attracting new business and industry to the City and particularly to the proposed US 1 Community Redevelopment Area to generate both tax revenues and jobs for local residents. (More on the proposed US 1 CRA below.)

\*Note: Much of this data came from the 2014 US 1 CRA Master Plan, Kimley-Horn and Associates, and a substudy by Urbanomics, Inc.

Table 2. Comparative Economic and Fiscal Data

Economic and Fiscal Indicator	New Smyrna Beach	Ormond Beach	Port Orange	Volusia County
<i>Demographic and Economic Comparisons (1)</i>				
Population 2012	22,900	38,376	56,766	494,950
Median Household Income, 2007-2011(\$)	49,625	48,427	47,763	44,169
Median Owner-Occupied Housing Value, 2007-2011 (\$)	233,800	201,300	171,200	172,100
Retail Sales Per Capita, 2007 (\$)	19,857	13,731	9,460	12,230
Accommodation & Food Service Sales Per Cap, 2007 (\$)	2,727	2,820	1,283	1,826
<i>Fiscal Comparisons (2)</i>				
Just Value of All Property Per Capita (\$)	144,282	87,956	57,670	70,790
Taxable Value of All Property Per Capita (\$)	107,003	64,002	41,024	52,578
Tax Base -- Real Property				
-- Residential (%)	86.4	74.6	72.5	71.8
-- Commercial(%)	9.2	13.6	17.1	13.8
-- Industrial (%)	1.0	3.4	2.8	2.7
-- Other (%)	0.8	1.7	1.3	2.2
Tax Base -- Personal and Centrally Assessed Property (%)	2.5	6.6	6.2	9.7

(1) Based on US Bureau of the Census data

(2) Based on Florida Department of Revenue data

Source: URBANOMICS, Inc.

- One of the World's Top Twenty Surf Towns, by National Geographic Magazine in 2012; and
- One of the Coolest Surf Towns, by Travel + Leisure Magazine in 2013
- Named by SmarterTravel.com as one of ten best beach towns in Florida in 2014

### City Commission Leadership in Economic Development Activities

The City Commission's Annual Strategic Issues include an Economic Development element, and Economic Development has been a focal point for several years.

In 2010 the City Commission received the City's first Economic Development Plan, prepared by newly elected Mayor Adam Barringer. The plan called for the appointment of an Economic Development Advisory Board, which was then appointed by the City Commission. The Board held its first meeting on June 29, 2010 and continues to meet monthly to make recommendations to the City Commission in matters of Economic Development.

The City Commission has included in the annual City Budget funding for membership at the Executive Committee level in Team Volusia, a public-private economic development organization for Volusia County. The City Budget also includes a staff position for Economic Development Director which is combined with the Community Redevelopment Agency Director's position. (In addition, in the current year budget the CRA Department had two positions closed and eliminated that had been included in the previous budget.)

As noted above, the City Commission is proposing that a new Community Redevelopment Agency (CRA) be created through a "delegation of authority" from the Volusia County Council. The current CRA sunsets in 2015.

One of the Economic Development services offered by the City has been called the "City Ready" service by a local commercial realtor. At the request of a property owner, or potential buyer, a staff team is assembled to visit a commercial or industrial property on site and discuss the potential for enhancing the property to maximize its usefulness and value. The team visiting the site typically consists of representatives from the Planning Department, the Building Official, and the New Smyrna Beach Utilities Commission. There were 12 such meetings last year, and six meetings have been held in the first four months of 2014.

Report prepared by Tony Otte, CRA/Economic Development Director, City of New Smyrna Beach, April 28, 2014 (386) 424-2265, [totte@cityofnsb.com](mailto:totte@cityofnsb.com)

# CITY OF NEW SMYRNA BEACH DEVELOPMENT ACTIVITY REPORT

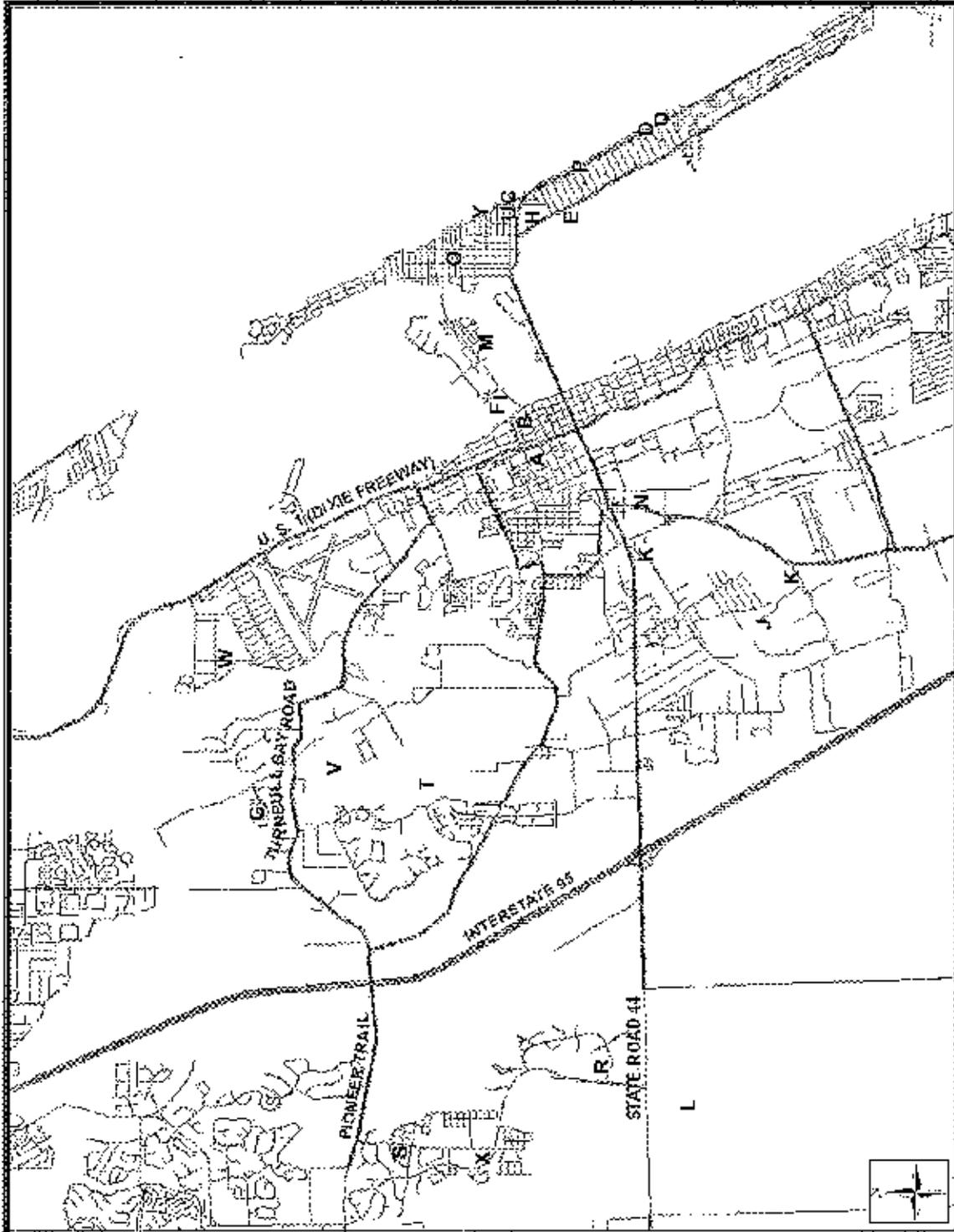


**MAY 2014**

<http://www.cityofnsb.com/index.asp?nid=264>

**RESIDENTIAL PROJECTS  
MAY 2014**

- A. 545 Washington Street
- B. Alba Court ALF
- C. Beach Condominium
- D. Buena Ventura Condominium
- E. Catalisa Creek Vistas
- F. Causeway Landings
- G. Florida Days PUD, Phase II
- H. Hog Eye Camp Road Square PUD
- I. Isola Bella Condo
- J. Kinvia Cove
- K. Lakeview East Apartments
- L. Landmark/South Village
- M. Marina Bay
- N. Mission Bay
- O. Nejma's
- P. Pelican Condominium
- Q. Community Building
- R. Perthouse Condominium
- S. Portofino Estates, Phase II
- T. Promenade Park Replat
- U. Rolling Hills
- V. Smyrna Lofts
- W. Sugar Mill Estates II PUD
- X. Turbull Estates Residential
- Y. Verretian Bay Town Center, Building 2
- Waterford Condominium



# RESIDENTIAL DEVELOPMENT PROJECTS

## MAY 2014

 = addition to the development activity report  
 = change of status to a particular project  
 = currently active projects

MAP ID	Project	Location	Description	Under staff review	App'd site plat	Pre-construction meeting	Status	Vested (Y/N)	Comments
A	545 Washington Street	north side of Washington Street between Dimmick Street and Sheldon Street	renovation of 2 existing single-family detached residential units and construction of a new residential duplex, with associated infrastructure and site improvements	X	X			VESTED site plan expires 5/9/14	APPROVED applicant has not yet applied for building permits Project on hold pending completion of design guidelines
B	Alpha Court	15 Washington Street	3-story assisted living facility containing 65 beds, with associated infrastructure improvements	X	X			VESTED site plan expires 05/31/15	APPROVED applicant has not yet applied for building permits STUELVAN EXTENDED UNDER HB 1792
C	Beach Condominium	1207 Hill Street	8-story multi-family residential condominium containing 8 units, with associated infrastructure and site improvements	X	X	X		VESTED building permit and site plan will expire 12/31/14	UNDER CONSTRUCTION last inspection 6/17/13 building permit extended to 12/31/14
D	Buena Ventura Condominium	southeast of the intersection of East 23rd Avenue and Hill Street	seven-story, 15-unit multi-family residential condominium building containing one level of parking, five levels of habitable space, one story of recreational facilities, a rooftop deck and associated infrastructure improvements	X				NOT VESTED site plan expired 02/02/08	in litigation

# RESIDENTIAL DEVELOPMENT PROJECTS MAY 2014

= addition to the development activity report  
 = change of status to a particular project  
 = currently active projects

MAP ID	Project	Location	Description	Under staff review	App'd site plan/plat	Pre-construction meeting	Under construction	Final inspection	C.O. Issued	Vested (Y/N) Vesting Expiration Date	Comments
E	Callalisa Creek Villas	west side of Saxon Drive, between East 7th Avenue and East 9th Avenue	7-401 single-family detached subdivision, with associated infrastructure improvements	X	X					VESTED final plat recorded - no expiration	APPROVED applicant has not yet submitted applications for subdivision improvements
F	Causeway Landings	89 North Causeway	239 multi-family units and clubhouse facility, with associated infrastructure and site improvements	X						NOT VESTED site plan application expired 5/4/13	in litigation
G	Fields East (with 2nd phase)	east of Creekside Trail north of Summit Lake Road	18 single-family lots on 24 lots, with associated infrastructure and site improvements	X						NOT VESTED subdivision plat application expires 7/5/14	PUD meeting held 3/7/14
H	Hog Eye Camp Road Square PUD	east and west sides of Saxon Drive, between East 3rd Avenue and East 9th Avenue	34 single-family lots, 150 multi-family residential units and 15,420 SF of commercial space, with associated infrastructure and site improvements	X	X					ZONING APPROVED NOT VESTED FOR CONCURRENCY	APPROVED applicant has not yet submitted site plan application for multi-family and commercial buildings
I	Kirvis Cove Preliminary Plat	south side of Swoope Drive, east of Bolton Road	3 single-family lots with associated infrastructure and site improvements	X	X					VESTED preliminary plat expires 10/06/14	APPROVED construction not begun SITE PLAN EXTENDED UNDER HB 1752

# RESIDENTIAL DEVELOPMENT PROJECTS MAY 2014

- addition to the developer's activity report   
  - change of status to a particular project   
  = currently active projects

MAP ID	Project	Location	Description	Status	Vested (Y/N)	Comments
				Final inspection	Vesting Expiration Date	
				Under construction		
				Pre-construction meeting		
				App'd site plan/plat		
				Under staff review		
J	Leopolde Ctrc	north side of North Corneal Way west of Hwy 282	30 multi-family residential units with associated infrastructure and site improvements	X	X	APPROVED building permit on hold SITE PLAN EXTENDED UNDER HB 503
K	Lakeview East Apartments	1800 Vibs Way	22 multi-family senior residential units, with associated infrastructure and site improvements	X	X	amended and resubmitted MDA approved by City Commission 10/11/11
L	Landman/South Village PUD	south of State Road 44, west of Interstate 95	1,999 single-family and multi-family units, with associated infrastructure and site improvements	X	X	amended and resubmitted MDA approved by City Commission 10/11/11
M	Miami Bay	south side of North Calcevia east of Bayview Street	1100s subdivision for single family duplex lots	X	X	amended and resubmitted MDA approved by City Commission 10/11/11
N	Mission Bay (formerly Peterson Groves)	40 single-family lots with associated infrastructure improvements	north side of Eslinger Road, immediately east of Lake Waterford Estates subdivision and west of Old Mission Road	X	X	amended and resubmitted MDA approved by City Commission 10/11/11
O	Oleanna	5311 Florida Boulevard and 5201 Mission Bay Avenue	1 residential unit, with associated infrastructure and site improvements	X	X	amended and resubmitted MDA approved by City Commission 10/11/11

# RESIDENTIAL DEVELOPMENT PROJECTS

MAY 2014

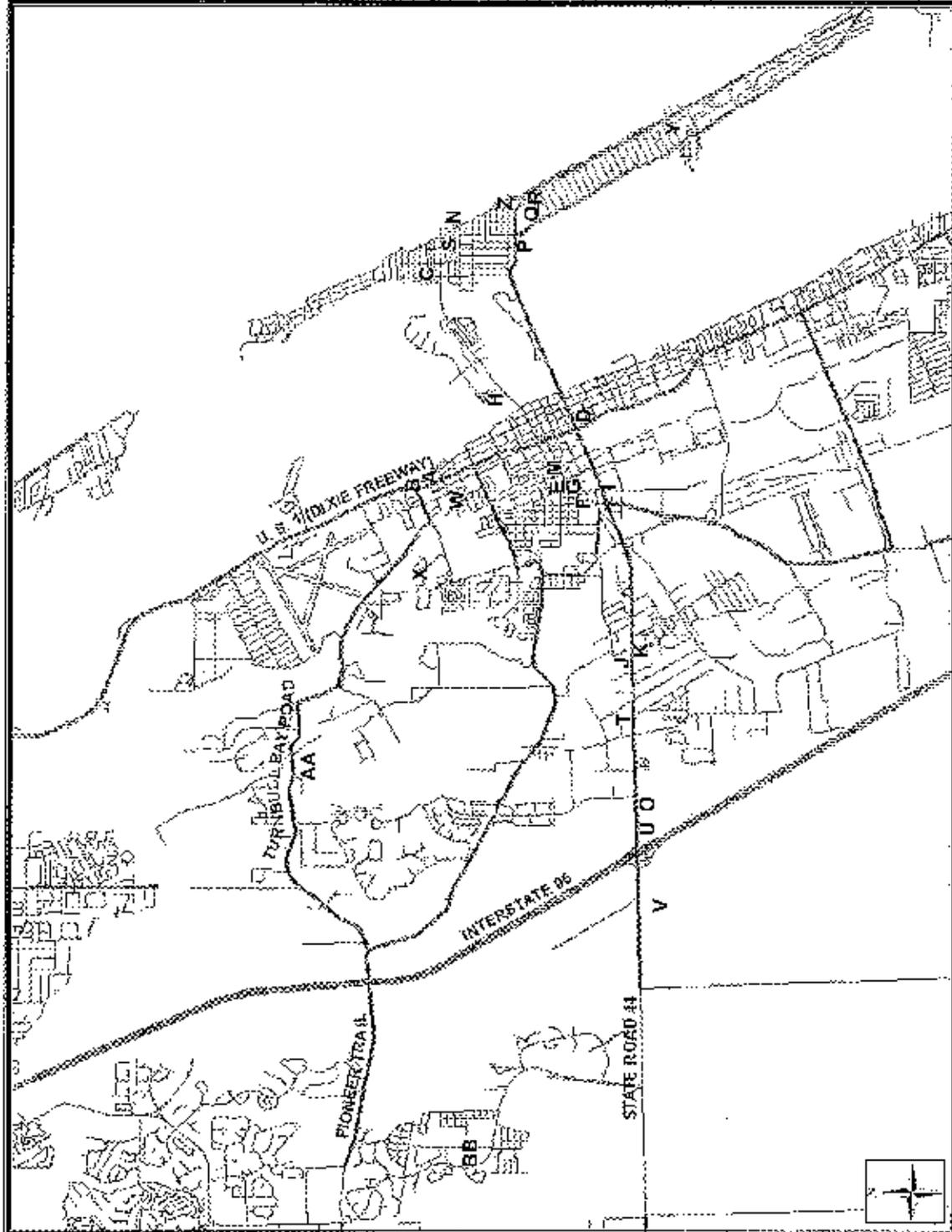
█ = addition to the development activity report  
 □ = change of status to a particular project  
 █ = currently active projects

MAP ID	Project	Location	Description	Under staff review	App't site plan/lat	Pre-construction meeting	Status	Vested (Y/N)	Vesting Expiration Date	Comments
A	Pediatric Landmark Islamic Community Building	2465 South Atlantic Highway	modification of the existing community building and office building to renovate the second story and comply with fire and building	X	X	X	Under construction	VESTED	Site plan address update	UNDER CONSTRUCTION
D	Parkhouses Condominium	6345 Liberty Bell / Atlantic Avenue SW of East 24th Avenue	4-story multi-family residential building containing 8 units with associated site structure and site improvements	X			Under construction		Site plan address update	SENTIMENT APPROVED - RECEIVING APPROVED FROM APPLICANT FOR A BIRTH REVIEW SITE PLAN APPLICATION
R	Potomac Estates - Phase 1	east of Arroyo Potomac north of Spring Road	111 single-family residential lots with associated site structure and site improvements	X			Under construction			PRC meeting held 2/7/2014
S	Potomac Park - Phase 1	middle of State Road 174 east of Arroyo Potomac north of Spring Road	102 single-family lots with associated site structure and site improvements	X	X	X	Under construction	VESTED	Site plan address update	PRC meeting held 4/15/2014
T	Rolling Hill	south side of Mooreville drive south west of the intersection of Mooreman Drive and Williams Road	102 single-family lots with associated site structure and site improvements	X	X		Under construction	NOT VESTED		PRC meeting scheduled for 1/20/14 for MDA PZ approved sketch plan for the applicant has not yet submitted no preliminary plan application



**NON-RESIDENTIAL PROJECTS  
MAY 2014**

- A. 1014 Faulkner Street
- B. 1055 North Dixie Expansion
- C. 204 Flagler Avenue Restaurant
- D. 501 South Orange
- E. Baba James Expansion
- F. Bishop's Auto PUD Expansion
- G. Canal Street Professional Offices
- H. Causeway Landings
- I. Central Fire Station
- J. Colony Park Offices
- K. Coronado Office Park
- L. DC-7 Grille
- M. Fiber Optics Facility
- N. Flagler Avenue Lifeguard Station
- O. Florida Hospital Medical Office Building
- P. Garlic Restaurant Temporary Parking Lot
- Q. Hog Eye Camp Road Square PUD
- R. Lovett Office Building
- S. Nalina's
- T. New Smyrna Chevrolet PUD
- U. NSE Southeast Interchange
- V. Ocean Gate Commerce Center PUD
- W. Padgett Warehouse Building
- X. Ram-Air Expansion
- Y. Smores Ice Cream
- Z. Smyrna Lofts
- AA. Tionia Road Industrial
- BB. Venetian Bay Town Center, Building 2



# NON-RESIDENTIAL DEVELOPMENT PROJECTS MAY 2014

■ = addition to the development; activity repair ■ = change of status to a particular project

■ = currently active projects

MAP ID	Project	Location	Description	Status	Vested (Y/N)/Date Vesting Expires	Comments
A	1014 1/2 Tullock Street (Temporary Clothing)	1014 1/2 Tullock Street	Temporary shell building to contain a bank and offices. With associated infrastructure and landscaping improvements.	Under staff review	VESTED Site plan expires 01/01/14	APPROVED Applicant has not yet submitted for site plan approval.
B	1025 North Pine North	1025 North Pine	1200 SF addition to an existing medical building with curbside walk-in pharmacy and parking at 1014 South Street and with associated infrastructure and landscaping improvements.	Under staff review	NOT VESTED Site plan application expires 01/01/14	PRC meeting scheduled for 5/27/14
C	201 Reddy Avenue Restaurant	201 Reddy Avenue	512 SF addition for outdoor seating to complement existing indoor and former carter storage area.	Approved site plan/Pre-con meeting	NOT VESTED Site plan application expires 05/01/14	PRC meeting held 3/17/14
D	501 South Orange Avenue	501 South Orange Avenue	14152 SF medical building with associated infrastructure and landscaping improvements.	Approved site plan/Pre-con meeting	VESTED Site plan expires 01/02/15	APPROVED Applicant has not yet submitted for site plan approval.
E	Bala James Comm. Bldg. Exp. 15/14	201 North Wymore	1100 SF expansion of an existing 5,744 SF building with associated infrastructure and site improvements.	Approved site plan/Pre-con meeting	VESTED Site plan expires 01/01/15	APPROVED Applicant has not yet submitted for site plan approval.

Under staff review  
Approved site plan/Pre-con meeting  
Under construction  
Final inspection  
C.O. issued

# NON-RESIDENTIAL DEVELOPMENT PROJECTS MAY 2014

■ = addition to the development activity report; □ = change of status to a particular project; □ = currently active projects

MAP ID	Project	Location	Description	Status	Vested (Y/N)/Date Vesting Expires	Comments
E	Dishie's Auto Parts Extension	1601 Canal Street	approximately 20,000 SF office addition with associated parking, landscape, signage and infrastructure improvements	Under staff review	NOT VESTED site plan application expires 3/31/14	PPG meeting held 5/7/14
G	Canal Street Professional Offices	midwest corner of Canal Street and North Dugas Street	40,000 SF and 3,500 SF office buildings with associated parking, landscaping and infrastructure improvements	Approved site plan/PPG	VESTED site plan expires 2/12/15	APPROVED applicant has not yet submitted for building permits
H	Causeway Landings Retail	99 North Causeway	approximately 20,000 SF of retail space in two buildings, with associated parking, landscaping and infrastructure improvements	Under staff review	NOT VESTED site plan application expired 5/4/13	In litigation
I	Central Fire Station	south side of State Road 44, east of Mission Drive and west of Old Mission Road	47,000 SF fire station with associated infrastructure and site improvements	Pre-con meeting	VESTED site plan expires 12/21/15	UNDER CONSTRUCTION
J	Baton Rouge Park Offices	North side of State Road 44, east of Colony Park Road	47,800 SF and 5,000 SF office buildings with associated infrastructure and site improvements	Approved site plan/PPG	NOT VESTED site plan application expires 3/1/14	PPG meeting scheduled for 6/2/14
K	Coronado Office Park	south side of State Road 44, between Wilkwood Drive and Wild Orange Drive	two 12,000-square foot medical building with associated infrastructure and site improvements	Final inspection	VESTED site plan expires 4/14/15	building permit ready to be issued SITE PLAN EXTENDED UNDER HB 7207



# NON-RESIDENTIAL DEVELOPMENT PROJECTS MAY 2014

\* addition to the development activity report;  = change of status to a cartular project

 = currently active projects

MAP ID	Project	Location	Description	Under staff review	Approved site plan/Pre-con meeting	Under construction	Final inspection	C.O. issued	Vested (Y/N)/Date Vesting Expires	Comments
Q	Hog Eye Camp Road Square PUD	east and west sides of Saxon Drive, between East 3rd Avenue and East 9th Avenue	34 single-family lots, 150 multi-family residential units and 16,420 SF of commercial space, with associated infrastructure and site improvements	X	X				ZONING APPROVED - NOT VESTED FOR CONCURRENCY	APPROVED applicant has not yet submitted for site plan approval
R	Lovett Office Building	southeast of the intersection of South Atlantic Avenue and Southard Avenue	904 SF office building with associated infrastructure and site improvements	X	X	X			VESTED under construction - no expiration	UNDER CONSTRUCTION
T	Heines	315 Saxon Avenue and 321 Saxon Avenue	11,600 SF retail park with associated infrastructure and site improvements	X	X	X			VESTED site plan expires 2/1/15	UNDER CONSTRUCTION
T	Great Smoky Charcoal PUD	northern corner of Thurgate Drive and State Road 44	34,268 SF automobiles dealership with associated infrastructure and site improvements	X					NOT VESTED site plan application expires 5/15/12	PRO. meeting held 2/7/14
U	NSB Southeast Interchange Final Plat	southeast quadrant of State Road 44 and Interstate 95	6-lot commercial subdivision with associated infrastructure and stormwater improvements	X	X	X	X	X		COMPLETED

# NON-RESIDENTIAL DEVELOPMENT PROJECTS MAY 2014

- additex to the development activity report  = change of status to a particular project

= currently active projects

MAP ID	Project	Location	Description	Status					Vested (Y/N)/Date Vesting Expires	Comments
				Under staff review	Approved site plan/Pre-con meeting	Under construction	Final inspection	C.O. Issued		
V	Urban Gate Communities-Center BUD	Southwest quadrant of Interstate 35 and State Road 17	PUD rezoning for 180 acres to allow application for 1,000 units of SF of commercial and industrial uses.	X	X				ZONING APPROVED. NOT VESTED FOR CONCURRENCY	APPROVED applicant has not yet submitted for building permits
W	Republic Warehouse Building	E.W. Broad St	4,500 SF warehouse building with associated infrastructure and landscaping improvements	X	X				VESTED site plan expires 10/18/14	APPROVED applicant has not yet submitted for building permits
X	Parade Expansion	Que Pasa/Jack River	4,500 SF addition to existing industrial building with associated infrastructure and landscaping improvements	X	X				VESTED site plan expires 11/28/15	APPROVED applicant has not yet submitted for building permits
V	Shirley Lee Cream	3600 South Atlantic Avenue	Conversion of an existing residence to a day-care facility with associated infrastructure and landscaping improvements	X	X				VESTED site plan expires 1/27/16	UNDER CONSTRUCTION

# NON-RESIDENTIAL DEVELOPMENT PROJECTS MAY 2014

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MAP ID	Project	Location	Description	Status					Vested (Y/N)/Date Vesting Expires	Comments	
				Under staff review	Approved site plan/pla	Pre-con meeting	Under construction	Final inspection			C.O. issued
Z	Smyrna Lofts Retail	northwest of the intersection of East 3rd Avenue and South Atlantic Avenue	4,356 SF of retail space, with associated site improvements	X	X					VESTED site plan expires 05/09/14	APPROVED applicant has not yet submitted for building permits SITE PLAN EXTENDED UNDER HB 1752
AA	Tionia Road Industrial	west side of Tionia Road, south of Turnbull Bay Road, east of the FEC railway	17,925 SF industrial building with associated infrastructure and site improvements	X	X					VESTED site plan expires 05/10/14	APPROVED applicant has not yet submitted for building permits SITE PLAN EXTENDED UNDER HB 1752
BB 2	Venetian Bay Town Center, Building	east side of Airport Road, between Pioneer Trail and State Road 44	four-story mixed-use building containing approximately 51,333 square feet of commercial space on the first floor	X	X	X	X			VESTED under construction - no expiration	Beach Club portion built. No permits issued for mixed use building

## **Winkler, Sandy**

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**From:** Brangaccio, Pam  
**Sent:** Tuesday, April 29, 2014 3:33 PM  
**To:** Winkler, Sandy  
**Subject:** FW: Boyette  
**Attachments:** Community Preparation Outline - East Volusia County.docx

Add to CM report.

**From:** Otte, Tony  
**Sent:** Tuesday, April 29, 2014 11:57 AM  
**To:** Chris Sokira (csokira@capitalautomotive.com); Trevor Hall Jr (Trevor.Hall@Colliers.com)  
**Cc:** Brangaccio, Pam; Richards, Renee; Denise Mott  
**Subject:** FW: Boyette

Chris, Trevor, Good News! Team Volusia is paying for a review of two selected sites within the member cities, to be conducted by Boyette Strategic Advisors. The purpose of the review is to provide suggestions for the marketing and use of the properties.

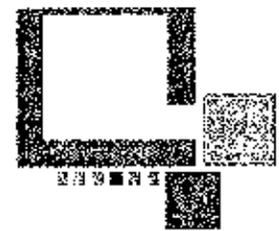
The City's Economic Development Advisory Board selected the two sites: the FEC property that is listed for sale, and the Ford and Chevrolet dealerships on US 1 (as one site)

To start the process, Boyette has sent the attached information to be completed.

Please give me a call – can you assist with providing information?

Thanks very much!  
Tony

Tony Otte  
CRA/Economic Development Director  
City of New Smyrna Beach, Florida  
[totte@cityofnsb.com](mailto:totte@cityofnsb.com)  
[www.cityofnsb.com](http://www.cityofnsb.com)  
(386) 424-2265  
(386) 566-3941



## **Team Volusia Economic Development Corporation East Volusia County Site Visits**

### **Community Preparation Outline**

Tuesday, June 17<sup>th</sup> – Thursday, June 19<sup>th</sup>, 2014

Each community/site visit will be scheduled for 2.5 hours. It is up to the community as to how they allocate the time but the following is a suggested outline, which includes information that should be provided or discussed related to the sites.

- I. Introductions**
- II. High-level Community Overview**
- III. Sites Briefing (Information can be inputted into the template below)**
  - a. Size of Site
    - i. Total acreage
    - ii. Site map
    - iii. Aerials
  - b. Ownership/Control
    - i. Public or private
    - ii. Number of owners
    - iii. Available for sale and/or lease
    - iv. Owned or optioned
  - c. Transportation
    - i. Interstate distance
    - ii. Two-lane or four-lane access
    - iii. Distance from commercial airport
    - iv. Mainline and/or shortline rail
    - v. Distance from ports
  - d. Utilities
    - i. Utility infrastructure
    - ii. Utility Providers – electricity, water, gas, wastewater, and telecom
  - e. Zoning
  - f. Topography
    - i. Elevations
    - ii. Wetlands
    - iii. Other Potential Issues
  - g. Surface water retention requirements and effect on developable acres
  - h. Environmental – all studies to date
  - i. Geotechnical – all studies to date
  - j. Past, current and planned marketing efforts
- IV. Tour of Site One**
- V. Tour of Site Two**
- VI. Site De-briefing**

<b>Site or Building 1</b>		<b>Other Notes</b>
<i>Location</i>	<b>Information</b>	
<i>Name of Site</i>		
<i>Size of Site</i>		
Total Acreage		
Site Map		
Aerials		
<i>Ownership/Control</i>		
Public or Private		
Number of Owners		
For Sale or Lease		
Owned or Optioned		
<i>Transportation</i>		
Interstate Distance		
Two-Lane or Four-Lane Access		

Distance from Commercial Airport(s)	
Mainline and/or Shortline Rail	
Distance from Port(s)	
<b>Utilities</b>	
Utility Infrastructure	
Utility Providers – electricity, water, gas, wastewater and telecom	
<b>Zoning</b>	
<b>Topography</b>	
Elevations	
Wetlands	
Other	
<b>Surface Water Retention Requirements and Effect on Developable Acres</b>	
<b>Environmental (all studies to date)</b>	
<b>Geotechnical (all studies to date)</b>	
<b>Past, Current and Planned Marketing Efforts</b>	

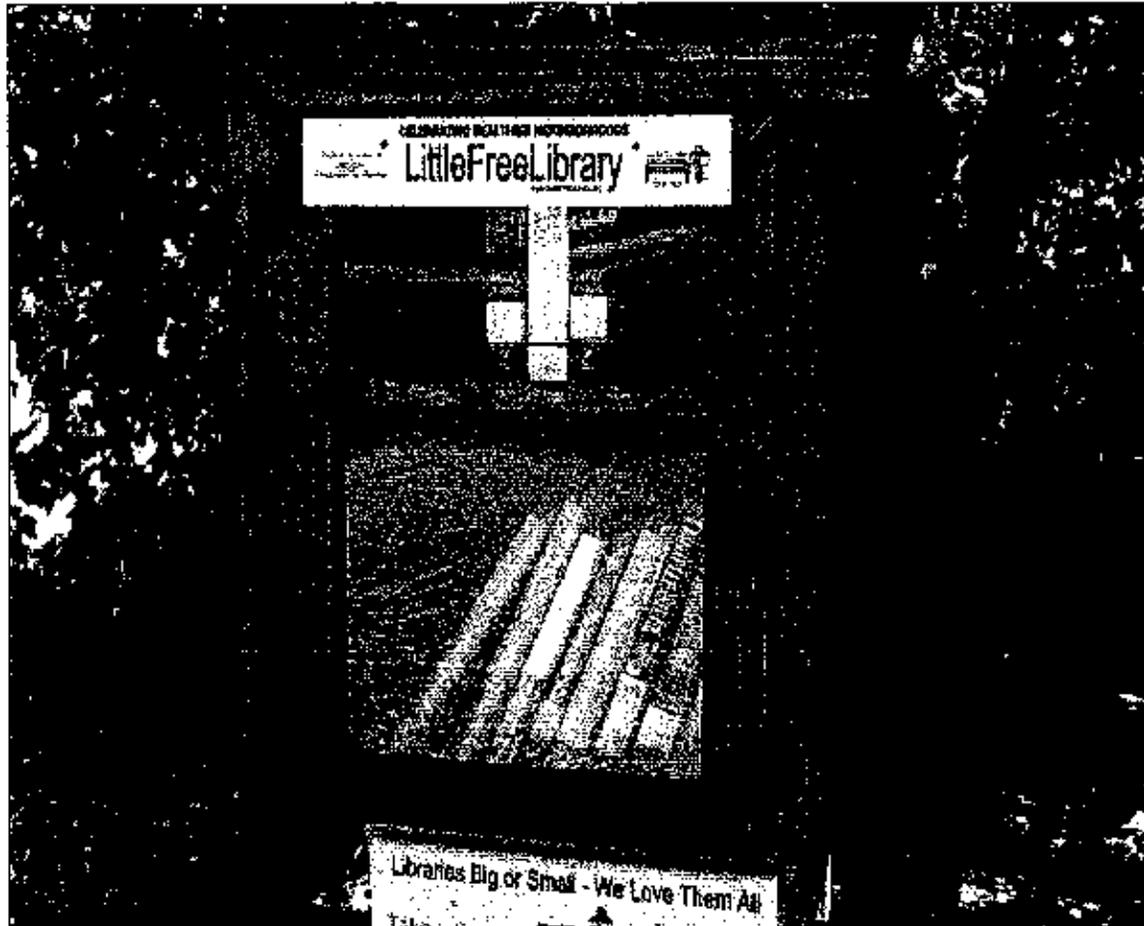


<b>Site or Building 2</b>	
<b>Location</b>	<b>Information</b>
<b>Name of Site</b>	
<b>Size of Site</b>	
Total Acreage	
Site Map	
Aerials	
<b>Ownership/Control</b>	
Public or Private	
Number of Owners	
For Sale or Lease	
Owned or Optioned	
<b>Transportation</b>	
Interstate Distance	
Two-Lane or Four-Lane Access	
Distance from Commercial Airport(s)	
<b>Other Notes</b>	

Mainline and/or Shortline Rail	
Distance from Port(s)	
<b>Utilities</b>	
Utility Infrastructure	
Utility Providers ~ electricity, water, gas, wastewater and telecom	
<b>Zoning</b>	
<b>Topography</b>	
Elevations	
Wetlands	
Other	
<b>Surface Water Retention Requirements and Effect on Developable Acres</b>	
<b>Environmental (all studies to date)</b>	
<b>Geotechnical (all studies to date)</b>	
<b>Past, Current and Planned Marketing Efforts</b>	

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MELODY WOODNUTT - COMMUNITY ARTIST IN RESIDENCE FOR  
THE ATLANTIC CENTRE FOR THE ARTS



Request for permission to install a  
public book exchange receptacle.

15 April 2014

Prepared for:

New Smyrna Beach City Council - Public Authorities

Prepared by:

Melody Woodnutt for the Atlantic Centre for the Arts - Community Artist in Residence Program

CONTACTS

- Ren Morisson: 386 796 7718 or [rmorisson@atlanticcenterforthearts.org](mailto:rmorisson@atlanticcenterforthearts.org)

- Melody Woodnutt: 347 721 1909 or [ody.who@gmail.com](mailto:ody.who@gmail.com)

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## SUMMARY

### Objective

This proposal is to ask for permission so that a small book receptacle can be installed as a permanent feature in the park adjacent to the CRA and opposite City Hall, placed next to an already existent seating bench.

This proposal is part of a project run by the Community Artist in Residence (CAIR) at Harris House, Melody Woodnutt, and is supported by the CAIR program coordinator Ren Morisson at the Atlantic Centre for the Arts.

The community project is called "Dialogues" and also includes a book made by the artist by collecting interviews with locals of New Smyrna Beach that will then be stocked in the public book cubby along with other arts books.

### Goals

We aim to provide a creative and positive access point for arts and literature to be accessible in public space and made available for visitors to the park. It enables the general public to discover new ideas and books while they stroll through the park at leisure. This public gesture will continue to promote New Smyrna Beach as a creative and welcoming place to live and visit with an initiative that contributes to creating interesting and engaging public respites. It will also provide educational access and a new attraction to the park that encourages literacy and learning about the arts, as we intend to stock it with books about community and arts practices.

A summary of specific goals:

- to introduce the community of New Smyrna to new art ideas and provide a way to engage with arts and reading while in the park.
  - to foster an understanding in the public about new arts and particularly community arts or socially engaged art practice
  - to enable New Smyrna residents or visitors with a point of access to new learning about art forms not currently taught in Volusia county
  - to open a new creative way to engage the public with art through reading
  - to give voice to locals who discuss their ideas and opinions about the arts in New Smyrna through the book made by Melody Woodnutt that will be stocked in the book receptacle
  - to create positive experiences within public space
  - to provide a quality public art piece that is simple, functional, and interactive
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## Details

- As part of the Community Artist in Residence program (CAIR), which is run by the Atlantic Centre for the Arts, the costs to build and install the book cubby will be covered by the CAIR program.
- The book receptacle will be made professionally to protect the books inside it against the rain, and the cubby will be able to withstand heavy weather.
- The book cubby will look similar (but more attractive) to a postbox as it will be staked into the ground with a book receptacle on top. There will be a door attached on the front side of the small cabinet/cubby for people to add and take books. The method to stake the post into the ground will resemble the same as a fencepost or postbox and will not cause harm or damage to the environment. It will also take up very little space.
- It will sit approximately 2 to 3 feet up from the ground and be situated next to the seating bench (pictured below) on the right hand side closest to the path, in the park across from City Hall and adjacent to the CRA.
- The books that fill up the book cubby will be provided by the CAIR program and the public are welcome to add to this collection if they choose or use it as a free public book exchange.
- It will be made aware to the future community artists that attend the ACA CAIR residency that they too can add books into the book cubby so as to continue communicating new ideas and books about art to the community.
- This project is intended as a gift to the city and the public from the artist and the CAIR program
- The book cubby is to be self-sustaining (no maintenance required) as a voluntary and public-orientated book exchange. Once installed there will be no further attendance to it required by city or ACA staff unless it is seriously damaged and can no longer function. If it is seriously damaged and is unsightly due to this, it is permitted by the artist to be removed by the city and the books given to Harris House.



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**Installation proposed May 10, 2014.**

We propose that the book receptacle be installed on Saturday May 10 at 9am. This date is asked so that people at the Farmers Market will become aware of it as it is being installed and it may have greater attention brought about it and consequently more interest and awareness by the general public. This date is also the conclusion of Melody Woodnutt's project and she is due for departure from Harris House after this time. It is requested that this date be seriously considered.

We would like to also have a small opening of the book receptacle on the same day of installation, with catering provided by the CAIR program and a short artist talk by the community artist, Melody Woodnutt.

Melody Woodnutt will install this book cubby unless the city council would like to contribute and have this done with their own public service staff should this be required as a regulation by the city. In this case, we are able to schedule the installation at a time that suits the council after May 5, 2014, though still with preference of Saturday May 10 in the morning (to catch the public attention at the farmers market).

The book receptacle will be built completely and already placed atop the support post when it is brought to the park so that the only action needed to be undertaken in the park is the installation of the post into the ground

**Past Success**

This free public library initiative has already been introduced by other places and organisations as a way to reach out to the public and encourage stronger communities. Below are examples of past success, with reports from the media or government websites of little public libraries in public space:

**From Danville City Website, Virginia:**

*The Virginia Public Library Directors Association recently awarded Danville Public Library an "Outstanding Service Innovation" award for its Little Free Library Project, an initiative that has overseen the installation of free library units throughout Danville.*

*"The library is extremely excited to have received this award and we are especially proud of our Little Free Library project," said Library Director Shelly Hypes.*

*The library installed its first Little Free Library in December along the Rivenwalk Trail at the Worsham Street Bridge memorial. Since then, seven more units have been placed throughout the city, providing the citizens with access to free literature.*

*Each unit, resembling a birdhouse, maintains a small collection of books that are free to the public. Patrons have the option of trading books, taking a book or donating books. The purpose of the libraries is to promote literacy throughout the region.*

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*Locations include Ballou Park, 767 Main St., Institute of Advanced Learning and Research, Dan Daniel Memorial Park, Coates Recreation Center, Doyle Thomas Park and Grove Park. A ninth unit soon will be installed at Danville Science Center.*

*The project was funded by a Danville Regional Foundation's "Make it Happen Grant" program. Units have been adopted by various organizations, including Danville Alumnae Chapter of Delta Sigma Theta, Danville Historical Society, Institute of Advanced Learning and Research, PFLAG of Danville, Danville Parks and Recreation After School Kids, Epiphany Episcopal School, Danville Kiwanis Club and Danville Science Center.*

*"The library is grateful to the Danville Regional Foundation for the opportunity to provide this service," Hypes said. "We are also thankful for the efforts of several community organizations that have adopted Little Free Libraries."*

*The recognition is the first Virginia Public Library Directors Association award Danville Public Library has received.*

*Source: <http://www.danville-va.gov/CivicAlerts.aspx?AID=1171&ARC=2659>*

#### **From The Wisconsin State Journal:**

*Bigger than a breadbox, homier than a newspaper box and more surprising than a bookmobile, the Little Library is popping up all over town.*

*On bike paths. Outside coffee shops. In the front yards of private homes.*

*"They're sprouting up all over," said Meghan Blake-Horst, owner of Absolutely Art, who installed a Little Library on the bike path behind her gallery on Atwood Avenue and another one outside her home near Orton Park.*

*Stocked with books ranging from academic texts to children's classics, music instruction and gardening magazines, each two-by-two-foot Little Library bears the same simple message: "Take a book. Leave a book."*

*"We had new books in there within the first five hours of having it in our front yard," Blake-Horst said. "Sometimes people take a book, sometimes they don't. Someone drew a beautiful mural in chalk on our front sidewalk to say thank you. It's a continual conversation piece."*

*The brainchild of Rick Brooks of Madison and Todd Bol of Hudson, the Little Library has found a home in more than 20 spots in the Madison area since last summer and is spreading to communities in states from Minnesota to New York. In an era of laptop screens and eBooks, happening upon a Little Library can have its own special magic.*

*Essentially a tiny house on a post, the Little Library is still such a novelty that its mere presence can stop traffic. Walkers and runners stop in their tracks to gawk, peek inside and examine the box with curiosity and disbelief.*

*"I wish I had a video of it. Everybody does the same thing," said Tami Topper Schroeder, who helped get a Little Library installed outside Tuvatu Coffeehouse & Gallery in Verona, facing the bike path for passersby.*

*"It's open all the time," she said. "You're walking by, taking a late-night stroll and it's right there."*

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### **A 'warm, fuzzy feeling about it'**

*When they first hatched the idea for the Little Library – along with the goal to create more of them around the world than Andrew Carnegie did public libraries – Brooks and Bol thought of giving the box a witty name like "Habitat for the Humanities." Or "House of Stories."*

*But the name that stuck was Little Library.*

*"A lot of people are not readers. Or they read Facebook and not books. With the Little Library, what seems to catch them is that the box is – cute," Brooks said. "And the idea that you can have something free is nice. They get a warm, fuzzy feeling about it."*

*The project was inspired in part by tales of Lutie Stearns (1866-1943), who traveled the back roads of Wisconsin to lend books in the early 20th century. With Little Libraries, the goal is not only to boost literacy and reading, but to build community.*

*The Little Library in the Crestwood neighborhood, for example, has become a gathering place for children. Goodman Community Center will install a box soon, and the Madison company TeachingBooks.net plans to fund one on the city's South Side. Local authors are participating by donating copies of their recently published work.*

*Grants from MSCR, Willy Street Co-op and the parent-teacher group at Glendale Elementary helped pay for a Little Free Library installed in the Glendale school garden just before school let out in June.*

*"There wasn't as much advertisement as we would have liked in the beginning, so I wasn't expecting a lot of turnover in the books. But I've been surprised how quickly the books came and went," said Max Lubarsky, an Americorps volunteer at Glendale who created the garden with Joe Muellenberg of UWW-Extension.*

*Lubarsky stocked the Glendale box with critter-themed children's books by author Eric Carle, which were quickly taken and replaced with other children's chapter books, books in Spanish and how-to books on gardening.*

*"Each library seems to be unique in where it is and how it's built and what kind of books are in there," Lubarsky said. "At Glendale, it's really part of the garden, part of this healthy-self idea we're trying to promote."*

### **Buy one, or design your own**

*Those who want to sponsor a Little Library can handcraft their own, or buy one made and ready for decorating on the Little Library website, [littlefreelibrary.org](http://littlefreelibrary.org), or at Absolutely Art. Each structure receives an official seal and number, and is overseen by a "steward," a volunteer who keeps the library tidy and presentable for children and adults.*

*"We want positive books that are appropriate to the community that's using it," Brooks said. "Sometimes people have a tendency to promote a cause. But we don't want people to think a Little Library is pro- this or anti-this."*

*The boxes are generally made from recycled materials with a Plexiglas door and a weather-worthy design that can withstand rain and snow. Eventually, Brooks hopes the location of each Little Library can be identified online via GPS, and also have its own Facebook page.*

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*A Little Library costs upward of \$350 for all of the technical support and installation – and part of the fee goes to support library projects in developing countries. It's all part of a "pay-it-forward" idea, said Brooks, outreach program manager in the division of continuing studies at UW-Madison and a co-founder of Dane Buy Local.*

*"We don't want to be in the we're-selling-a-box-for-books business," he said. "We want to be helping people give a library to their neighborhood. That's the spirit of it."*

*He'd like to see Little Libraries in spots that lend themselves to literary themes, such as along a walking trail (imagine stumbling upon a copy of Aldo Leopold's "A Sand County Almanac" while on a quiet hike) or even in dog parks (Jack London's "White Fang" to books on dog care). Each day on the way to work, Brooks makes a quick check of the Little Library outside Indie Coffee at 1225 Regent St.*

*"It withstood the winter and has become the busiest one we know," he said. "In the last six months, somewhere between 600 and 800 books have come and gone. We put some quite intellectual and rather eccentric books in there. And they all go."*

Read more: [http://host.madison.com/entertainment/little-library-supporters-find-that-if-you-build-it-they/article\\_0b5b90fc-b88a-11e0-afa3-001cc4c002e0.html#ixzz2z9R7eOz6](http://host.madison.com/entertainment/little-library-supporters-find-that-if-you-build-it-they/article_0b5b90fc-b88a-11e0-afa3-001cc4c002e0.html#ixzz2z9R7eOz6)

### **From the Houston Chronicle:**

*I've always thought that Houston had at least two of everything except ski slopes, but I was wrong. It also has no Little Free Libraries, at least officially.*

*According to the Little Free Library website, there are three in the Dallas-Fort Worth area, four in El Paso, three in or near Austin and one in Mt. Allen. Houston? Nope.*

*Why should we care? Maybe because the Little Free Library is the coolest, simplest, easiest-to-understand good thing you'll hear about all week.*

*Here's the deal: You take a sturdy, waterproof small structure - which you buy, build or repurpose - fill it with books, set it up outside, add a sign ("take a book, leave a book" is popular) and watch what happens.*

*Christa Neumann and her husband, Mark Gibson, who live in Pflugerville, were quick converts. After they saw a report on Little Free Libraries on the NBC news, they said to each other, "Let's just do it." On May 15, they just did. They built a little red-schoolhouse type of structure and placed it on their fence, which is next to a public park. Pretty soon, folks were stopping and talking as they went through the books. Neumann was meeting neighbors she'd never talked to before.*

*When Neumann and Gibson went away for 10 days, they left books with a friend to replenish the supply. But when they came back, more books were in the library than when they left.*

*"The Little Free Library's mission is to build a sense of community," Neumann says. "It's a PC thing to say, but it does. It's true." She works in publishing and has loved books her whole life.*

*Books for small children go fast, she says, as do thrillers and mysteries, but she was pleased when a book on Albert Einstein went right away. There's no rule against it, but Neumann avoids distributing political or religious material.*

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*Little Free Libraries can take other forms as well. One family in Austin takes theirs on RV trips and sets it up at their destinations.*

*Plans for building the little libraries are available online, or you can buy one already built. Or use your imagination - make one from a doghouse or newspaper honor box. Where do the books come from? Garage sales are a good source, Neumann says, because they're often available by the boxful. As for the dark side of human nature, it doesn't really come into play because of the nature of the project. "One thing I read on the website is that you can't steal the books because the whole purpose is to give them away," she says.*

*"What I didn't anticipate was the immense fun and the sense of pride," Neumann says. She told me I should start a Little Free Library.*

*I have a house full of books. I just might.*

*Source: <http://www.chron.com/default/article/O-Connor-Little-Free-Libraries-build-community-3697349.php#photo-3179184>*

*Should you have any further questions, please contact either Ren Morisson at ACA, or Melody Woodnutt, artist in residence.*

*- Ren Morisson: 386 795 7718 or [rmorisson@atlanticcenterforthearts.org](mailto:rmorisson@atlanticcenterforthearts.org)*

*- Melody Woodnutt: 347 721 1909 or [ady.who@gmail.com](mailto:ady.who@gmail.com)*

***We ask that this proposal is given immediate priority due to a pressing time restraint due to the projects' developer, Melody Woodnutt, departing for Australia mid May.***

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May 1, 2014

Mr. Khalid Resheidat  
Assistant City Manager, City of New Smyrna Beach  
120 Sams Avenue  
New Smyrna Beach, Florida 32186

RE: City Hall Redevelopment

As per our conversation I assembled an outline of the points discussed regarding an Architectural Contract for **Schematic Designs to Redevelop the City Hall.**

- The Architectural fee for the total project including the **Schematic Phase** has been recalculated based on a reduced Construction Costs of \$ 1,100,000. and the State of Florida, DMS Fee Guideline Calculator.
- The Architect will produce As-built drawings based on the AutoCAD Floor Plans and 1986 Drawings provided by the City, attached is a scope of work and fee for this additional service
- The Architect will provide one day of field work to verify existing conditions with the as-built drawings, the fee for this service will be waived as a professional courtesy.
- The City will provide the Program Requirements; the Architect will provide guideline to be used when interviewing Department Heads (Attachment 2). In 2013 we prepared Program Requirements for the Building and Planning/Zoning Departments; they are attached for your use and as a guideline for preparing the remainder of the program. (Attachment 3)
- The City will provide an AutoCAD Survey of the property locating trees, buildings, sidewalks and paved areas. Attached is a proposal for Cory Surveyors for this work. (Attachment 4)
- A fully colored perspective rendering (1) will be prepared for presentation to the City Commission by the Architect.

#### **Schematic Design:**

##### **Scope of Work:**

1. Prepare as-built floor plans of the existing facility. The Architect will analyze the existing building to determine feasibility of reuse and possible additions. The goal is to redesign the existing building for multiple departments. The site will be included in this analysis to identify areas for potential additions to the existing structure. The City will provide existing building plans and site surveys for the Architect's use.

2. Program of Work; we have provided the City with a space programming guide, the City will complete this information and return it to the Architect to use for planning City Hall Expansion

It is the owner's intent to redevelop City Hall to accommodate city departments and the Commission Chambers for public meetings The Architect will study the program of work, as-built drawings and site survey to generate a **schematic** redevelopment plan for presentation to the City Commission.

**Project Budget:**

The Architect will establish a preliminary construction budget based upon the **schematic** design.

**Time:**

**Schematic** designs will be presented to the City Manager for review within 60 days of receipt of program requirements and site survey from owner. Upon approval of the **schematic** design the Architect will immediately begin co-ordination with city staff for a presentation to the City Commission.

**Documents from Owners:**

The owner is to provide the Architect with the most recent site surveys and architectural plans for the parcel and building. New surveys are to be prepared in AutoCAD for use by the Architect. The city (owner) will be responsible for generating programming

**Architectural Fee:**

The **schematic** phase will include the following:

Schematic Design Phase	14,285.
As- Built Drawings (additional services) (attachment 5)	2,535.
Field Measure & Building Analysis (J.Pendergast/Bert Bender)	2,640
Total Phase One	19,460
Professional Discount	(2,640.)
Total Schematic Phase One	\$ 16,820.

Reimbursable Expenses will be charged at our direct cost. Mileage will be charged at .50 per mile. A roundtrip from Key West to New Smyrna Beach will be charged at \$ 400 per trip.

I look forward to working with The City of New Smyrna Beach on this project.

Respectfully:

*Gerard J. Pendergast*

Gerard J. Pendergast

Attachments: #1 Omitted  
#2 Partial Programming  
#3 Programming Worksheet  
#4 Survey Proposal  
#5 As Built Fee Worksheet

**ATTACHMENT #2 - PARTIAL PROGRAMMING**

August 2, 2013

City of New Smyrna Beach  
210 Sams Avenue  
New Smyrna Beach, FL 32168

The following information is based on the programming meeting (Wednesday, July 31, 2013) with:  
Mike Knotek, Building Department  
Gail Henrikson, Planning & Zoning Department  
Kylie Fogley, Engineering  
Zella Hudgens, Space Planner

The purpose of the meeting was to determine the spatial allocations, identify adjacencies and discover common areas shared by the three departments. These departments are most likely to occupy growth space outside of the current city hall building. This is a working document and subject to change.

**Reception (for Public interaction)**

Seating for (3) workstations +/- 8 LF of Desk Space (30" Deep Min.)  
(1) Zoning Technician  
(2) Permit Technicians  
Marquis for Public to Complete Forms 36" H +/- 4'0"Wx2'0"D  
Include monitor and keyboard  
Waiting Area Seating for (6)

**Public Restroom (Accessible to public but not allow public access to offices)**

Women's Room  
(2) Water Closets (Including one ADA compliant stall)  
(2) Lavatories  
Men's Room  
(2) Water Closets (Including one ADA compliant stall)  
(2) Lavatories  
(1) High/Low Drinking Fountain with ADA access  
(1) Mop Sink

**Conference Space (Glass door or sidelight to verify occupancy/vacancy)**

(1) Large Conference Room (Adjacent to Reception Area)  
Table Seating for 12 + 10 Perimeter Seats  
Beverage Service Lower Counter/Cabinet +/- 10'  
(2) Communication Nodes in Table  
(1) Small Conference Area (Centrally located for all Departments)  
Seating for 4-6  
Table large enough for reviewing plans

**Break Room (Centrally located for all Departments)**

Seating for 4  
Exhaust Fan  
Single Compartment Sink with ADA access  
Hot & Cold Water & Garbage Disposal  
Full Size Refrigerator with Icemaker  
Coffee Maker with Waterline  
Upper & Lower Cabinets +/- 8 LF (Under cabinet lighting)  
Microwave in lower portion of cabinets (ADA compliant)

**Offices for Each Department**

Building: (3) Workstations at the Reception/Public Desk

- (2) Inspectors
- (3) Code Enforcement
- (1) Chief Building Official
- (1) Executive Assistant
- (1) Part Time IT Technician (Could be Open Area)
- (1) GIS Operator

Needs larger office for Equipment  
Adjacent to Engineering

Engineering:

- (2) +/-10x12 - Adjacent to File Room & Planning & Zoning

Planning & Zoning:

- (4) +/-10x12 - Adjacent to Engineering
- Table 3'x8' adjacent to one of the offices

Growth Offices

- (1 or 2) +/-10x12

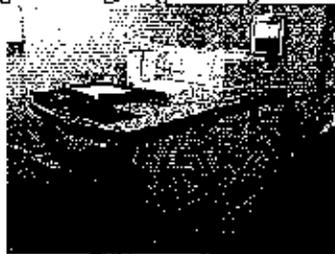
**File Room** (Adjacent to Planning & Zoning/Engineering)

No growth planned because these will be converted to digital]

- (4) Rolling Files for Hanging Drawings
- (8) 4-Drawer Lateral Files
- (5) 4-Drawer Standard Files
- (10) Banker Boxes of Files

**Copy/Work Room** (Centrally located for all Departments)

Planning & Zoning, Engineering



- (1) Large Copier +/-3'x7'
- (1) Plotter
- (1) Large Scanner

Building Department

- (1) Large Scanner +/- 3'x8'
- (1) Floor Model Copier

Office Supply Storage and Work Surface +/- 8 LF Upper and Lower Cabinets

Library Space for +/- 25 LF Code Books

This could be separate from Copy/Work Room  
Adjacent to Building Department

**Computer/Telephone Room** (Locking Closet)

+/-6'x6' - Possibly locate electrical panel in this room

**ATTACHMENT #3 – PROGRAMMING WORKSHEET**



**Space Programming**

Today's Date: \_\_\_\_\_

Person Completing the Information: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Department: \_\_\_\_\_

Current Square Footage: \_\_\_\_\_

What is the expected growth for this department? (Personnel, Equipment, Square Footage, etc.): \_\_\_\_\_

What department needs to be adjacent to this Department(s)?  
\_\_\_\_\_

Some of these questions apply the overall function of the space and some are department specific.

**Reception:**

What door will be the public and private entry?

Will there be one or more receptionists?

What functions will the receptionist provide:

(please circle all that apply) answer phones, access a computer, sort mail, filing, provide security, serve refreshments?

What size desk will be required (depth, "L" shaped, "U" shaped)?

Built In or Furniture?

Any other equipment/storage needs?

How many guest chairs need to be provided?

**Private Offices:**

Please provide an organizational chart.

List quantity and size of offices required. Indicate growth offices.

Indicate closed (built walls and a door) or open desk or cubicle.

If the office has a door, is it a glass door or does it have a sidelight?

Any exterior windows required?

**Furniture:**

Will the existing furniture be used or new purchased?

Please identify for each employee.

What size desk will be required (depth, "L" shaped, "U" shaped)?

Is the furniture built in or freestanding?

**Open Office/Support Areas:**

List quantity and size of support staff areas.

Indicate growth of Open Office/Support Areas.

What size desk will be required (depth, "L" shaped, "U" shaped)?

Built in or Furniture?

What employees need to be adjacent to each other?

**Conference Room:**

Does this department share a conference room with another department?

How many conference rooms are needed?

How many should each room seat? At the table or perimeter seating?

Does it need to be adjacent to Break Room?

Will existing furniture be used (if so what size table and chairs)?

In general how will each conference room be used? :

(please circle all that apply) training, staff meetings, client meetings, employee reviews, etc.

List equipment and provide specifications (i.e. Video Conferencing, projector, white boards, projection screen, television).

Is complete acoustic privacy required?

Will data/phone be required in the conference table?

Will this space require exterior windows?

Should the doors be glass or have sidelights?

**Commission Chamber:**

How many seats should be provided for commissioners, staff and citizens?

Will existing furniture be used (if so what size table and chairs)?

In general how will this room be used? : (please circle all that apply) City Commission meetings, training, staff meetings, client meetings, employee reviews, etc.

List equipment and provide specifications (i.e. Video Conferencing, projector, white boards, projection screen, television).

Is complete acoustic privacy required?

Will this space require exterior windows?

Should the doors be glass or have sidelights?

**File/Storage/Copy Mail:**

Does this department share this function with another department?  
Is a central location feasible? If so near what department?  
List the number and type of files and storage units, printers/copiers, postage machine, mail sorters, etc. to be used for this department or shared?  
Does a particular staff member need to be adjacent?  
Where does office supply storage need to be?  
What volume is typically in inventory? Please quantify.

**Break Room:**

How many should be seated in the break room? At tables or bar?  
Refrigerator? Full size, undercounter? How many?  
Ice Maker in refrigerator or under counter?  
Single compartment sink with hot & cold water and disposal?  
Stove/Oven?  
Microwave? How many?  
Vending Machine? If so, provide size and does it require a water line?  
Does the coffee maker require a water line?  
Tackable surface on the wall?  
Will this space require exterior windows?  
Should the doors be glass or have sidelights?

**Electrical/Data:**

Is a dedicated data room required? If so, please provide specifications on all equipment to be located in data room. Chemical fire suppression system required?  
Is there an uninterrupted power supply (UPS)? Provide specifications.  
Is there any other redundancy equipment?  
Provide room temperature and humidity requirements for engineering.  
Please indicate any special electrical needs such as isolated ground or dedicated outlets.  
What type of data/phone cabling is required? Will it be vendor supplied or contractor supplied?  
If cable television is required, please indicate locations?  
How many electrical outlets at each desk?  
Where will printers be located? How many and what size?  
Is a raised floor required?

**Ceiling:**

Ceiling tile or gypsum ceiling preferred? Is the existing ceiling to be matched?

Please describe any special lighting requirements.

Acoustic insulation required?

Any equipment mounted to the ceiling? Please provide specifications.

**Miscellaneous:**

Are there any current spatial conditions that need to be corrected? Be specific.

Is extra storage required? Please quantify.

Does the current restroom facility meet ADA requirements?

Does the current second floor have ADA access and code required fire egress?

Is there anything at an offsite location that will be brought to this facility? Please describe.

Is there or will there be a security system? Will it be vendor supplied or contractor supplied? Please provide specifications.

Is there special millwork or cabinetry that will be required? Please describe.

Is there artwork that will need to be relocated? Please indicate size and location.

ATTACHMENT #4 - SURVEY PROPOSAL

**DANIEL W. CORY SURVEYOR, LLC**

Professional Surveyors & Mappers

300 Canal Street  
New Smyrna Beach, Florida 32168

Telephone: 386/427-9575  
FAX: 386/427-1783



March 17, 2014

Khalid Resheidat, P.E.  
Assistant City Manager  
124 Industrial Park Avenue  
New Smyrna Beach, FL 32168

**Re: "City Hall" site**

Dear Khalid,

In accordance with a request from J. Pendergast, Architect and subsequent discussions, this proposal for professional surveying services is submitted for your consideration and approval.

**Scope of Service:**

Prepare a Boundary Survey of the New Smyrna Beach City Hall site, located at 210 Sams Avenue, New Smyrna Beach, FL. Trees as identified by J. Pendergast will be located and shown on the survey. The parcel is located in a Special Hazard Area flood zone. Floor elevations will be measured at the entrance (east side) and doors at the north side of the building. No other topographic surveying will be done as part of this proposal.

The surveying and mapping services rendered will meet the Minimum Technical Standards for Florida Surveyors and Mappers per Chapter 5J-17, Florida Administrative Code, pursuant to Chapter 472.027, Florida Statutes. Elevations will be based on the North America Vertical Datum of 1988 (NAVD 88).

**Deliverables:**

Signed and sealed survey drawings and associated cad file

**Fee:**

This scope of services can be completed for a lump sum cost of \$1,875.

We appreciate the opportunity to submit this proposal, and if this is acceptable, please indicate by signing below. If you have any questions or require additional information, do not hesitate to contact me at 386-427-9575 or [jeff@corysurveyor.com](mailto:jeff@corysurveyor.com).

As to CONSULTANT  
**Daniel W. Cory Surveyor, LLC**

As to CLIENT  
**City of New Smyrna Beach**

A handwritten signature in cursive script that reads "Jeffrey W. Cory".

Jeffrey W. Cory  
Professional Surveyor & Mapper #4139

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

ATTACHMENT #5 - AS BUILT FEE WORKSHEET

PROJECT NAME: CITY HALL RENOVATION

SCOPE OF WORK:

Convert 1986 drawings into AutoCAD for use in planning 2014 renovations. The drawings to be converted are the four exterior building elevations.

Task Description	Principal Staff		Intern		Cadd		Admin.	
	Architect	Architect	Architect	Architect	Technician	Technician	Assistant	Assistant
Prepare As-Built drawings	1		3					
Review & Supervise work			1					
Field Measure & Document							2	
Drawings:								
East Elevation							7	
West Elevation							7	
South Elevation							7	
North Elevation							7	
<b>Total Hours</b>	1		4				30	0
\$/hour	\$ 175	\$ 140	\$ 100	\$ 100	\$ 60	\$ 1,800	\$ 45	\$ -
Labor Cost per category	\$ 175	\$ 560	\$ -	\$ -	\$ -	\$ 1,800	\$ -	\$ -
<b>Total Architectural Labor Cost</b>	\$ 2,535							
Structural Engineer								
MEP Engineering								
Rendering (2)								
<b>Total Cost</b>	\$ 2,535							