

Technical Review Committee Meeting

October 8, 2025 – 10:00 a.m.

Upstairs Conference Room, City Hall, 155 Corey Ave. St. Pete Beach

COMMITTEE MEMBERS PRESENT:

Brandon Berry

Kristin Coman

Kelly Intzes

Luke Curtis

Peyt Dewar

Mandy Edmunds via Teams

Camden Mills via Teams

STAFF PRESENT:

Frances Robustelli, City Manager

Adam Poirrier, Assistant City Manager

Laura Canary, Community Development Director

Ginny Bodkin, Deputy City Clerk

Marc Portugal, Communications Manager

Member Berry called the meeting to order at 10:00 a.m.

**1. Site Plan No. 25130: 1950 Pass-A-Grille Way**

Dustin Ballard, P.E., of Kimley-Horn for the City of St. Pete Beach requests redevelopment of Fire Station 22, with associated building utility services, stormwater, and parking infrastructure (INS zoning). Approved for variances (Case No. 24061) pertaining to setback encroachments and height of ancillary overruns, and impervious surface/lot coverage, on 11/20/24.

Mr. Berry opened this staff level review. Architect Cole Mears, Engineer Dustin Ballard and Engineering Analyst Taylor Dean of Kimley-Horn were present. Mr. Ballard explained the process of the plans to date and scope of work for the project. He reviewed some of the plans to be submitted.

Public Services: Had no comments.

Building Department: Had no comments.

Code Enforcement: Had no comments.

Recreation: Had no comments.

Fire: Fire Marshal Kelly Intzes reviewed her comments from the memorandum:

- Fire Department access road within 50 ft. of an exterior door.
- Fire Department access roads not more than 150 ft. from any portion of the 1<sup>st</sup> floor exterior wall or 450 ft. with an approved sprinkler system. Need to exhibit distances to doors on plans.
- 36” to 60” clear space for fire hydrants – add hydrant and FDC location to landscape plans.
- FDC connection requirements – locations on plans – underground lines must be exhibited. Double detector check valve assembly must be above ground.
- Required FDC signage.

Planning & Zoning: Member Berry reviewed the comments from the memorandum with the engineer:

- Hex block stamped sidewalk per commitment to Historic Preservation Board – Mr. Ballard acknowledged full sidewalk replacement along PAG Way.
- Survey needs digital stamp and title certification.
- Floor area ratio must be indicated in site data table and greenspace 0.14 coverage as approved by the Board of Adjustment.
- Need to revise ISR to .85 per Comp Plan for additional permeable surface.
- Need to include visibility triangles at corner of PAG Way and 20<sup>th</sup> Ave. and all driveways.
- One small tree in each buffer or an alternative with explanation.
- Permeable pavers and concrete were discussed; the engineers are investigating options that will bear the weight of fire trucks long term.
- Landscaping needed to screen the east side transformer; engineers are considering placing in a vault with a manhole under the southern apparatus exit and look at landscaping where the switch gear sits.
- Signage for the two staff only spaces and staff entrance was discussed. This is a formed shell based permeable system that grass could grow through. Perviousness was discussed.
- The building permit is being submitted and in Hennessy's court. They are waiting for a FOG application approval from staff.
- The expiration date of the variance was discussed with relation to it being secured during a declared state emergency. Member Berry will confer with the city attorney for an answer on that in writing.
- Any significant street closures during construction or sewer connections will need to be reported to city to allow notification to the public.
- Dumpsters are rollouts; they would be south of the western stairs to keep concealed.
- A lighting expert has been consulted to keep lower lighting to the west side for less disruption to neighbors.
- Construction materials will be stored off site – possibly the Warren Webster.
- AT&T light pole out front will be added to the plans.

**2. Site Plan No. 25124: 3700 Gulf Blvd.**

Ely Payne of Baysite Engineering, LLC for 3700 Gulf Blvd LLC requests a site plan for redevelopment of a former restaurant to four multifamily attached units with parking (RFM zoning). Associated with variance 24003 pertaining to setbacks, approved 02/28/24.

Member Berry explained that this project came forward previously as a request for a townhouse development which was not approved by the City Commission; it has been reworked as a multifamily project. Ely Payne of Baysite Engineering was present on Teams and confirmed that the project will consist of four single family units.

**Public Services:** Member Mills commented:

- The planned sewer looks good; he noted the proposal to remove the grease traps in the northwest corner and advised that any existing sewer services be cut and capped in the demo plan.
- The utility sheet needs to show expected flows in gallons per day for the units.
- Drainage - The curve number for the predevelopment scenario appears to be using the existing commercial property, but Chapter 106 requires that land be improved from its natural state (open land).

**Code Enforcement:** Member Dewar commented:

- As a four-story structure, attention must be paid to lights visible on the beach. Mr. Payne acknowledged that turtle lighting codes will be followed for any light that can be observed from the beach. Member Dewar stated that there will be an inspection pre-Certificate of Occupancy.
- Dumpsters must stay on the property – not in rights of way.
- Parking for contractors and subs must be in permitted areas only; parking is at a premium here.

Recreation: Had no comments.

City Attorney: Not present – no comments provided.

Fire: Member Intzes reviewed Fire Department comments:

- Mr. Payne shared his screen with updated footage in the site plan. 450' to the nearest point of the building and 150 ft. for sprinkled buildings. He will send her the code language they are using.
- Two FDCs will be set up on frontage.
- Per Pinellas County, Double detector check valve assembly cannot be undergrounded. He has already submitted to the county for approval.
- Domestic water flow needs to be calculated in for the sprinkler demand; adequate flow is needed. Mr. Payne will update fire plans with submittal.

Building: Member Curtis – Per Florida building Code, as this is greater than three stories, a threshold inspection will be required.

Planning & Zoning: Member Berry reviewed comments:

- The Zoning definition for multifamily is different than building; the Building Code would consider these as four single family units with fire wall separations. Mr. Payne confirmed.
- The city does not allow for attached, single family in this zoning district but does allow for multifamily. The City Attorney felt comfortable with attached single family, but Member Berry will confirm that with him and advise the applicant definitively.
- The south side requires a 6'buffer near the street – move one foot.
- The north side small utility pad needs to be reduced to fit the 5' setback.
- Gulf Blvd. is a state road for sidewalk approval; the applicant is already working with FDOT.
- North and west side buffers identified correctly but require continuous hedge 3.5feet; shrub planting were discussed and will be updated. Need to check references for buffer requirements based on the width of the adjacent roadway
- Check separation requirements for trees and utility lines.
- South side sidewalk must be maintained to the surface crossing driveway.
- Ensure that top two stories have turtle friendly glass or lighting or demonstrate otherwise.
- Provide the size of the meter for potable water.
- At permitting time, the city will collect approximately \$850 per unit for recreation fees.
- The parking requirement of one space per bedroom is met.
- Concurrency issuance prior to the site plan – expectations are that Pinellas County will send a service letter for potable water, Waste Connections will send form letter that there is at least 50 years of capacity for solid waste. All other concurrencies will come from the city – Public Services will issues letters for sewer and stormwater, and for Pinellas County Schools. No traffic study will be necessary.

Member Berry requested that the applicant send a revised site plan, and he will distribute.

The meeting was adjourned at 10:55 a.m.

**A copy of the agenda memorandum with a list of questions by each Committee member is made a part of the record.**