



CITY OF DELAND
REGULAR MEETING OF THE TECHNICAL REVIEW COMMITTEE
DECEMBER 18, 2025 AT 1:30 PM
CITY OF DELAND TRC MEETING ROOM
DELAND, FLORIDA

AGENDA

CALL TO ORDER

ROLL CALL

MINUTES

1. November 20 2025 TRC minutes

OLD BUSINESS

1. **Applicant Name:** Parker Mynchenberg - Parker Mynchenberg & Associates
Project Number: SP25-146 - Class II Site Plan for MT Propeller
Project Location: ±2.51 acres located at 1650 Old NDB Road
Project Description: 2-story building for the assembly and installation of aircraft propellers
Project Planner: Christopher Carson

NEW BUSINESS

1. **Applicant Name:** Frank Rojas - Wal-mart Stores Eas L P
Project Number: SP25-194 - Class II Site Plan
Project Location: ±1.9 acres located at 1699 N. Woodland Blvd.
Project Description: Construction of a 10-pump fuel station and 1,618 SF convenience store
Project Planner: Belinda Williams-Collins

ADJOURNMENT

NEXT MEETING



CITY OF DELAND
TECHNICAL REVIEW COMMITTEE MEETING
MEETING MINUTES
THURSDAY, NOVEMBER 20, 2025 - 1:30 P.M.
CITY HALL

OPENING OF MEETING:

Call to Order: **1:31 pm**

Members Present:

Carol Kuhn, Chairperson
Debi Glick
Chris Carson
Samuel Nelson
Emily Kunkel
Belinda Collins
Kendall Story
Kristian Logan
Jim Ailes
Scott Zender
Mariellen Calabro
Laureen Kornel
Ray Bahrami
Steven Danskine
Jamie Lunsford

OLD BUSINESS:

1. Review of October 16, 2025 TRC Meeting Minutes

*Steven Danskine moved to approve the minutes as presented,
Jim Ailes seconded the motion.
The TRC Committee voted unanimously in favor of motion.*

2. **Applicant Name:** Christopher Gmuer – Gmuer Engineering LLC
Project Name: SP24-068 – Class II Site Plan for a Elliano’s
Project Location: 0.57 acres located at 1850 S Woodland Blvd
Description: 800 sf drive thru coffee shop
Project Manager: Sam Nelson

*Sam Nelson moved to continue the application, deadline for January 15th TRC is December 15th,
Scott Zender seconded the motion.*

The TRC Committee voted unanimously in favor of motion.

Applicants Present:

Trevor Hickman – Clayton Coffee LLC

3. **Applicant Name:** Matt Stolz - DR Horton
Project Name: PSB25-015 – Preliminary Plat for Beresford Reserve
Project Location: 138.72 acres locate at 800 E Beresford Ave
Description: 408 single-family residential lots with a clubhouse, pocket parks, and city park
Project Manager: Chris Carson/Belinda Williams Collins

*Chris Carson moved to continue the application,
Laureen seconded the motion.*

The TRC Committee voted unanimously in favor of motion.

Applicants Present:

Matt Stolz – DR Horton
Michael Mansour – Kimley-Horn
Sydney Kendrick – DR Horton
Mark Watts – Cobb Cole

4. **Applicant Name:** Leonardo Gomes – Mint Homes USA LLC
Project Name: Z24-209 – Planned Development Rezoning for DeLand Apartments
Project Location: 2.5 acres locate at 1107 E New York Ave
Description: 25 apartments and 8 commercial units
Project Manager: Kendall Story/Chris Carson

*Chris Carson moved to continue the application,
Laureen seconded the motion.*

The TRC Committee voted unanimously in favor of motion.

Applicants Present:

Mauricio Penha – Mint Homes
Rodolfo Libano – Mint Homes

NEW BUSINESS:

1. **Applicant Name:** Sean Fortier – KCG Engineering
Project Name: SP25-098 – Class II Site Plan for Canopy Reserve
Project Location: 39.24 acres located at 2051 State Road 472
Description: Amenity Center
Project Manager: Emily Kunkel

Applicants Present:

David Romero – KCG

*Emily Kunkel moved to conditionally approve the application, subject to all comments being satisfied,
Laureen Kornel seconded the motion.*

The TRC Committee voted unanimously in favor of motion.

2. **Applicant Name:** Sean Fortier – KCG Engineering
Project Name: SP25-184 – Class II Site Plan for Canopy Reserve
Project Location: 0.888 acres located at 2051 State Road 472
Description: Model Center
Project Manager: Sam Nelson

Applicants Present:

David Romero – KCG

*Sam Nelson moved to conditionally approve the application, subject to all comments being satisfied,
Jim Ailes seconded the motion.*

The TRC Committee voted unanimously in favor of motion.

3. **Applicant Name:** Strickland Smith – Heidt Design
Project Name: PSB25-165 – Preliminary Plat for Cresswind Phase 4 & 5
Project Location: 70.55 acres located at 2751 E New York Ave
Description: 219 Single Family Lots
Project Manager: Belinda Williams Collins

Applicants Present:

Bradley Walker – Kolter Homes
Strickland Smith – Heidt Design

*Belinda Collins moved to forward the application to Planning Board, subject to all comments being
satisfied December 8th to be placed on January 14th agenda,
Jamie Lunsford seconded the motion.*

The TRC Committee voted unanimously in favor of motion.

4. **Applicant Name:** Mark Watts – Cobb Cole
Project Name: Z25-168 – Planned Development Rezoning for Ace Hardware
Project Location: 1.47 acres located at the NE corner of Amelia and Howry Ave
Description: Rezone from C-2 to PD
Project Manager: Emily Kunkel/Sam Nelson

Applicants Present:

Mark Watts – Cobb Cole
Richard Anderson – Property Owner
Michael Wojtuniak – EPI

*Emily Kunkel moved to forward the application to Planning Board, subject to all comments being satisfied,
Jamie Lunsford seconded the motion.*

The TRC Committee voted unanimously in favor of motion.

5. **Applicant Name:** Michael Wojtuniak – Engineered Permits Inc
Project Name: SP25-174 – Class II Site Plan for DeLand Toyota

Project Location 2.36 acres located at 1701 S Woodland Blvd
Description: Parking Expansion
Project Manager: Sam Nelson

Applicants Present:
Michael Wojtuniak – EPI

*Sam Nelson moved to conditionally approve the application, subject to all comments being satisfied, and to eliminate the 10ft screening setback requirement for buffering,
Scott Zender seconded the motion.
The TRC Committee voted unanimously in favor of motion.*

OTHER BUSINESS:

None.

ADJOURNMENT:

2:58 pm



City of DeLand
SP25-146
MT PROPELLER





City of DeLand
SP25-146
MT PROPELLER



Issues for record SP25-146

Job Address: 1650 Old NDB RD, Deland Florida 32724

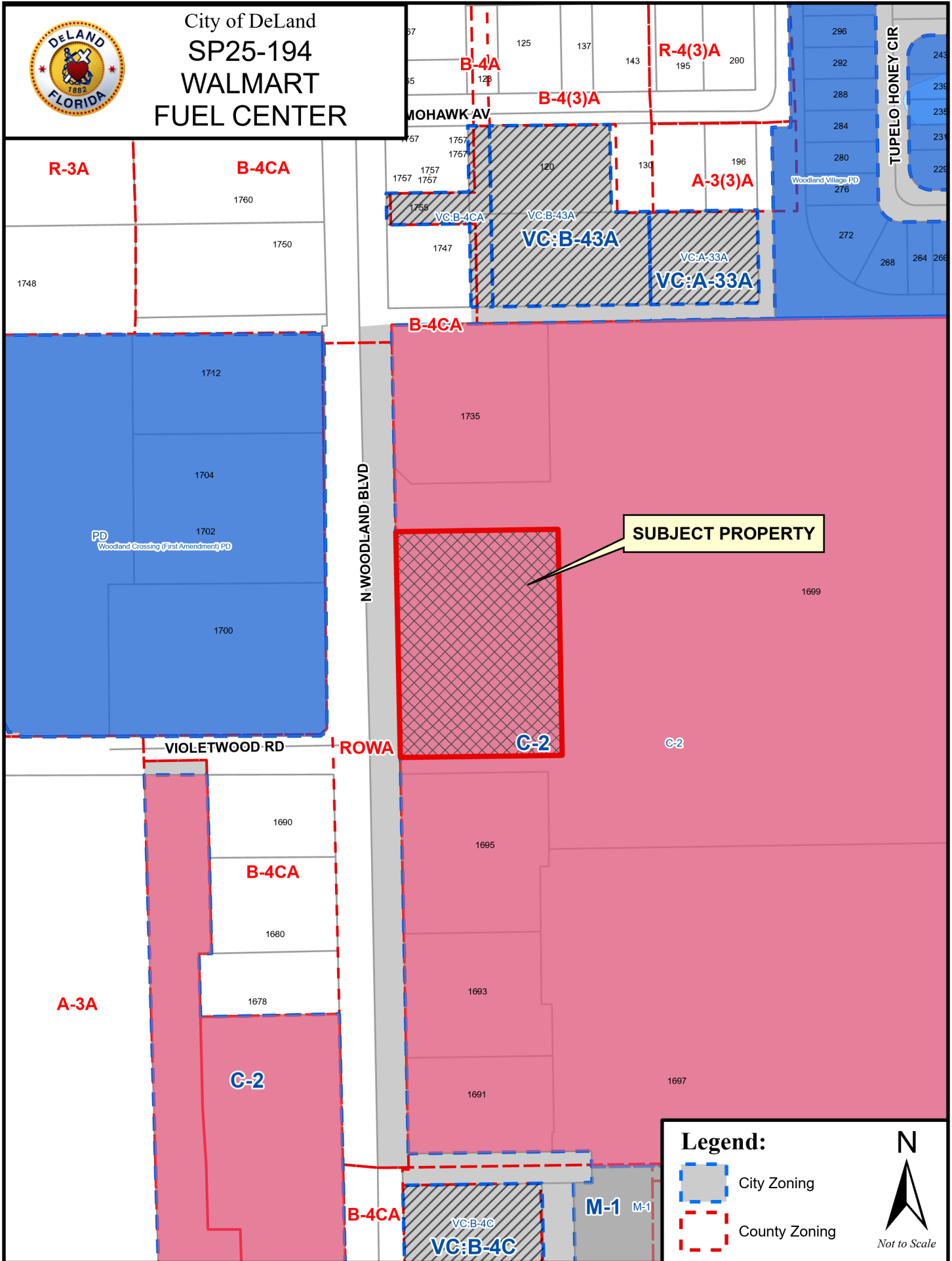
Job Description: The project includes a 2-story building for the assembly and installation of aircraft propellers. The site is located north of Skyway Drive in the Sport Aviation Village.

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Fire	Not Accepted	<p>Fire Protection</p> <ol style="list-style-type: none"> 1. Provide location of backflow and fire lines for the sprinkler system (Building Requires Fire Sprinkler) 2. Provide location of all hydrants within 500 ft of the structure. 3. Provide fire flow calculations for the structure. 4. Provide location of FDC (Must be within 100 ft or hydrant) <p>Last comment from reviewer: Additional fire hydrants will need to be added for parking lot side of the building.</p> <p>Last response: 1. Provide location of backflow and fire lines for the sprinkler system (Building Requires Fire Sprinkler) Response: The Utility Plan has been updated to show the location of the backflow preventer and fire lines.</p> <p>2. Provide location of all hydrants within 500 ft of the structure. Response: There are two existing fire hydrants within 500' of the structure. One exists at the NE corner of the lease area, and the other exists just outside the NW corner of the lease area.</p> <p>3. Provide fire flow calculations for the structure. Response: Please see the requested Fire Flow calculations.</p> <p>4. Provide location of FDC (Must be within 100 ft or hydrant). Response: The prepared FDC is located in the northwest corner outside of the DFA area and within 100' of the existing fire hydrant.</p>	CIVIL / UTILITY	Jamie Lunsford	Jamie Lunsford	Yes
Planning	Draft	<p>Ligustrum Lucidum Ligustrum Lucidum has been added to the invasive species list. Please choose an alternate species of similar size such as a Japanese Blueberry.</p>	LANDSCAPE	Samuel Nelson	Samuel Nelson	Yes
Planning	Draft	<p>Runway Safety The FAA has released new runway safety maps (see attached runway safety zone document in Accela) which may affect this project. The City's master plan consultant will review these maps against this proposal, and we will provide further detail once available.</p>	RZ	Samuel Nelson	Samuel Nelson	Yes

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Planning	Not Accepted	<p>Right of Way Right of way to be coordinated with staff. Will follow up.</p> <p>Last comment from reviewer: The City is currently coordinating the vacation of Skydive Drive and will be the applicant. The current configuration cannot be approved until this vacation is complete.</p> <p>Note: Utility easements will be required along where Skydive Drive sits.</p> <p>Last response: 8. Right of way to be coordinated with staff. Will follow up. Response: Comment noted.</p>	SITE	Christopher Carson	Samuel Nelson	Yes
Planning	Not Accepted	<p>Mechanical Equipment / Outdoor Storage Where will mechanical equipment be located? If rooftop mechanical equipment is proposed, please show it as a dashed line behind a screen wall to provide screening.</p> <p>Is outdoor storage proposed? If so, outdoor storage shall be called out on plan and screened.</p> <p>Last comment from reviewer: Please show the approximate footprint, with dimensions, on the plan.</p> <p>Last response: 14. Where will mechanical equipment be located? If rooftop mechanical equipment is proposed, please show it as a dashed line behind a screen wall to provide screening. Response: All mechanical equipment will be placed on the north side of the building. The size and number of AC Condensers are to be determined.</p> <p>15. Is outdoor storage proposed? If so, outdoor storage shall be called out on plan and screened. Response: No outdoor storage is proposed.</p>	SITE	Christopher Carson	Samuel Nelson	Yes
Planning	Not Accepted	<p>Monitoring Well Will the monitoring well be mitigated?</p> <p>Last comment from reviewer: Comment will remain open as City coordination efforts are underway.</p> <p>Last response: 32. Will the monitoring well be mitigated? Response: I am coordinating with John Eiff to determine who owns the wells and if they are still needed. There are two wells; one is remaining, the other is located in the northeast corner of the building and must be abandoned.</p>	SURVEY	Christopher Carson	Samuel Nelson	Yes



City of DeLand
 SP25-194
 WALMART
 FUEL CENTER



SUBJECT PROPERTY

Legend:

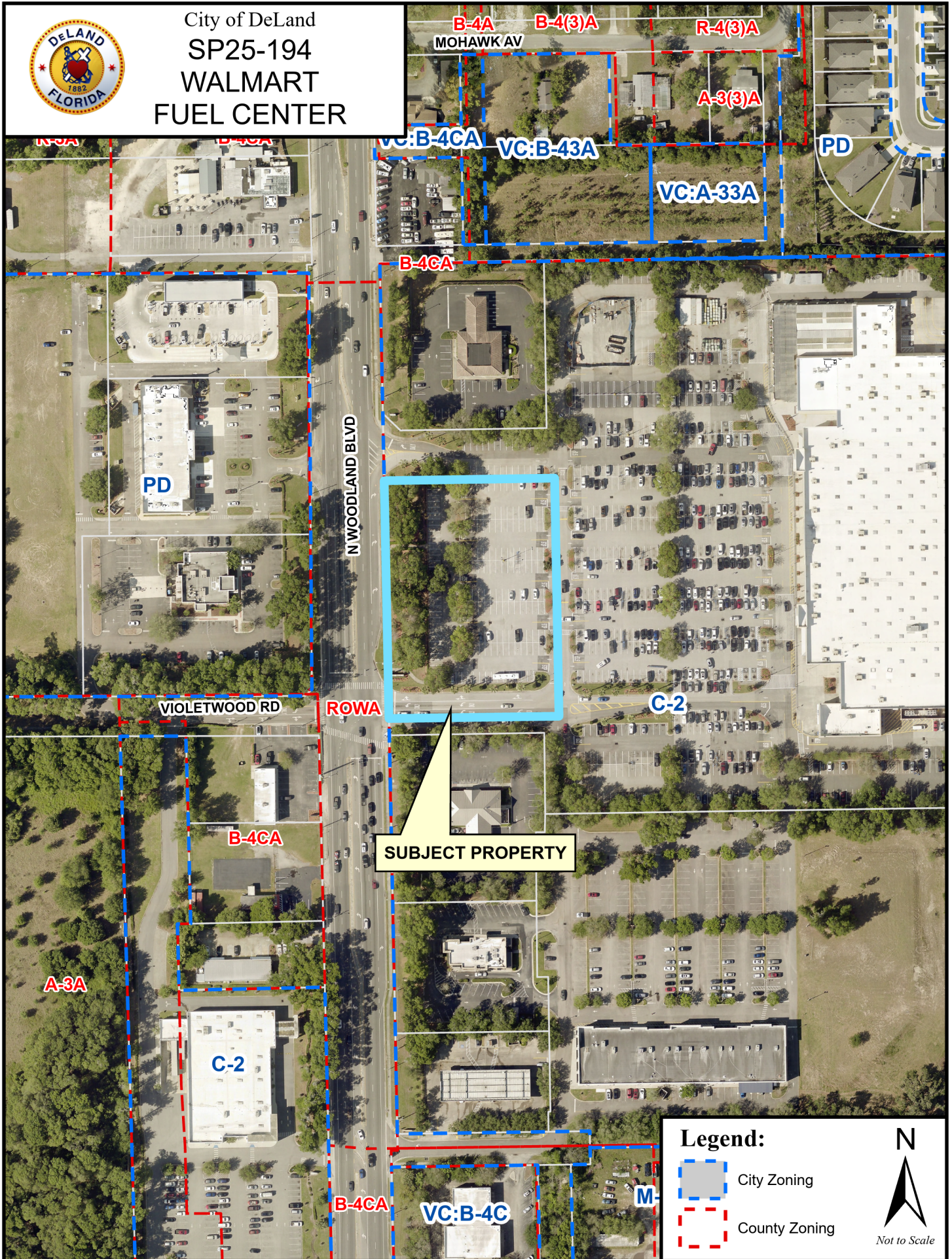
- City Zoning
- County Zoning

N

Not to Scale





City of DeLand
 SP25-194
 WALMART
 FUEL CENTER



SUBJECT PROPERTY

Legend:

-  City Zoning
-  County Zoning



Issues for record SP25-194
Job Address: 1699 N WOODLAND BLVD, DELAND FL 32720
Job Description: Construction of a 10-pump fuel station and 1,618 SF convenience store

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Engineering	Draft	Paving Limits It is not clear where the limits of paving is on the north side.	C1.3	Steven Danskine	Steven Danskine	Yes
Engineering	Draft	Pavement According to the Proposed Pavement Legend, the areas surrounding the fuel islands, over the fuel storage tanks, and dumpster pad are proposed to be Heavy Duty Asphalt. Suggest paving these areas with Concrete as appropriate.	C1.2	Steven Danskine	Steven Danskine	Yes
Engineering	Draft	Demolition Existing 24" Storm Pipe is shown to be removed outside of the designated Demolition limits.	C1.1	Steven Danskine	Steven Danskine	Yes
Engineering	Draft	Retention Pond Maintenance The existing stormwater retention pond appears to be suffering from a lack of maintenance. The evidence of longstanding water and apparent sediment buildup should be evaluated. Please include a pond evaluation and appropriate remediation as necessary in the plans and specifications.	Stormwater Report.pdf	Steven Danskine	Steven Danskine	Yes
Fire	Draft	Fire Hydrant A minimum of a 6 in. supply line required for the fire hydrant.	C1.4	Jamie Lunsford	Jamie Lunsford	Yes
Forestry	Draft	Minimum Coverage With a total of 354" DBH of existing trees to remain, minimum coverage has been metn.	TR1.0	Laureen Kornel	Laureen Kornel	No
Forestry	Draft	Text under existing trees table Total tree inches removed to count toward mitigation is required to be shown in a Mitigation Table. Please include species, DBH, designation (specimen or protected) and the required replacement inches. This should be provided in a separate excel sheet.	TR1.0	Laureen Kornel	Laureen Kornel	Yes
Forestry	Draft	Protected Column of Table Trees from #1055 to #1065 do not appear to be included as protected tree removals. Please add them to the protected column table or explain why they are not included. Tree #1063 should be considered under the protected tree column because neither of the trunks are 10" or larger.	TR1.0	Laureen Kornel	Laureen Kornel	Yes

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Forestry	Draft	<p>Historic Tree 33" Depending on if this tree is a Live Oak or a Laurel Oak this tree may or may not be an historic tree. Please clarify if this tree historic. Historic trees require review by the Tree Advisory Committee and approval from the City Commission.</p>	TR1.0	Laureen Kornel	Laureen Kornel	Yes
Forestry	Draft	<p>Historic Trees Please remove the two trees specified as historic from the Historic column as they are multi-trunk trees and not considered historic. Depending on species they may be either protected or specimen.</p>	TR1.0	Laureen Kornel	Laureen Kornel	Yes
Forestry	Draft	<p>Existing Tree Table All trees over 10" DBH are required to be identified by species i.e. specify Live or Laurel Oak. Please also identify unknown species.</p>	TR1.0	Laureen Kornel	Laureen Kornel	Yes
Forestry	Draft	<p>Tree Protection Area A number of trees proposed for removal appear to be in the Tree Protection Area (TPA) when the subdivision was created. 1. Show that the tree protection area on TR1.0 matches the approved Walmart site plan from the early 2000's which has been uploaded. The original plan called out 15.5% TPA. 2. If encroachment cannot be avoided, please show where additional TPA will be added to meet the 15% TPA. 3. Clearly show the Tree Protection Area limits either on this page or another exhibit.</p>	TR1.0	Laureen Kornel	Laureen Kornel	Yes
Forestry	Draft	<p>Historic Trees This project has no historic trees.</p>	TR1.0	Laureen Kornel	Laureen Kornel	No
Forestry	Draft	<p>Description A 6" caliper magnolia requires a 19' minimum height. A 6" caliper oak requires a 19' minimum height. Please revise.</p>	L1.0	Laureen Kornel	Laureen Kornel	Yes
Forestry	Draft	<p>Plant List Description Under the description, include the spread and gallon size for each tree listed.</p> <p>AR - 4' spread, 45-gallon IC - 2' spread, 45-gallon LI - 3.5' spread, 45-gallon MG - 6' spread, 200-gallon QV - 6' spread, 200-gallon</p>	L1.0	Laureen Kornel	Laureen Kornel	Yes

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Forestry	Draft	<p>Index of Trees Add the following sheets to the Index of Trees on the cover sheet:</p> <ul style="list-style-type: none"> TR1.0 - Tree Removal Plan TR1.0 - Tree Protection Details TTE-1 - Truck Turn Index 	C0.1	Laureen Kornel	Laureen Kornel	Yes
Planning	Draft	<p>Survey Delineate the boundary of the fuel station lot on the survey and /or the site dimension plan</p>		Belinda Collins	Belinda Collins	Yes
Planning	Draft	<p>Lighting 1. LIGHTING – Verify if any lighting will be placed on the building and provide details with dimensions. All lighting shall be downward and of the full cut off shield variety in which the light source is recessed and shielded in a manner which prohibits upward light overspill into the night sky. Upward illumination is prohibited except: a. Ground level light fixtures, which shall be of the burial vault type and shall be fully screened by landscaping. Illumination from ground level light fixtures shall not exceed the roof line of the illuminated structure by greater than 0.01 foot-candles. b. Illumination from building wall lights providing architectural detail where a component of the lighting is designed to illuminate the building in an upward manner as part of the building aesthetic design shall not exceed the roof line of the illuminated structure by greater than 0.01 foot-candles.</p> <p>2. Show the calculations of the foot candles out to the property lines to verify that the requirements are met for lighting. Sec. 33-94.03 (g) 2 - "Off-site areas shall be shielded from offensive or excessive illumination. Illumination from any light source onto adjacent properties or into the public right-of-way shall not exceed 0.5 foot-candles."</p>	A25	Belinda Collins	Belinda Collins	Yes

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
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General

1. GENERAL - Update the Index of Sheets to coordinate with the pages that have been provided (i.e. there is no separate sheet for the signage details and sheets C5.5 – C5.8 are mislabeled, no dumpster details etc.).
2. Show the RTU as a dashed line behind the screen wall.
3. It appears that it will not be, but verify if the gas station is to be on a separate outparcel or not.
4. SITE ANALYSIS TABLE – In the aerial depiction by CPH the front setback (30') and landscape buffer (20') are incorrectly labeled. The correct measurements are 20' and 40' respectively.
5. The Walk in Fuel Station Elevations should be compared to the City of DeLand Community Design Standards (Sec. 33-94) instead of the City of Ormond Beach standards. Please correct.

Planning Draft

Belinda Collins

Belinda Collins

Yes

Trees

1. TPA – A tree protection area (TPA) has been established for the overall Walmart site. Several of the trees listed to be removed are located within the TPA and may impact the required area that was previously established. Verify that the minimum 15% TPA has been maintained on the overall site. Show the extent of the TPA on this site and the percentage of the site that it represents.
2. It appears that not all the trees shown to be removed are identified in the table of Existing Trees. There are 30 trees X'd out on the site plan but only 28 listed to be removed. Also, several of the trees to be removed are not identified as protected, specimen or historic. Please update the table.
3. The drive aisle west of the gas pumps is 30 feet wide and reducing the width may allow the stormwater pipe to be moved over and some of the TPA area to be maintained.
4. This site is located adjacent to an Emerging Gateway and as such a 40-foot wide buffer, using Standard D planting requirements is to be used for this project. It appears that a 20-foot buffer and Standard A was used, which is incorrect. The requirements are as follows:
 Plant type Rate # required
 - Canopy 7.2 (4" dbh) 23
 - Understory 4 13
 - Shrubs 30 98
1. Wherever possible, consider the including the use of LID methods to help with stormwater management. Where the TPA has been reduced along the western property line, using LID in exchange for a new stormwater pipe could help maintain the trees and provide a way to handle runoff.

Planning Draft

Belinda Collins

Belinda Collins

Yes

TR1.0

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Planning	Draft	<p>Signage</p> <p>12. Add the dimensions of the sign base/and or the overall height to be able to verify overall height. (site signage page)</p> <p>13. FYI – Be aware that any signage to be located on the canopies will count toward the overall building sign allowance.</p>		Belinda Collins	Belinda Collins	Yes
		<p>Site dimension plan</p> <p>1. Add site dimensions to the proposed gas station site as well as to the building, canopy, driveway widths etc.</p> <p>2. For the On-site land information, the current land use should be listed as "parking lot" instead of "vacant land".</p> <p>3. The comprehensive plan land use designation for the property is Highway Commercial.</p> <p>4. ADA Parking - Dimensions for the handicap parking space should be 12 x 20 with a 5 foot access aisle.</p> <p>5. Add dimensions to the north side of the lot/project area.</p> <p>6. In addition to the overall parking required for the Wal-Mart, provide required parking number separately for the gas station as well. Also, indicate the number of parking spaces existing prior to the gas station and the number that were eliminated as part of the new site plan.</p> <p>7. Provide the building setback information for the gas station relative to the front and side property lines.</p> <p>8. DUMPSTER - A small portion of the dumpster encroaches into the building setback area on the south portion of this parcel. Please adjust or relocate the structure to correct this issue. Because the driveway adjacent to the dumpster is 30.12 feet wide, there should be adequate space to move the dumpster out of the setback area. Another option is to relocate the dumpster to the parking spaces near the northernmost entrance adjacent to Woodland Blvd.</p> <p>9. The location of the air station being adjacent to the parking space in front of the building will limit its availability to users. Indicate whether signage will be placed at the space reserving the it for the air station. Another location may be more suitable. If the dumpster is relocated, that space, or anywhere along that drive aisle may be a better place for the air station.</p> <p>10. Impervious surface – The C-2 zoning designation has a maximum 70% impervious limit. The site date indicates that the impervious surface post development will be less than the previous amount. Since some of the TPA is proposed to be removed, please indicate how this occurred.</p> <p>11. Data table – Add a column to the data table that distinguishes the proposed changes made to the site for this development in comparison to the existing development.</p> <p>12. In order to avoid potential issues with traffic tie-ups at the southeast corner of the property, consider making the entrance a right-in only. A left turn may create traffic jams at that entrance coming into the site. Closing that entrance off completely may also help avoid problems.</p>	C1.2	Belinda Collins	Belinda Collins	Yes
Planning	Draft	<p>TREES</p> <p>Clarify if the trees "neatly" removed and replaced as shown on the demolition plan will be replanted on site and if so where they will be placed.</p>	C1.1	Belinda Collins	Belinda Collins	Yes

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Planning	Draft	Dumpster details Please provide design details for the dumpster area including dimensions, materials and colors used for the screening enclosure. The enclosure should match or compliment the architectural design of the primary structure as much as possible.	C5.7	Belinda Collins	Belinda Collins	Yes
Planning	Draft	Index of Sheets corrections Update the Index of Sheets to coordinate with the pages that have been provided (i.e. there is no separate sheet for the signage details and sheets C5.5 – C5.8 are mistabeled, no dumpster details etc.).	C0.1	Belinda Collins	Belinda Collins	Yes
Planning	Draft	Dumpster location A small portion of the dumpster encroaches into the building setback area on the south portion of this parcel. Because the driveway adjacent to the dumpster is 30.12 feet wide, there should be adequate space to move the dumpster out of the setback area. Please adjust or relocate the structure to correct this issue.	C1.2	Belinda Collins	Belinda Collins	Yes
Utilities	Draft	Lift Station Need to provide a proposed lift station sheet into the plan specification area for approval.	C0.1	Jim Ailes	Jim Ailes	Yes
Utilities	Draft	Second 2" Tap and piping to the West What will this be used for? A separate irrigation only meter is not allowed if that is the purpose. The connection must occur after the domestic meter for the building or be placed on a well. Reclaim is not currently available in this area.	C1.4	Jim Ailes	Jim Ailes	Yes
Utilities	Draft	Fire Hydrant piping Item #8 &10 call out 2" GV and Backflow line for 6" Fire Hydrant and is not acceptable.	C1.4	Jim Ailes	Jim Ailes	Yes
Utilities	Draft	Manhole Connection Manhole shall be lined by developer if not all ready done for corrosion inspection. Inside drop must be per city specifications.	C1.4	Jim Ailes	Jim Ailes	Yes
Utilities	Draft	Tracer wire All force mains, water, and reclaim lines shall have location tracer wire installed and tested.	C0.2	Jim Ailes	Jim Ailes	Yes
Utilities	Draft	Locator Balls All new lines shat have location balls installed per city specifications.	C0.2	Jim Ailes	Jim Ailes	Yes
Utilities	Draft	USA This project will require a utility service agreement to be signed prior to construction.	C0.1	Jim Ailes	Jim Ailes	Yes