



Marion County

Development Review Committee

Meeting Minutes

Ocala, FL 34471
Phone: 352-671-8686

Monday, September 8, 2025

9:00 AM

Office of the County Engineer

MEMBERS OF THE PUBLIC ARE ADVISED THAT THIS MEETING / HEARING IS A PUBLIC PROCEEDING, AND THE CLERK TO THE BOARD IS MAKING AN AUDIO RECORDING OF THE PROCEEDINGS, AND ALL STATEMENTS MADE DURING THE PROCEEDINGS, WHICH RECORDING WILL BE A PUBLIC RECORD, SUBJECT TO DISCLOSURE UNDER THE PUBLIC RECORDS LAW OF FLORIDA. BE AWARE, HOWEVER, THAT THE AUDIO RECORDING MAY NOT SATISFY THE REQUIREMENT FOR A VERBATIM TRANSCRIPT OF THE PROCEEDINGS, DESCRIBED IN THE NOTICE OF THIS MEETING, IN THE EVENT YOU DESIRE TO APPEAL ANY DECISION ADOPTED IN THIS PROCEEDING.

1. ROLL CALL

MEMBERS PRESENT:

Michelle Fanelli for Michael Savage Chairman (Building Safety Director)
Ken McCann, Vice Chairman (Fire Marshal)
Chuck Varadin (Growth Services Director)
Tony Cunningham (Utilities Director)

OTHERS PRESENT:

Kathleen Brugnoli (Planning/Zoning)
Elizabeth Madeloni (Planning/Zoning)
Susan Heyen (Landscape/Parks)
Linda Blackburn (Legal)
Kevin Vickers (Office of the County Engineer)
Alexander Turnipseed (Office of the County Engineer)
Chris Zeigler (Office of the County Engineer)
Aaron Pool (Office of the County Engineer)
Kelly Hathaway (Office of the County Engineer)
Sandi Sapp (Office of the County Engineer)

2. PLEDGE OF ALLEGIANCE

3. ADOPT THE FOLLOWING MINUTES:

3.1. August 25, 2025

Motion by Chuck Varadin to approve the minutes, seconded by Tony Cunningham
Motion carried 4-0

4. PUBLIC COMMENT

5. CONSENT AGENDA: STAFF HAS REVIEWED AND RECOMMENDS APPROVAL

- 5.1. 8005-0849-25 Duplexes SFM EXT/WM CNX (fka SAS Land Trust Duplex Project) - Utility Plan
3517 SW 157th Loop All Units Ocala
Project #2025030048 #32625 Parcel #8005-0849-25
Ardurra Group, Inc.**
- 5.2. Ocala Crossings South Phase 5 - Final Plat
9009 SW 49th Avenue Rd Ocala
Project #2024070059 #32865 Parcel #35623-001-01
AM Gaudet & Associates, Inc.**
- 5.3. Summer Pointe Village Phase 1A - Major Site Plan
Project #2025070030 #33061 Parcel #47659-001-00
Tillman and Associates Engineering, LLC**
- 5.4. Irons 9 - Major Site Plan
Project #2025020053 #32713 Parcel #35300-000-17
Kimley-Horn and Associates, Inc.**

Motion by Michelle Fanelli to approve items 5.1. through 5.4. on the consent agenda, seconded by Tony Cunningham
Motion carried 4-0

6. SCHEDULED ITEMS:

- 6.1. Melody Preserve - Improvement Plan - Waiver Request to Improvement Plan in Review
7945 SW 80th St Ocala
Project #2024100025 #32515 Parcel #35300-000-15 & 35474-000-00
Kimley-Horn and Associates**

LDC 6.12.12(D) - Sidewalks

CODE states: At the discretion of the Development Review Committee, in lieu of construction along external streets, the developer may pay a sidewalk fee to the County in an amount necessary to complete construction. This amount shall be determined by the project engineer and approved by the County with payment

required prior to final plan approval. The County may use these funds toward the construction of sidewalks throughout the County based on priorities established by the Board.

APPLICANT requests a wavier to pay fee in-lieu of sidewalk construction along SW 80th Street from site entrance to SW 77th Court per conversations with the County Engineer.

Motion by Chuck Varadin to approve, seconded by Tony Cunningham

Motion carried 4-0

**6.2. West Mini Farms - Waiver Request to Major Site Plan
Project #2025050077 #33267 Parcel #34979-000-00
Tillman & Associates Engineering, LLC**

LDC 2.18.4.C Construction, completion, and close out

CODE states: All subdivision improvements shall be constructed in accordance with approved plans and shall conform to regulations and specifications in effect on the date of approval of the improvement plans.

APPLICANT - Waiver requested to commence site grading activities only prior to plan approval at Developer's own risk. SWFWMD, NPDES and FWC permit (as applicable) will be obtained prior to site disturbance. The erosion and sediment control plan will be installed and maintained through grading activities.

Motion by Chuck Varadin to table this item for up to two weeks, seconded by Tony Cunningham

Motion carried 4-0

**6.3. Levon Lake Kerr Proposed Residence - Waiver Request to Major Site Plan
22601 NE 131st Ln Salt Springs
Project #2025080044 #33246 Parcel #11345-003-00
Clymer Farner Barley, Inc.**

LDC 6.13.5 Flood plain and protection

CODE states: A. This section provides requirements for all land use activities, including single family residences, which materially change the location, elevation, size, capacity, or hydraulic characteristics of the existing one percent (100-year) flood plain as identified by the Federal Emergency Management Agency (FEMA). The intent is to ensure that equivalent flood plain volume and conveyance is maintained. This section also supplements Division 5.3 Flood Plain Overlay Zone. B. Land use activities which materially change the flood plain may be permitted when calculations performed by a licensed professional are provided demonstrating that compensating storage or other hydraulic characteristics are provided on the owner's property or within an easement. The calculations shall be reviewed and approved by the County Engineer or his designee. C. Land use activities that do not meet the thresholds for a stormwater analysis shall minimally be required to demonstrate one-for-one compensating storage, to be reviewed and approved by the County Engineer or his designee. D. When proposed improvements associated with mass grading plans, major site plans or improvement plans encroach into a flood hazard

zone, it shall be necessary for the applicant to file a map amendment or revision with FEMA.

APPLICANT request - There are three (3) different flood plains on site; two (2) are Marion County Flood Prone Areas and one (1) is a FEMA Flood Zone. The elevation difference between the FEMA Flood Zone and the Marion County Flood Prone Area for Lake Kerr is 0.61 feet, with the FEMA Flood Zone being the higher elevation. We are proposing the FF elevation of the proposed building to be 27.5 feet, one foot above the FEMA BFE, and to not have to provide floodplain compensation for the fill in the FEMA flood plain of Lake Kerr (~5,000 acres) due to it being de minimis. We would also like to request not providing any flood plain compensation for the southern Marion County Flood Prone area located onsite, as it does not have an established BFE and based on the owner not seeing any flooding conditions nor standing water onsite since family ownership dating back to the early 1970s.

Motion by Chuck Varadin to approve request condition upon providing compensating storage for LDC 6.13.5 and also providing grading plan with corrections as notes 27.5 feet and 0.61 feet, seconded by Tony Cunningham

Motion carried 4-0

**6.4. Black Label Marine - Waiver Request to Major Site Plan
4211 NW Blitchton Rd Ocala
Project #1999007470 #33245 Parcel #21548-000-00
Clymer Farner Barley, Inc.**

LDC 6.11.5 Driveway Access

CODE states: Driveways provide the physical transition between a site and the abutting roadway. Driveways should be located and designed to minimize impacts on traffic while providing safe entry and exit from the development served. The location and design of the connection must take into account characteristics of the roadway, the site, and the potential users. B. General Driveway Requirements. (1) Each buildable lot, parcel, or tract is entitled to a driveway unless cross access is available. (2) Adjacent properties under the same ownership shall be considered as a single property for application of driveway spacing or for driveway permits. Applicants may include a request that properties be considered individually for permitting purposes but the request must be specifically included in the permit and a sketch included that details the lot configurations and driveway placement. (3) Driveway location and minimum spacing shall be consistent with traffic safety standards. If standards cannot be achieved, the County Engineer or his designee can review and approve on a case-by-case basis. (4) Driveway width shall be subject to internal and external traffic flow considerations. The driveway width considerations include, but are not limited to, the number of lanes, the driveway geometrics, internal obstructions, and traffic safety. (5) Concrete mitered end sections are required for culverts when used for driveways accessing a roadway with posted speeds of 40 mph or greater. C. Commercial Driveway Requirements. (1) The minimum allowed distance between a commercial driveway and the nearest intersecting roadway or driveway shall be as shown in Table 6.11-2.

APPLICANT states CFB attended a DRC staff meeting on 7/10/2025, in which staff explained one of the two existing driveways would need to be removed. Both driveways entering the subject site have been permitted with FDOT since permit

issuance on 8/31/1995/ CFB had a pre app meeting with FDOT on 7/15/2025 and they confirmed that the proposed project would not be deemed a significant change, which would allow us to keep both driveways. Having both driveways is crucial for current business operation, following better circulation for trailered boats.

Motion by Chuck Varadin to deny, seconded by Michelle Fanelli

Motion carried 4-0

LDC 6.8.6. - Buffers

CODE states: It is the intent of this section to eliminate or reduce the negative impacts of the adjacent uses upon each other such that the long term continuance of either use is not threatened by such impacts and the uses may be considered compatible.

APPLICANT request - CFB attended a DRC staff meeting on 7/10/25, in which staff explained a Type B landscape buffer, with a wall, would be required along the western property boundary. The adjacent western parcel is zoned B-4; however, its current use is a single-family residence. There are clusters of trees along the western property boundary, offering an existing buffer from current operation. We are requesting a waiver from having to provide any landscape buffer along the western property boundary, since one is not required strictly based on zoning and especially since the proposed use of the subject parcel matches the existing use.

Motion by Chuck Varadin to deny and recommend to the Board of County Commissioners to deny the waiver pertaining to the type B buffer, seconded by Tony Cunningham

Motion carried 4-0

- 6.5. Southern Pro Fence & Gate, LLC - Waiver Request to Major Site Plan**
9110 S US Hwy 441 Ocala
Project #2024100071 #33247 Parcel #36887-000-00
Clymer Farner Barley, Inc.

LDC Division 21 - Major Site Plan

CODE states:

Sec. 2.21.1. - Applicability

A. Major Site Plan shall be submitted for review and approval prior to the issuance of a Building Permit or prior to the construction of site improvements when proposed improvements exceed any of the following thresholds: (1) Collectively, all existing and proposed impervious ground coverage equals or exceeds 35 percent of the gross site area or 9,000 square feet. (2) The combined driveway trip generation meets or exceeds 50 peak hour vehicle trips. (3) A 24-inch diameter pipe, its equivalent, or larger is utilized to discharge stormwater runoff from the project area.

B. Off-site improvements related to a Major Site Plan shall be submitted as a separate Improvement Plan application. C. Improvements which do not require a Major Site Plan but do result in an increase in flooding of adjacent property or concentration of stormwater discharge onto adjacent property shall only be subject to stormwater compliance as follows: (1) Demonstrate to the Office of the County Engineer that proposed and existing development will not adversely affect public property and will not generate stormwater runoff in excess of pre-development runoff. Demonstration can be provided through ketches, pictures, site maps, etc. and

can be confirmed through a scheduled and coordinated site visit. (2) Provide erosion control. Temporary erosion control shall be provided as needed throughout construction and permanent erosion control shall be established prior to the project being considered successfully closed and completed by the County, including but not limited to the issuance of any Certificate of Occupancy associated with the property. (3) Submit two copies of a finalized sketch which shows the existing improvements in the immediate vicinity, proposed improvements, stormwater controls and a statement that the owner understands and complies with required stormwater controls. Both copies shall bear the owner's original signature and date. Upon review and approval, one approved sketch shall be returned to the applicant.

D. Large parcels of property such as, but not limited to, farms, woodlands, commercial nurseries, or sod farms where existing and proposed impervious ground coverage equals or exceeds 35 percent of the gross site area or 9,000 square feet shall not be subject to submittal of a complete Major Site Plan but instead shall be subject to stormwater compliance as follows: (1) Demonstrate to the Office of the County Engineer that proposed and existing development will not adversely affect adjacent property and will not generate stormwater runoff in excess of pre-development runoff. Demonstration can be provided through sketches, pictures, site maps, etc. and can be confirmed through a scheduled and coordinated site visit. Stormwater controls can be provided through a combination of natural retention areas with excess capacity and/or constructed stormwater systems. (2) Provide erosion control. Temporary erosion control shall be provided as needed throughout construction and permanent erosion control shall be established prior to the project being considered successfully closed and completed by the County, including but not limited to the issuance of any Certificate of Occupancy associated with the property. (3) Submit two copies of a finalized sketch which shows the existing improvements in the immediate vicinity, proposed improvements, stormwater controls and a statement that the owner understands and complies with required stormwater controls. Both copies shall bear the owner's original signature and date. Upon review and approval, one approved sketch shall be returned to the applicant.

E. Improvements related to bona fide agricultural uses that meet all of the following conditions are exempt from the requirements of a Major Site Plan: (1) Are on a parcel greater than or equal to ten acres. (2) Are a minimum of 200 feet from all property lines. (3) If collectively all existing and proposed surfaces are less than three percent of the gross site area and do not exceed 30,000 square feet of impervious ground coverage. (4) Do not increase any offsite drainage. (5) Do not contribute offsite drainage to a County documented drainage problem. F. Exemptions or partial exemptions from a Major Site Plan do not make the applicant exempt from any other sections of this Code.

(Ord. No. 13-20, § 2, 7-11-2013)

Sec. 2.21.2. - Submittal requirements

A. Major Site Plan applications shall be submitted to the Office of the County Engineer. Multi-phase Major Site Plans may include a separate sheet showing independent, standalone phasing and shall not be subject to a separate Master Plan application. B. A fee in the amount established by resolution of the Board shall accompany the application. The fee schedule is available at the Office of the County Engineer. C. Digital submission of plans shall be coordinated through the Office of the County Engineer and available through www.marioncountyfl.org/ePlans.aspx

<<http://www.marioncountyfl.org/ePlans.aspx>>. D. For paper submissions, the number of copies submitted shall be established by resolution. E. Development Review Plan Application available at the Office of the County Engineer. F. General application requirements shall be as shown on Table 2.11-1 Application Requirements. G. A copy of the vertical and horizontal control notes shall be submitted to the Office of the County Engineer for review.
(Ord. No. 13-20, § 2, 7-11-2013)

Sec. 2.21.3. - Review and approval procedures

A. DRC shall review this application with staff comments and approve, approve with conditions, or provide further direction to the applicant. B. One approved plan shall be returned to the applicant. C. Upon approval by DRC, a Building Permit may be issued and such approval is authority for applicant to proceed with the site improvements shown on the approved Major Site Plan. D. Permitting by other agencies. Any waivers, exemptions or partial exemptions granted by Marion County do not exempt the applicant from obtaining the appropriate permits from other agencies as applicable.
(Ord. No. 13-20, § 2, 7-11-2013)

Sec. 2.21.4. - Construction, completion, and close out

B. Major Site Plans shall be valid for two years with a one-time extension of one year if requested in writing by the applicant and approved by DRC. B. If connection to any stormwater facility which is public or will become public is proposed, the applicant is required to provide for the inspection of the surface water management system by an appropriately licensed design professional to assure that the system is properly constructed and maintained. The inspection shall occur within 30 days of project completion. The County shall be copied on all inspection reports required by the governing Water Management District permit for operation and maintenance. C. The development of any improvements made pursuant to an approved Major Site Plan shall be inspected and approved by the Office of the County Engineer prior to the issuance of a Certificate of Occupancy. D. The applicant shall notify the Office of the County Engineer for onsite improvement work 72 hours prior to commencing construction. E. All improvements shall be constructed in accordance with approved plans. F. As-Built Submittal. (1) Two sets of As-Built/Record Survey signed and sealed by a Professional Surveyor and Mapper meeting standards set forth in Ch. 5J-17 FAC shall be submitted prior to final inspection along with a digital version of the survey in a format pre-approved by the Office of the County Engineer. (2) Inspection and material testing of all improvements shall be submitted in one report with the As-Built/Record Survey. G. Certification of Final Completion. When all required improvements have been constructed, the applicant shall so advise the Office of the County Engineer and submit a request for final inspection with a certification of final completion. The certification form is available at the Office of the County Engineer. After all work is completed, inspected, and accepted by the County, a letter of completion will be issued to the applicant. H. Execute utility easement agreements prior to certification of final completion.
APPLICANT requests relief from requirement of Major Site Plan for impervious surface and traffic analysis. Onsite existing impervious exceeds 9,000 square feet per Sec. 2.21.1.A (1). This project proposes removing portions of existing impervious and proposes four (4) buildings that store construction materials. The net increase in

impervious, after the existing impervious is removed, is 5,228 square feet. Increased traffic trips are minimal for this project compared to existing operations. A minor site plan will be submitted.

Motion by Chuck Varadin to approve the waiver with the condition that the minor site plan include stormwater and no impervious be added to the flood prone area, seconded by Tony Cunningham

Motion carried 4-0

6.6. Classic Acres Phase 1 - Waiver Request to Establishment of County MSBU

**4209 NW 110th Ave Ocala
Project #2025040014 #32697 Parcel #12654-000-00
Rogers Engineering, LLC**

LDC 2.16.1.B(8)(g) - Establishment of County MSBU

CODE states: A County MSBU shall be established for the maintenance of the improvements created by this division prior to final approval and recordation. A waiver to this provision may only be granted by the Board upon review and recommendation by the DRC.

APPLICANT requests waiver to provide an easement agreement for maintenance requirements and HOA documents.

Motion by Tony Cunningham to approve conditioned on providing HOA and easement documents, seconded by Ken McCann

Motion carried 4-0

**6.7. Home and Hanger - Waiver Request to Major Site Plan
Project #2025080039 #33237 Parcel #37511-022-04
Abshier Engineering, Inc.**

LDC 2.21.1.A Applicability - Major Site Plan

CODE states: A Major Site Plan shall be submitted for review and approval prior to the issuance of a Building Permit or prior to the construction of site improvements when proposed improvements exceed any of the following thresholds: (1)

Collectively, all existing and proposed impervious ground coverage equals or exceeds 35 percent of the gross site area or 9,000 square feet.(2)The combined driveway trip generation meets or exceeds 50 peak hour vehicle trips.

APPLICANT request - The applicant states the site is 1.03 acres. The owner will compensate for the increase of runoff from the existing and future planned imperious area over 6,000 sf. We will work with Marion County Stormwater staff on the required stormwater controls.

Motion by Tony Cunningham to approve the waiver subject to 1) The applicant must provide stormwater control of the additional runoff from the impervious coverage at the 100-year, 24-hour storm from the total impervious overage on the property as well as for the volume of the flood prone area displaced by the structure. 2) A permit/inspection hold will be in effect until a sketch of the proposed stormwater controls is provided to Stormwater and approved. 3) A Final Hold will be in effect until a) Stormwater staff

conducts a final inspection. Please note that stormwater controls and all disturbed areas must have vegetative cover established at time of final inspection. b) The applicant must provide a final sketch, noting the horizontal extents and volume capacity of the stormwater controls, seconded by Ken McCann

Motion carried 4-0

**6.8. Home and Hanger - Waiver Request to Major Site Plan
Project #2025080038 #33236 Parcel #37511-022-07
Abshier Engineering, Inc.**

LDC 2.21.1.A - Applicability - Major Site Plan

CODE states a Major Site Plan shall be submitted for review and approval prior to the issuance of a Building Permit or prior to the construction of site improvements when proposed improvements exceed any of the following thresholds: (1) Collectively, all existing and proposed impervious ground coverage equals or exceeds 35 percent of the gross site area or 9,000 square feet. (2) The combined driveway trip generation meets or exceeds 50 peak hour vehicle trips. (3) A 24-inch diameter pipe, its equivalent, or larger is utilized to discharge stormwater runoff from the project area.

APPLICANT request - The applicant stated the site is 1.06 acres. The owner will compensate for the increase of the runoff from the existing and future planned impervious area of 6,000 square feet. We will work with Marion County Stormwater staff on the required stormwater controls.

Motion by Tony Cunningham to approve the waiver subject to 1) The applicant must provide stormwater control of the additional runoff from the impervious coverage at the 100-year, 24-hour storm from the total impervious overage on the property as well as for the volume of the flood prone area displaced by the structure. 2) A permit/inspection hold will be in effect until a sketch of the proposed stormwater controls is provided to Stormwater and approved. 3) A Final Hold will be in effect until a) Stormwater staff conducts a final inspection. Please note that stormwater controls and all disturbed areas must have vegetative cover established at time of final inspection. b) The applicant must provide a final sketch, noting the horizontal extents and volume capacity of the stormwater controls, seconded by Ken McCann

Motion carried 4-0

**6.9. Accessory Steel Storage Building 24' x 40' On Concrete Slab - Waiver
Request to Major Site Plan
Marion Oaks Subdivision Unit 6
Project #1999001654 #33303 Parcel #8006-0589-07
John H. King**

LDC 2.21.1.A - Applicability - Major Site Plan

CODE states: A. A Major Site Plan shall be submitted for review and approval prior to the issuance of a Building Permit or prior to the construction of site improvements when proposed improvements exceed any of the following thresholds: (1) Collectively, all existing and proposed impervious ground coverage equals or exceeds 35 percent of the gross site area or 9,000 square feet. (2) The combined driveway trip generation meets or exceeds 50 peak hour vehicle trips. (3) A 24-inch diameter pipe, its equivalent, or larger is utilized to discharge stormwater runoff from

the project area.

APPLICANT requests a waiver to add a 24 ft x 40 ft steel storage building with a concrete slab, this will result in the total impervious surface coverage to exceed 9,000 square feet.

Motion by Tony Cunningham to approve the waiver subject to 1) The applicant must provide stormwater control of the additional runoff from the impervious coverage at the 100-year, 24-hour storm from the total impervious coverage on the property as well as for the volume of the flood prone area displaced by the structure. 2) A permit/inspection hold will be in effect until a sketch of the proposed stormwater controls is provided to Stormwater and approved. 3) A Final Hold will be in effect until a) Stormwater staff conducts a final inspection. Please note that stormwater controls and all disturbed areas must have vegetative cover established at time of final inspection. b) The applicant must provide a final sketch, noting the horizontal extents and volume capacity of the stormwater controls, seconded by Ken McCann

Motion carried 4-0

**6.10. Carport (Metal Building) Waiver Request to Major Site Plan
Project #2023010043 #33292 Parcel #4135-026-000
Adalberto Hernandez**

LDC 2.21.1.A - Applicability

CODE states: A Major Site Plan shall be submitted for review and approval prior to the issuance of a Building Permit or prior to the construction of site improvements when proposed improvements exceed any of the following thresholds: (1) Collectively, all existing and proposed impervious ground coverage equals or exceeds 35 percent of the gross site area or 9,000 square feet. (2) The combined driveway trip generation meets or exceeds 50 peak hour vehicle trips. (3) A 24-inch diameter pipe, its equivalent, or larger is utilized to discharge stormwater runoff from the project area.

APPLICANT request - Installing a metal building to be used for storage and to protect farm equipment. This will put our lot over the allowable impervious.

Motion by Tony Cunningham to approve the waiver subject to 1) The applicant must provide stormwater control of the additional runoff from the impervious coverage at the 100-year, 24-hour storm from the total impervious coverage on the property as well as for the volume of the flood prone area displaced by the structure. 2) A permit/inspection hold will be in effect until a sketch of the proposed stormwater controls is provided to Stormwater and approved. 3) A Final Hold will be in effect until a) Stormwater staff conducts a final inspection. Please note that stormwater controls and all disturbed areas must have vegetative cover established at time of final inspection. b) The applicant must provide a final sketch, noting the horizontal extents and volume capacity of the stormwater controls, seconded by Ken McCann

Motion carried 4-0

**6.11. Addition to Rear of House - Waiver Request to Major Site Plan
Summercrest PB 010 PG 119 Lot 11
Project #2004120038 #33283 Parcel #3664-002-011
Carlos Martinez, Inc**

LDC 2.21.1.A - Applicability - Major Site Plan

CODE states: A Major Site Plan shall be submitted for review and approval prior to the issuance of a Building Permit or prior to the construction of site improvements when proposed improvements exceed any of the following thresholds: (1) Collectively, all existing and proposed impervious ground coverage equals or exceeds 35 percent of the gross site area or 9,000 square feet. (2) The combined driveway trip generation meets or exceeds 50 peak hour vehicle trips. (3) A 24-inch diameter pipe, its equivalent, or larger is utilized to discharge stormwater runoff from the project area.

APPLICANT requests a waiver for an addition to the current home of just over 600 square feet.

Motion by Tony Cunningham to table this item for two weeks, seconded by Chuck Varadin

Motion carried 4-0

7. CONCEPTUAL REVIEW ITEMS: NONE

8. DISCUSSION ITEMS:

**8.1. Staffing of the Thursday DRC Staff Meetings
Michael Savage, Chairman**

Motion by Tony Cunningham to table this item for two weeks, seconded by Chuck Varadin

Motion carried 4-0

8.2. Revision to the 2025 Development Review Committee and Thursday Staff Meetings - Schedules and Deadlines

The revised schedules include cancelling the DRC meeting for Monday, 11/10/25 and removing the deadline of 11/4/25 for DRC Staff meeting requests to be placed before DRC on 11/10/25.

This change is due to Veterans Day being Tuesday, 11/11/25, with County offices being closed. In addition, the County anticipates migrating to the new EPL (Enterprise Permitting and Licensing) System starting Friday, 11/7/25. It is estimated the migration will take five days and during this period systems will be offline. Staff will be unable to process any permits or plans or post payments to records. It is estimated systems will be back up on Wednesday, 11/12/25.

Requesting formal approval of the revised schedules.

Motion by Tony Cunningham to approve, seconded by Chuck Varadin

Motion carried 4-0

9. OTHER ITEMS:

Motion to adjourn by Tony Cunningham, seconded by Ken McCann

Motion Carried 4-0

10.ADJOURN: 10:05 AM

Attest:

Michael Savage, Chairman

Sandi Sapp
Development Review Coordinator