

PLANNING BOARD AGENDA REGULAR MEETING

TUESDAY March 26, 2024 – 5:30 PM COUNCIL CHAMBERS 4300 S. ATLANTIC AVE., PONCE INLET, FL

SUNSHINE LAW NOTICE FOR BOARD MEMBERS – Notice is hereby provided that one or more members of the Town Council or other Town Boards may attend and speak at this meeting.

A complete copy of the materials for this agenda is available at Town Hall.

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE.
- 2. ROLL CALL AND DETERMINATION OF QUORUM.
- 3. ADOPTION OF AGENDA.
- 4. APPROVAL OF MEETING MINUTES:
 - A. February 27, 2024
- 5. REPORT OF STAFF:
 - A. Planning Division Reports
 - B. Other Updates and/or Reports Mr. Lear, Planning & Development Director
- 6. CORRESPONDENCE & DISCLOSURE OF EX-PARTE COMMUNICATION None.
- 7. HEARING OF CASES (Public hearings & Quasi-Judicial matters): A Quasi-Judicial decision entails the application of already-established criteria and general public rule or policy to a limited number of specific individuals, interests, properties, or activities. Certain standards of basic fairness must be adhered to in order to afford due process. The parties must receive notice of all hearings and be able to present evidence, cross-examine witnesses, and be informed of all the facts upon which a Quasi-Judicial board acts. It shall be the responsibility of the APPLICANT to ensure that the proposal meets all the criteria and standards established in the Land Use and Development Code for the development sought. Procedure for Public Hearings:
 - 1. Reading of the Item for the Record;
 - 2. Staff Testimony, including noticing information;
 - 3. Board Discussion;
 - 4. Public Discussion, including statement of Applicant(s);
 - 5. Boardmembers individually complete Quasi-Judicial worksheets (if applicable);
 - 6. Motion and Second by the Board; followed by Board discussion, and
 - 7. Roll-call Vote.
 - A. Application/Type: FDP #39-2023, Sailfish Marina (Continued from the February 27, 2024 meeting)

Property Address: 4912 Sailfish Drive Review of Final Site Plan – Ms. Rippey

- 8. BUSINESS ITEMS.
- 9. PUBLIC PARTICIPATION.

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10. BOARD DISCUSSION.

11. ADJOURNMENT.

If a person decides to appeal any decision made by the Planning Board with respect to any matter considered at a meeting or hearing, he/she will need a record of the proceedings and that for such purpose, may need to ensure that a verbatim record of the proceedings is made (at their own expense), which includes testimony and evidence upon which the appeal is to be based. Persons who require an accommodation to attend this meeting should contact the Ponce Inlet Town Hall at 236-2150 at least 48 hours prior to the meeting, in order to request such assistance.

Planning Board Agenda March 26, 2024



Meeting Date: March 26, 2024

Agenda Item: 4

Report to Planning Board

Topic: Approval of Meeting Minutes

Summary:

Staff has prepared the attached set of Planning Board meeting minutes and submits for the Board's review and approval.

February 27, 2024

Requested by:

Ms. Stewart, Assistant Deputy Clerk

Reviewed by:

Mr. Lear, Planning & Development Director

Approved by:

Mr. Disher, Town Manager



Town of Ponce Inlet

Planning Board Regular Meeting Minutes February 27, 2024

1 CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Pursuant to proper notice, 2 Chair Cannon called the meeting to order at 5:30 p.m. in the Council Chambers, 4300 S. Atlantic 3 Avenue, Ponce Inlet, FL, and led attendees in the Pledge of Allegiance.

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2. ROLL CALL AND DETERMINATION OF QUORUM:

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Board members present:

7 8 Mr. Oebbecke, Seat #1

Mr. Kaszuba, Seat #2

Mr. Burge, Seat #3

Mr. Cannon, Seat #4; Chair

Mr. Carney, Seat #5

13 Mr. Revak, Alternate #1

Mr. Young, Alternate #2

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Staff present:

Mr. Disher, Town Manager

Ms. Gjessing, Assistant Deputy Clerk

Attorney Knight, Town Attorney

Mr. Lear, Planning & Development Director

Ms. Rippey, Principal Planner

Ms. Stewart, Assistant Deputy Clerk

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Oaths of Office – Ms. Stewart administered the Oath to Mr. Revak and Mr. Young. Α.

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ADOPTION OF AGENDA: Chair Cannon requested Items 2-B and 2-C be moved to Item 8-B and 8-C.

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Chair Cannon moved to adopt the agenda as amended; seconded by Mr. Oebbecke. The motion PASSED by consensus, 5-0.

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4. **APPROVAL OF MINUTES:**

- Α. **April 25, 2023**
- В. **December 19, 2023**

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Chair Cannon moved to approve the April 25, 2023, and December 19, 2023 meeting minutes as presented; seconded by Mr. Kaszuba. The motion PASSED by consensus, 5-0.

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5. **REPORT OF STAFF:**

Planning Division Reports – Mr. Lear stated the Town Council unanimously approved the final development plan for the Marine Science Center Learning Center expansion at 100 Lighthouse Drive. He announced the annual Town Hall meeting will be held Thursday,

February 29, 2024 at 6:00 pm at the Ponce Inlet Community Center. Last March, a variance request came before this board to allow the access walkway and dock to exceed the permitted square footage; staff has researched to find out what other cities do regarding permitted square footage and walkways and will be forwarding proposed amendments to board members soon.

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Other Reports & Updates – Mr. Disher referred to the front-page Daytona Beach News-Journal article from this morning's paper regarding a "boatel" concept; he stated his name was mentioned without the reporter contacting him. He said the article neglected to mention that "boatels" have not been approved at this time, and that the property owner has not yet applied; the owner first must apply for a special exception, which requires review by staff, this board, and the Town Council; he explained what special exception uses are. Although there have been informal discussions with staff for several years, no permits have been applied for. In addition, the owner must also receive approval for a site development plan, which starts with a staff review to ensure all code requirements are met, then be reviewed by the Cultural Services Board for the landscape plan; reviewed by the Planning Board; and reviewed for final approval by the Town Council. Until those things have happened, that use is not allowed there. He stated that the word "desirability" was mentioned in the article; from staff's perspective, a desirable use is one that is allowed by the zoning and development code; if it is developed according to the development code, then it is a desirable use for the community. Chair Cannon asked Mr. Disher to provide the address of the property being discussed. Mr. Disher stated it is 4950 South Peninsula Drive, next to the boat ramp and the boat yard across from the lighthouse; it used to be the Critter Fleet and has been re-branded as Lighthouse Landing. Chair Cannon asked if it was made known to the owner that this use was not permitted. Mr. Disher explained yes, and they have been sent links to the code requirements. Mr. Kaszuba stated the article referenced boats delivering food to people at Disappearing Island and asked if a license was required for that. Mr. Disher replied staff has not found anything that would prohibit it; however, the town would still want to account for it if it generated extra parking. Mr. Oebbecke asked for confirmation that construction will not start within the next few months. Mr. Disher explained it is not likely, since no applications have even been filed. It was asked what other permits would be required. Mr. Disher noted that a permit application was submitted to increase the number of boat slips; a permit from the Florida Department of Environmental Protection (FDEP) is required and has been secured. Mr. Disher reiterated that nothing has been submitted at this time; he noted that the owner may have a houseboat at the property now, but it is not approved to be used as a boatel.

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6. CORRESPONDENCE/DISCLOSURE OF EX-PARTE COMMUNICATION: None.

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7. HEARING OF CASES:

82 83 A. Application/Type: #FDP 39-2023; Sailfish Marina Address: 4912 Sailfish Drive Review of Final Site Plan – Ms. Rippey

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Ms. Rippey provided a PowerPoint presentation of the final development plan for a proposed marina at 4912 Sailfish Drive. The project includes the construction of a 34-slip marina, a 17-space parking lot, a 216 SF restroom building, stormwater retention areas, and a 550 LF wooden walkway. She noted that Mr. Mark Karet, Zev Cohen & Associates, is here representing the owner. She reviewed the authority and process of the final development plan and provided an overview of the property and its location. She explained the project has been reviewed for

compliance with the Riverfront Overlay District (ROD) and the town's comprehensive (comp) plan goals, objectives, and policies, both of which resulted from the Town's 2002 visioning exercise to create a pedestrian-oriented riverfront environment; to ensure access to the riverfront for both pedestrians and bicyclists; and to preserve the historic setting and unique character of this area. Ms. Rippey noted that there will be no boat ramp, so no boat trailer traffic will access the site; and no fishing will be allowed on the site. She reviewed the site plan layout for the marina, parking lot, restroom building, and walkway. The applicant hired Lassiter Transportation Group to conduct a Traffic Impact Analysis, and the report indicates that the impact of the proposed development on local roadways is not significant; the projected number of trips generated by the proposed development is two additional vehicles at the a.m. peak and seven vehicles at the p.m. peak. Ms. Rippey reviewed the drainage and utility impacts and noted that based on the stormwater calculations completed by Zev Cohen & Associates, adjacent properties will not be impacted by stormwater runoff. The City of Port Orange determined that the proposed connections to the water and sanitary sewer lines comply with applicable utility regulations.

Ms. Rippey reviewed the Tree Protection and Removal Plan; it was recommended for approval unanimously by the Cultural Services Board on February 5, 2024. She went over the Landscape Plan and code requirements; all proposed tree and plant species are native or Floridafriendly and will be able to survive with minimal maintenance. She stated the property contains an archeological site, known as the Ellwood Shell Mound; a Phase II Archeological Investigation recommended that no ground surface disturbance take place in the mound area. The current site plan indicates that some site work will take place adjacent to the mound, and as required by the State of Florida, a State-certified archeological monitor will be onsite during construction in case anything of significance is found. The Cultural Services Board recommended that the applicant place one or more signs near the mound explaining its historical significance and warning visitors not to trespass. Ms. Rippey stated the proposed development is consistent with the purpose and intent of the Riverfront Overlay District (ROD) and with the Ponce Inlet Comprehensive Plan policies. She provided an overview of the ROD review criteria and the Final Development Plan review criteria; the proposed development is consistent with the purpose of the future land use category and complies with the requirements of the LUDC. She noted that certified letters were sent on February 9, 2024, to property owners abutting the subject property to notify them of this Planning Board hearing for the site plan; a public hearing notice was also published in the News-Journal. She reviewed comments received from residents via email, phone calls, and in-person inquiries which included concerns regarding increased vehicular traffic. Based on the findings of her report, staff is recommending approval of the proposed Sailfish Marina final development plan, subject to the conditions listed in the report. Board members discussed their concerns, reviewed comments received from residents regarding their concerns, the designation of Sailfish Drive as a scenic road, and protection of the shell mound. Mr. Young asked for confirmation that the Town approves projects based on the criteria being met, not whether it is a good idea for the area. Ms. Rippey replied that is correct.

Mr. Karet, Zev Cohen & Associates, introduced Mr. Alex Rinaldi, Blue Water Realty Advisors, and Mr. Chip Steele, Coastal Waterway Services. He reiterated that the Cultural Services Board provided a positive recommendation for this project; a thorough staff report and presentation has been provided indicating the proposed use is consistent with the town's comp plan and zoning, as well as meeting all the ROD review criteria and all final development criteria. He explained that a Phase III investigation is a full-scale archeological dig and would cause extensive disruption of the shell mound. He clarified the Traffic Impact Analysis (TIA) results and reiterated that this

project will generate minimal traffic. Discussion ensued regarding the TIA. Mr. Karet explained the standards used to conduct a TIA and that this roadway is not within 1% of the a.m. peak traffic threshold and is less than 8% of the p.m. peak traffic threshold. Mr. Karet reiterated that the traffic volumes with this generator are exceedingly low and have insignificant impacts on the volume of traffic on these facilities; he noted that this project will be an extension of the Sea Love Boat Works. Mr. Carney asked how the property owners would ensure sufficient access for boat traffic to the open channel. Mr. Steele explained that section of water abutting the subject property is not part of the official Intracoastal Waterway (ICW); the Army Corp of Engineers (ACE) maintains the boundaries of that channel. The water abutting the property here is considered a non-marked channel by the ACE, whereas the Coast Guard has placed its own markers there. He reviewed the size and depth of the nearby channel, and what the proposed size of the docks will be. Mr. Steele noted that the FDEP permit does not reference commercial fishing, but the submerged land lease does. The property is zoned commercial by the Town; however, waterfront activity and docks are considered recreational by these agencies; therefore, commercial fishing is not allowed. Discussion reverted to the TIA and traffic projections.

Chair Cannon referred to the emailed comments from residents and the question of when that property changed from residential to commercial; he noted the property has always been zoned B-2 commercial. He opened public comment; multiple residents from Ocean Way Drive and Sailfish Drive voiced their concerns regarding increased traffic, public parking, and pedestrian access, especially on weekends and holidays; they are also concerned about future development that would impact Ocean Way Drive. They noted that commercial traffic should not be routed through a residential neighborhood nor down Sailfish Drive, which is a scenic road. Chair Cannon closed public comment. He asked if Front Street had been considered as a route to get to the marina. Mr. Karet explained the property owners wanted to locate the parking lot further north, but the town's zoning code does not allow that; they cannot direct pedestrian traffic across the MF-2 residential property. Chair Cannon asked if Front Street could be extended to the B-2 zone. Ms. Rippey explained in reviewing this final development plan, because of the residential zoning of the property to the north, the applicant is not permitted per the town's code to use it for a sidewalk or drive; it would have to be rezoned. Mr. Karet stated that pedestrian access to the property is not a desire of his client but a requirement of the town's land development code. Discussion continued. Mr. Karet explained the project complies with the town's land development code and they are asking for a recommendation of approval of the site development plan because it meets all the requirements of the code. He stated they could discuss rezoning the other property if the town so desires, but this site development plan is consistent with the town's comp plan, zoning, and meets the burden of all the LUDC criteria with proposed development. Chair Cannon agreed the applicant has met the criteria and proposed to table this item until the next meeting to give staff time to gather additional information related to the concerns of the residents. Mr. Karet asserted that without the applicant's consent, the Board does not have a basis to delay a decision.

Chair Cannon moved to table FDP 39-2023, Sailfish Marina Final Site Plan to ensure every possible alternative has been pursued; seconded by Mr. Kaszuba.

Mr. Kaszuba asked the town attorney to clarify Mr. Karet's statement. Chair Cannon explained he wants to ensure every possible alternative has been pursued and the residents' concerns have been addressed. Attorney Knight explained the issue is whether the applicant complies with the ROD criteria under the LUDC and final development plan criteria. However, if the board members would like additional information or if they are not clear on the provided information, it needs to

- clearly state in the motion what information they are seeking. Chair Cannon stated the information he wants is whether the traffic could be rerouted down Front Street, including if rezoning is a possibility. Mr. Lear explained the property to the north is zoned MF-2 residential; it would require a future land use amendment and rezoning to change it to B-2. The parcels would also have to be combined. Discussion continued.
- 193 <u>Chair Cannon moved to forward FDP 39-2023, Sailfish Marina Final Site Plan, to the Town</u>
 194 <u>Council with a recommendation of approval with the considerations outlined in the presentation</u>
 195 abided by; seconded by Mr. Oebbecke.
- Mr. Kaszuba noted that a motion and a second is already on the floor to table this item.
- Chair Cannon moved to withdraw the previous motion to table this item; seconded by Mr.
 Oebbecke. The motion FAILED 3-2 with the following vote: Chair Cannon yes; Mr. Oebbecke yes; Mr. Kaszuba no; Mr. Burge no; Mr. Carney no.
 - Chair Cannon restated his previous motion to table FDP 39-2023, Sailfish Marina Final Site Plan until the next meeting with the understanding that staff will provide more information regarding rezoning and the possible extension of Front Street; seconded by Mr. Carney. The motion PASSED 4-1 with the following vote: Chair Cannon yes; Mr. Carney yes; Mr. Kaszuba yes; Mr. Burge yes; Mr. Oebbecke no.

8. BUSINESS ITEMS/PUBLIC HEARINGS:

- A. Annual Board Member Training Attorney Knight stated that Board members are bound by Florida's Sunshine Law, Public Records Law, and the Code of Ethics. He explained the Sunshine Law. and elaborated that two or more members cannot discuss anything that may foreseeably come before the board, including text messages, emails, and phone calls. Attorney Knight reviewed what could be a voting conflict and how to handle one. He reviewed the penalties for violating the Sunshine Law and the Public Records Law. He explained public records requests. He went over quasi-judicial hearings and explained that the Board weighs the relevant competent substantial evidence presented and makes decisions based on those components. He noted a guide on conducting a meeting, Robert's Rules of Order, was included in the agenda. He reviewed the town's policy regarding social media and the Code of Ethics.
- **B.** Election of Chair *Mr. Cannon moved to nominate Mr. Kaszuba to serve as Chair; seconded by Mr. Burge.* There were no other nominations.
- The motion PASSED 4-0, with the following vote: Mr. Cannon yes; Mr. Oebbecke yes; Mr. Burge yes; Mr. Carney yes; Mr. Kaszuba –abstained.
- **C.** Election of Vice-Chair Mr. Cannon moved to nominate Mr. Carney to serve as Vice-Chair; seconded by Mr. Oebbecke. There were no other nominations. 229
- The motion PASSED 4-0, with the following vote: Mr. Cannon yes; Mr. Oebbecke yes; Mr. Kaszuba –yes; Mr. Burge yes; Mr. Carney abstained.
 - **9. PUBLIC PARTICIPATION:** Chair Cannon opened public participation hearing none, he closed public participation.

- 236 **10. BOARD DISCUSSION:** Mr. Cannon asked how staff will pursue the additional information requested regarding FDP 39-2023, Sailfish Marina before the next meeting. Mr. 237 Disher explained the motion to table this item will allow staff additional time to review the project. 238 239 Discussions have taken place over the course of a few years; however, the board was not privy to 240 that information until now. Discussion continued regarding the project, the information provided in the agenda, the size of the reports, and timing for board member review of information. Mr. 241 242 Oebbecke commented that his understanding was if an applicant presents a project, and it meets 243 all the requirements, that the board did not have the discretion to deny it. Mr. Disher explained 244 staff is bound by the LUDC; however, it is ultimately up to the board to decide whether the criteria 245 have been met and whether to make a recommendation of approval. Discussion continued regarding the process for rezoning and the timeframe it would take. More information will be 246 247 provided next month.
- 248249
- 250251 Prepared and submitted by,
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- 253 Draft

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- 254 Debbie Stewart
- 255 Assistant Deputy Clerk
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- 257 Attachment(s): Resident emails regarding FDP 39-2023, Sailfish Marina

ADJOURNMENT: The meeting was adjourned at 8:58 p.m.



Meeting Date: March 26, 2024

Agenda Item: 7-A

Report to Planning Board

Topic: FDP 39-2023; Final Site Plan

Sailfish Marina

4912 Sailfish Drive

Summary:

Review of Final Site Plan and recommend approval based on the findings and additional information. (Continued from the February 27, 2024 meeting)

Suggested motion:

Recommendation of approval of the proposed Sailfish Marina.

Requested by:

Ms. Rippey, Principal Planner

Reviewed by:

Mr. Lear, Planning & Development Director

Approved by:

Mr. Disher, Town Manager



MEMORANDUM

TOWN OF PONCE INLET, PLANNING AND DEVELOPMENT DEPARTMENT

The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Planning Board

From: Patty Rippey, AICP, Principal Planner

Through: Darren Lear, AICP, Planning & Development Director

Date: March 19, 2024

Subject: UPDATE: FDP 39-2023 - Final Development Plan for Sailfish Marina and Traffic

Mitigation Alternatives

Location: 4912 Sailfish Drive

Applicant: Mark Karet, AICP, Zev Cohen and Associates, Inc., representative for

Blue Water Realty Advisors, LLC, Owner

Staff Recommendation: Approval, based on February 27, 2024, staff report and additional

information provided in this staff report

MEETING DATE: March 26, 2024

BACKGROUND

On February 27, 2024, at the regularly scheduled Planning Board meeting, the Planning Board reviewed the final development plan for the proposed Sailfish Marina project. After staff presentation, board member discussion, and input from area residents, the Planning Board continued the item to the next scheduled Planning Board meeting. The Planning Board requested additional information to ensure that every alternative for reducing traffic impacts to Sailfish Marina and surrounding local roads was considered.

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ALTERNATIVES

Upon review of available alternatives under the Land Use and Development Code (LUDC) and the Comprehensive Plan, and after consultation with the Town Attorney, staff is providing the following options to reduce traffic impacts:

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1. The developer may install a security gate for vehicles at the entrance to the proposed marina parking lot at Sailfish Drive. Only boat slip owners will have access to the parking lot either through a pass code or other secure method. This alternative would still allow pedestrians and bicycles to access the site at Sailfish Drive, as required in the Riverfront Overlay

- District (Sec. 2.14.E.2). The applicant has agreed to install a security gate entering the parking lot from Sailfish Drive.
 - 2. The developer may install a driveway from Front Street to the planned parking lot. The driveway would be located within a dedicated access easement through the MF-2-zoned property and would include a pedestrian sidewalk.
 - 3. The developer may extend Front Street itself south from its present terminus through the MF-2 property up to and/or into the B-2 property. This would require the dedication of a 50-foot wide public right-of-way to the Town of Ponce Inlet and the construction of a road to Town standards.
 - 4. The developer *may* be able to accommodate a portion of the required marina parking on the existing parking lots on Front Street. Off-site, shared parking is allowed in the B-2 zoning district if surplus parking capacity is available and the parking is located within 300 feet of the uses being served (LUDC Section 4.7.10).

Other traffic mitigation suggestions from the Planning Board and public were investigated, with findings noted below.

- 'Parking for Residents Only' signs on Ocean Way Drive and other local roads are not permitted currently by code, as these roads are publicly dedicated right-of-way and are open to all. Town staff is researching residential parking permit programs, as utilized in other cities experiencing large numbers of visitors. The creation of such a program would require amendments to Town codes. Presently, the Town only has the authority to limit parking to certain days and times and to certain locations based on safety concerns.
- A marina parking lot on the adjacent MF-2 property is not permitted by zoning, since a marina is not a permitted use in the MF-2 zoning district.
- Traffic calming devices are currently not allowed on public streets by code. Adding traffic calming devices such as speed humps would require an amendment to LUDC Section 4.2.9 and to the Town's adopted standard construction details.

RECOMMENDATION

- Considering this additional information, Staff recommends **approval** of the proposed Sailfish Marina final development plan, subject to the following conditions:
 - 1. If the floating walkway parallel to shore is to be used to satisfy the pedestrian access requirements of the ROD, it must be un-gated, ADA-compliant, and open to the public. However, if the walkway is not or cannot be open to the public, a finished, ADA-compliant walkway shall be constructed on the adjacent upland to connect the two new wooden walkways provide continuous pedestrian access along the water.
 - 2. The parking lot turnaround areas at the west end of the parking lot shall be used for emergency purposes only and shall not be used for parking vehicles or trailers of any kind.

58 59		The turnaround areas shall be marked accordingly with appropriate striping and signage for that purpose.
60 61	3.	The developer shall place one or more signs near the historic shell mound explaining its historical significance and warning the public to stay off.
62 63	4.	The developer shall provide a security gate at the entrance to the proposed marina at Sailfish Drive. Only boat owners will have vehicular access to the parking lot either
64 65		through a pass code or other secure method. Pedestrians and bicycles shall have access to the site from Sailfish Drive, as required within the ROD.

5. Any additional future uses proposed to the property outside the parameters of this final development plan shall be reviewed through the site development review process pursuant to LUDC Section 6.6.6 – Development plans and subdivision plats.

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Patty Reggery

Patty Rippey, Principal Planner

March 18, 2024

Date