



MEMORANDUM

DATE: February 26, 2026

TO: Development Review Committee

FROM: Matthew West, AICP, Planning Manager

THRU: Planning and Development Services

Applicant: Retail Development Properties

SUBJECT: SP25-0005 - Final Site Plan application for a 1,671 square foot, three (3) service-bay quick service oil change business to be located at 625 Howland Boulevard currently zoned C-1, Retail Commercial, with a Conditional Use (Resolution No. 2023-25) to allow the quick service oil change.

REFERENCES: Resolution No. 2023-25, City Comprehensive Plan, and Code of Ordinances Section 75-4

REQUEST: The applicant is requesting approval of Final Site Plan SP25-0005, to construct an three (3) bay quick service oil change business to be located at 625 Howland Boulevard. Approval of this application by the Development Review Committee (DRC) will authorize the execution and recording of the Development Order and Final Site Plan, thereby allowing the applicant to proceed to schedule a pre-construction meeting and the building permit phase.

DISCUSSION: A Conditional Use to allow an automobile service station, type A, was approved by the City Commission on June 17, 2024, via Resolution No. 2024-25. The Resolution had two conditions:

1. A Combination of lots application is required to combine Lots 15, 16, 17 and 18. This was accomplished July 24, 2024.
2. A Final Site Plan is required.

The lots were combined per the recorded agreement dated January 3, 2024. The Final Site Plan application was submitted to the Planning and Development Services Department on April 9, 2025. Following a sufficiency review, an Acceptance Letter was issued on June 3, 2025. The first DRC comment letter was provided on May 20, 2025. After three review cycles, all substantive issues have been addressed.

ANALYSIS: Staff has completed a comprehensive review of the Final Site Plan and supporting documentation and has determined the submittal to be in compliance with the applicable requirements of the City's Land Development Code and Comprehensive Plan.

DEVELOPMENT REVIEW COMMITTEE:

The proposed Final Site Plan complies with all relevant provisions of the City's Comprehensive Plan and Chapter 75 of the Land Development Code. Therefore, staff recommends the Development Review Committee approve the Final Site Plan SP25-0005, subject to 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. Prior to scheduling the pre-construction meeting, the applicant shall address the comments dated February 16, 2026, by Pegasus Engineering, and those added by Dino Lucarelli, P.E. via email dated February 17, 2026, to the satisfaction of the City Engineer or designee (see attached comments).
4. A building permit application shall be submitted to, reviewed, and approved by the Building Department before construction begins.
5. A Business Tax Receipt shall be submitted with the Business Tax Office prior to the issuance of a Certificate of Occupancy for the business.

LEGAL DESCRIPTION:

Lots 15, 16, 17 and 18, Block 1590, Deltona Lakes, Unit 62, PB 28, Pages 95-99

ATTACHMENTS:

- Development Order
- 3rd DRC Comment Letter