

CITY OF HOLLY HILL, FLORIDA

BOARD OF PLANNING AND APPEALS

AGENDA • AUGUST 7, 2017

City Commission Chamber

BOPA Regular Meeting

6:30 PM

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

City Clerk's office: (386) 248-9441 - Fax: (386) 248-9448



City Commission Chamber
City Hall
1065 Ridgewood Avenue
Holly Hill, FL 32117

PLANNING & APPEALS BOARD MEMBERS

Chairman

Mike Myer

Board Member

Arthur Cappuccio

Board Member

Jim Legary

Board Member

Arthur W. Morris

Board Member

Robin D. Hanger

CITY PLANNER

Thomas Harowski

Building & Zoning

Liz Nelson

1. **CALL TO ORDER**
2. **INVOCATION**
3. **PLEDGE OF ALLEGIANCE**
4. **BOPA MINUTES APPROVAL**
 1. Minutes of June 5, 2017 BOPA Meeting
(Requested by Elizabeth Nelson, Board of Planning and Appeals)
5. **AGENDA ITEM(S)**
 1. Request for a Variance of 6.5 Feet from the Minimum Lot Width of 60 Feet in the R-3 Zoning District to Permit a Lot Width of 53.5 Feet and a Variance of 222 Square Feet from the Minimum Lot Area of 6,000 Square Feet to Permit a Lot of 5,778 Square Feet.
(Requested by Thomas Harowski, Board of Planning and Appeals)
 2. Comprehensive Plan Review Submittal Report to Florida Department of Economic Opportunity Stating Intent to Conduct a Review and Evaluation of the Currently Adopted Comprehensive Plan.
(Requested by Thomas Harowski, Board of Planning and Appeals)
6. **OLD BUSINESS**
7. **BOARD/STAFF COMMUNICATIONS**
8. **ADJOURNMENT**
9. **AGENDA ITEM**

Website Address – www.hollyhillfl.org (City Clerk)

NOTICE – If any person decides to appeal any decision of the City Commission at this meeting, he/she will need a record of the proceedings and, for that purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City does not prepare or provide such a record.



For special accommodations, please notify the City Clerk's Office at least 72 hours in advance. (386) 248-9441



Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk's Office.

In accordance with the Americans with Disabilities Act (ADA), persons needing a special accommodation to participate in the Commission proceedings should contact the City Clerk's Office no later than three (3) days prior to the proceedings.



**STAFF REPORT
CITY OF HOLLY HILL, FLORIDA**

**Board of Planning and Appeals
Agenda Item**

MEETING DATE: August 7, 2017
FROM: Elizabeth Nelson
SUBJECT: Minutes of June 5, 2017 BOPA Meeting
NUMBER: (ID # 1736)
APPLICANT:
PLANNER:

DISCUSSION: Approve June 5, 2017 Minutes

FISCAL ANALYSIS: N/A

STAFF RECOMMENDATION: Approve Minutes of June 5, 2017 Meeting

COMMISSION GOAL: N/A

MOTION: As determined by the Board of Planning & Appeals

- June 5, 2017 Minutes (PDF)



CITY OF HOLLY HILL, FLORIDA

BOARD OF PLANNING AND APPEALS

MINUTES • JUNE 5, 2017

City Commission Chamber

BOPA Regular Meeting

6:30 PM

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

City Clerk's office: (386) 248-9441 - Fax: (386) 248-9448

1. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Mike Myer	Chairman	Present	
Jim Legary	Board Member	Present	
Robin D. Hanger	Board Member	Present	
Arthur Cappuccio	Board Member	Present	
Arthur W. Morris	Board Member	Present	

2. INVOCATION

Invocation given by Chairman Myer.

3. PLEDGE OF ALLEGIANCE

Jim Legary led us in the Pledge of Allegiance.

4. MINUTES APPROVAL

1.

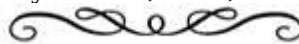
Minutes of May 1, 2017 BOPA Minutes

(Requested by Elizabeth Nelson, Board of Planning and Appeals)

Chairman Myer asked if the language of the motions in our minutes program could be changed from "approve a recommendation" to "make a recommendation". We will look into the program and see if this can be changed.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Robin D. Hanger, Board Member
SECONDER:	Arthur W. Morris, Board Member
AYES:	Myer, Legary, Hanger, Cappuccio, Morris

Enacted and approved this 5th day of June, 2017, in Holly Hill



5. AGENDA ITEM

1. -DOC-2017-3

V-2017-05 536 Center Avenue A Request for a Variance from the Requirements of Section 114-745 Portable Storage Units to Allow Two Storage Units to Exceed the Maximum Allowable Time of 30 Days on Site and to Allow the Storage Units to Exceed the Maximum Size of 16 Feet by Eight Feet.

(Requested by Thomas Harowski, Board of Planning and Appeals)

Tom Harowski, City Planner summarized the applicants request. Stating that in 2011 the applicant requested the same variance request and the Board of Planning and Appeals recommend the units be allowed to remain for up to one (1) year. However, the City Commission granted a two (2) year variance, which expired in 2013. The City did not take any follow up code enforcement action and the units remain on site. As of today, Code Enforcement has directed the units be removed in compliance with the 2011 City Commission decision. Mr. Nation subsequently applied for another variance to exempt his storage units from the time limit and to exempt the units from the maximum size for temporary storage units, a requirement that was added to the ordinance subsequent to Mr. Nation's variance.

The Board had a lengthy discussion on whether Mr. Nations storage units where indeed temporary storage units subject to the regulations of Section 114-745 or whether they had become permanent structure since they were properly anchored like a mobile home or modular unit. The BOPA recommended the 2011 variance be continued until this issue was resolved.

RESULT:	TABLED INDEFINITELY [UNANIMOUS]
MOVER:	Robin D. Hanger, Board Member
SECONDER:	Jim Legary, Board Member
AYES:	Myer, Legary, Hanger, Cappuccio, Morris



6. OLD BUSINESS

1. -DOC-2017-4

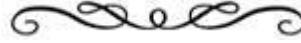
V-2017-04 226 Walker Street Variance Request A Request for a Variance to Allow a Deck and Steps Constructed in the Required Front Yard to Remain.

(Requested by Thomas Harowski, Board of Planning and Appeals)

Tom Harowski, City Planner explained that the applicant did not fulfill the notification of surrounding properties owners in time for this meeting. The applicant did not fulfill this same requirement last month. Mr. Harowski suggested that the Board table this request until the applicant supplies the City of a valid survey showing the deck and what exact measurement the setback relief would be. Also the applicant must meet the neighborhood notification process.

All Board members where in agreement.

RESULT:	TABLED INDEFINITELY [UNANIMOUS]
MOVER:	Robin D. Hanger, Board Member
SECONDER:	Arthur Cappuccio, Board Member
AYES:	Myer, Legary, Hanger, Cappuccio, Morris



7. **BOARD/STAFF COMMUNICATIONS**

City Planner, Tom Harowski, stated that due to no requests, there will be no July Meeting.

8. **ADJOURNMENT**

This meeting adjourned at 7:25 PM



**STAFF REPORT
CITY OF HOLLY HILL, FLORIDA**

**Board of Planning and Appeals
Agenda Item**

MEETING DATE: August 7, 2017
FROM: Thomas Harowski
SUBJECT: Request for a Variance of 6.5 Feet from the Minimum Lot Width of 60 Feet in the R-3 Zoning District to Permit a Lot Width of 53.5 Feet and a Variance of 222 Square Feet from the Minimum Lot Area of 6,000 Square Feet to Permit a Lot of 5,778 Square Feet.
NUMBER: (ID # 1731)
APPLICANT: Christopher Gay
PLANNER: Thomas Harowski

INTRODUCTION: The applicant is seeking a variance of 6.5 feet from the required lot width of 60 feet and a variance of 222 square feet from the minimum lot area of 6,000 square feet to permit subdivision of a residential lot from the existing parcel at 839 Center Avenue.

BACKGROUND: The subject property is located on the east side of Center Avenue between 8th Street and 10th Street. The property is zoned R-3 Single-Family Residential and designated as low density residential on the future land use map. The dimensional requirements for the R-3 zone are as follows:

R-3 Dimensional Requirements

Minimum Lot Area	6,000 square feet
Minimum Lot Width	60 feet
Minimum Lot Depth	100 feet
Front Yard Setback	25 feet
Rear Yard Setback	20 feet
Side Yard Setback	7.5 feet
Maximum Building height	30 feet
Minimum Floor Area	800 square feet
Maximum Lot Coverage	35%

The subject property is in a residential neighborhood with single-family housing to the north, south and east. The Holly Square Condominium is located opposite Center Avenue to the west. The surrounding single-family development is also zoned R-3 and designated as low density residential on the future land use map. The Holly Square Condominium is designated as Medium Density Residential on the future land use map and zoned R-8 Multifamily Residential.

The subject property is currently occupied by a two-story duplex (unit over unit) built in 1947 and a detached concrete block garage. The two-family dwelling is a non-conforming use. The house meets setbacks but the existing garage is non-conforming as it does not meet the rear setback requirement of 20 feet.

The subject parcel consists of six 25 foot lots amounting to 150 feet of lot frontage. The lots are platted at 108 feet deep. The subject property is the largest residential parcel on the block front. The house to the south is on a 100 foot parcel and all of the houses to the north are on 72 foot wide parcels. The lots to the east fronting on Hibiscus Avenue immediately east of the subject parcel are 100 feet, 125 feet and 122 feet wide. The balance of the residential lots on the west side of Hibiscus are 72 foot wide lots. (Refer to the attached graphic showing parcel sizes.)

DISCUSSION: The applicant desires to create an additional lot by separating a parcel from the master parcel. To create a new lot, the two resulting parcels must meet all of the R-3 dimensional requirements, and the remaining structure must also meet the R-3 building setbacks. The existing parcel has sufficient width and depth to create two parcels that meet the 60 x 100 minimum dimensions for an R-3 lot, however, the placement of the existing structure does not allow for this subdivision while maintaining the minimum building side yard setback of 7.5 feet on the north side of the current dwelling.

To meet the minimum setback of 7.5 feet from the existing house, the applicant is proposing to create a building parcel consisting of Lot 59, Lot 58 and the northern 3.5 feet of Lot 57. This configuration will maintain the required building setback for the existing dwelling and create a new lot measuring 53.5 feet by 108.7 feet. The existing lot would be reduced to 96.5 feet by 108.7 feet. The new parcel, if approved, will be short 6.5 feet on lot width and 222 square feet of lot area, creating the need for a variance. Any new construction on the proposed lot will have to meet all R-3 setback requirements leaving a potential buildable area of 38.5 feet wide by 63.7 feet deep (2452 square feet).

A subdivision to create a separate lot for single-family development would result in a slight density increase as the existing parcel has two dwelling units and is entitled to two dwelling units under the current zoning. Should the variance be granted and the additional lot developed, the overall density on the current parcel would increase by one dwelling unit.

In order to recommend a variance the Board of Planning and Appeals must find that the case meets specific criteria. The applicant has submitted an application which addresses his response to these criteria. A copy of the application is attached. The criteria include:

Sec. 82-317. Criteria for authorization.

In authorizing any variance, the commission shall make the following written findings:

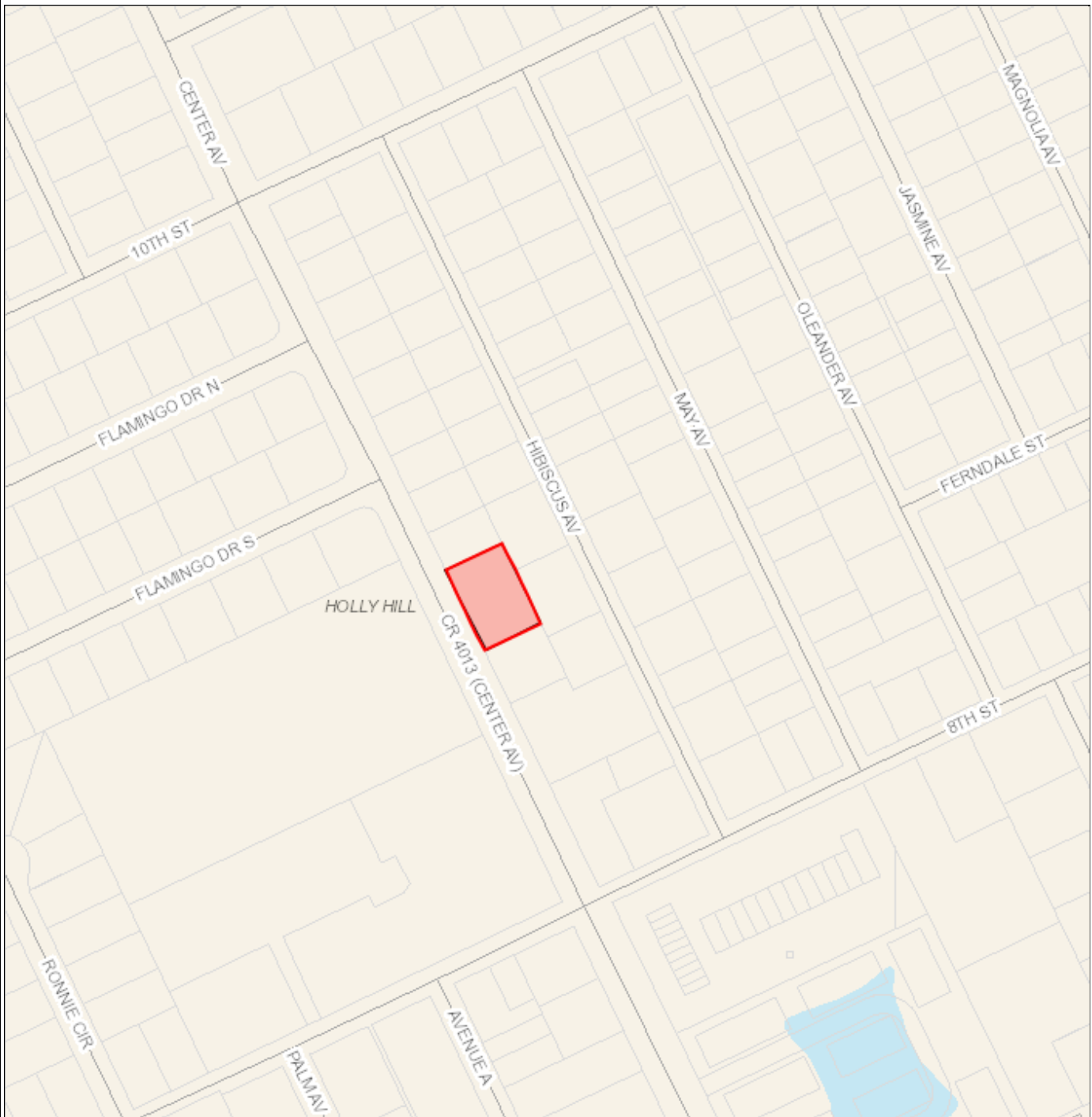
- (1) That special conditions and circumstances exist which are peculiar to the land, structure or building involved, as distinguished from the applicant himself, and which are not applicable to other lands, structures or buildings in the same zoning district;
The applicant claims the placement of the existing house on the property encroaches on the potential side yard setback. The subject property is one of three lots on the block that are large enough to be subdivided into two lots. The other two parcels are immediately to the east of the subject property, and all three parcels have existing residential uses which would prevent or severely impede subdivision without variances or demolition of the existing houses.
- (2) That the special conditions and circumstances do not result from the applicant's own actions;
While the house was existing on the property when the current owner purchased the parcel (2017), the need for the variance results solely from the owner's desire to create another development parcel.
- (3) That granting the variance requested will not confer on the applicant any special privilege that is denied by this subpart to other lands, buildings or structures in the same zoning district;
There is no other parcel on the housing block that fails to meet the minimum lot standards. The most prevalent lot size is 72 x 108 which is 20% larger than the minimum lot width and 30% larger than the minimum lot area.
- (4) That a literal interpretation of the provisions of this subpart would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of this subpart, and would work an unnecessary and undue hardship on the applicant;
The subject property has exactly the same rights as other properties in the R-3 zone and in the immediate area.
- (5) That the variance granted is the minimum variance necessary to make possible the reasonable use of the land, building or structure; and
The requested variance is the minimum variance necessary to meet the codes for the parent parcel.
- (6) That the grant of the variance will be in harmony with the general intent and purpose of this subpart and the city's comprehensive plan, and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.
The proposed lot at 53.5 feet wide is 75% of the width of the next smallest and most common sized lot on the block. While existing house sizes vary, there is sufficient buildable area on the proposed lot to allow construction of a home that, at least in terms of size, would be in the same range as existing houses.
 (Ord. No. 2352, § 2(11.2.6), 7-13-93)

FISCAL ANALYSIS: There is no fiscal impact from the proposed action.

RECOMMENDATION: Staff does believe the application meets the test for criteria 1, 2, 3, 4 and possibly criterion 6 from the listing above. Therefore staff does not recommend approval of the variances requested.

- V-2017-06 Location Map (PDF)
- V-2017-06 Aerial Photo (PDF)
- V-2017-06 Survey (PDF)
- V-2017-06 Parcel Pattern (PDF)
- V-2017-06 Application (PDF)

V-2017-06 LOCATION MAP

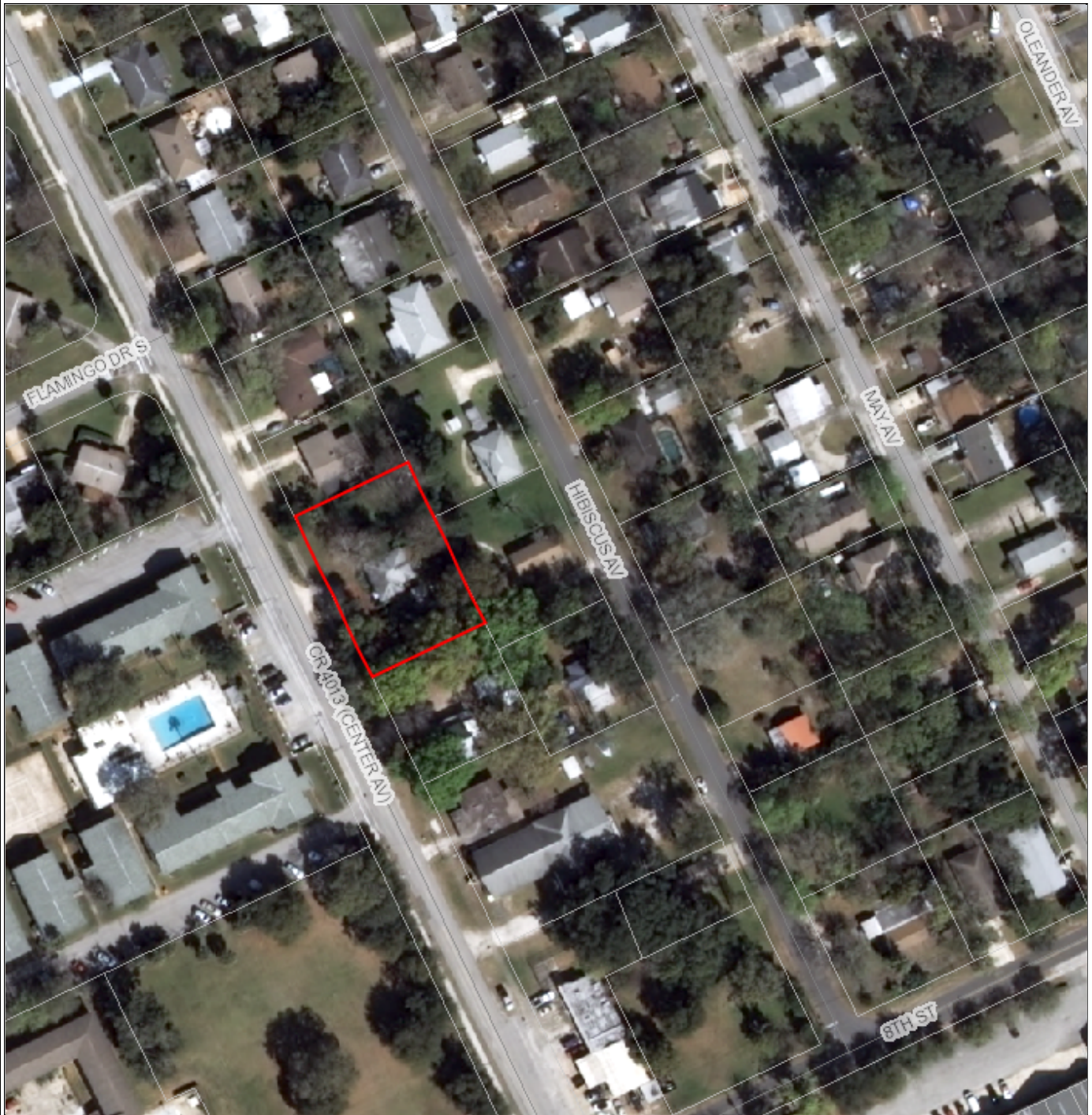


Scale 1:3,000 - 1 in = 250 ft
 Date Created:
 30-Jun-17 11:53 AM

DISCLAIMER: This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. Use at your own risk.
 SOURCE: PARCEL DATA, VOLUSIA COUNTY PROPERTY APPRAISER

Attachment: V-2017-06 Location Map (1731 : Variance Request for 839 Center Ave.)

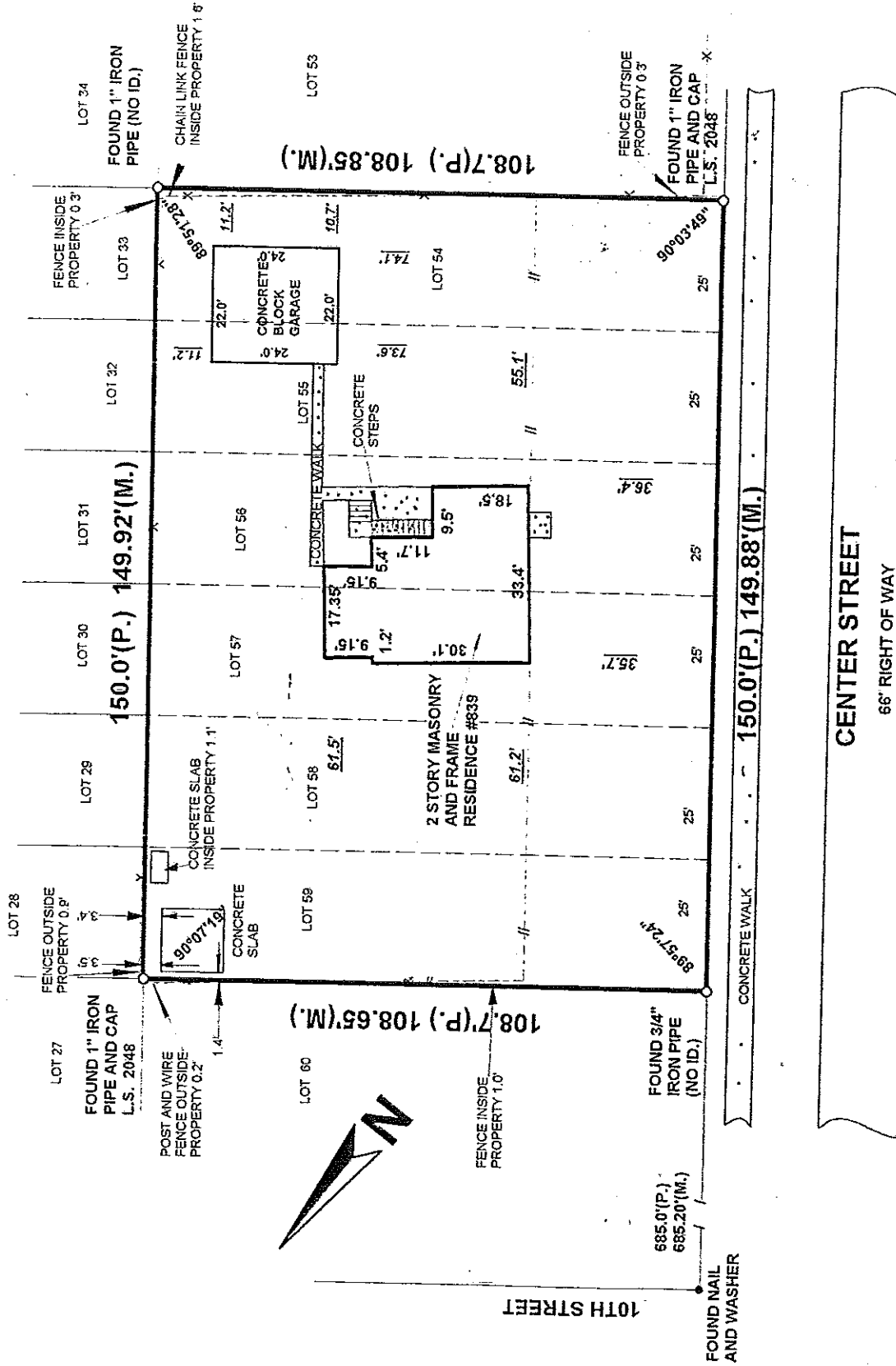
V-2017-06 AERIAL



Scale 1:1,500 - 1 in = 125 ft
 Date Created:
 30-Jun-17 11:49 AM

DISCLAIMER: This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. Use at your own risk.
 SOURCE: PARCEL DATA, VOLUSIA COUNTY PROPERTY APPRAISER

Attachment: V-2017-06 Aerial Photo (1731 : Variance Request for 839 Center Ave.)



LEGAL DESCRIPTION: LOTS 54, 55, 56, 57, 58 AND 59, BLOCK A, PLAT NO. 1 SHERVILLE PARK, ACCORDING TO THE MAP RECORDED IN MAP BOOK 9, PAGE 107, PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA.

GENERAL NOTES:

1. THIS IS AN AS BUILT SURVEY PERFORMED IN THE FIELD ON 25 NOV 1998
2. UNDERGROUND FEATURES AND/OR UTILITIES HAVE NOT BEEN LOCATED (UNLESS OTHERWISE NOTED)
3. DESCRIPTION SHOWN ABOVE HAS BEEN FURNISHED BY CLIENT, OR REPRESENTATIVES OF CLIENT, NO SEARCH OF PUBLIC RECORDS HAS BEEN DONE BY THIS OFFICE.
4. SUBJECT TO ANY EASEMENTS, RESTRICTIONS, RESERVATIONS, RIGHT OF WAYS, EITHER RECORDED, PRIVATE, AND/OR VERBAL.
5. THIS PROPERTY LIES IN ZONE C PER FLOOD INSURANCE RATE MAP COMMUNITY PANEL NUMBER 125112 C H&I 01-02 DATED 4/22/77
6. BEARINGS (IF SHOWN) ARE BASED ON LEGAL DESCRIPTION ABOVE AND THE LINE OF AS BEING

LEGEND:

RW	RIGHT OF WAY	CONC.	CONCRETE
R&C	REBAR AND CAP	A.C.	AIR CONDITIONER
I.P.	IRON PIPE	L	ARC LENGTH
CM	CONCRETE MONUMENT	CH	DELTA
L.S.	LAND SURVEYOR	R	CHORD LENGTH
L.S.	LICENSED BUSINESS	RAD.	RADIUS
P.C.	POINT OF CURVATURE	N.R.	RADIAL
P.T.	POINT OF TANGENCY	U/P	NOT RADIAL
P.R.C.	POINT OF REVERSE CURVATURE	O/U	UTILITY POLE
P.C.P.	PERMANENT CONTROL POINT	P	OVERHEAD UTILITIES
E/P	EDGE OF PAVEMENT	M	PLAT
C/L	CENTERLINE	D	MEASURED
E/W	EDGE OF WATER	RES.	DESCRIPTION
		C.B.	RESIDENCE
			CONCRETE BLOCK

PREPARED FOR:

STEVEN J. DAHMS

CERTIFIED TO: STEVEN J. DAHMS
CHASE MANHATTAN MORTGAGE CORP.
ASSOCIATED LAND TITLE GROUP, INC.
COMMONWEALTH LAND TITLE INSURANCE CO.

HEREBY CERTIFY THAT THE ABOVE DESCRIBED SURVEY IS AN OPINION OF THE SIGNING SURVEYOR AND MAPPER, AND THAT THE POSITION OF THE LANDS DESCRIBED ABOVE, IS TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE CORRECT POSITION

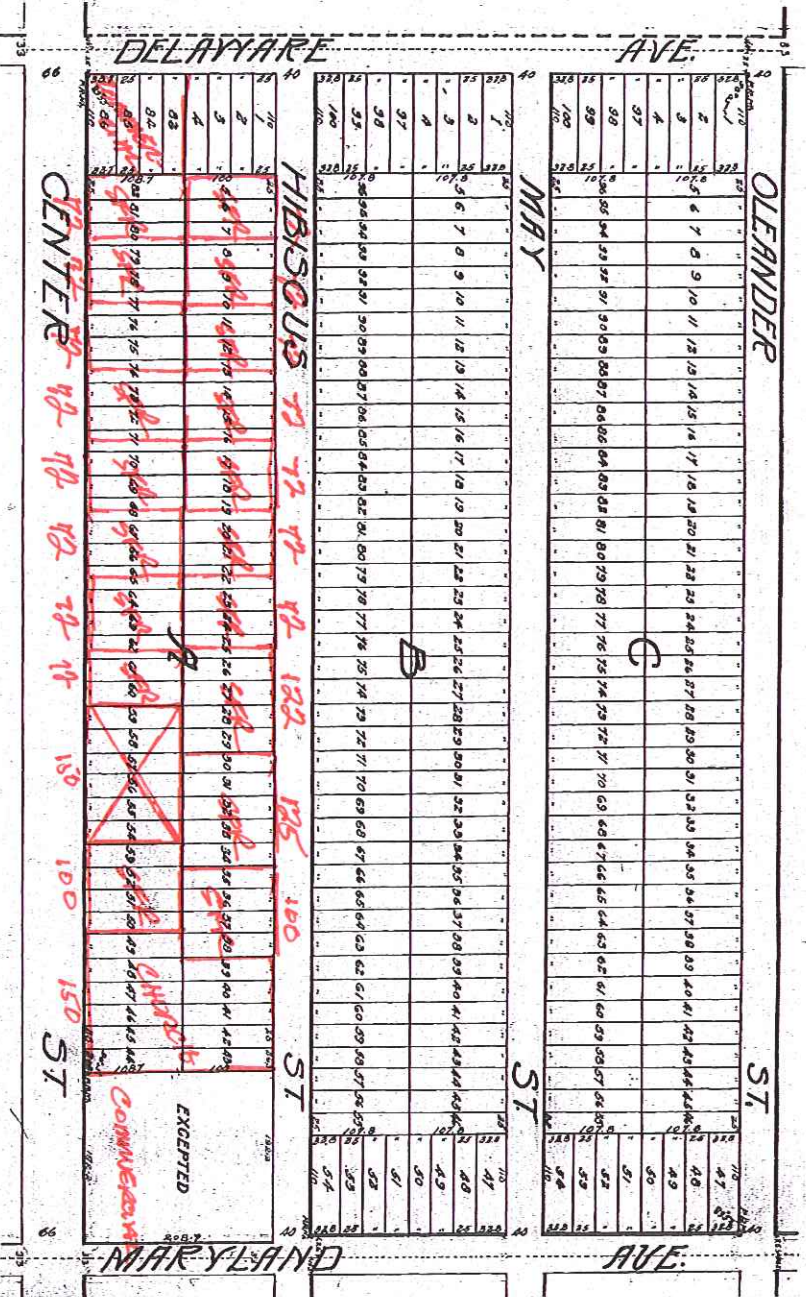
Ralph Dimarsico
RALPH DIMARSICO (PROFESSIONAL SURVEYOR AND MAPPER NO. 5189, STATE OF FLORIDA)
1707 AIR PARK ROAD, EDGEWATER, FLORIDA 32112
SURVEY NOT VALID WITHOUT SURVEYORS SIGNATURE AND EMBOSSED SEAL

SCALE: 1"=30' FINAL:

DATE: 1 DEC 1998 REVISED:

FOUNDATION: FILE NUMBER: 945-98

RALPH DIMARSICO
PROFESSIONAL LAND SURVEYOR AND MAPPER
PHONE: (904) 426-1329, FAX (904) 426-1324
P.O. BOX 702941
NEW SMYRNA BEACH, FLORIDA, 32170



Verified in accordance with the
1967 Land Use Ordinance
FEB 8 2018

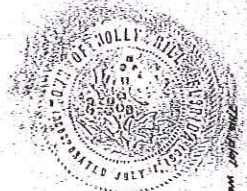
[Signature]
County Engineer

[Signature]
Planning Board

[Signature]
County Engineer

PLAT NO. 1
SHERVILLE PARK
HOLLY HILL, VOLUSIA CO, FLA

SCALE 100'-1" ENGINEER
DARTON BENCH, FLA



[Signature]
County Engineer

[Signature]
County Engineer

[Signature]
County Engineer

[Signature]
County Engineer

[Signature]
County Engineer



GENERAL LAND DEVELOPMENT APPLICATION

1065 Ridgewood Avenue, Holly Hill, Florida 32117

Phone: (386) 248-9424

Fax: (386) 248-9498

Date Received: 6/28/17

Application ID: V-2017-06

Received By: [Signature]

REQUESTED ACTION

- | | | | |
|--|--|--|--|
| ☐ Comp Plan Amend | ☒ Variance | ☐ Site Plan | ☐ PUD |
| ☐ Rezoning | ☐ Special Exception | ☐ Subdivision Major | ☐ Subdivision Minor |
| ☐ Waiver Request | ☐ Other: _____ | | |

Describe Request: _____

✓ APPLICANT INFORMATION:

Name: Chris Gray

E-Mail: Chrispropertymanagement@yahoo.com

Address: 1204 Harbour Point Dr.

Phone: (386) 316-5836

Port Orange, FL 32127

Fax: N/A

☐ Owner ☒ Agent for Owner ☐ Attorney for Owner

✓ OWNER INFORMATION:

Name: Snowbirds Real Estate, LLC

E-Mail: Chrispropertymanagement@yahoo.com

Address: 1204 Harbour Point Dr.

Phone: (386) 316-5836

Port Orange, FL 32127

Fax: N/A

✓ PROPERTY INFORMATION:

Address: 839 Center Ave., Holly Hill, FL 32117

General Location: _____

Current Zoning: R3 Current Land Use: Residential Rental

Parcel Size: 150x108.65 Tax Parcel #: 533738010540

Legal Description Attached ☒ Yes ☐ No Survey Attached ☒ Yes ☐ No

Attachment: V-2017-06 Application (1731 : Variance Request for 839 Center Ave.)

Pre-Application Meeting Date: _____
(Attach Pre-Application Form)

Application Fee: \$ 250

Applicant's Signature: _____
(Signature)
Chris Gray
(Print)

6/22/17
(Date)

Owner's Signature:
*(Provide letter of
 Authorization)*

(Signature)

6/22/17
(Date)

Chris Gray, managing member
(Print)

Applications must be complete to initiate the preview process.

Any questions please contact our City Planner, Tom Harowski at (386) 248-9424, fax (386) 248-9498 or email him at tharowski@hollyhillfl.org

VARIANCE REQUIREMENTS

The following items must be completed in sufficient detail to allow the City to determine if the application complies with the criteria for approving a variance.

1. What special condition(s) and circumstance(s) exist that are peculiar to your land, structure, building, or sign and are not applicable to other lands, structures, buildings, or signs in the same zoning classification?

Existing Structure encumbers on setback.

2. Were these special condition(s) and circumstance(s) the result of actions by you? ☐ YES ☒ NO
If Yes, Explain.

3. Would literal interpretation of the code deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the City Code? ☒ YES ☐ NO If Yes, Explain

Unable to market property as zoned.

4. Will granting the variance requested confer on the applicant any special privilege that is denied by code to other lands, buildings or structures in the same zoning district? ☐ YES ☒ NO Explain

5. Explain how the Variance(s) you are requesting is/are the minimum Variance(s) that will make it possible for you to make reasonable use of your land, building, structure or sign.

It will allow me to sell lots for development.

6. Would the granting of the variance be in harmony with the general intent and purpose of the Code and the city's comprehensive plan? ☒ YES ☐ NO Explain

7. Would the granting of the variance be injurious to the area involved or otherwise detrimental to the public welfare? ☐ YES ☒ NO Explain

8. The general intent and purpose of the Comprehensive Plan Ordinance (Section 78-5) is to foster and preserve public health, safety, comfort and welfare, and aid in the harmonious, orderly, aesthetically pleasing and socially beneficial development of the city. Is your request for Variance(s) consistent with this intent and purpose? ☒ YES ☐ NO Explain

Chris Gray, Managing member

Print Applicant Name

Applicant Signature

Print Applicant Name

Applicant Signature

Date

Date

6/28/17

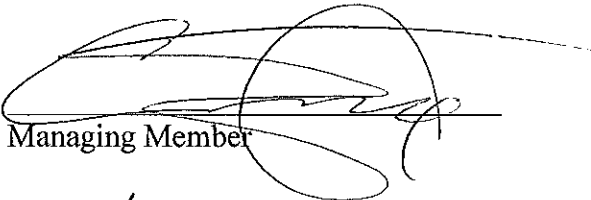
Attachment: V-2017-06 Application (1731 : Variance Request for 839 Center Ave.)

Snowbirds Real Estate, LLC
 1204 Harbour Point Dr.
 Port Orange, FL 32127

June 22, 2017

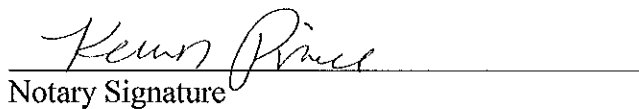
Dear Sirs,

This letter hereby affirms Managing Member, Christopher M. Gay, is a principal owner of Snowbirds Real Estate, LLC (a Florida LLC) hereby known as the company. Furthermore, Mr. Gay is authorized to act on behalf of the company in all matters, including those of a financial and legal nature.


 Managing Member

6/22/17
 Date

Sworn before me on this 22nd day of June, 2017.


 Notary Signature





**STAFF REPORT
CITY OF HOLLY HILL, FLORIDA**

**Board of Planning and Appeals
Agenda Item**

MEETING DATE: August 7, 2017
FROM: Thomas Harowski
SUBJECT: Comprehensive Plan Review Submittal Report to Florida
Department of Economic Opportunity Stating Intent to
Conduct a Review and Evaluation of the Currently Adopted
Comprehensive Plan.
NUMBER: (ID # 1733)
APPLICANT: City of Holly Hill
PLANNER: Thomas Harowski

DISCUSSION: Every seven years local governments are required to conduct a review of their adopted comprehensive plan to determine if revisions are needed as result of changed conditions or changes in the law. The last City update was in 2010, so the City is due to initiate its next update this year. To comply with this requirement, the City of Holly Hill is required to submit to FDEO a written statement of its intent to conduct the periodic review. This statement is due to the FDEO by September 1, 2017. The attached report has been prepared to identify trends that may suggest areas for review in a plan update, and it includes a brief analysis of each plan element with areas of potential revision noted. Once the City submits its statement of intent, the City will have one year to prepare and submit specific amendments. The attached report is intended to serve as a starting point for the review. There may be other issues that arise during the review that will lead to other planning considerations.

FISCAL ANALYSIS: This item has no fiscal impact.

STAFF RECOMMENDATION: Staff recommends the Board recommend the City Commission transmit the report and a cover letter to the Florida Department of

Economic Opportunity.

- EAR Update Draft Report (DOCX)

10/1/2017



City of Holly Hill

Comprehensive Evaluation and Appraisal Assessment



Holly Hill Board of Planning & Appeals

City of Holly Hill

Comprehensive Evaluation and Appraisal Assessment

INTRODUCTION

At least every seven years the City is required to review its comprehensive plan and determine if any changes are required as a result of changed conditions or as a result of changes in State requirements. Since the last evaluation and appraisal was done in 2010, the City is due to conduct a review in 2017. According to the schedule issued by the Department of Economic Opportunity, the City is due to submit its determination on needed revisions by September 1, 2017. This initial submittal is an identification of areas within the plan that will need a more detailed review and perhaps amendment as a result of changes that have occurred or trends that emerged over the past seven years. Once this report is submitted to the Florida Department of Economic Opportunity, the City will have up to one year to complete any changes to the comprehensive plan and submit the changes for final review.

The staff has been reviewing the adopted plan and examining trends and more recent data to identify where amendments to the plan should be considered. The schedule calls for this report to be reviewed by the Board of Planning and Appeals prior to August so that the Board may make a recommendation to the City Commission. Once the City Commission accepts and approves the report, the report and recommendations will be transmitted to DEO to complete the minimum 2017 planning requirements. The staff will then follow with submittals on general amendments to the comprehensive plan and specific modifications to each element as required.

The report is organized into two primary sections. The first section, Agents of Change, examines population changes since 2010; amendments to the comprehensive plan required since the last general review; changes to traffic; and changes in housing data. These four areas will help identify any trends that are emerging that may require modification to the comprehensive plan. The second section will summarize the work done by staff in reviewing the comprehensive plan and in identifying areas to be reviewed in each individual element. These items may not constitute all the amendments that are ultimately made to the adopted comprehensive plan, but they will give a good sense of the level of update needed.

AGENTS OF CHANGE

This section will look at three statistical factors that will give an indication of changed circumstances or trends that the City may wish to consider in evaluating revisions to the comprehensive plan. These are changes in population, changes in traffic conditions, and changes in housing characteristics. The fourth item is a review of the amendments made to the comprehensive plan since 2010. Requests to amend the plan can provide an idea of areas where the plan has encountered issues in implementation that may require a broader level of consideration.

POPULATION

As an initial step in the evaluation of the comprehensive plan, a review of the population trends is an important early step. This report examines the population projections for the period from 2000 to 2025 in comparison with actual population changes as reflected in US Census data and the official estimates of Florida population issued by the Bureau of Economic and Business Research. The population projection from 2015 forward to 2025 is then reviewed in light of the revised population trends.

The following table provides the population for three tracks. The first is the 2000 to 2025 track that was used to develop the comprehensive plan. The second track is the accumulation of population counts (Census) and estimates (BEER) in comparison to the projections. The third track is a modification of Track One, which projects population forward to 2025. Following the table is a graphic representation of the data.

The data shows that the City has not fared very well relative to the population projections used to develop the comprehensive plan. The projections (blue on the graph) expected that population would exceed 13,700 by 2015 when in fact the City lost population relative to the 2000 US Census. The graph and the data reveal several key points as follows:

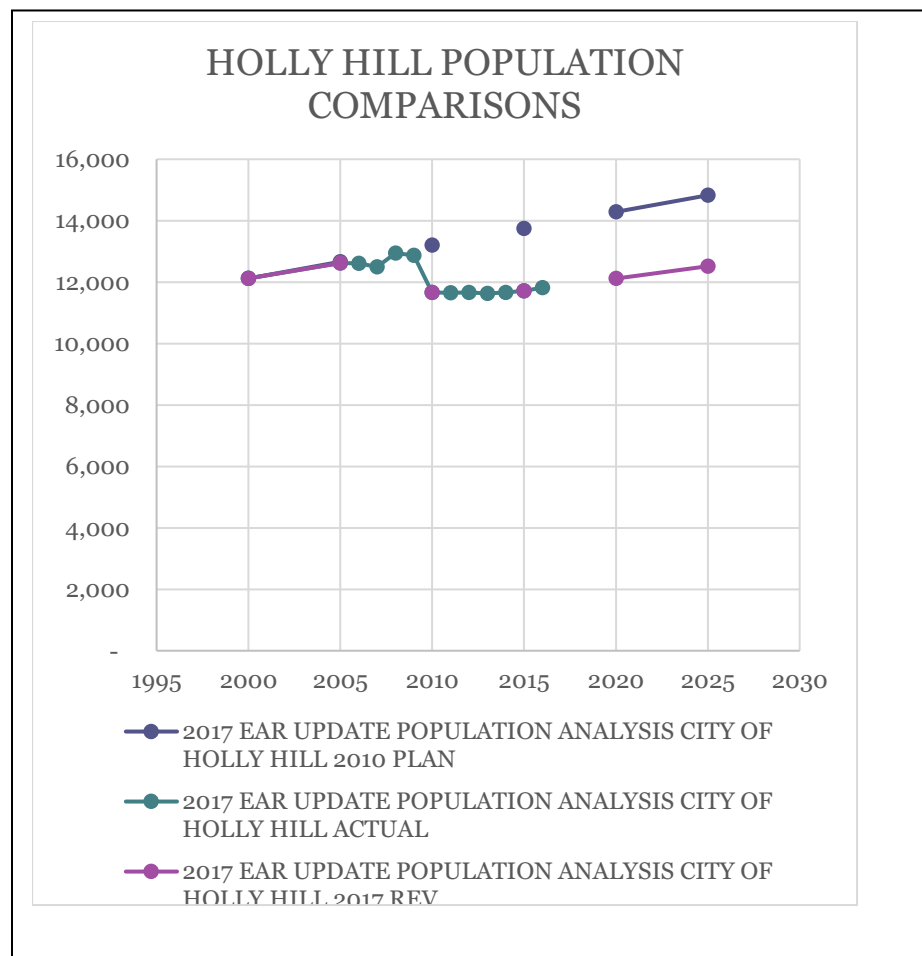
- Population projections done for the development of the comprehensive plan have not been met.
- The recession beginning in 2008 has particularly hurt the City's population base with significant declines in population through 2011 (green on the graph).
- Since the last US Census in 2010, the City's population has stayed within a narrow range between 11,600 and 11,800.
- Total population increase between 2010 and 2016 is 164 residents.

- Most of the increase in population since 2010 has occurred in the last two years (2015 and 2016).

2017 EAR UPDATE POPULATION ANALYSIS CITY OF HOLLY HILL			
YEAR	ORIGINAL PROJECTION	ACTUAL	2017 REVISION
2025	14,827		12,522
2020	14,285		12,117
2016		11,823	
2015	13,744	11,712	11,712
2014		11,661	
2013		11,632	
2012		11,665	
2011		11,652	
2010	13,202	11,659	11,659
2009		12,871	
2008		12,944	
2007		12,494	
2006		12,614	
2005	12,661	12,620	12,620
2000	12,119	12,119	12,119

Original projections from comprehensive plan data and analysis.

Actual population from BEBR; 2017 Revisions by TMH Consulting.



A review of building permit data shows that for the period of 2010 through 2016, the City permitted 19 new dwelling units; 14 single-family homes and five mobile home placements. However, during this same time period, the City permitted the demolition of 46 housing units including 30 single-family structures and 16 mobile homes. During this period two older mobile home parks were phased out which contributed to the mobile home “demolitions”. Any population increase experienced over the last two years has come from the absorption of vacant housing units. As a large percentage of the City’s single-family housing stock is in the rental market, there can be a relatively rapid transition between occupied and vacant single-family dwellings.

The revised population projections are based on extrapolating the population growth rate of the last two years forward to 2020 and 2025 (gray on the graph). As the data shows, by 2025 there will be shortfall of about 2,300 residents from the original projections. This projection is, in part, based on the expectation that population increase will continue to be driven by reductions in the vacant housing inventory and modest new infill development.

The current development profile includes only three projects which have the potential to add measurable numbers of housing units to the inventory. The major project is MG on the Halifax which has two residential towers (800-900 units) approved for construction. The future of this project given the current market conditions is uncertain so far as timing of the remaining towers is concerned. The Mirage project has about 100 townhouse units approved for construction, but again the market for these units remains soft and timing is uncertain. Finally, the proposed Fountainhead development is planned to include 88 units of multi-family housing. The first phases of this mixed-use project are expected to be offices, and the timing for the residential component is dependent on housing subsidy factors outside the local economy. If one or more of these larger projects moves forward in the short-term, the City could see some additional gains in population, but these gains are still likely to be less than the original plan projections.

TRAFFIC GENERATION

The review has looked at changes in traffic volumes on key City roadways to determine if there are any changes in traffic patterns that are noteworthy and may affect the City's goals, objectives or policies and its transportation concurrency exception area. While the level of new development in Holly Hill since 2010 has been modest, the location of the City between Daytona Beach and Ormond Beach suggests that pass-through traffic is a potential issue that may affect local roadways and may produce changes in the level of service, even when development within the City is at lower levels. In order to examine the changes in traffic volumes on City arterial and collectors, Table-1 has been updated and is shown on the next page.

The updated table shows that the level of service on the arterial network (Mason Avenue, Nova Road and US 1) is generally lower it was in 2010 and that the actual volumes measured in 2015 are lower than they were in 2006 when the counts included in the 2010 plan were taken. The traffic volumes on the two Major Collector Roads (LPGA Boulevard and Riverside Drive) have declined between 17% and 20% since 2006. These links have remained steady in terms of ADT volumes since 2010. The Riverside

Drive data is 2014 data as Volusia County ceased traffic volume collection on this road in Holly Hill in 2015.

No information is available regarding trends on the City collector network, which includes Center Avenue, Daytona Avenue, 3rd Street, 8th Street and Flomich Street. Volusia County no longer collects data on these roadways, and the City has not supplemented the traffic count base with local data collection.

Overall, this data suggests that no major issues have arisen with the City's road network that will require either major capital projects or changes to goals, objectives and policies. While declining volumes and available capacity allow for new development to be accommodated, they also signal a decline in development and economic activity that may have impacts on other plan elements. In 2015, there was one road link that was determined to be critical in the volume to capacity ratio. This link is on LPGA between Jimmy Ann Drive and Derbyshire Avenue. This link is under construction now to expand it to 4-lanes, and this improvement should resolve the issue.

**TRAFFIC TRENDS 2006 – 2015 ADT
CITY OF HOLLY HILL, FLORIDA**

ROAD	LINK	AVERAGE DAILY TRAFFIC			CAPACITY	V/C	LOS	DESIGN
		2006	2010	2015				
US 1	Hand – LPGA	28,500	26,000	23,500	39,800	0.59	C	D
US 1	LPGA – Mason	28,500	26,000	23,500	32,400	0.73	D	D
Nova	Hand – LPGA	31,000	29,000	27,000	59,900	0.46	C	D
Nova	LPGA – Mason	31,500	29,500	28,500	59,900	0.48	C	D
Mason	US 1 – Beach	19,600	18,200	19,000	32,400	0.59	D	D
Riverside	Division – LPGA	6,110	5,000	4,950*	13,640	0.36	C	E
Riverside	LPGA – 5 th	6,480	4,600	5,150*	13,640	0.38	C	E
Riverside	5 th – Mason	6,480	4,600	5,150*	22,820	0.23	C	E
LPGA	Nova – US 1	11,690	10,260	9,730	14,040	0.65	D	E

*2014 Counts. Volusia County has discontinued traffic counts as of 2015.

COMPREHENSIVE PLAN AMENDMENTS (2010 – 2016)

Since the City's last evaluation and appraisal review, the City has amended its comprehensive plan 18 times. (Please refer to the summary table for details.) Of this total number of amendments, seven amendments (39%) were the required annual updates to the capital improvement element five-year schedule of capital projects. An additional five amendments (28%) were made as a result of annexations and the need to include the annexed lands within the City's comprehensive plan. Five amendments (28%) were requests to change the land use to accommodate some specific development use; including one City sponsored amendment to accommodate a new park use. The final amendment was the only text amendment considered during this period.

The most significant amendment considered during the period was the designation of the 25-acre former middle school property as Mixed Use III. The City subsequently purchased the property and is now actively marketing the site as the key element of its redevelopment plan and redevelopment strategy. The only other sizeable land area affected by a comprehensive plan amendment was the 25-acre "Dog Park" property, which is all publicly owned and has been designated as Parks and Open Space.

In terms of land area impacted by the amendments, a total of 27.87 acres of amendments to the future land use map were generated by annexation, with 25 of these acres coming in the park annexation. Outside of the 25-acre former middle school property, land area affected by future land use map amendments was 7.05 acres with two-thirds of this area included in the 7th Street Neighborhood Park amendment. The text amendment modified Future Land Use Element Policy 1.1.3 regarding the compatibility of land use classifications and zoning classifications. This amendment was undertaken to address an inconsistency between the future land use and applied zoning.

The key take-away from this analysis is that there is nothing apparent in the amendments to the comprehensive plan undertaken since the last evaluation and appraisal review that suggests any major concerns with the land use portion of the comprehensive plan. The majority of the future land use map amendments were generated by annexation and government actions with regard to recreation facilities. The one major change impacting the community was the change to the former middle school property which was done within the context of the City's redevelopment plan.

Summary of Comprehensive Plan Amendments 2010 – 2016

Year	Identification	Area	From	To
2010	CIE Annual Update	NA	Na	NA
2010	Middle School Property	25.00 ac.	Churches, Schools & Institutions	Mixed Use III
2010	1976/1982 Nova	0.36 ac.	County	General Commercial
2010	News Journal	2.00 ac.	Low Density Residential	General Commercial
2011	CIE Annual Update	NA	NA	NA
2011	County Tire	1.80 ac.	County	General Commercial
2012	CIE Annual Update	NA	NA	NA
2012	1850 Nova Road	0.48 ac.	County	General Commercial
2013	CIE Annual Update	NA	NA	NA
2013	947 Center	0.11 ac.	Medium Density Residential	General Commercial
2014	CIE Annual Update	NA	NA	NA
2014	Metra	0.44 ac.	Medium Density Residential	Industrial
2014	Dog Park	25.00 ac.	County	Parks & Open Space
2015	CIE Annual Update	NA	NA	NA
2015	Mirage	NA	NA	Policy 1.1.3
2016	CIE Annual Update	NA	NA	NA
2016	7 th Street Park	4.5 ac.	Medium Density Residential	Parks & Open Space
2016	1011 10 th Street	0.23 ac.	County	General Commercial

HOUSING TRENDS AND DATA

The following data examines housing trends between 2000 and 2015 based on US Census and the American Community Survey information. This effort is to look for trends and conditions that might suggest the need to amend goals, objectives and policies in the housing element or future land use element. The recent recession clearly had an impact on factors such as housing occupancy, housing tenure and housing value, and these impacts are reflected in the data along with the current position of the housing profile relative to these elements.

Housing Units by Type 2000, 2010 and 2015
City of Holly Hill, Florida

Unit Type	2000	2010	2015
Single-Family	3549	4067	3491
Single-Family Attached	255	328	311
Two Family	662	143	148
Multi-Family	883	1370	2017
Mobile Home	777	675	472
Other (RV, Van, Boat)	7	0	22

The data for 2015 is based on estimates rather than actual counts that are used for the census, so it is not unusual to see some numbers that appear to break trends such as the dip in single-family housing. There may be some loss of single-family units, but some of the change may be due to small sample sizes. The two trends that are most noteworthy are the large increase in multi-family units and the decline in mobile homes. The multi-family growth reflects the City's movement away from single-family subdivisions as available land has been largely used up. Projects such as Marina Grande and several other apartment projects have become dominant in the marketplace. This construction has taken advantage of the riverfront location or used assisted housing programs to support construction. Mobile home totals have been reduced as older mobile home parks on US 1 and Riverside Drive are converted to other land uses.

The City has a relatively large inventory of accessory dwelling units that may not be fully reflected in the data. By code accessory dwelling are permitted in R-1, R-2 and R-3 zoning classifications for use by relatives of the principal dwelling. In practice these units typically become general rental units. Since 2010, single-family construction has lagged as the City has seen as many housing demolitions as new units constructed.

The trends do not indicate any need to modify land use patterns as the new construction has largely respected the existing land use pattern. The reduction in mobile home units has occurred in areas that are planned for commercial and industrial development and were expected to eventually transition to these uses.

**Housing Unit Occupancy 2000, 2010 and 2015
City of Holly Hill, Florida**

Occupancy	2000	2010	2015
Total Units	6133	6583	6461
Occupied Owner	3349	3140	2384
Occupied Renter	2224	2248	2380
Vacant	560	1195	1697

The key trend evident in the occupancy data is the increase in rental units as a portion of all housing. According to the 2105 estimates, the ratio of rental housing to owner occupied housing is about even. This data confirms an observed trend in recent years in the number of licenses issued to single-family properties that are converting to rental occupancy as well as the noted growth in multi-family units, which tend to have higher percentages of rentals.

The increase in vacant units is likely a hangover from the recession where people moved from the area in search of work or were no longer able to remain in their units. If the 2015 estimates are reasonable close, the level of vacancy in the City remains high. One other number related to housing occupancy that is interesting is the average household size that has increased for both owner and renter units. Household size for owner occupied units increased from 2.15 in 2010 to 2.41 in 2015. The household size for renter occupied units increased from 2.34 in 2010 to 2.46 in 2015. Given economic conditions, this data may indicate more shared housing.

The table below shows the age of housing estimated in 2015. The table shows that the City's housing stock is relatively old with three quarters of the units being over 25 years of age, and over a third of the units being over 50 years old. With this age profile in the housing stock it is likely that a substantial portion of the housing units are in need of some significant level of maintenance. Many of the current housing units pre-date the current building codes and may not have been upgraded with regard to electric systems and other key structural components. For the most part, recent hurricanes in 2004 and 2016 have resulted in a number of roofs being replaced. With regard to other modernization construction, this will vary from unit to unit.

Age of Housing 2015
City of Holly Hill, Florida

Year	Percent	Units
2014 or Later	0.0	0
2010-2013	0.3	13
2000-2009	16.0	1036
1990-1999	7.8	506
1980-1989	18.3	1181
1970-1979	18.4	1190
1960-1969	11.5	742
1950-1959	18.3	1180
1940-1949	6.4	416
1939 or Earlier	3.0	197

Source: American Community Survey DP04

Housing Cost as a Percent of Income 2010 and 2015
City of Holly Hill, Florida

Percent 2010	Owner-Mortgage	Owner No Mortgage	Renter
<15		860	277
15 – 19.9	405	165	99
20 – 204.9	404	85	294
25 – 29.9	132	78	200
30 – 34.9	146	120	113
35 <	524	179	1093
Total	1611	1487	2076
Percent 2015	Owner-Mortgage	Owner No Mortgage	Renter
<15		678	170
15 – 19.9	301	205	179
20 – 204.9	153	71	257
25 – 29.9	96	55	248
30 – 34.9	182	34	169
35 <	398	171	1093
Total	1130	1214	2116

The data on housing cost as a percentage of income has remained relatively the same since 2010 with more than one-third of all households paying more than 35% of their income for housing. This factor is a traditional measurement of the need for affordable housing despite the City having a significant concentration of assisted housing units and participating in other housing assistance programs. Other than supporting housing production and housing programs, the City has relatively little ability to influence issues such as wages and cost of housing.

COMPREHENSIVE PLAN REVIEW

The preceding analysis was conducted to determine if there were trends or other primary agents of change in the community that have sufficiently deviated from the expected direction outlined in the comprehensive plan that amendments to the plan should be considered. The key findings are summarized as follows:

- Population change has lagged behind projections. Comprehensive plan activities and level of service demands based on population have therefore been reduced.
- Traffic patterns show flat to declining traffic volumes on most arterial and collector roads. Road improvements will be more likely to be safety and traffic operations driven than capacity driven.
- Comprehensive plan amendments have been routine to address annexations and capital improvements element updates. No significant changes that suggest a change in land use are evident.
- Housing trends are more problematic with renter occupied units now at 50% of all occupied units; vacancy (20% - 25%) remains high from the recession; and housing affordability (percent of households spending more than 35% of income on housing) is a growing issue. The housing element already addresses many of these issues, and none of these trends suggest a change in direction for land use.

While the evidence to date does not suggest a major change in direction for the City's planning program, there are some improvements to the comprehensive plan document and to the individual elements that may be considered. The following sections identify general areas to be considered for amendment and individual items for review that have been identified in the various plan elements.

AMENDMENTS APPLICABLE TO ALL PLAN ELEMENTS

There are some suggested revisions that are applicable to all of the individual plan elements. In some cases these are formatting changes and other suggestions to reduce the bulk of the comprehensive plan and make it more readable. These areas of review include:

- Update of data and tabular information to present current information.
- Extend the population projections to at least 2030 to maintain the required minimum 10-year planning horizon.
- Review all maps and update with current information.
- Review all policies and amend policies to with date specific action points based on whether the policy has been implemented or still requires action.
- Review data included such as reports and plans which can be incorporated by reference to reduce the plan's bulk.

AMENDMENTS APPLICABLE TO INDIVIDUAL PLAN ELEMENTS

A review of the goals, objectives and policies included in each comprehensive plan element has identified some items for additional consideration as possible amendments. This list is not intended or expected to be all inclusive, and other items may arise as the review proceeds.

FUTURE LAND USE ELEMENT

The Future Land Use Element lays out three guidelines that are intended to provide direction to the objectives and policies presented in the element. The City should review these guidelines to confirm that these are still applicable. The guidelines include:

1. Concentration of industrial and commercial development along a North-South corridor formed by the Florida East Coast Railroad and U.S. Highway 1.

2. The encouragement and retention of the residential character along the west side of Riverside Drive from Third Street north to the City limits.
3. Redevelopment is crucial to arresting further deterioration and allowing the City to achieve its potential.

With regard to the redevelopment guideline, the Future Land Use Element include Objective 4.1 and supporting policies which direct specific site development requirements regarding building and parking placement. These policies have not been included in the City's land development regulations despite the addition of a redevelopment district overlay that was intended to implement the redevelopment plan. This objective needs to be reviewed and modified if the City does intend to require the recommended site development patterns.

The Future Land Use Element includes an inventory of existing land use and other tabular data which needs to be updated. If the annexation data is not required, it can be deleted along with the accompanying map.

TRANSPORTATION ELEMENT

The Transportation Element needs to focus on a few key issues that are reflective of the City's current and projected transportation needs. The goals, objectives and policies in the element need to be reviewed for their contribution to addressing these needs. The key issues include:

1. Improvement of LPGA Boulevard between Nova Road and US 1 to a three-lane section.
2. Extension of pedestrian networks to most effectively connect residential neighborhoods to goods and services and other transportation links.
3. Implementation of a maintenance program for streets and sidewalks.
4. Provision of adequate support for the Votran bus network as the City has a relatively high percentage of residents dependent on public transit.

HOUSING ELEMENT

The existing set of goals, objectives and policies do not appear to require significant revision as they cover actions supporting the current housing stock. As noted above, the increasing percentage of housing units in the rental market does create some concerns that need to be reviewed and amendments made if required. The City generally has not been very active with new housing construction coming out of the recent recession, and no major change in direction is expected in this regard.

UTILITIES ELEMENT

The City's utilities program since 2010 has focus on general system improvements including upgrades to treatment facilities and collection and distribution systems. The City has established a program of lift station upgrades and fire hydrant replacements along with other system improvements reflected in capital improvements program. The City has also continued to improve its stormwater management systems and long-range plans. The major impacts to the comprehensive plan for utilities will be in the capital improvements element as individual projects are brought forward.

COASTAL MANAGEMENT/CONSERVATION ELEMENT

No specific issue areas have been identified beyond the general element reviews discussed above.

RECREATION AND OPEN SPACE ELEMENT

Since the last comprehensive plan update the City has eliminated its parks and recreation department. The existing parks are maintained by Public Works, but the City no longer provides active recreation programming by City staff. Consequently, some portions of the Recreation and Open Space Element need to be revised to reflect current conditions. Objective 1.6 will need review with regard to some policies. Objective 1.7 and supporting policies regarding bicycling should be reviewed for combination with similar efforts covered in the Transportation Element. Bicycle and pedestrian planning should be covered in one area, most likely the Transportation Element.

INTERGOVERNMENTAL COORDINATION ELEMENT

No specific issue areas have been identified beyond the general element reviews discussed above. Care needs to be taken to ensure the element as presented fully aligns with State statute since changes may have been made in this area.

CAPITAL IMPROVEMENTS ELEMENT

No specific issue areas have been identified beyond the general element reviews discussed above. The City has regularly updated its five-year schedule of capital improvements and should do so again for 2017-2018 as part of any EAR-based amendments.

PUBLIC SCHOOLS FACILITIES ELEMENT

The PSFE was done as a cooperative effort of the School Board and all of the local governments in Volusia County. The adopted element was based on the output of this planning process. This element remains in good condition and amendment is not essential. Policies 2.1.3 and 2.1.4 can be deleted as these tasks have been completed or are no longer required.