



# City of Deltona

2345 Providence Blvd.  
Deltona, FL 32725

## Minutes

### Development Review Committee

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Thursday, September 11, 2025

9:00 AM

2nd Floor Conference Room

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A. The DRC and Informational/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:

2. ROLL CALL:

Also present: Brandon Hatch, Milton Robles, Nicole Robles, David Webster, Daryl Cooley, Nelly Kerr, Matthew West, and Jessica Entwistle, Planning and Development Services; Kyle Nowland, Building Services; James Parrish, Dino Lucarelli Eric Kozielski, and Tony Elam, Deltona Water; and City Attorney Zackery Good.

**Present:** 5 - Chair Phyllis Wallace  
Member John Cox  
Member Leigh Grosvenor  
Member Jordan Smith  
Member Chad Tate

3. APPROVAL OF MINUTES & AGENDA:

A. Minutes from August 28, 2025

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

6. OLD BUSINESS:

A. Wendy's – Final Site Plan – DRC Approval for the Final Site Plan SP25-0006

Brandon Hatch, Planner 1, spoke regarding Final Site Plan Application SP25-0006, a proposal to construct a 2,373 square foot Wendy's restaurant with a drive-thru, located at 3270 Howland Boulevard within the Howland Marketplace BPUD Zoning District. After two (2) rounds of review, Staff, and the City Attorney have deemed the Final Site Plan Application to be acceptable for approval. Staff determined that Final Site Plan Application SP25-0006 complies with the City of Deltona Land Development Code, Comprehensive Plan, and Florida Statutes and recommends approval under the following conditions:

1. The applicant shall comply with all conditions outlined in the Development Order.
2. A pre-construction meeting with the Engineering Department shall be scheduled and attended prior to the start of any site work.
3. A building permit application shall be submitted to, reviewed, and approved by the Building Department before construction begins.
4. A Business Tax Receipt shall be submitted with the Business Tax Office prior to the issuance of a Certificate of Occupancy for business.

**Motion by Jordan Smith, seconded by James Parrish to approve Wendy's Final Site Plan at 3270 Howland Boulevard with conditions stated in the development order and by the Development Review Committee.**

**B. Verizon Communications Tower – Final Site Plan – DRC Approval for the Final Site Plan SP24-0015**

Brandon Hatch, Planner 1, spoke regarding Final Site Plan Application SP24-0015 that was received by Staff on October 31, 2024, proposing the construction of a 70 foot communications tower, located at 1420 Courtland Boulevard within the R-1 Single-Family Residential Zoning District. The original submittal was found to be insufficient, and a re-submittal was received on January 21, 2025 which once found acceptable prompted the project review cycle. After three (3) rounds of review, Staff, and the City Attorney have deemed the Final Site Plan Application to be acceptable for approval. Staff found the Final Site Plan Application SP24-0015 complies with the City of Deltona Land Development Code, Comprehensive Plan, and Florida Statutes and recommends approval under the following conditions:

1. The applicant shall comply with all conditions outlined in the Development Order.
2. A pre-construction meeting with the Engineering Department shall be scheduled and attended prior to the start of any site work.
3. A building permit application shall be submitted to, reviewed, and approved by the Building Department before construction begins.
4. A Business Tax Receipt shall be submitted with the Business Tax Office prior to the issuance of a Certificate of Completion.

**Motion by Jordan Smith, seconded by James Parrish to approve Verizon Communications Tower at 1420 Courtland Boulevard with conditions stated in the development order and by the Development Review**

**Committee. The motion carried unanimously.**

**7. NEW BUSINESS:**

**A. 1316 Ferendina Dr – Single-Family Home – Pre-Application**

Member Smith explained the applicant's request for overhead service at the residence. He stated that a site visit identified a potential conflict near the access road to the lift station and the potential of underground utilities in the area being impacted. DRC members agreed that overhead service would be necessary. He approved the use of the overhead service per section 96-24(4) of the Land Development Code, stating that overhead service may be approved if the DRC finds underground installation unreasonable or impracticable.

**8. STAFF COMMENTS:**

None.

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

None.

**10. ADJOURNMENT:**

The meeting was adjourned at 9:11 AM.

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Phyllis Wallace, Committee Chair

ATTEST:

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David Webster Jr, Committee Secretary