



City of Oak Hill

234 South U.S. Hwy. #1
Oak Hill, Florida 32759

Phone 386-345-3522
Fax 386-345-1834

CITY OF OAK HILL

Planning and Land Development Regulation Commission

Thursday October 17, 2024

5:30 P.M.

AGENDA

1. ROLL CALL

2. PRESENTATION:

- Minor Development Approval Request Burns Sci-Tech – 2 Portables

3. APPROVAL OF THE MINUTES

- Approval of the PLDRC Minutes, September 30, 2024

4. BOARD COMMENTS/CONCERNS

5. ADJOURNMENT

Members of the Commission may attend this meeting for informational purposes.

Note: In accordance with Resolution 2006-17, a three (3) minute time limitation per speaker will be imposed. A speaker may address the Committee for a maximum of three (3) minutes during the Public Participation portion of the meeting, and for a maximum of three (3) minutes during any specific Agenda topic. Pursuant to Florida Statute 166.041 (3) (A), if an individual decides to appeal any decision made with respect to any matter considered at a meeting or hearing, that individual will need a record of the proceedings and will need to ensure that a verbatim record of the proceedings is made.



City of Oak Hill

234 South U.S. Hwy. #1
Oak Hill, Florida 32759

Phone 386-345-3522

Fax 386-345-1834

To: PLDRC

From: Jerome Adams, City Administrator

Date: October 17, 2024

Subject: Minor Development Plan – Two New Portables

I. Project Summary:

- | | |
|------------------------|---|
| 1. Applicant/Owner: | Oak Hill Community Trust Inc. |
| 2. Project Name: | Burns Science & Technology Charter School |
| 3. Property Parcel ID: | 9508-02-00-0420 |
| 4. Acres: | Project Impact Area is less than 5 acres |
| 5. General Location: | 160 Ridge Road (See Map) |
| 6. Future Land Use | Public/Semi Public |
| 7. Zoning: | Residential (R-2) |

II. Request:

The applicant is requesting approval of a minor development plan for placement of two portables west of the existing buildings. These portables do not generate additional student enrollment or staff demand.

III. Overview:

The subject property is located at 160 Ridge Road and contains existing school buildings, including several portables. Since the new portables will be behind (west of) the existing buildings that front Ridge Road, the setbacks are met, and the focus was on distance separations per the Florida Building Code and fire safety regulations. The two additional portables have an insignificant, if any, impact on lot coverage and pervious/impervious conditions/calculations.

IV. Analysis:

The currently adopted Future Land Use (FLUM) map designation and zoning classification of the subject property are shown in the following table:

Property Location	FLU Designation	Zoning
160 Ridge Road	Public/Semi Public	Residential (R-2)

The development plan is consistent with the future land use designation and zoning classifications, subject to satisfactorily addressing the attached staff comments.

Site plan review is based on Sheet C-1 through C-4 and survey S-1, dated 9/14/24.

REVIEW CRITERIA FOR MINOR DEVELOPMENT PLAN

Site:

Regulation	Minimum Required	Provided	Comments
Lot Size	8000 Sq. Ft.	Folio is 10 Acres	Complies
Lot Width	70'	Frontage approx. 800'	Complies
Lot Depth	115'	Depth over 500'	Complies
Setback Front (Ridge Road)	50'	Existing buildings 50'	Complies
Setback Side	50'	Portables exceed 50'	Complies
Setback Rear	50'	Varies, exceeds 200'	Complies
Lot Coverage	35%	17.8% including canopies	Complies
Open Space Minimum	65%	82.2% campus wide	Complies

Setback requirements are 50' on all sides per School Special Exception Sec 24-501(6) and existing buildings are grandfathered or covered under prior approved variance and special exception.

Proposed New Portables (864 sq. ft. x 2 units = 1728 sq. ft.):

	Maximum Allowed	Proposed	Comments
Height/Floors	35'	1 story	Complies
Building Coverage (FAR)	1.0	0.4 new area, 0.15 campus wide	Complies
Impervious Coverage	35%	34% campus wide	Complies

Campus is defined as this 10-acre folio and excludes the new high school building and land area north of this folio.

The new portables meet the required 50' setbacks, height regulations, access, and the distance separation requirements under the applicable code provisions. The portables meet the requirements of the fire department for fire safety and firefighting purposes as far as distances between fire vehicles and structures and/or provision of a designated fire access road from the north property line down to the area of the new portables.

Off Street Parking

- Amount required by code for entire school is 1 space per 5 students ($1000/5 = 200$ spaces).
- Prior Special Exception approval allows/requires 161 spaces (including the high school property and the lot on the east side of Ridge Road).
- Per the applicant, the additional two portables are not in response to, and/or will not generate additional enrollment or staff so the parking calculation of 1728 sq. ft. of new portables = 2 additional spaces is not applicable as long as the approval of the plan is conditioned as such (that the additional two portables serve only the existing capped enrollment and present staff and that the plan does not remove any existing parking spaces). Otherwise, if parking becomes deficient due to increased enrollment or staffing in the future, two additional parking spaces or a variance may need to be addressed in the future.

ADA Accessible Spaces

Per ADA guidance, each separate parking lot should provide ADA accessible spaces. A lot with 1-25 spaces requires 1 ADA accessible space; a lot with 26-50 spaces require 2 ADA accessible spaces and a lot with 51- 75 spaces requires 3 ADA accessible spaces and so on.

Since the overall campus including the high school has 161 spaces, a requirement of 6 ADA accessible spaces should be available campus wide, including 1 van accessible space. The additional portables do not impact the need for additional ADA spaces.

The total amount of required ADA spaces is exceeded by one space, however, one of the ADA spaces should be Van Accessible. **Please verify a Van Accessible space exists or propose making an existing space van accessible.**

LANDSCAPE REVIEW

1. Per Sec. 14-131 Tree removal development permit requirements:

(1) a. A tree survey to scale no greater than one-inch equals 50 feet which identifies trees by location, common name and DBH.

Comment: The applicant states the there are no trees in conflict with the placement of the new portables. Indeed, one will be placed on an existing impervious area between two existing buildings; the second one will be mostly over an area comprised of grass and sidewalks (which sidewalks will be rerouted). The placement of the portables does not appear to impact any tree subject to this code. If during portable placement (including transport through the campus to the locations) a tree conflict is encountered, the applicant shall immediately work with the City to address any resolution, including, if necessary, any tree removal permit or supervised pruning/relocation. The City's landscape reviewer shall review any identified tree conflict for determining if the tree is a specimen, historic or champion

tree as defined in the code and shall calculate any mitigation that may be required as a result. A tree survey from the 2019 Expansion of the Recreation Facility is on file that shows the area of the portable placement, and the absence of tree conflict should be confirmed at the time of permit issuance.

2. Per Sec. 14-131 (2) (b) 1. Identify any tree to be removed, its location and common name and DBH, any existing or proposed development on the site, and details of replacement stock to be planted, including location, size and species.

Comment: See above Comment. No trees are anticipated to be relocated.

3. Per Sec. 14-131 (2) (b) 6. Existing trees to be removed and trees to be retained requiring protection shall be clearly designated on site.

Comment: Please provide tree protection for those trees closest to the new portables which are to be preserved. Proper safety measures shall be undertaken during the placement of the portables to avoid unnecessary conflicts with nearby trees, supervised pruning, etc.

4. Per Sec. 14-131 (4) The application must demonstrate to the satisfaction of the city building official that a reasonable effort has been made to situate the improvements so as to save as many of the existing trees found on site as possible and to work with the existing grade to the greatest possible extent.

Comment: See above comments.

Since these portables are behind the existing buildings and do not generate any parking/vehicular use area modification or changes to perimeter landscape buffer requirements, no additional landscaping is being proposed or required for review.

V. Staff Findings:

Staff recommends that this minor development plan for two portables totaling 1728 sq. ft. be approved by the PLDRC with the following conditions:

1. That the applicant confirms to the PLDRC that the requested placement of the two portables is not in response to, and or does not result in, any increased student enrollment or increased staff demand and simply frees up the undersized classrooms currently used for classrooms to be used for other school purposes. Any future increase in student enrollment or staff may need to be monitored for potential impact on existing parking provisions (currently permitted at 161 spaces) should implementation of additional parking spaces or a variance be needed in the future.
2. That the proposed improvements undertaken upon approval of this minor development plan result in no loss of existing parking spaces.
3. That during transport though the campus for placement of the new portables that City staff is available to monitor for any unlikely but unforeseen tree conflicts and any proposed resolution thereof.

VI. Recommendation:

- Find the development plan request in compliance and approve; or
 - Find the development plan request in compliance subject to condition(s) and approve; or
 - Find the development plan not in compliance and deny.
-

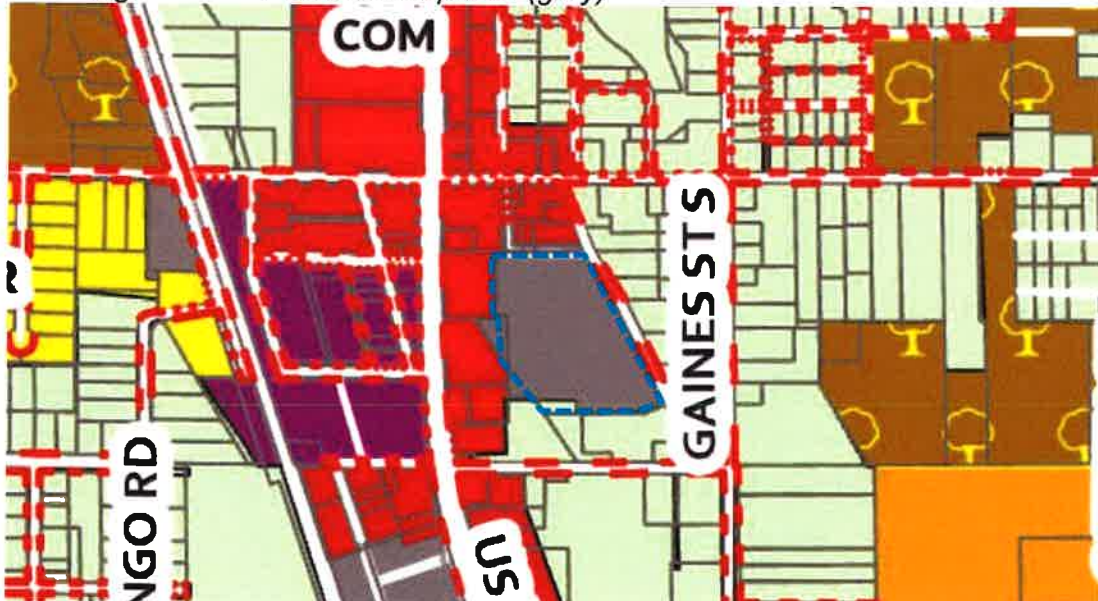
Location & Zoning:

160 Ridge Road – *R-2 Residential district (yellow)*



Future Land Use:

160 Ridge Road – *Public/Semi-public (grey)*





October 2, 2024

Mr. Jerome Adams, MPA
City Administrator
City of Oak Hill
234 US-1
Oak Hill, FL 32759

Email: AdamsJ@oakhillfl.gov

Subject: Burns Sci Tech Portables (Submittal #6)

Dear Mr. Adams,

Our firm is in receipt of the following items sent to us for review:

- 412 BURNS PORTABLES (09-09-24) STAMPED SITE PLAN ONLY
- 412 BURNS PORTABLES (09-30-24) signed
- 412 BURNS PORTABLES (09-30-24) signed fsp approval fire
- Pages from 412 BURNS PORTABLES (09-30-24) signed
- 2018 Construction Plans
- 04071.35 IIB Plan (2) 1-2-2008
- ALS-101 - Burns Science and Technology Charter School 8-6-24
- Burn Sci Tech Site Plan 9-2018
- Burns Sci Tech 90% Plan 9-2024
- BURNS PORTABLES 9-2024
- Cover Letter 9-30-24

The following comments are related to review of the above documents.

General:

1. No further comments

Utilities:

1. No further comments

Stormwater:

1. No further comments

Please contact our office if you have any questions.

Mr. Jerome Adams, MPA
October 2, 2024
Page 2

Respectfully Submitted,

Mead & Hunt, Inc.

A handwritten signature in cursive script that reads "Etienne Vawters".

Etienne Vawters, P.E.
Project Manager

EV:dp

cc: Jennifer Shannon, Mead & Hunt, Inc.
Roger Smith, Volusia County
Dennis Fischer, Volusia County
Shane Lanoue, Volusia County Fire Rescue
Scott Simpson, Simpson Law
Hoyt Holden, Calvin, Giordano & Associates, Inc.
Graham Long, Calvin, Giordano & Associates, Inc.

****Please make a note to send all review documents to:** ReviewDAB@meadhunt.com



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CITY OF OAK HILL

Planning and Land Development Regulation Commission

Special Meeting

Monday September 30, 2024

5:30 P.M.

MINUTES

1. **ROLL CALL:**

Present: Denise King -Chair, Sam Strouse - Vice Chair, Mike Arman, Darry Cummings, Kenny Robinson
City Attorney Scott Simpson, City Administrator Jerome Adams

2. **PRESENTATION:**

Attorney Simpson explained the two-step process for approval that applies to all three items on the agenda. Additionally, he explained the quasi-judicial process which governs this process.

Preliminary Development Plan:

- **Oak Hill & Land Investment LLC (Oak Bridge Colony)**
ID#853100000020, 853102050010, 853102040050, 853100000030, 853000000290
Oak Hill, FL 32759.
Heather Glisson with Kimley Horn, representing the City, read the report giving details of this plan. The technical review committee found the plan is in compliance with the comprehensive plan and is consistent with the code.
Mike Arman spoke about the directional bore and t-connections and asked for that to be written into the plan.
Darry Cummings asked if the tree mitigation and landscaping will be resolved before the final and Attorney Simpson explained those are conditions for the final.
Attorney Joey Posey representing the developer spoke about the application and the t-connections.
Sam Strouse asked about the road going to the north that appears to go to an open field.
Harry Newkirk – engineer for the development explained this is designed for fire safety access and future development.
Charlie Dean 157 E Halifax - asked about who had called this meeting and was told it was City Administrator Adams. There was a discussion about who had responsibility for calling the meeting.
Janet Shirah 148 Williams St EW – spoke about the issues with the plan.
Nadine Wosenske – 679 N Angelia Dr and owner of Anchor Hardware – spoke about flooding issues, sensitive wetlands and need to study the stormwater plan.
Lisa Bender 526 US Hwy 1 – spoke against the plan.
Attorney Posey and Attorney Simpson both spoke about the state law restrictions and the stormwater issues.
Ron Engele 131 Canal Ave – spoke in favor of the project.

A discussion continued touching on the stormwater system and plans as well as site conditions on the property and the future plans for this project.

Attorney Simpson stated that the approval should include the condition of a completed tree mitigation and landscaping plan as well as the t-connections be included and confirmation of the stormwater regulations.

Motion to approve with the conditions presented Darry Cummings **Second** Mike Arman
Action Pass unanimously

Final Development Plan and Subdivision Plat:

- OHTC Development LLC (Oak Hill Town Center)
ID#950800000020, 950800000040, 950804010020, 950804030050, 951700000020,
953701000070, 953701000071, 953702000300, 950804030060
Oak Hill, FL 32759

Heather Glisson with Kimley Horn presented the details of the final plan and plat for the OHTC project. She noted that tree mitigation and landscaping comments that are outstanding. The technical review committee found that this plan complies with the comprehensive plan and section 24-200 of the city's code.

Mike Arman asked about Saints and Sinners cemetery and the portion of the HOA fees that was mentioned to go to maintain the two cemeteries as well as fencing.

Attorney Posey confirmed that this is in the development agreement and wrought iron fencing has been discussed. They are happy to put it in writing.

Darry Cummings confirmed that beyond Phase I there would be another development plan review.

Attorney Posey stated that development is beginning at the north end of the property and there will be public access and the cemeteries will be under lock and key.

Gerald Heizmann 137 Bills Hill Rd questioned the stormwater runoff, canals, culverts and access points.

Diane Kaler 151 Bills Hill Rd spoke about previous flooding in the area and asked about plans to keep this from recurring.

Richard Bosley 151 Bills Hill Rd. spoke about his business of raising miniature horses and an increase of people being near them and his concerns.

Janet Shirah discussed the way that this meeting had been posted and noticed suggesting that it should be delayed until the public notice requirement could be properly met. She went on to mention concerns of wetlands and that the tree and landscaping must be completed prior to final order before the Commission.

David Hall 400 Bills Hill Rd asked about the 40 foot buffers.

A discussion ensued regarding the noticing of the meeting with several people mentioning they had not received notification letters. Attorney Posey stated that they got a mailing list from the County and mailed everyone on that list. The discussion then went toward the buffer zone and how this could be met.

Conditions for approval were set – HOA and Commitments to the cemeteries, 40-foot buffer from edge of prescriptive road to Osteen Rd, preservation of vegetation on Osteen Rd, preservation of historic oak trees, maintenance of the culvert.

Motion to approve with the conditions presented Mike Arman **Second** Sam Strouse
Action Pass unanimously

There was a 10-minute break. The meeting resumed at 7:30pm

Final Development Plan:

- Garden Street Communities LLC (Garden Street
N. US Hwy 1 ID#950500000710

Oak Hill, FL 32759

Heather Glisson with Kimley Horn presented the details of the final plan. The technical review committee found compliance with city, county and utility regulations. Overall, all agencies have responded, and comments are included in the report included in the packet.

Mike Arman asked about the exit on Gaines Street as well as if there is a gate on US 1 and was told that entry will not be gated.

A discussion ensued regarding the way that speed would be changed in this area of US1.

Attorney Jessica Gallo, Cobb Cole Daytona Beach – gave a presentation on the project and explained information provided to the Commission in a binder.

Joe Scofield, Engineer - further explained the engineering and approval process.

Scott Steward, Planner - discussed the characteristic of a cluster subdivision and open space in the mid portion of the site.

A discussion continued regarding the plans being presented. **Janet Shirah** asked if the review fee had been paid and was told yes.

Motion to accept and approve with the condition that staff comments will be met Sam Strouse **Second** Mike Arman

Action Pass unanimously

3. BOARD COMMENTS/CONCERNS:

4. ADJOURNMENT: Motion Sam Strouse **Seconded** Darry Cummings **Adjourned 7:51 pm**

Members of the Commission may attend this meeting for informational purposes.

Note: In accordance with Resolution 2006-17, a three (3) minute time limitation per speaker will be imposed. A speaker may address the Committee for a maximum of three (3) minutes during the Public Participation portion of the meeting, and for a maximum of three (3) minutes during any specific Agenda topic. Pursuant to Florida Statute 166.041 (3) (A), if an individual decides to appeal any decision made with respect to any matter considered at a meeting or hearing, that individual will need a record of the proceedings and will need to ensure that a verbatim record of the proceedings is made.

Dennise King, Chairperson

Jerome Adams, City Administrator