



# City of Deltona

2345 Providence Blvd.  
Deltona, FL 32725

## Minutes

### Development Review Committee

---

Thursday, September 19, 2024

9:00 AM

2nd Floor Conference Room

---

**The Informational and Pre-application meeting is held both in person and in a virtual environment via Microsoft Teams and can be accessed by the following methods:**

**1. CALL TO ORDER:**

The meeting was called to order at 9:00 am.

**2. ROLL CALL:**

**Present:** 4 - Chair Phyllis Wallace  
Member Leigh Grosvenor  
Member Jordan Smith  
Member Chad Tate

Also present: Sharon Shivers, Samuel Schaller, Fire Safety; Nelly Kerr, Jessica Entwistle, Brandon Hatch, David Webster, Planning and Development Services; Bobbie Degon, Tony Elam, James Parrish, Deltona Water; Marsha Segal-George, City Attorney; Carol Francis and Mary Thompson, Wilburton Avenue; Jacqueline Pachay and Jasmine Penuela, Dynamic Engineering; and Brooke Myers, Furever Fluffy.

**3. APPROVAL OF MINUTES & AGENDA:**

**A. Minutes of September 5, 2024**

**Motion by Chad Tate, seconded by Leigh Grosvenor to approve the Minutes of September 5, 2024, as presented. The motion carried unanimously.**

**4. PRESENTATIONS/AWARDS/REPORTS:**

None.

**5. PUBLIC FORUM: Time permitted, public comments shall be limited to items on the agenda and shall not exceed two minutes. Please be courteous and respectful of the views of others. Personal attacks on Committee/Board members, City staff or members of the public are not allowed and will be ruled out of order by the Chair.**

Chair Phyllis Wallace opened and closed public forum, as there was none.

**6. OLD BUSINESS:**

**A. Howland Marketplace Preliminary Plat - DRC Approval**

Jessica Entwistle spoke regarding the Preliminary Plat application SD23-0003 for Howland Marketplace. The applicant submitted the Preliminary Plat application on February 9, 2023. The application was found sufficient on July 18, 2023, with the 1st DRC Comment Letter being distributed on August 25, 2023. After 5 reviews, with the last submittal being on September 11, 2024, and staff has determined all substantive issues have been satisfactorily addressed. She stated the proposed Preliminary Plat is consistent with all applicable provisions of the City's Comprehensive Plan and Land Development Code Section 106-30. Ms Entwistle recommended the Development Review Committee approve Preliminary Plat application SD23-0003.

**Motion by Phyllis Wallace, seconded by Leigh Grosvenor, to approve Howland Marketplace Preliminary Plat Application, SD23-0003. The motion carried unanimously.**

**B. Funtastic Final Site Plan - SP22-0010- DRC Approval for Final Site Plan**

The item was rescheduled for the next DRC meeting on October 10, 2024.

**7. NEW BUSINESS:**

**A. 335 Fort Smith Blvd - Pre-application meeting-Final Site Plan**

Applicant Jacqueline Pachay, gave an overview of the project featuring aerial views with measurements for setbacks and landscape buffers, and their intensions for the property.

Jessica Entwistle stated that a landscape island would be required every 10 parking spaces. She suggested maintaining trees on the property that are present within the landscape buffer.

Discussion occurred about access to the property from Fort Smith Boulevard.

Phyllis Wallace stated the access from Fort Smith Boulevard depends on the distance from the intersection.

Ms. Entwistle spoke about the alley way on the rear of the property will need to be upgraded to accommodate big trucks if the applicant wants to utilize it.

Ms. Pachay questioned if the development is possible with all the requirements and inquired about further guidance from staff.

Ms. Entwistle gave requirements on there needing to be a mandatory loading space measured at 12x40. She stated the proposed development would require 31 parking spaces, 2 bike space and a dumpster enclosure.

A brief discussion occurred about the lots needing to be combined.

Phyllis Wallace spoke regarding there being no wetlands and scrub jays in the area, as well as the applicant needing to inventory any vegetation above 6 inches deviation. She stated that the cost for cutting trees is \$48 per cross sectional square inch of the trunk.

James Parrish stated that a lift station will be needed and potable water lines run within the property.

Leigh Grosvenor added that a hydrant must be within 400 feet of the building.

#### **B. 910 Saxon Blvd - Informational Meeting**

Applicant Brooke Myers gave an overview of the project, and her intentions to open a home-based dog grooming business. She included the company website and consent forms in her presentation.

Member Smith spoke about parking not being allowed at the right-of-way and the employee of the home based business must live at the residence, per Florida Statute.

Member Tate stated that a permit must be pulled for any future work done on the property if the applicant intends on installing washing stations.

#### **C. 431 Wilburton Drive - Duplex Rezone - Pre-Application Meeting**

Applicants Carol Francis and Mary Thompson presented an overview of their project, a request to construct a duplex on their RE-1 zoned property.

Discussion occurred about property and its zoning.

Jessica Entwistle stated the only allowable additional structure on the parcel would be a granny flat.

Discussion occurred about splitting the lot in 2 however, there is already an existing development agreement in place.

Chair Wallace advised the applicant that staff will further review the application and follow up with further information.

### **8. STAFF COMMENTS:**

None.

**9. BOARD/COMMITTEE MEMBERS COMMENTS:**

None.

**10. ADJOURNMENT:**

The meeting adjourned at 9:37 am.

---

Phyllis Wallace, Committee Chair

ATTEST:

---

David Webster Jr, Committee Secretary