



# MEMORANDUM

DATE: January 08, 2026

TO: Development Review Committee

FROM: Brandon Hatch, Planner I

THRU: Planning and Development Services

Applicant: Sloan Engineering Group Inc.

SUBJECT: SP25-0004 - Final Site Plan application for a 950 square-foot Dutch Bros restaurant with a drive-thru and pickup window, located at 2906 Halifax Crossings Boulevard within the Halifax Crossings Mixed Planned Unit Development (MPUD) Zoning District.

---

**REFERENCES:** Howland Marketplace Development Order, City Comprehensive Plan, Code of Ordinances Section 75-4, Halifax Crossings MPUD Development Agreement.

**REQUEST:** The applicant requests approval of Final Site Plan SP25-0004 to construct an approximate 950 square-foot Dutch Bros restaurant with a drive-thru and pick-up window. Approval by the Development Review Committee (DRC) will authorize the execution and recording of the Final Site Plan and Development Order, allowing the applicant to proceed to schedule a pre-construction coordination meeting and the building permit process.

**DISCUSSION:** The Final Site Plan application was submitted to the Planning and Development Services Department on March 13, 2025. Following staff's sufficiency review, an Acceptance Letter was issued on March 21, 2025. The initial DRC comment letter was provided on April 16, 2025. After four review cycles, all substantive comments have been adequately addressed.

**ANALYSIS:** Staff has completed a comprehensive review of the Final Site Plan and supporting materials and finds the proposed development to be consistent with the City's Comprehensive Plan and compliant with the applicable provisions of the Land Development Code.

## DEVELELOMENT REVIEW COMMITTEE:

The proposed Final Site Plan complies with all applicable provisions of the City's Comprehensive Plan and Chapter 75 of the Land Development Code. Therefore, staff recommends that the Development Review Committee approve Final Site Plan SP25-0004, subject to the following conditions:

1. The applicant shall comply with all conditions of the Development Order.
2. A pre-construction meeting with the Engineering Department shall be scheduled and attended prior to the commencement of any site work.
3. All required building permits shall be obtained prior to the start of construction.

4. A Business Tax Receipt shall be obtained prior to the issuance of a Certificate of Occupancy.

**LEGAL DESCRIPTION:**

LOT 5 AND TRACT LS-5, TRAFALGAR HALIFAX CROSSINGS – REPLACT, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 67, PAGES 74-80, OF THE PUBLIC REORDS OF VOLUSIA COUNTY, FLORIDA.

**ATTACHMENTS:**

- Development Order