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## MEMORANDUM

**TO:** Howey-in-the-Hills Development Review Committee  
**CC:** J. Brock, Town Clerk  
**FROM:** Thomas Harowski, AICP, Planning Consultant  
**SUBJECT:** Z Development Proposal  
**DATE:** October 30, 2023

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The applicant has submitted an application for development of a 4.45 acre parcel located on the west side SR-19 just south of the intersection with Revels Road. The subject parcel is the remainder of the Chon Trust holdings. The northern parcel in these holdings was developed as a plant nursery and landscaping business. The subject parcel is the southern tract where the applicant proposes to construct a veterinary office on a piece of the property and hold the balance of the parcel for future commercial development.

### Administrative Actions Required

The subject parcel is designated as Village Mixed Use by the future land use map and has a planned unit development zoning. The parcel is too small to meet the minimum requirements for a VMU/PUD project, and the current land use designation may have been assigned in error. As with the northern Chon Trust parcel, this parcel will need to complete a small-scale comprehensive plan amendment and assign an appropriate zoning to the subject property. To meet the needs of the proposed development, the most appropriate land use designation is Neighborhood Commercial, and the consistent zoning classification is also neighborhood commercial. Under the Neighborhood Commercial zoning, the proposed use is a conditional use, requiring the Town Council to grant a conditional use permit once the zoning is assigned.

The steps necessary to complete the development approval process can be done concurrently. The future land use map amendment is a small scale amendment which requires a recommendation by the Planning Board and two readings by Town Council. Once the comprehensive plan amendment is adopted it is transmitted to the Florida Department of Commerce for review. The amendment to the official zoning map may be considered at the same time by both the Planning Board and Town Council, but the zoning action cannot become official until the future land use amendment is finally approved. Along with the zoning action, the Planning Board and Town Council can make a determination on the conditional use permit.

When all of the comprehensive plan and zoning actions are complete, the applicant may initiate the site plan review process. Typically the site plan review process has a preliminary site plan reviewed by the Planning Board and Town Council followed by a final site plan. The applicant has submitted a site design plan with sufficient detail that it can be used as the preliminary site plan. This review will address site plan comments so that the preliminary site plan may be considered along with the planning and zoning procedures.

### **Comprehensive Plan Analysis**

Any amendment of the future land use designation requires the proposed land use to be consistent with the goals, objectives, and policies of the comprehensive plan, to be able to be served by the necessary public services at the time of development and to avoid urban sprawl. The staff will provide an analysis of the proposed project relative to the comprehensive plan with the report to the Planning Board.

The proposed amendment will be a small-scale map amendment. The process for approving a small-scale map amendment requires a recommendation from the planning board and approval by the Town Council with appropriate public involvement and intergovernmental coordination followed by a submittal of the amendment to the Florida Department of Economic Opportunity for review. Typically, the Department of Commerce will not review small scale map amendments but will act if other review agencies or the general public raise issues of concern.

In addition to the application form, the applicant submitted a concept site plan showing the anticipated layout for an office building of about 6,000 square feet along with parking and stormwater management facilities. The site plan calls out a 6,000 square foot building on the north half of the property while reserving the south portion of the site for future commercial development. The aerial drawing and the fire plan show an 8,000 square foot building, so these drawings need to be revised so all the drawings are consistent. The 6,000 square foot building is being used for the analysis as it is labeled as the most recent revision. A waiver from Town Council is required for any building exceeding 5,000 square feet. The applicant is requested to provide the following information to assist in the comprehensive plan analysis.

- Traffic study (refer to town engineer for procedures)
- Tree survey
- Percentage of open space for the proposed veterinary business site
- Percentage of impervious surface for the proposed veterinary site

### **Concept Plan Review**

The concept plan shows the detail for the proposed veterinary office and a future development site.

1. The proposed use is a conditional use in NC zoning (2.02.05 B3a-k).
2. Section 6.02.13 prohibits outdoor kennels as a conditional use.

3. Is the intent to have just two parcels? If so, a lot split can be done as an administrative action.
4. We recommend including the full driveway on one of the parcels and providing an access agreement for the second parcel. This arrangement should minimize future conflicts over the access.
5. Staff recommends providing a cross-access opportunity for the parcel to the north. This parcel is approximately 38,000 square feet and could constitute a future business site.
6. The concept plan map conflicts with the aerial map and fire map with the building being shown as 8,000 square feet and the retention area being different. All of the submittals need to be consistent.
7. Based on the aerial view, the building location appears to be situated where some of the trees are located. Can the design be modified once the tree survey is available?
8. Parking requirements for the veterinary office are 30 spaces based on the 6,000 square foot building. Thirty-nine spaces are provided.
9. An FDOT permit will be needed for the driveway connection.
10. What treatment is proposed for the flood prone parcel area? Is the flood prone area to be incorporated into the parcels?
11. Where is the proposed well location?
12. Is the stormwater retention area to serve both parcels?
13. The buffers shown meet code. Code does require a 10-foot landscaped area at the building, and 5 feet is proposed. (Section 7.04.02 A)

Code Requirement		Veterinary site	Future Site
Building Height	35 ft	One Story	TBD
FAR	0.5	0.07	TBD
Building Size	5,000 sq.ft.	6,000 sq.ft.	TBD
Maximum Impervious	70%	Need	TBD
Minimum Lot	0.5 acre	87,211	47,964
Lot Width	150	332	408
Lot Depth	150	262	262
Front Setback	30	70	TBD
Side Setback	20	44.5 and 191	TBD
Rear Setback	30	122	TBD