

AGENDA
CITY OF HOLLY HILL
BOARD OF PLANNING & APPEALS MEETING
December 5, 2011
**** 6:30 P.M. ****

CITY HALL COMMISSION CHAMBERS

1065 RIDGEWOOD AVENUE

- I. CALL TO ORDER/ROLL CALL 6:30 P.M.
- II. INVOCATION & PLEDGE OF ALLEGIANCE
- III. APPROVAL OF MINUTES – November 7, 2011 Meeting
- IV. NEW BUSINESS
 - a. A-2011-01 This is an application for annexation into the City of Holly Hill submitted by County Tire located at 1130 S. Nova Rd.
 - b. CPA-2011-02 This is an application for a small scale comprehensive plan amendment to add the County Tire parcel to the future land use map and designate the parcel as General Retail Commercial
 - c. Z-2011-12 This is an application to amend the official zoning map to add the County Tire parcel and to designate the parcel as CC-1 Commercial Corridor.
 - d. CPA-2011-01 This is an amendment to the Capital Improvements Element of the Comprehensive Plan to update the five-year schedule of capital improvements to maintain a current five-year program.
- V. OLD BUSINESS
 - None
- VI. OTHER - Staff Comments
- VII. ADJOURNMENT

NOTE: If any person decides to appeal any decision made by said body with respect to any matter considered at such meeting, he will need a record made of the proceedings, including all testimony and evidence upon which the appeal is to be based. To that end, such person will want to ensure that a verbatim record of the proceedings is made. NOTE: Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the City of Holly Hill, 1065 Ridgewood Avenue, Holly Hill, Florida 32117 (386) 248-9460 at least 5 working days prior to the meeting date.

**MINUTES
BOARD OF PLANNING AND APPEALS MEETING
CITY OF HOLLY HILL, FLORIDA**

November 7, 2011

1. CALL TO ORDER

Roll Call

Michael Myer called the meeting to order in the Commission Chambers at City Hall, 1065 Ridgewood Avenue at approximately 6:30 p.m. Attending with Michael Myer were Board members Chris Kiley, J.D. Mellette, Phillip Wiggins, and John Sterling.

Also attending were the following staff members: Attorney Scott Simpson, City Planner Thomas Harowski, and City Clerk Valerie Manning.

A. Invocation

Mr. Myer delivered the Invocation.

B. Pledge of Allegiance to the Flag

Mr. Mellette led the Pledge of Allegiance.

2. MINUTES

Minutes from the Board of Planning and Appeals Meeting – October 3, 2011

*Mr. Kiley moved **APPROVAL** for the **Minutes**, seconded by Mr. Mellette.*

The motion **CARRIED** 5-0 by roll call vote: Kiley – Yes, Mellette – Yes, Sterling – Yes, Wiggins – Yes, and Myer – Yes

3. NEW BUSINESS

- A. Z-2011-10 – This is an administrative application to amend Section 114-745 of the City Code regulating portable storage units to add a maximum size for portable storage units in residential neighborhoods.**

City Planner Thomas Harowski gave an overview of the City Code regulating portable storage units to add a maximum size for portable storage units in residential neighborhoods from the provided Staff Report.

Mr. Myer opened public participation. No one spoke.

Mr. Wiggins moved APPROVAL for Z-2011-10: application to amend Section 114-745 of the City Code regulating portable storage units to add a maximum size of 16 x 8'4" for portable storage units in residential neighborhoods, seconded by Mr. Mellette.

The motion **CARRIED** 5-0 by roll call vote: Wiggins – Yes, Mellette – Yes, Sterling – Yes, Kiley – Yes, and Myer – Yes

- B. Z-2011-11- This is an administrative request to amend the zoning code to allow sweepstakes centers as a special exception use in B-2, B-5, and CC-1 zoning classifications in the Nova Road corridor.**

City Planner Thomas Harowski gave an overview of the request to amend the zoning code to allow sweepstakes centers as a special exception use in B-2, B-5, and CC-1 zoning classifications in the Nova Road corridor from the provided Staff Report.

Mr. Myer opened public participation. No one spoke.

Mr. Wiggins moved APPROVAL for Z-2011-11: an administrative request to amend the zoning code to allow sweepstakes centers as a special exception use in B-2, B-5, and CC-1 zoning classifications in the Nova Road corridor with a glass front wall at least seventy (70%) percent viewing, seconded by Mr. Mellette.

Attorney Simpson spoke briefly about the sweepstakes centers in South Daytona and stated it's a sweepstakes to promote a product.

The motion **CARRIED** 5-0 by roll call vote: Wiggins – Yes, Mellette – Yes, Kiley – Yes, Sterling – Yes, and Myer – Yes

4. OLD BUSINESS

None

5. OTHER – Staff Comments

Mr. Wiggins mentioned he still sees some boats on the river along Riverside Drive.

6. ADJOURNMENT

The meeting officially adjourned at approximately 7:25 p.m.

Valerie Manning
City Clerk/Administrative Assistant

DRAFT



STAFF REPORT

City of Holly Hill
Community Development Department

Board of Planning and Appeals *Agenda Item*

DATE: November 7, 2011
SUBJECT: Annexation of 1130 S. Nova Rd (County Tire)
APPLICANT: James & Belinda Heffner
NUMBER: A-2011-01
PLANNER: Thomas A. Harowski, AICP

INTRODUCTION: The City has received an application for voluntary annexation of a commercial property located at 1130 S. Nova Road. The annexation will require an amendment to the city's comprehensive plan to add the property to the future land use map, and an amendment to the zoning map to assign a city zoning to the parcel. The companion cases are CPA-2011-02 for the comprehensive plan amendment and Z-2011-12 for the zoning amendment.

BACKGROUND: The property in question consists of approximately 1.8 acres located on the west side of Nova Road south of Golf Avenue. The site is occupied by the County Tire business. The site abuts the current city limits along its north property line for a distance of approximately 363 feet and is opposite the city limits on the east side of Nova Road for a distance of approximately 140 feet. The property also fronts on Maryland Avenue for a distance of approximately 280 feet. The attached map shows the property to be annexed and the current city limits.

DISCUSSION: The requirements for voluntary annexation are set forth in Florida Statutes 171.044. The requirements are listed below with the staff findings.

1. The property must be adjacent to the city limits. It is adjacent on the north and east.
2. The property must be reasonably compact. The proposed annexation abuts the current city limits along its entire northern side and for 50% of the eastern side. It is reasonably compact.
3. The annexation cannot result in the formation of an enclave. No enclave is created through the addition of this parcel.
4. The application must be made by all owners of the property seeking annexation. The applicant has certified in the application that they are all of the owners of the subject property.

STAFF REPORT

City of Holly Hill Community Development Department

The application appears to meet all of the criteria set forth in the statute to allow for annexation. The addition of this property to the city will create the need for amendments to the future land use map and zoning map to assign land use and zoning under the city regulations. The recommended future land use is General Retail Commercial and the recommended zoning is CC-1 Corridor Commercial. There are companion applications to the annexation application that will address these items.

RECOMMENDATION: Recommend the City Commission annex the subject parcel into the City of Holly Hill.

STAFF REPORT

City of Holly Hill Community Development Department





STAFF REPORT

City of Holly Hill
Community Development Department

Board of Planning and Appeals *Agenda Item*

DATE: December 5, 2011
SUBJECT: 1130 Nova Comprehensive Plan Amendment
APPLICANT: James & Belinda Heffner
NUMBER: CPA-2011-02
PLANNER: Thomas A. Harowski, AICP

INTRODUCTION: The City has received an application for voluntary annexation of a commercial property located at 1130 S. Nova Road. The annexation will require an amendment to the city's comprehensive plan to add the property to the future land use map, and an amendment to the zoning map to assign a city zoning to the parcel. The companion cases are A-2011-01 for the annexation and Z-2011-12 for the zoning amendment

BACKGROUND: The subject property is a developed commercial site located on the west side of Nova Road approximately 300 feet south of the intersection with Golf Avenue. The site is approximately 1.8 acres and is occupied by the County Tire business. The attached Map ___ shows the property location and the current City limits.

DISCUSSION: Nova Road is a six-lane arterial with commercial development lining both sides of the road in this area. The adjacent area in the City to the north and the land on the east side of Nova Road is designated as General Retail Commercial on the future land use map. For General Retail Commercial, Policy 1.1.2 establishes development intensity limitations as follows as follows:

General commercial development - the ratio of building floor area to total site area shall not exceed 1.95 except for properties fronting on Ridgewood Avenue where a ratio of 4.55 may be permitted.

Map ___ shows the section of the Holly Hill Future Land Use Map with the subject property added to the City and designated as General Retail Commercial. This land use designation is consistent with the adjacent properties and the general character of the development along Nova Road. The comprehensive plan also includes a policy for the treatment of lands that may be annexed into the City. This Policy 1.2.17 reads as follows:

STAFF REPORT

City of Holly Hill Community Development Department

Policy 1.2.17 – Properties that are annexed into the City of Holly Hill shall be assigned a similar land use that existed in Volusia County. Property owners may apply for more intensive land uses, but shall be required to provide the data and analysis to justify the increase in density and/or intensity

The subject parcel is designated as MXZ Mixed Use Zone and UMI Urban Medium Intensity. Map ___ shows the current land use classifications as set by Volusia County. The Mixed Use Zone has standards for existing areas and new development areas. The subject property falls under the existing mixed use classification which provides for a mixture of primarily commercial and industrial development in areas with many different property owners. The Urban Medium Intensity allows residential development from four to eight units per acre.

The assignment of the City's General Retail Commercial land use is consistent with the MXD classification description. The application of the County UMI land use is limited to the area of the site fronting on Maryland Avenue, but this portion of the site is already being used for non-residential activity. The adjacent site to the north is commercially developed along the Maryland Avenue frontage as is the property to the south of the subject parcel. The assignment of general commercial land use to the full property is consistent with the current usage of the adjacent properties. The subject property is fenced along the Maryland Avenue frontage, but screening from the residential area across Maryland Avenue is minimal.

As the site is currently developed and the proposed future land use classification is consistent with the current land use classifications, there are no immediate issues related to concurrency in the provision of public services. The City already provides police and fire service to the vicinity. Water, sewer and stormwater management services are in place based on current development and traffic generated by the site is already incorporated into the traffic volumes for Nova Road and other impacted roadways.

RECOMMENDATION: Recommend the City Commission approve General Retail Commercial as the designation for the subject property on the future land use map and provide the required notice to the State of Florida and the Volusia Growth Management Commission.



1 inch = 300 feet

1130 S. Nova Road Holly Hill, FL 32117 Proposed Future Land Use General Retail Commercial

- Legend**
- Holly Hill City Limits
 - Future Land Use Categories
 - Low Density Single Family Residential
 - Low-Medium Density Residential
 - Medium Density Residential
 - High Density Residential
 - Mobile Home Residential
 - Mixed Use II
 - Mixed Use III
 - Residential-Based Mixed Use
 - General Retail Commercial
 - Wholesale Commercial & Industrial
 - Churches Schools & Institutions
 - Parks and Open Space
 - Conservation
 - No City Future Land Use



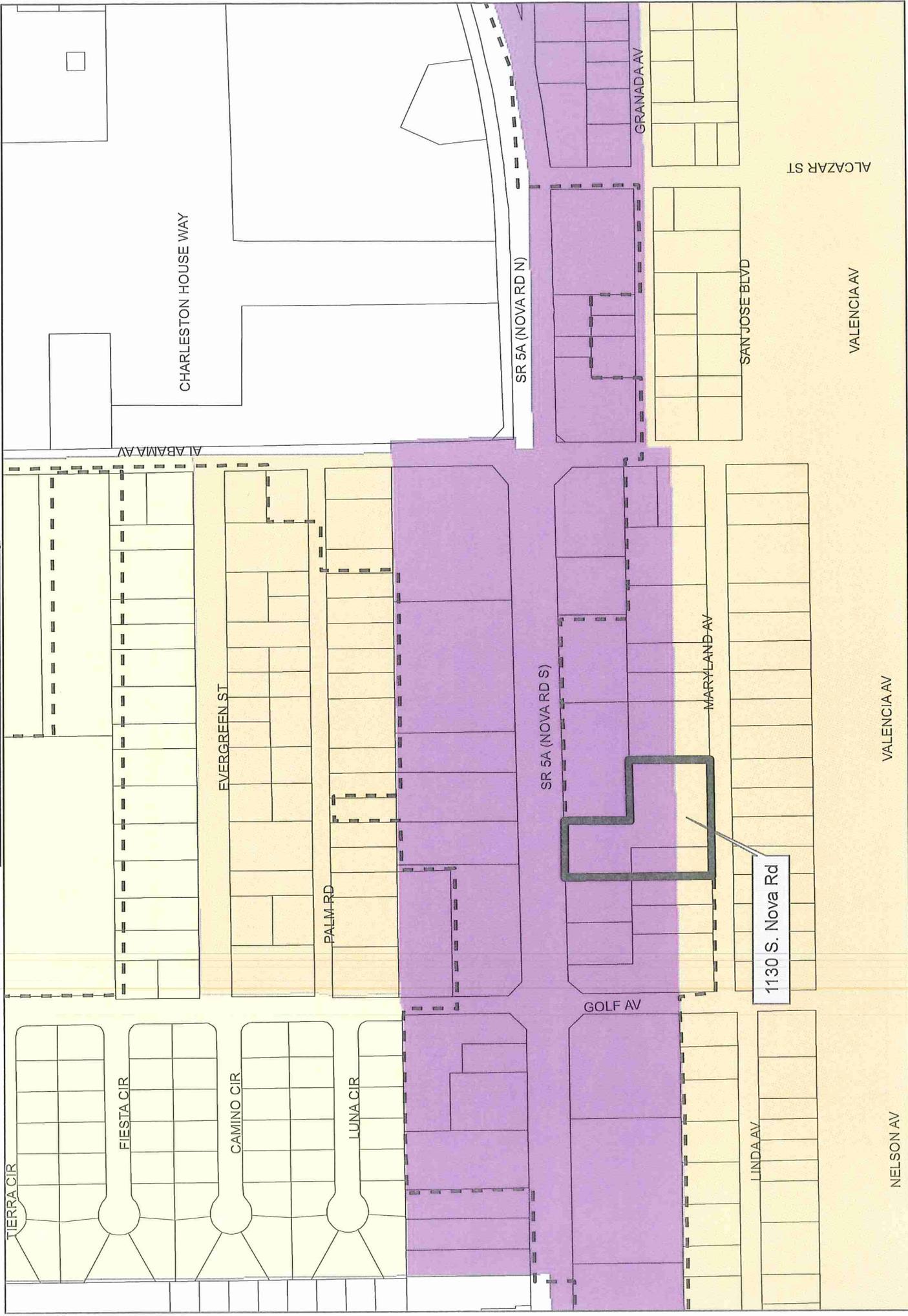
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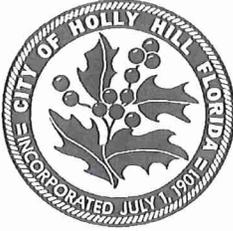


1 inch = 297 feet

1130 S. Nova Road
Holly Hill, FL 32117
Current County Future Land Use
Mixed Use / Urban Medium Density

- Legend**
- Holly Hill City Limits
 - Future Land Use
 - INCORPORATED
 - MIXED USE
 - URBAN LOW INTENSITY
 - URBAN MEDIUM INTENSITY





STAFF REPORT

City of Holly Hill
Community Development Department

Board of Planning and Appeals *Agenda Item*

DATE: December 5, 2011
SUBJECT: 1130 S. Nova Road Zoning Application
APPLICANT: James & Belinda Heffner
NUMBER: Z-2011-12
PLANNER: Thomas A. Harowski, AICP

INTRODUCTION: The City has received an application for voluntary annexation of a commercial property located at 1130 S. Nova Road. The annexation will require an amendment to the city's comprehensive plan to add the property to the future land use map, and an amendment to the zoning map to assign a city zoning to the parcel. The companion cases are CPA-2011-02 for the comprehensive plan amendment and A-2011-01 for the annexation request.

BACKGROUND: The property in question consists of approximately 1.8 acres located on the west side of Nova Road south of Golf Avenue. The subject property is a developed commercial site located on the west side of Nova Road approximately 300 feet south of the intersection with Golf Avenue. The site abuts the current city limits along its north property line for a distance of approximately 363 feet and is opposite the city limits on the east side of Nova Road for a distance of approximately 140 feet. The property also fronts on Maryland Avenue for a distance of approximately 280 feet. The attached Map ___ shows the property location and the current City limits.

DISCUSSION: The proposed zoning should be compatible with the general character of the area; consistent with the comprehensive plan; and consistent with the Volusia County zoning to the maximum extent possible.

The proposed comprehensive plan designation is General Retail Commercial. Policy 1.1.3 of the City's comprehensive plan presents a matrix identifying those zoning classifications that are consistent with each future land use category. For the General Retail Commercial, the compatible zoning classifications include B-1 through B-6 and CC-1. The classifications applied along Nova Road include B-2 Shopping Center Zone, B-4 Highway Commercial and CC-1 Commercial Corridor. The B-2 zoning is inappropriate for this site as the existing use is not a shopping center. Of the remaining zoning classifications, the CC-1 Commercial

STAFF REPORT

City of Holly Hill Community Development Department

Corridor is preferred as it best accommodates the current automotive based uses.

The CC-1 zoning also has an industrial component among the permitted uses that makes the zoning very similar to the MXZ Mixed Use Zone land use currently applied to the site in the Volusia County comprehensive plan. The current County zoning on the site is I-1(3) Light Industrial and R-5 Single-Family residential along the Maryland Avenue frontage. As noted, the R-5 zoned area is being used for non-residential activity.

The property to the north of the subject site is in the City of Holly Hill and is zoned CC-1 Commercial Corridor. The property opposite Nova Road is also in the City and zoned CC-1. The property to the south of the site is in unincorporated Volusia County and has the same zoning pattern as the subject property. The zoning on the west side of Maryland Avenue is County R-5 Single Family. The proposed zoning for the subject site is generally consistent with the zoning in the area and with the actual development pattern.

Map ___ show the current zoning under the County code, and Map ___ shows the proposed zoning as it would appear on an amended City zoning map.

RECOMMENDATION: Recommend the City Commission adopt CC-1 Commercial Corridor zoning for the subject property.



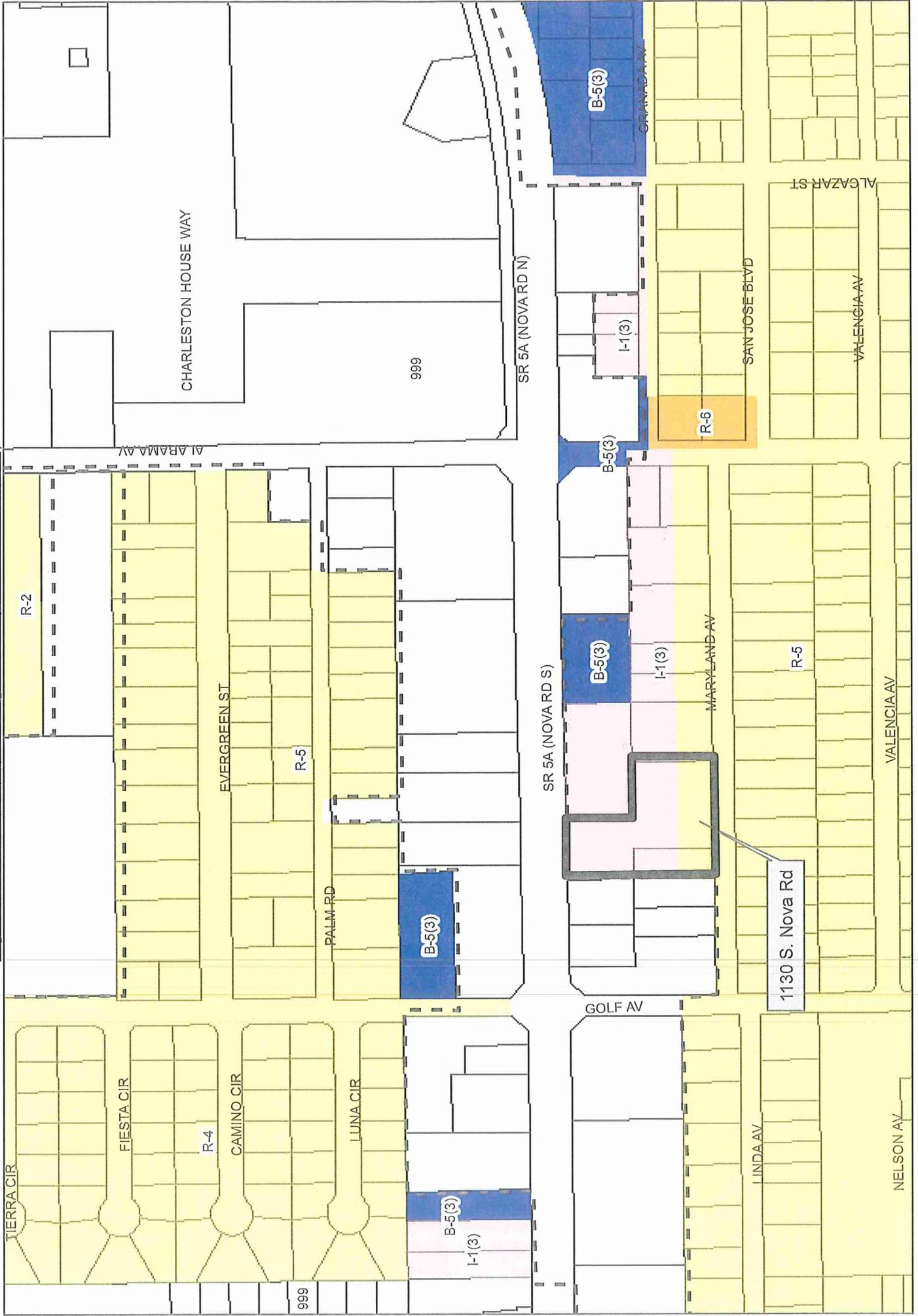
1 inch = 300 feet

1130 S. Nova Road
Holly Hill, FL 32117
Current County Zoning

Light Industrial (I-1(3)) & Single Family Residential (R-5)

Legend

- County Zoning
- B-5(3)
- I-1(3)
- R-2
- R-4
- R-5
- R-6
- Holly Hill City Limits



1130 S. Nova Road
 Holly Hill, FL 32117
 Proposed Zoning
 Commercial Corridor District (CC-1)

Drawing Date: 11/28/2011
 1 inch = 300 feet

Legend

Holly Hill Zoning

- IPUD
- B-4
- BPUD
- CC-1
- I-1
- R-6
- R-8
- RPUD

Holly Hill City Limits





Board of Planning and Appeals *Agenda Item*

DATE: November 30, 2011
SUBJECT: CIE Annual Update
APPLICANT: City of Holly Hill
NUMBER: CPH-2011-01
PLANNER: Thomas A. Harowski, AICP

INTRODUCTION: The City is required to annually update the five-year capital improvements plan in the Capital Improvements Element of the comprehensive plan. This update process is to ensure the city maintains a full five-year plan for capital improvements. This application is being presented by the staff in fulfillment of this requirement.

BACKGROUND: Table 1 in the Capital Improvements Element provides the five-year capital improvements program. Attachment A is a reproduction of the five-year CIP adopted in 2010 for the fiscal years encompassing FY 2011 through FY 2015. As noted this schedule needs to be updated to add the program for 2016.

This year there are several significant changes to the CIP requirements based on revisions to the state planning program adopted by the legislature this year. While the requirement to maintain a five-year CIP remains, the annual update is no longer treated as comprehensive plan amendment. The annual update is also exempt from VGMC review. In addition, the state has changed the requirements for financial feasibility. Previously, the City was required to demonstrate that projected revenues over the five-year planning period would be sufficient to support the proposed five-year program. This action is no longer required, however, we will demonstrate that revenues are available to support the initial year of the five-year CIP. Any planned expenditures beyond the first year are planned expenditures that will be finalized as the capital budget is incorporated into the annual budget next fiscal year.

We are also required to examine the School Board five-year capital program. With the completion of the Holly Hill K-8 which opened this school year and the closure and sale of the former Holly Hill middle school, the school district has no projects in the five-year program that will impact the City.

DISCUSSION: Attachment B provides the proposed update to the CIP for the fiscal years FY 2012 through 2016. The initial program year identifies approximately \$11.2 million in programmed expenditures. The projects include land acquisition actions as well as construction activities. Programmed expenditures for the balance of the five-year program bring the total of planned expenditures to about \$23.2 million.

For the initial year of the five-year program funding is primarily coming from water and sewer bonds and CRA funds, including reprogrammed funds from previous years. The breakdown of capital fund sources for 2011-2012 is as follows:

Water and Sewer Bonds	\$ 4,500,000
Community Redevelopment Agency	\$ 6,464,100
Stormwater Utility	\$ 30,000
Community Development Block Grant	\$ 80,673
General Fund	\$ 223,600
<u>Gas Tax</u>	<u>\$ 120,300</u>
Total	\$11,398,673

The projected revenue of \$11.4 million is sufficient to cover the programmed expenditures, making the CIP financially feasible for the critical first year of the program.

RECOMMENDATION: Recommend the City Commission approve the updates to the capital improvements program.

ATTACHMENT A
CURRENT CAPITAL IMPROVEMENTS PROGRAM

CAPITAL IMPROVEMENTS ELEMENT

TABLE 1
FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS

Project Number	Project Name	Funding Source	SCHEDULE OF ESTIMATED EXPENDITURES					5 Year Estimated Cost
			FY 11	FY 12	FY 13	FY 14	FY 15	
<u>Technology Services</u>								
11TS01	Technology Upgrades	GF	\$95,500					\$95,500
	Technology Services Subtotal		\$95,500					\$95,500
<u>Water Treatment</u>								
11WT01	Well Maintenance & Equipment	UT-WA	\$85,000	\$91,000	\$98,000	\$105,000	\$112,000	\$491,000
	Water Treatment Subtotal		\$85,000	\$91,000	\$98,000	\$105,000	\$112,000	\$491,000
<u>Water Distribution</u>								
11WA01	Distribution Improvements	BOND	\$120,000	\$126,000	\$130,000	\$130,000	\$135,000	\$641,000
11WA02	Water Service Replacement Program	BOND	\$40,000	\$41,200	\$42,436	\$43,709	\$45,020	\$212,365
11WA03	Valve Replacement Program	BOND CRA	\$160,000	\$160,000	\$155,000	\$150,000	\$145,000	\$770,000
11WA04	Fire Hydrant Coverage Upgrade Program	BOND	\$566,250	\$520,000	\$520,000	\$626,250	\$309,375	\$2,541,875
11WA05	Fire Hydrant Replacement Program	BOND CRA	\$130,000	\$133,900	\$137,917	\$142,055	\$146,316	\$690,188
	Water Distribution Subtotal		\$1,116,250	\$981,100	\$985,353	\$1,092,014	\$780,711	\$4,955,428
<u>Waste Water Treatment</u>								
11WW01	Treatment Plant Equipment Improvements	UT-WWW	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
11WW02	Effluent Pump Replacement	UT-WWW	\$75,000					\$75,000
	Waste Water Treatment Subtotal		\$155,000	\$80,000	\$80,000	\$80,000	\$80,000	\$475,000
<u>Water Water Collection</u>								

11CO01	Lift Station Replacements -16, 12, and 13	BOND	\$450,000						\$450,000
11CO02	Lift Station Replacement - 11	CDBG BOND	\$85,000						\$85,000
11CO03	Sewer Lining	BOND	\$65,000						\$65,000
11CO04	Trailer Mounted Generator	BOND	\$1,000,000	\$600,000	\$200,000	\$200,000			\$3,000,000
11CO05	Replace/Repair Sewer Services CRA	BOND	\$50,000						\$50,000
		CRA	\$100,000						\$100,000
12CO01	Lift Station Replacement - 10	CDBG BOND	\$80,000						\$80,000
		BOND	\$70,000						\$70,000
12CO02	Lift Station Replacements - 17 and 9	BOND	\$300,000						\$300,000
13CO01	Lift Station Replacements - 3 and 5	BOND		\$300,000					\$300,000
14CO01	Lift Station Replacements - 19 and 20	BOND			\$300,000				\$300,000
14CO02	Lift Station Replacements - 21 and 18A	BOND				\$300,000			\$300,000
	Waste Water Collection Subtotal		\$1,750,000	\$900,000	\$500,000	\$500,000			\$5,100,000
Streets									
11ST01	Roadway Resurfacing Program	GAS TAX GF	\$113,000	\$113,000	\$113,000	\$113,000			\$565,000
			\$102,000	\$102,000	\$102,000	\$102,000			\$510,000
11ST02	FEC Track Crossing Upgrades	GF	\$60,000	\$60,000	\$60,000	\$60,000			\$300,000
11ST03	Sidewalks	CRA	\$25,000						\$25,000
	Streets Subtotal		\$300,000	\$275,000	\$275,000	\$275,000			\$1,400,000
Stormwater									
11SW01	Carswell-State Drainage Improvements	CRA	\$3,200,000						\$3,200,000
11SW02	LPGA PD&E	CRA	\$1,000,000						\$1,000,000
	EWV Nova/LPGA Canal Study	UT-SW	\$110,000						
	Stormwater Subtotal		\$4,310,000	\$0	\$0	\$0			\$4,310,000
	Capital Improvement Plan Total		\$7,811,750	\$2,877,100	\$2,338,353	\$2,052,014		\$1,747,711	\$16,826,928

STAFF REPORT

**City of Holly Hill
Community Development Department**

ATTACHMENT B

PROPOSED FIVE-YEAR CAPITAL IMPROVEMENTS PLAN

STAFF REPORT

City of Holly Hill Community Development Department

Project #	Project Name	Funding Source	Project #				5 Year Estimated Cost	
			FY 12	FY 13	FY 14	FY 15		FY 16
Waste Water Treatment								
	Treatment Plant Equipment Improvements	UT-WW	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 400,000
	Effluent Pump Replacement	UT-WW	\$ 75,000					\$ 75,000
	Waste Water Treatment Subtotal		\$ 80,000	\$ 155,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 475,000
Waste Water Collection								
	Lift Station Replacement - 11	CDBG 2011 R&R BOND	\$ 113,000					\$ 113,000
	Lift Station Replacement - 8, 28, 11A	CRA	\$ 525,000					\$ 525,000
	Sewer Lining	2011 R&R BOND	\$ 2,336,000	\$ 260,000				\$ 2,596,000
	Trailer Mounted Generator	BOND	\$ 50,000					\$ 50,000
	Lift Station Replacement - 16, 12, 13	BOND	\$ 450,000					\$ 450,000
	Repair/ Replace Sewer Services - CRA	CRA	\$ 100,000					\$ 100,000
	Lift Station Replacement	CDBG BOND	\$ 80,000					\$ 80,000
		BOND	\$ 70,000					\$ 70,000
	Lift Station Replacement - 17	BOND		\$ 230,000				\$ 230,000
	Sewer Lining	BOND		\$ 600,000			\$ 200,000	\$ 1,000,000
	Lift Station Replacement - 9	BOND				\$ 300,000		\$ 300,000
	Lift Station Replacement 3, 5	BOND				\$ 300,000		\$ 300,000
	Lift Station Replacement 19, 20	BOND					\$ 300,000	\$ 300,000
	Lift Station 21, 18A	BOND					\$ 300,000	\$ 300,000
	Waste Water Collection Subtotal		\$ 3,101,000	\$ 1,010,000	\$ 830,000	\$ 800,000	\$ 800,000	\$ 6,541,000

