



CONDITIONAL USE/SPECIAL EXCEPTION APPLICATION

City of New Port Richey
Development Department
City Hall, 5919 Main Street, 1st Floor
New Port Richey, FL 34652
Phone (727) 853-1047* Fax (727) 853-1052

CASE # _____

- Special Exception Application
- Conditional Use Application

Date Received _____

- Submit original signed and notarized application (plus nine copies)
- Submit **10** total sets of information (one original, nine copies; stapled application, collated and folded surveys/site plan, etc.)
- Submit application fee - \$350 (check made payable to the *City of New Port Richey*)
- Submit supplemental information for Bed and Breakfast facility

Property Owner and Representative Information:

Current Property Owner(s): <i>Fellowship Baptist Church, Pastor Joshua Martin</i>		Phone: <i>727-848-4593</i>
Owner Address: <i>5940 Massachusetts Avenue New Port Richey, Florida 34652</i>		
Owner Email Address: <i>fbapastor@fbanpr.org</i>		
Owner's Representative(s): <i>Gregory B, Wegener, PE</i>	Relationship to Owner: <i>Engineer</i>	
Representative Mailing Address: <i>7026 Little Road New Port Richey, FL 34654</i>		
Representative Email Address: <i>greg@coastaldesignconsultants.com</i>	Phone: <i>727-849-8010</i>	
Primary contact: (<i>This is the one person to whom the City will send all communication regarding this application</i>) <i>Gregory B. Wegener, PE</i>		

Property Information:

Site Address: <i>5912 Massachusetts Avenue New Port Richey, Florida 34652</i>	
Legal Description of Subject Property: (*An electronic copy of the legal description, in Word format, is required as part of this application submittal) <i>Lot 8, LESS the South 93 feet thereof, and the West half of Lot 7, LESS the South 93 feet thereof, in Block 7, City of New Port Richey, Florida; said portions of lots being designated in accordance with the revised plat of said City recorded in Plat Book 4, at Page 49, of the Public Records of Pasco County, FLorida.</i>	
Parcel Number(s): <i>05-26-16-0030-00700-0070</i>	
Zoning District (<i>check with Development Department</i>): <i>MF30</i>	Future Land Use Category (<i>check with Development Department</i>): <i>Residential / Office</i>

Existing Use (Include number of residential units/ and or square footage of non-residential uses): <i>Residential</i>
Proposed Use: (Provide details about the specific use requested) <i>Office, School Facility, and occasional short term lodging (no kitchen).</i>

Additional Information: (as applicable)

Hours of operation: <i>8 A.M. - 6 P.M.</i>	Days of operation: <i>5</i>
Maximum number of employees at one time: <i>4</i>	Proposed number of shifts: <i>One</i>
<i>Additional information may be requested by the Development Review Committee</i>	

Guidelines for Granting Conditional Use/Special Exception: The following criteria shall be addressed. City Council is not bound to grant a conditional use or special exception simply because a request is made. It must find that the use will not adversely affect the public interest. ***(Please fill in blanks with complete responses.)***

1. That this conditional use/special exception is specifically permitted in the zoning district regulation: <i>The school site is an accessory use of the existing church and therefore, per 7.06.02 (2) (b) it should be allowed.</i>
2. That the granting of this conditional use/special exception, will not adversely affect the public health, safety or welfare of the community: <i>The use of the existing building as a school (once ADA requirements are addressed) will not adversely affect the public health, safety or welfare of the community.</i>
3. That the granting of this conditional use/special exception, is consistent with the intent of the zoning district: <i>The parcel to the east is a school. The parcel to the South is used as a school.</i>
4. That the requirements of the district in which the use is to be located shall be complied with: <i>The above is listed as an allowable special exception.</i>
5. That excessive traffic will not be generated on residential streets: <i>No new students or teachers are proposed. The idea is to relocate classroom space from within the fellowship hall to the former residence.</i>
6. That the proposed use will not adversely affect the residential character of existing neighborhoods: <i>The area already has a significant school presence. The use of the parcel as a school (church accessory use) is not anticipated to change the character of the existing neighborhoods.</i>

How is the proposal consistent with the goals and objectives of the Comprehensive Plan?
 The proposed exemption is consistent with the comprehensive plan in that the character of the area will not change and new trips are not generated with the use of the property as a accessory use to an existing adjacent church.

Submittal Information:

Please submit 10 collated, stapled, folded sets of the following information (attach this to completed application):	
<input type="checkbox"/>	Completed, notarized application - this form (one original and 9 copies)
<input type="checkbox"/>	Current survey (not to exceed 24"x36") that indentifies the dimensions, area and location of the property prepared, signed and sealed by a land surveyor currently registered in the State of Florida.
<input type="checkbox"/>	Proof of ownership in the form of a copy of the deed, title insurance policy, or other instrument
<input type="checkbox"/>	Site Plan (not to exceed 24"x36") with the information listed below:
<input type="checkbox"/>	• Index Sheet referencing individual sheets included in package (if needed);
<input type="checkbox"/>	• Site plan name;
<input type="checkbox"/>	• Property owner's name, address, telephone number and designated representative;
<input type="checkbox"/>	• Architect, landscape architect and engineer's name, address and telephone numbers;
<input type="checkbox"/>	• Legal description; (ON SURVEY)
<input type="checkbox"/>	• Footprint and size of all PROPOSED buildings and structures; (NO PROPOSED STRUCTURES)
<input type="checkbox"/>	• All required setbacks;
<input type="checkbox"/>	• All parking areas for employees and customers, drop-off and pick-up areas and all other vehicular useareas;
<input type="checkbox"/>	• Proposed method of water supply and sewage disposal (if needed);
<input type="checkbox"/>	• Conceptual drainage and utility plan with flow direction and method of disposition (if needed).
<input type="checkbox"/>	• Flood zone for site and base flood elevation;
<input type="checkbox"/>	Location of all refuse collection facilities, including screening to be provided.
<input type="checkbox"/>	Application fee \$350 (checks made payable to the City of New Port Richey)

**Pursuant with a meeting with staff, the survey can serve as the "Site Plan" as no new construction is proposed.

Process:

A pre-application meeting must be held with City Staff to ensure the application is complete. Applications must be submitted on Friday by 10:00 am. Once deemed complete, the application will be scheduled for review by the Development Review Committee (DRC). The DRC will review the application for compliance with codes and regulations. Changes may be suggested and additional reviews by the DRC may be necessary. Following the DRC, the case will be scheduled for review by the Land Development Review Board (LDRB) or City Council.

The LDRB will review all conditional use requests in the Highway Commercial and Office Districts and make a recommendation to the City Council. Conditional uses differ from special exceptions in that the use may not be appropriately placed in all areas of commercially zoned districts and may have little to no impact on residential uses.

The City Council will make the final decision on all Conditional Use and Special Exception requests.

The hearing process to review this application is considered quasi-judicial and operates much like a court of law. The LDRB and City Council members act in a similar capacity as a judge and must govern themselves in accordance with the basics of due process in making decisions. Contact with any of these members about this application should be avoided. These members have been instructed to avoid all such conversations with applicants or people in opposition to or support of any Conditional Use/Special Exception Application. Decisions will be made based on evidence and testimony that is presented at scheduled public hearings and not on information gathered outside of these hearings.

Check Applicable Zoning District	Zoning District	Listing of Allowable Conditional Use and Special Exceptions	Required Approvals	
			Land Development Review Board (LDRB)	City Council
	R-1	7.01.02(4)		✓
	R-2	7.02.04(4)		✓
	R-3	7.03.02(4)		✓
	MF-10	7.04.02(5)		✓
	MF-14	7.05.02(5)		✓
	MF-30	7.06.02(2)		✓
	C-1	7.07.02		✓
	HC	7.09.02	✓	✓
	Office			
	Conditional Use	7.10.02	✓	✓
	Special Exception	7.10.03		✓
	Downtown	7.11.02.1		✓
	Light Industrial	7.12.02		✓
	Conservation	7.13.02		✓
	Government	7.14.02		✓
	R/O	7.19.02		✓
	R/O/R	7.20.02		✓

Consistency with concurrency: The following calculations shall be used to determine the projected demand of the proposed project on the applicable public facility/service. The calculations are listed by facility/service type. *(Please fill in blanks.)*

<p>POTABLE WATER - Adopted level of service (LOS) = 152 gal/day/capita (nonresidential uses are included in the adopted LOS).</p> <p>Residential:</p> <p><i>Single-family:</i> 152 gal × 2.12 persons/household × _____ units = _____ gal/day/capita (demand)</p> <p><i>Multi-family:</i> 152 gal × 1.90 persons/household × _____ units = _____ gal/day/capita (demand)</p> <p>Commercial: See Table I below from the Land Development Code for estimated water/sewage flows.</p> <p>22 People x 15 Gallons/Day= 330 Gallons Per Day.</p>	<p>WASTEWATER - Adopted level of service (LOS) = 114 gal/day/capita (nonresidential uses are included in the adopted LOS).</p> <p>Residential:</p> <p><i>Single-family:</i> 114 gal × 2.12 persons/household × _____ units = _____ gal/day/capita (demand)</p> <p><i>Multi-family:</i> 114 gal × 1.90 persons/household × _____ units = _____ gal/day/capita (demand)</p> <p>Commercial: See Table I below from the Land Development Code for estimated water/sewage flows.</p> <p>22 People x 15 Gallons = 330 Gallons Per Day.</p>
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SOLID WASTE - Adopted level of service (LOS) = 6.3 lbs/day/capita (nonresidential uses are included in the adopted LOS).

Residential:

Single-family: 6.3 lbs × 2.12 persons/household × _____ units = _____ lbs/day/capita (demand)

Multi-family: 6.3 lbs × 1.90 persons/household × _____ units = _____ lbs/day/capita (demand)

Commercial: See Table I below from the Land Development Code for estimated water/sewage flows.

22 People × 6.3 LBS/Day = 138.6 LBS ~~transferring students from the fellowship hall.~~ ****Note:** No New Additional students proposed. The applicant is

Stormwater Management Refer to the Stormwater Management and Erosion Control Policy and Procedures Manual for standards necessary to comply: LOS = 25-year, 24-hour storm event. No new impervious area proposed.

RECREATION/OPEN SPACE- Refer to the New Port Richey Comprehensive Plan for adopted level of service standards.

Single-family: _____ units × 2.12 persons/household = _____ (population projection)

Multi-family: _____ units × 1.90 persons/household = _____ (population projection)

Sites over five acres in area and zoned MF-30 District shall provide five percent of the total net acreage of the development for recreational purposes. Refer to Section 7.06.07 of the Land Development Code.

Transportation. Refer to the New Port Richey Comprehensive Plan for the adopted Level of Service Standards. Refer to the Land Development Code for the **requirements of a Transportation Study.**

1. Determine the number of trips generated by the proposed project during the **PM PEAK** hour using the most recent edition of the ITE "Trip Generation" report with no adjustments for internal capture or passerby trips. **Include your calculation(s) here:** *0 additional trips proposed. No new constr.*
2. If the total number of trips is equal to or greater than 50 trips, then a transportation study shall be prepared. The report shall be signed and/or sealed by either a registered professional engineer or a member of the American Institute of Certified Planners.
 - a. If no study is required, the applicant is required to provide only the existing directional **PM PEAK** hour traffic volumes and level of service for the roadways link to which project driveways connect. This information shall include project traffic. **Provide this information here:** _____.
 - b. The data shall be in conformance with Notes 3a and 3b of "Existing Conditions" contained in the Land Development Code.
3.
 - a. Existing directional **PM PEAK** hour traffic volumes and LOS on all existing collectors/arterials in study area. **Provide information here:** *0 additional trips proposed. No new const.*
 - b. Existing turning movement volumes at the impacted intersection(s) and intersection LOS.

Attendance at meetings:

The applicant or applicant's representative shall be present at all meetings including DRC, LDRB and City Council, as applicable. Call Development Department Staff at 727-853-1047 to find out when this case will be scheduled for these meetings.

Authorization to visit the property:

Site visits to the property by City representatives are essential to process this application. The Owner/Applicant, as notarized below, hereby authorizes the City representatives to visit, photograph and post a notice on the property described in this application.

Authorization for owner's representative(s):

I Pastor Joshua Martin, the owner, hereby authorize Gregory B. Wegener to act as my representative(s) in all matters pertaining to the processing and review of this application, including modifying the project. I agree to be bound by all representations and agreements made by the designated representative.

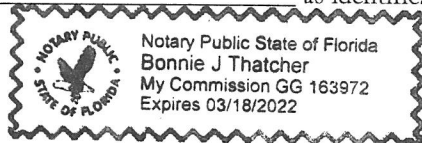
Signature of Current Property Owner(s): Pastor Joshua Martin

Date: 11/16/18

Subscribed and sworn to before me this 16th day of November, 20 18

who is personally known to me and/or produced _____ as identification.

STATE OF FLORIDA, COUNTY OF PASCO



Notary Public: Bonnie J. Thatcher My Commission Expires: 3/18/22

Applicant's Affidavit:

I Pastor Joshua Martin, the owner or authorized representative, certify that I have read and understand the contents of this application. The information contained in this application, attached exhibits and other information submitted is complete and in all aspects true and correct, to the best of my knowledge. It is also acknowledged that the filing of this application does not constitute automatic approval of the request and, further, if the request is approved, I will obtain all necessary permits to comply with all applicable orders, codes, conditions, and rules and regulations pertaining to the use of the subject property. (Applications which are filed by corporations must bear the seal of the corporation over the signature of an officer authorized to act on behalf of the corporation.)

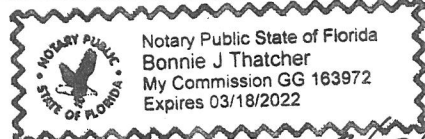
Signature of Owner or Authorized Representative: Pastor Joshua Martin

Date: 11/16/18

Subscribed and sworn to before me this 16th day of November, 20 18

who is personally known to me and/or produced _____ as identification.

STATE OF FLORIDA, COUNTY OF PASCO



Notary Public: Bonnie J. Thatcher My Commission Expires: 3/18/22

Table I: Estimated Sewage/Water Flows for Commercial Development		
Type of Establishment		Gallons Per Day (GPD)
Airports	Per Passenger	5
	Add Per Employee (per 8 hour shift)	20
Barber and Beauty Shops	Per Chair	100
Bowling Alleys	Toilet Wastes Only per Lane	100
County Club	Per Resident	100
	Per Member	25
	Per Employee (per 8 hour shift)	20
Dentist Office	Per Wet Chair	200
	Per Non-Wet Chair	50
Doctor's Office	All Types	250
	All Types	250
Factories - exclusive of industrial wastes	No Showers Provided (gallons per employee per 8 hour shift)	20
	Showers Provided	35
Food Service Operations	Ordinary Restaurant (per seat)	50
	24-hour Restaurant (per seat)	75
	Single Service Articles Only (per seat)	25
	Bar and Cocktail Lounge (per seat)	30
	Drive-In Restaurant (per car space)	50
	Carry-Out Only	50
	Per 100 Square Feet of Floor Space	50
	Add Per Employee (per 8 hour shift)	20
Hotels and Motels	Regular (per room)	
	Result Hotels, Camps, Cottages (per person)	75
	Add For Self-Service Laundry Facilities (per machine)	400
Office Building	Per Employee (per 8 hour shift)	20
Service Station	Per Water Closet and Urinal	250
Shopping Center - Without Food or Laundry	Per Square Foot of Floor Space	0.1
Stadium, Race Track, Ball Parks	Per Seat	5
Stores	Per Square Foot of Floor Space	0.1
Swimming and Bathing Facilities - Public	Per Person	10
Theaters	Indoor, Auditoriums (per seat)	5
	Outdoor, Drive-Ins (per space)	10
Trailer or Mobile Home Park	Per Trailer Space	200
Travel Trailer or Recreational Vehicle Park	Overnight w/o water and sewer hook-up (per trailer space)	75
	Overnight with water and sewer hook-up (per trailer space)	100

Table I: Estimated Sewage/Water Flows for Institutional Development		
Type of Establishment		Gallons Per Day (GPD)
Churches	Per Seat	3
Hospitals (does not include kitchen wastewater flows)	Per Bed	200
Nursing Homes/Rest Homes (does not include kitchen wastewater flow)	Per Bed	100
Parks - Public Picnic	With Toilets Only (per person)	5
	With Bathhouses, Showers and Toilets (per person)	10
Schools (per person)	Day-Type	15
	Add For Showers	5
	Add For Cafeteria	5
	Add For Day School Workers	15
	Boarding Type	75
Work or Construction Camps - Semi Permanent	Per Worker	50