



**CITY OF TITUSVILLE  
DEVELOPMENT REVIEW COMMITTEE (DRC)  
City Hall Council Chamber  
555 South Washington Avenue, Titusville, FL 32781  
June 16, 2026 at 2:00 pm**

**NOTICE**

All persons who anticipate speaking on any Public Hearing item must fill out an Oath Card to be heard on that agenda item and sign the oath contained thereon. These cards are located on the table near the entrance to the Council Chamber or may be obtained from the Recording Secretary. This meeting will be conducted in accordance to the procedures adopted in Resolution # 24-1997.

Those speaking in favor of a request will be heard first, those opposed will be heard second, and those who wish to make a public comment on the item will speak third. The applicant may make a brief rebuttal if necessary. A representative from either side, for or against, may cross-examine a witness.

Anyone who speaks is considered a witness. If you have photographs, sketches, or documents that you desire for the Commission to consider, they must be submitted into evidence and will be retained by the City. Please submit such exhibits to the Recording Secretary.

***Applicants for land use and zoning related items are advised that the resumes of staff members who prepare applicable staff reports are on file in the City Clerk's Office.***

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **DETERMINATION OF A QUORUM**
5. **APPOVAL OF MINUTES**
6. **QUASI-JUDICIAL CONFIRMATION PROCEDURES**
  - a. **Verify all persons wishing to speak before the committee has signed an Oath Card.**
  - b. **Chairman confirms that all agenda items have been properly advertised.**
  - c. **Member's statements if they have visited any of the sites, or spoken to any members of the public regarding an item to be reviewed today.**
7. **OLD BUSINESS**
8. **NEW BUSINESS**
  - a. **DRC #10-2026, Parcel ID 22-35-29-AV-\*-47.02.**  
Discussion of the following waiver requests:
    1. **To the minimum force main size requirements in the City's Water Resources Department Technical Specifications Section 5.20.**
    2. **To the criteria specified in the City's Transportation Infrastructure Technical Design Manual Chapter 9 – Transportation Infrastructure, Section 9.16.4 which establishes the maximum number of parking spaces for development within the City**

3. To the criteria specified in the City's Transportation Infrastructure Technical Design Manual Chapter 9 – Transportation Infrastructure, Section 9.17.1.1 which establishes the minimum parking space dimensions for development within the City.
- b. DRC #11-2026, Northeast corner of Hickory Hill Boulevard and Cheney Highway (Parcel ID 22-35-20-AV-\*-121.01, 22-35-20-AV-\*-122.02, 22-35-20-AV-\*-122.01, 22-35-20-AV-\*-123.01) - Discussion of a requested waiver to Section 30-32(e) for the removal of three (3) heritage trees.
- c. DRC #12-2026, 5205 S. Washington Avenue (Parcel ID 22-35-26-BF-\*-37.01) - Discussion of a requested waiver to the minimum parking space dimensions in the City's Transportation Infrastructure Technical Design Manual Section 9.17.1.1.

## 9. PUBLIC COMMENT

## 10. ADJOURNMENT

Any person who decides to appeal any decision of the Development Review Committee, with respect to any matter considered at this meeting, will need a record of the proceedings, and for such purpose, 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 desires to accommodate persons with disabilities. Accordingly, any physically handicapped person, pursuant to Chapter 286.26 *Florida Statutes*, should at least 48 hours prior to the meeting, submit a written request to the chairperson of the meeting that the physically handicapped person desires to attend.

***Development Review Committee  
May 21, 2026***

The Development Review Committee (DRC) of the City of Titusville, Florida met in session in Council Chambers located at 555 South Washington Avenue on Thursday, May 21, 2026 at 8:30 a.m.

XXX

Chairman and City Engineer Kwabena Ofofu called the meeting to order at 10:00 a.m. Present were Assistant Public Works Director Ashleigh Smith, Senior Planner Christie Anderson, Fire Inspector Kyle Mack and Building Official Steve Adams. Also present was Deputy Community Development Director Mandy Lamothe and Recording Secretary Laurie Dargie.

XXX

Member Mack made a motion to approve the May 14, 2026 meeting minutes as presented. Member Smith seconded. There was a unanimous voice vote in favor.

XXX

Chairman Ofofu asked if any members of the Committee met with the applicant.

Assistant Public Works Director Ashleigh Smith said that she and Public Works Director Sandy Reller spoke to Corey Jones regarding the dumpster location.

Kwabena Ofofu stated that he met with the applicant to go over geometric calculations.

***Old Business***

**DRC #9-2026 – 1090 Garden Street**

Deputy Community Development Director Mandy Lamothe read the staff report.

The applicant is requesting the Development Review Committee (DRC) to grant the following waiver:

1. To the criteria specified in the City's Transportation Infrastructure Technical Design Manual Chapter 9 – Transportation Infrastructure, Section 9.17.1.1 which establishes the minimum parking space dimensions for development within the City.

The purpose of the request is for the re-development of a restaurant on the subject property. The project is currently under a Class 1 site plan review. The request is to allow parking space dimensions to be reduced to 9 ft wide and 18 ft long.

XXX

**Development Review Committee**  
**May 21, 2026**

Member Adams asked about the dumpster location and if the power lines would be a concern for the solid waste trucks to service the dumpster in the location.

Corey Jones of Mims came as a representative of the applicant came to speak. Ms. Jones said that Florida Power & Light (FPL) has already been notified and they will be raising the electrical service riser to make sure it is out of the way.

Chairman Ofosu went over the geometric changes.

XXX

Member Smith made a motion to approve the waiver for DRC#9-2026 – 1090 Garden Street as presented at the May 21, 2026 Development Review Committee meeting. Member Anderson seconded.

Roll call was as follows:

Member Anderson	Yes
Chairman Ofosu	Yes
Member Mack	Yes
Member Smith	Yes
Member Adams	Yes

Motion passed.

XXX

**New Business**

None

XXX

**Public Comment**

None

XXX

**Adjournment 10:41 a.m.**



# City of Titusville

## Staff Report

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### DEVELOPMENT REVIEW COMMITTEE (DRC) - #10-2026

### Waiver Request for 7 Brew (Parcel ID 22-35-29-AV-\*-47.02)

**Meeting Date:** June 16, 2026

**Prepared By:** Mandy Lamothe, Deputy Community Development Director

**Applicant(s):** Megan Broderick

**Applicant's Request:** To approve the following waiver requests:

1. To allow a sanitary sewer force main to be two (2) inches less in diameter than the City's required minimum size of four (4) inches in diameter.
2. To allow more than the maximum number of parking spaces for development within the City
3. To allow parking space dimension width to be reduced to 9 ft wide

**Staff Recommendation:** Consideration of the proposed waiver requests

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#### Background Information

The applicant, Megan Broderick, is requesting the Development Review Committee (DRC) grant the following waiver:

1. To the criteria specified in the City's Water Resources Department Technical Specification Section 5.20 which states that "No sanitary sewer main conveying wastewater shall be less than eight (8) inches in diameter nor shall any City owned force main be less than four (4) inches in diameter."
2. To the criteria specified in the City's Transportation Infrastructure Technical Design Manual Chapter 9 – Transportation Infrastructure, Section 9.16.4 which establishes the maximum number of parking spaces for development within the City
3. To the criteria specified in the City's Transportation Infrastructure Technical Design Manual Chapter 9 – Transportation Infrastructure, Section 9.17.1.1 which establishes the minimum parking space dimensions for development within the City.

This request pertains to the development of a drive-thru-only 7 Brew coffee and beverage shop. The project is currently undergoing site plan review, and the applicant has indicated that it is being proposed as a Low Impact Development (LID) project.

#### Waiver Criteria

Pursuant to Section 34-286 of the Code, the DRC has the authority to waive this requirement

using the following review criteria specified in Section 34-288:

1. The alternative standards promotes flexibility and environmental soundness in layout and design; or
2. The proposed new standards are appropriate to the proposed type of development; or
3. The property exhibits physical constraints that prevent the implementation of provisions of the City's technical manuals and the waiver would allow the implementation of the code provision to the greatest extent possible; or
4. The waiver would be based on the latest best professional practices that would not be possible in implementing the code provision.

## **Analysis**

### **Force Main**

The applicant is requesting a waiver to the requirement that no sanitary sewer force main size be less than four (4) inches in diameter.

According to the applicant, the typical 7 Brew produces flows of 900 - 1,100 GPD, these findings are consistent with the city's water/sewer demand spreadsheet calculations of 1,039 GPD for this site. The proposed pump with a two (2) inch outlet can accommodate flows of 3,000 gallons per day.

### **Parking Count**

The project requires a minimum of five (5) parking spaces and permits a maximum of seven (7) spaces; however, the applicant is requesting a waiver to provide twenty-eight (28) parking spaces. The proposed 7 Brew development, located on a Home Depot outparcel, will result in the removal of 75 existing parking spaces from the Home Depot site. To offset this impact, a separate site plan is currently under review that would add 67 parking spaces to the Home Depot parking lot.

Following completion of the proposed 7 Brew development and the Home Depot parking lot expansion, the overall parking supply will remain unchanged. The total number of parking spaces available on the site will be equivalent to the number that existed at the time the Home Depot was originally constructed, resulting in a net change of zero (0) parking spaces.

According to the applicant, an agreement has been made between 7 Brew and Home Depot to minimize the number of parking spaces impacted by 7 Brew to restore or replace as many spaces in and around the development as possible.

### **Parking Dimension**

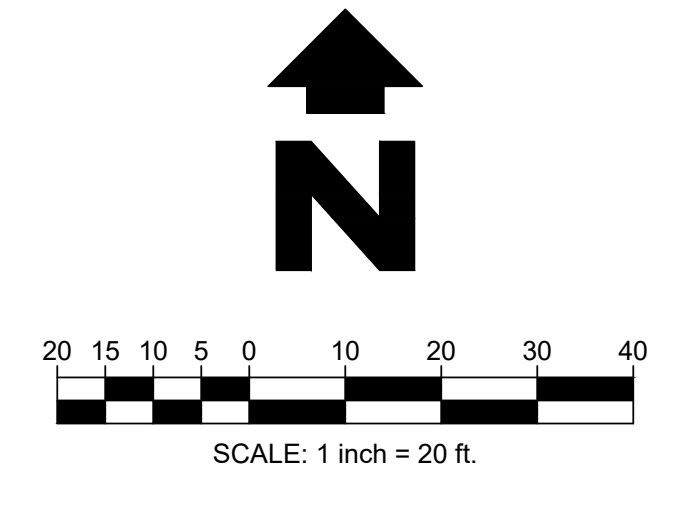
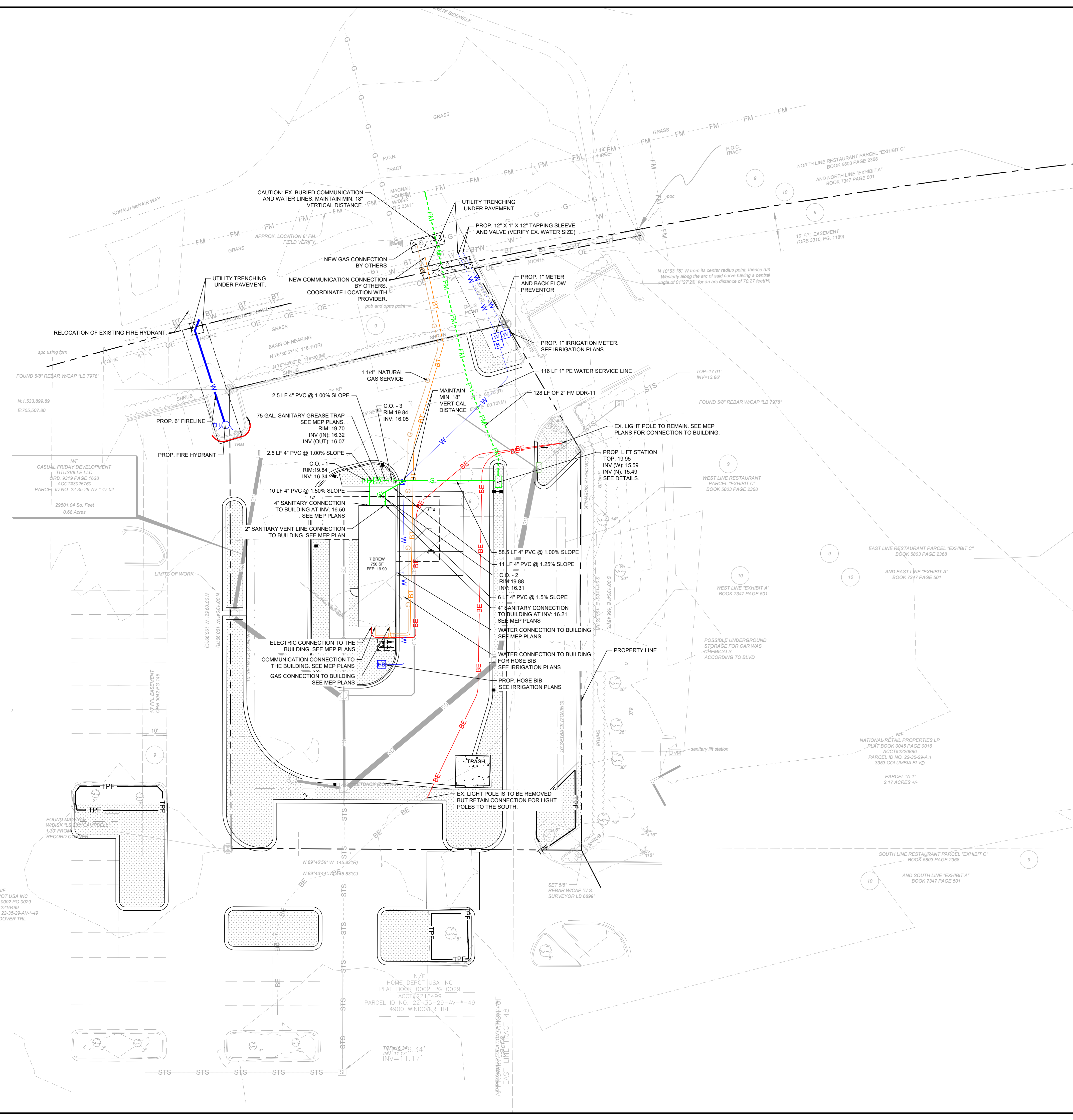
The applicant has requested a waiver to reduce the minimum parking space dimension from the required 10-foot wide by 20-foot deep to 9-foot wide by 18-foot deep. At one time, the City's standard parking space dimension was 9-foot wide by 18-foot deep.

## **Recommendation**

The Development Review Committee (DRC) should weigh the physical constraints involved with the property in order to implement the code to the greatest extent possible and also consider the criteria for waivers in Sec. 34-288.

Pursuant to Section 34-289 of the Code, the DRC shall review waiver applications with staff comments and either approve, approve with conditions or deny the request by a majority of the attending committee members. Any appeals to the decision of the DRC shall be heard by the Board of Adjustment and Appeals within thirty (30) days after the decision has been rendered.





**PLAN NOTES:**  
 ALL WATER AND SANITARY UTILITY WORK SHALL CONFORM TO THE TECH SPECS AS OUTLINE IN THE CITY OF TITUSVILLE WATER RESOURCES TECH SPECS (REVISED JANUARY 2019).

**PROPOSED LEGEND**

	PROPERTY LINE
	EASEMENTS - SEE SURVEY PLAN SHEET
	PROPOSED 6" CONCRETE CURB (SEE NOTES)
	BUILDING OVERHANG
	FORCE MAIN
	WATER LINE
	SANITARY SEWER LINE
	BURIED ELECTRIC LINE
	BURIED TELECOMMUNICATION LINE
	NATURAL GAS LINE
	6" PVC ROOF STORM DRAIN (SEE GRADING PLAN)
	SEWER CLEANOUT UNLESS NOTED OTHERWISE
	GREASE INTERCEPTOR

**EXISTING LEGEND**

	PROPERTY LINE/R.O.W.
	LOT LINE
	EASEMENT LINE
	FENCE
	WATERMAIN
	FORCEMAIN
	NPW - NPW
	SAN - SAN
	STS - STS
	BE - BE
	BFOC - BFOC
	BT - BT
	CAS - CAS
	BT - BT
	BTV - BTV
	G - G
	OE - OE
	STORM STRUCTURE
	SANITARY MANHOLE
	SANITARY CLEANOUT
	FIRE HYDRANT
	VALVE
	METER
	POWER POLE
	GUY WIRE
	BENCHMARK
	MONUMENT
	LIGHT
	SIGN

**SURVEY PROVIDED BY:**  
 US SURVEYOR  
 4828 RIVERWIND POINTE DRIVE  
 EVANSVILLE, IN 47715  
 1-800-TO SURVEY  
 DATED: 01-21-2026

**HFA**  
 HFA-AE, LTD.  
 1705 S. Walton Blvd., Suite 3  
 Bentonville, Arkansas 72712  
 t 479.273.7780  
 f 888.520.9685  
 www.hfa-ac.com

**STIPULATION FOR REUSE:**  
 THESE DRAWINGS WERE PREPARED FOR USE ON A SPECIFIC SITE AT THE LOCATION AND DATE SHOWN HEREON. ANY REUSE OF THESE DRAWINGS FOR ANY OTHER PROJECT WITHOUT THE WRITTEN CONSENT OF HFA-AE, LTD. IS PROHIBITED. THE USER OF THESE DRAWINGS FOR ANY OTHER PROJECT REQUIRES THE SERVICES OF A REGISTERED PROFESSIONAL ENGINEER. REPRODUCTION OF THIS PRODUCT IS NOT AUTHORIZED AND MAY BE CONSIDERED TO BE A VIOLATION OF THE LAW.

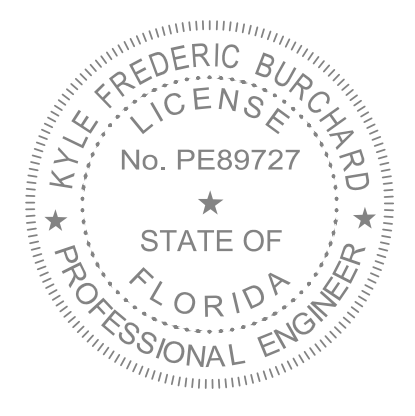
**7 BREW COFFEE**  
 BREW HORIZONS, LLC.  
 3733 RONALD MCNAIR WAY  
 TITUSVILLE, FL 32780

PROJ. NUMBER: 12-25-50024

**ISSUE BLOCK**

NO.	TITLE	DATE
1	CITY	05/15/2026

**DOCUMENT DATE:**  
 CHECKED BY: KB  
 DRAWN BY: JMS / EA



Kyle Frederic Burchard, P.E.  
 License #PE89727  
 HFA-AE, LTD.

**FOR PERMIT**

**UTILITY PLAN**

SHEET:  
**C7.0**



Gateway to Nature & Space



### APPLICATION FOR DEVELOPMENT REVIEW COMMITTEE (DRC)- TECHNICAL MANUAL/DOWNTOWN MIXED USE (DMU) ZONING WAIVERS

Please submit electronically a completed application and required submittals to the Community Development Department for payment and meeting scheduling. Section 34-296 of the Titusville Land Development Regulations contains the instructions for filing and the required exhibits. INCOMPLETE APPLICATIONS SHALL NOT BE ACCEPTED.

<b>1. Project Location</b>	Property Address/Location Description		
<b>2. Applicant/ Owner</b>	Name of Applicant/Contact		Name of Owner
	Street Address		Street Address
	City	State AR	Zip
	City	State FL	Zip
	Telephone #	479-326-8218	Telephone # 205.223.4850
	Fax #		Fax #
E-Mail Address		E-Mail Address	
<b>3. Applicant Status</b>	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Agent <input type="checkbox"/> Other		
<b>4. Parcel ID</b>		<b>Tax Acct.</b>	
<b>5. Site Size</b>	Acres:		Square Feet:
<b>6. Property Information</b>	Current Zoning		Current Use of Property
<b>7. Waiver(s) Requested</b>	<i>Section Number</i>	<i>LDR/Technical Manual Requirement</i>	<i>Waiver Requested</i>
	1) _____	1) _____	1) _____
	2) _____	2) _____	2) _____
	3) _____	3) _____	3) _____
	4) _____	4) _____	4) _____
	5) _____	5) _____	5) _____

<b>8. Design Review and or Waivers Required by CRA in DMU Zoning</b>	Property is > 1.5 acres <input type="checkbox"/> Building is > 10,001 square feet in size <input type="checkbox"/> Not applicable ( property ≤ 1.5 acres or building ≤ 10,000 square in size) <input type="checkbox"/>
<b>9. Narrative</b>	Please provide a brief description of your request and the proposed project:

- **All applications shall require Community Development staff review prior to submittal.**
- Incomplete applications and applications without appropriate backup information/justification will not be accepted and will not be considered to be officially submitted until the appropriate information and fees are submitted. Meeting dates for incomplete applications will not be set until all required information and fees are submitted.

**ACKNOWLEDGEMENT**

I am the owner and/or legal representative of the owner of the property described which is the subject of this application. All answers to the questions in said application and all sketches and data attached to and made a part of this application are honest and true to the best of my knowledge and belief. Should this application be granted, I understand that any condition(s) imposed upon the granting of this request shall be binding to the owner, his heirs and successors in title to possession of the subject property. I understand that I must attend all applicable meetings and have been informed of the meeting date(s) and time(s). I understand that if I fail to appear at an applicable meeting, the appropriate Board or Commission may either table or deny the request.

This matter is subject to quasi-judicial rules of procedure. Interested parties should limit contact with the DRC Committee and or the Community Redevelopment Agency (CRA) on this topic to properly noticed public meetings or to written communication to the Redevelopment Planner for DMU waivers and the Development Services Manager for Technical Manual waivers, City of Titusville, P.O. Box 2806, Titusville, FL 32781

/s/ \_\_\_\_\_ (Date)  
(Signature\*)

*\* By entering your name in the "Signature" box above, you are signing this Application electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Application. By entering your name in the "Signature" box above, you consent to be legally bound by this Application's terms and conditions.*

**DATE RECEIVED:** \_\_\_\_\_

**ACCEPTED BY:** \_\_\_\_\_

## **Development Review Committee Waiver Criteria**

Section 31-91 of the Land Development Regulations of the City of Titusville establishes the Development Review Committee (DRC) to grant waivers to certain Downtown Mixed Use (DMU) Zoning District regulations and certain City Technical Manual requirements where alternative standards ay promote flexibility and environmental soundness in layout and design where justified by need, hardship, physical constraint, or to improve the overall layout and design of a development in the City. The DRC may grant a waiver based on the criteria noted in Section 34-288, Waivers to Technical Manuals and Section 34-296, Waivers to the Downtown Mixed Use Zoning District of the LDRs. The DRC shall review waiver applications with staff comments and either approve, approve with conditions, or deny the request by a majority of the attending committee members. The criteria for granting such waivers shall be the following:

(a) Technical Manual Waiver Criteria:

- (1) The alternative standards promotes flexibility and environmental soundness in layout and design; or
- (2) The proposed new standards are appropriate to the proposed type of development; or
- (3) The property exhibits physical constraints that prevent the implementation of provisions of the City's technical manuals and the waiver would allow the implementation of the code provision to the greatest extent possible; or
- (4) The waiver would be based on the latest best professional practices that would not be possible in implementing the code provision.

(b) DMU, Downtown Mixed Use Zoning District Waiver Criteria:

- (1) The property exhibits physical constraints that prevent the implementation of the Code provision and the waiver would allow the implementation of the Code provision to the greatest extent possible; or
- (2) The waiver would facilitate a greater adherence to the Urban Design Manual that would not be possible in implementing the Code provision as required; or
- (3) The waiver would facilitate an agreement for participation in a regional stormwater or parking program with the Downtown; or
- (4) The waiver would facilitate the provision of required landscaping within a public space.

## **Waiver Applicability**

(a) The Development Review Committee (DRC) shall have the authority to waive the following zoning district requirements on any project within the Downtown Mixed Use (DMU) Zoning District:

(1) Parking.

(2) Stormwater management: When any requirements above the SJRWMD permitting standards or, if on-site stormwater is required and there are regional retention, storage or detention options available, a waiver or payment in lieu of cost may be levied.

(3) Setbacks.

(4) Sign setbacks.

(5) Landscaping.

(6) One (1) story height increase in the Downtown sub-district.

(b) The DRC shall have the authority to waive technical requirements found in the City's adopted Technical Manuals.



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### SUBMITTAL CHECKLIST

Please fill out the following and submit the documents to the Community Development Department electronically. Payment of fees does not ensure a favorable decision. Additional information may include documents initially waived at the pre-application meeting but subsequently determined necessary by staff.

1. Complete Application and Fees	<input type="checkbox"/>
2. Warranty Deed	<input type="checkbox"/>
3. Notarized Owner Authorization Form (If applicable)	<input type="checkbox"/>
4. Legal Description (from a certified survey)	<input type="checkbox"/>
5. Certified Survey (sealed and containing permanent reference points as described by Chapter 177, Florida Statutes, with bearings, distances and closures) in electronic PDF format.	<input type="checkbox"/>
6. Digital plot or site plan, drawn to scale, illustrating the waiver requested.	<input type="checkbox"/>
7. Pre-Application Meeting Date: 2/24/2026 Staff in Attendance:	<input type="checkbox"/>



# City of Titusville Staff Report

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## DEVELOPMENT REVIEW COMMITTEE (DRC) - #11-2026

### Waiver Requests for Titusville Retail – Northeast corner of Hickory Hill Boulevard and Cheney Highway

<b>Meeting Date:</b>	June 16, 2026
<b>Prepared By:</b>	Mandy Lamothe, Deputy Community Development Director
<b>Applicant(s):</b>	Daniel Doyle
<b>Applicant's Request:</b>	To allow the removal of three (3) heritage trees
<b>Staff Recommendation:</b>	Consideration of the proposed waiver request

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#### Background Information

The applicant, Daniel Doyle, is requesting the Development Review Committee (DRC) grant the following waiver for the site located at the northeast corner of Hickory Hill Blvd and Cheney Hwy:

1. To remove three (3) heritage trees per Section 30-32 (e) Criteria for Removal

The request is associated with a proposed commercial project that is currently under site plan review.

#### Waiver Criteria

Pursuant to Section 34-286 of the Code, the DRC has the authority to waive this requirement using the following review criteria specified in Section 34-288:

1. The alternative standards promotes flexibility and environmental soundness in layout and design; or
2. The proposed new standards are appropriate to the proposed type of development; or
3. The property exhibits physical constraints that prevent the implementation of provisions of the City's technical manuals and the waiver would allow the implementation of the code provision to the greatest extent possible; or
4. The waiver would be based on the latest best professional practices that would not be possible in implementing the code provision.

**Heritage Tree Removal Criteria:**

Pursuant to Section 30-32(e) of the Code, the DRC has the authority to permit the removal of a Heritage Tree per the following review criteria specified in Sections 30-32(a) and 30-32(e):

(a) The following criteria shall be considered by the Administrator to be justification for removal of protected trees. For heritage trees, additional criteria are provided in paragraph (e), below.

(e) Heritage trees may be removed if approved by the Development Review Committee, utilizing the criteria in (a) above in addition to the following criteria:

- (1) Whether the project can be reasonably reconfigured to preserve the heritage tree(s);
- (2) Whether a reduction of required setbacks, buffers, road width or other code requirement by the Development Review Committee, would be sufficient to preserve the heritage tree(s);
- (3) Whether alternative construction methods, including the use of low-impact (LID) techniques such as pervious pavement, grade beams, retaining walls, and/or tree wells, can be utilized to preserve the tree;
- (4) Where seventy-five (75) percent or more of the existing heritage trees are proposed to be preserved, review by the Development Review Committee shall not be required.
- (5) Other site specific conditions as may be presented by the applicant.
- (6) Appeals to the decision of the Development Review Committee shall be processed as described in Section 34-248(b), "Appeals of site plan."

**Analysis**

The applicant is requesting to remove three (3) heritage trees:

Tree #1086 – Live Oak Two 36" Total 72" DBH – Critical root zone within the development

Tree #1159 – Live Oak 52" DBH – Critical root zone within the development

Tree #1281 – Laurel Oak 16" & 30" Total 46" DBH – Poor health, according to the arborist's assessment.

The locations are indicated on the attached site plan and the arborist's tree assessment report is also attached. The mitigation required is a 2:1 replacement.

The applicant indicates that the trees in good health are necessary due to unavoidable conflicts with critical infrastructure improvements and the critical root zones associated with heritage oak trees are substantial and require extensive protection setbacks. Additionally, the applicant indicates that the site is constrained by a high seasonal groundwater table, requiring substantial imported fill and mass grading which would impact the root systems and long-term viability of the trees. Additional narrative is provided by the applicant on the attached application.

## **Recommendation**

The Development Review Committee (DRC) shall weigh the physical development constraints involved with the property in order to implement the code to the greatest extent possible, consider the criteria for waivers in Sec. 34-288 and also consider the criteria for removal of a heritage tree in Sec. 30-32(e) of the Code.

Pursuant to Section 34-289 of the Code, the DRC shall review waiver applications with staff comments and either approve, approve with conditions or deny the request by a majority of the attending committee members. Any appeals to the decision of the DRC shall be heard by the Board of Adjustment and Appeals within thirty (30) days after the decision has been rendered.



November 27, 2024

Kimmy Phan, PE  
Project Manager  
KPMFranklin  
6300 Hazeltine National Drive  
Suite 118  
Orlando, FL. 32822

Dear Kimmy,

Thank you for the opportunity to present a Consulting Arborist health assessment for (47) trees located at the NE corner of Cheney Hwy. & Hickory Hill Blvd. parcel in Titusville, FL. The health assessments were rated based on the following description below:

**Excellent** – Specimen tree good health, suitable candidate for preservation.

**Good** – Tree that meets available points for good structure, viable canopy and without decay. Typically, a suitable candidate for preservation.

**Fair** – Tree that does not meet one of the defects listed; good structure, viable canopy or has internal decay present. Not always recommended for preservation unless it has either the opportunity for correction or if not corrected left in a natural setting away from any targets (structure, pedestrian walkway).

**Poor** – Tree that meets multiple stress items and should be considered for removal only. This also includes dead trees and Invasive Species– **Removal Only**

**Observations:**

The majority of the tree canopy on the site is Live Oak, Laurel Oak, Slash Pine, Cherry Laurel with a few invasive species and Hackberry trees.

The property overall is very dense in many areas, and the volunteer trees have grown and developed close together. There is a heavy presence of invasive vines, and the property lacks sufficient sunlight for proper tree growth. When trees grow in close plantings, they develop upright stems as they are all in search of sunlight. Sunlight is what provides photosynthesis in order for the tree to survive. More often than not, due to this straight narrow growth they often fail to properly develop lateral branching and balanced canopies.

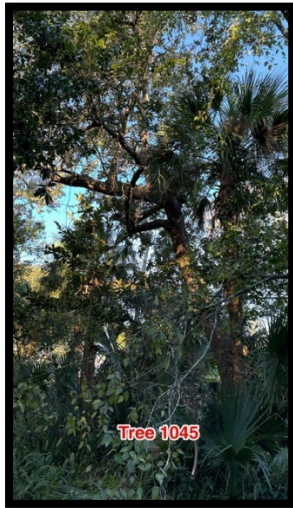


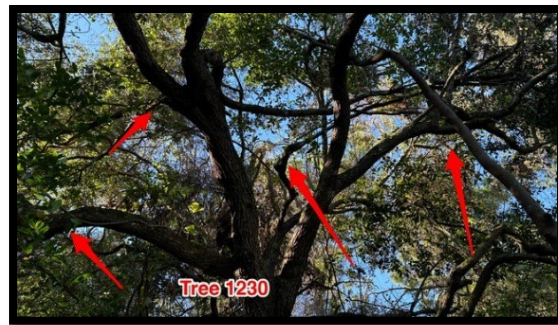
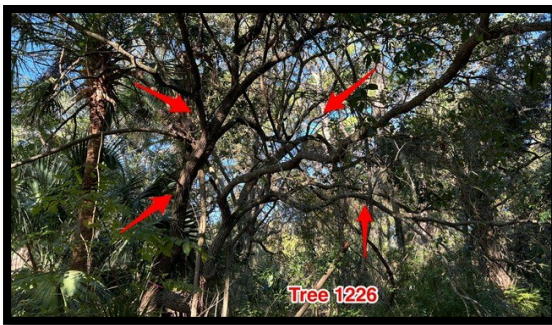
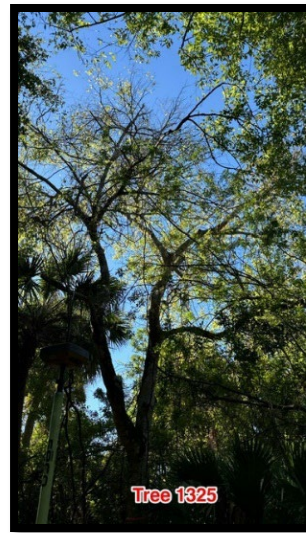


**Pictures of dense areas**

I observed several trees with utility pruning and branch bark inclusions. Branch bark inclusions are when there is a tight “V” shaped attachment between two limbs, leads and or branches that do not form properly. As a result of this formation, they are more likely to fail in high winds and have been known to fail for no reason at all. It is advised that these attachments are mitigated prior to preservation and if they cannot be corrected or stabilized and are severe, they should not be considered for preservation.

**Pictures of trees on site with and without defects:**





Trees are dynamic, living organisms which change over time. The observations made herein will reflect the opinion of the Arborist at the time of inspection and do not guarantee the condition of the trees anytime in the future. Trees or parts can fail at any time; these failures cannot always be predicted. Inspections of these trees was based on a ground level visual observation only, I did not perform sound testing, advanced Arboricultural testing or gather any forensic samples for further examination. The assessment did not take into consideration any information unknown, not visible, or detectable at the time of the inspection.

Again Kimmy, thank you and please let me know if you have any questions regarding this information.

Sincerely,  
Mary L. Edwards  
Registered Consulting Arborist RCA #451  
ISA Certified Arborist FI-0116  
Florida Certified Landscape Contractor  
321-303-4714  
[mary@maryedwardsarborist.com](mailto:mary@maryedwardsarborist.com)





Gateway to Nature & Space



## APPLICATION FOR DEVELOPMENT REVIEW COMMITTEE (DRC)- TECHNICAL MANUAL/DOWNTOWN MIXED USE (DMU) ZONING WAIVERS

Please submit electronically a completed application and required submittals to the Community Development Department for payment and meeting scheduling. Section 34-296 of the Titusville Land Development Regulations contains the instructions for filing and the required exhibits. INCOMPLETE APPLICATIONS SHALL NOT BE ACCEPTED.

<b>1. Project Location</b>	Property Address/Location Description NE corner of Cheney Hwy and Hickory Hill Blvd - 2870 Cheney Hwy, Titusville				
<b>2. Applicant/ Owner</b>	Name of Applicant/Contact KPM Franklin / Daniel Doyle		Name of Owner 2400 Cheney, LLC		
	Street Address 6300 Hazeltine National Drive, Suite 118		Street Address 2150 Coral Way, Suite 4A		
	City	State	Zip		
	Orlando	FL	32822		
	City	State	Zip		
			Coral Gables	FL	33145
	Telephone #		Telephone #		
	Fax #		Fax #		
	E-Mail Address Ddoyle@kpmfranklin.com		E-Mail Address Orodriguez@arenarei.com		
<b>3. Applicant Status</b>	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Other				
<b>4. Parcel ID</b>	22-35-20-AC-*-122.01, 22-35-20-AC-*-123.01	<b>Tax Acct.</b>			
<b>5. Site Size</b>	Acre: 1.31 AC, 1.32 AC	Square Feet: 56,929 SF, 57,344 SF			
<b>6. Property Information</b>	Current Zoning Commercial Low Density	Current Use of Property Undeveloped			
<b>7. Waiver(s) Requested</b>	<i>Section Number</i>	<i>LDR/Technical Manual Requirement</i>	<i>Waiver Requested</i>		
	1) <u>LDR Sec. 34-287, 30-32(a)(2)</u>	1) Critical Root Zone within development	1) Removal of 36"(2), 72" DBH Heritage Tree (#1056)		
	2) <u>LDR Sec. 34-287, 30-32(a)(2)</u>	2) Critical Root Zone within development	2) <u>Removal of 52" Heritage Tree (#1159)</u>		
	3) <u>LDR Sec. 34-287, 30-32(a)(4)</u>	3) <u>Poor Health</u>	3) <u>Removal of 16"&amp;30", 46" DBH Heritage Tree (#1261)</u>		
	4) _____	4) _____	4) _____		
5) _____	5) _____	5) _____			

<b>8. Design Review and or Waivers Required by CRA in DMU Zoning</b>	Property is > 1.5 acres <input checked="" type="checkbox"/> Building is > 10,001 square feet in size <input type="checkbox"/> Not applicable ( property ≤ 1.5 acres or building ≤ 10,000 square in size) <input type="checkbox"/>
<b>9. Narrative</b>	<p>Please provide a brief description of your request and the proposed project:</p> <p>The project site contains three heritage trees identified in the arborist report as Tree No. 1086, Tree No. 1159, and Tree No. 1281. Tree No. 1281 has been identified by the project arborist as being in poor health and, while mitigation will still be required, removal of this tree does not require a DRC waiver or board approval. Tree No. 1086 and Tree No. 1159 have been identified as being in good health; however, removal of these trees is necessary due to unavoidable conflicts with critical infrastructure improvements associated with the proposed master development plan. The trees are located within areas required for proposed parking improvements, stormwater pond grading and pond side banks, and the proposed force main alignment extending from the sanitary lift station.</p> <p>In addition, the critical root zones associated with heritage oaks of this size are substantial and require extensive protection setbacks. Preservation of the trees and their protected root areas would prevent construction of required infrastructure, including the force main, stormwater facilities, utility routing, and associated grading improvements necessary to support the development.</p> <p>The site is also constrained by a high seasonal groundwater table, requiring substantial imported fill and mass grading operations to achieve required stormwater treatment and groundwater separation criteria. These grading activities would significantly impact the root systems and long-term viability of the trees even if preservation efforts were attempted.</p> <p>Based on the combined impacts associated with required infrastructure placement, stormwater pond construction, utility installation, and necessary grading improvements, preservation of Tree No. 1086 and Tree No. 1159 is not feasible as part of the proposed development.</p>

- **All applications shall require Community Development staff review prior to submittal.**
- Incomplete applications and applications without appropriate backup information/justification will not be accepted and will not be considered to be officially submitted until the appropriate information and fees are submitted. Meeting dates for incomplete applications will not be set until all required information and fees are submitted.

**ACKNOWLEDGEMENT**

I am the owner and/or legal representative of the owner of the property described which is the subject of this application. All answers to the questions in said application and all sketches and data attached to and made a part of this application are honest and true to the best of my knowledge and belief. Should this application be granted, I understand that any condition(s) imposed upon the granting of this request shall be binding to the owner, his heirs and successors in title to possession of the subject property. I understand that I must attend all applicable meetings and have been informed of the meeting date(s) and time(s). I understand that if I fail to appear at an applicable meeting, the appropriate Board or Commission may either table or deny the request.

This matter is subject to quasi-judicial rules of procedure. Interested parties should limit contact with the DRC Committee and or the Community Redevelopment Agency (CRA) on this topic to properly noticed public meetings or to written communication to the Redevelopment Planner for DMU waivers and the Development Services Manager for Technical Manual waivers, City of Titusville, P.O. Box 2806, Titusville, FL 32781

/s/ Daniel Doyle  
(Signature\*)

05/08/2026  
(Date)

*\* By entering your name in the "Signature" box above, you are signing this Application electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Application. By entering your name in the "Signature" box above, you consent to be legally bound by this Application's terms and conditions.*

**DATE RECEIVED:** \_\_\_\_\_

**ACCEPTED BY:** \_\_\_\_\_



# City of Titusville Staff Report

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## DEVELOPMENT REVIEW COMMITTEE (DRC) - #12-2026

### Waiver Request for 5205 S. Washington Ave – Flores del Sol

<b>Meeting Date:</b>	June 16, 2026
<b>Prepared By:</b>	Mandy Lamothe, Deputy Community Development Director
<b>Applicant(s):</b>	Rodney Honeycutt, P.E.
<b>Applicant's Request:</b>	To allow parking space dimension width to be reduced to 9 ft wide
<b>Staff Recommendation:</b>	Consideration of the proposed waiver request

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#### Background Information

The applicant, Rodney Honeycutt, is requesting the Development Review Committee (DRC) grant the following waiver:

1. To the criteria specified in the City's Transportation Infrastructure Technical Design Manual Chapter 9 – Transportation Infrastructure, Section 9.17.1.1 which establishes the minimum parking space dimensions for development within the City.

The purpose of the request is for the development of a 48-unit condominium project on the subject property. The project is currently under site plan review.

#### Waiver Criteria

Pursuant to Section 34-286 of the Code, the DRC has the authority to waive this requirement using the following review criteria specified in Section 34-288:

1. The alternative standards promotes flexibility and environmental soundness in layout and design; or
2. The proposed new standards are appropriate to the proposed type of development; or
3. The property exhibits physical constraints that prevent the implementation of provisions of the City's technical manuals and the waiver would allow the implementation of the code provision to the greatest extent possible; or
4. The waiver would be based on the latest best professional practices that would not be possible in implementing the code provision.

## **Analysis**

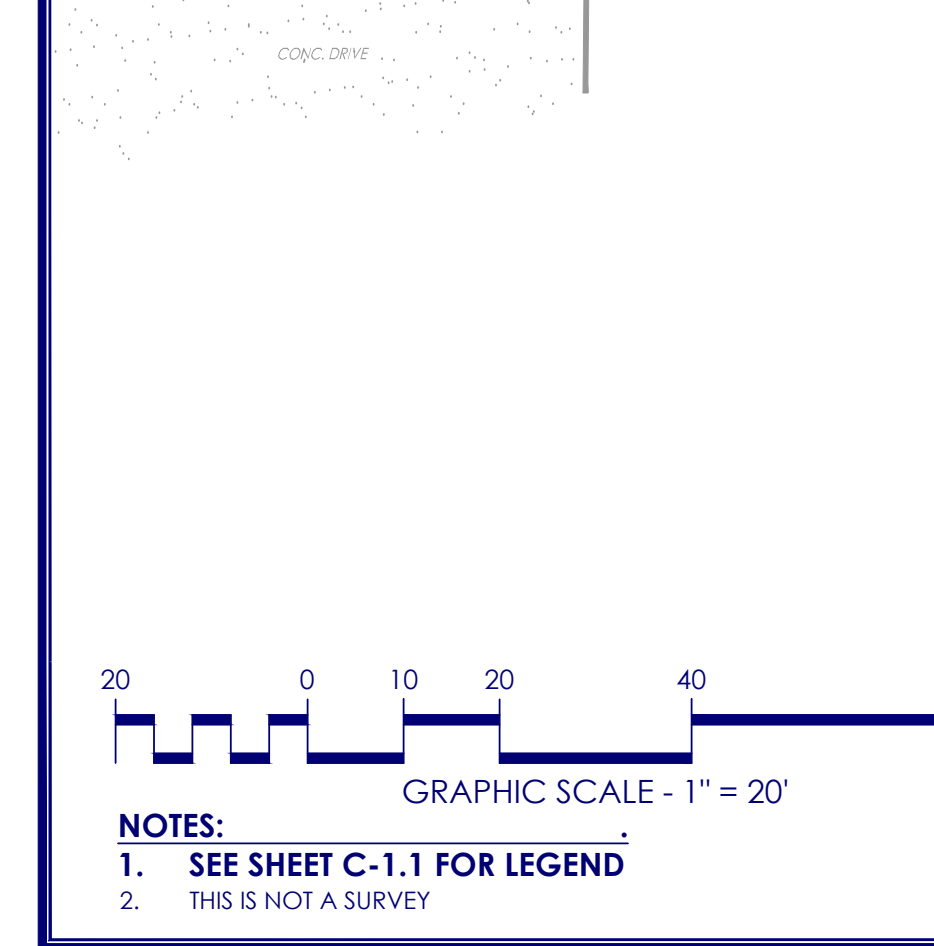
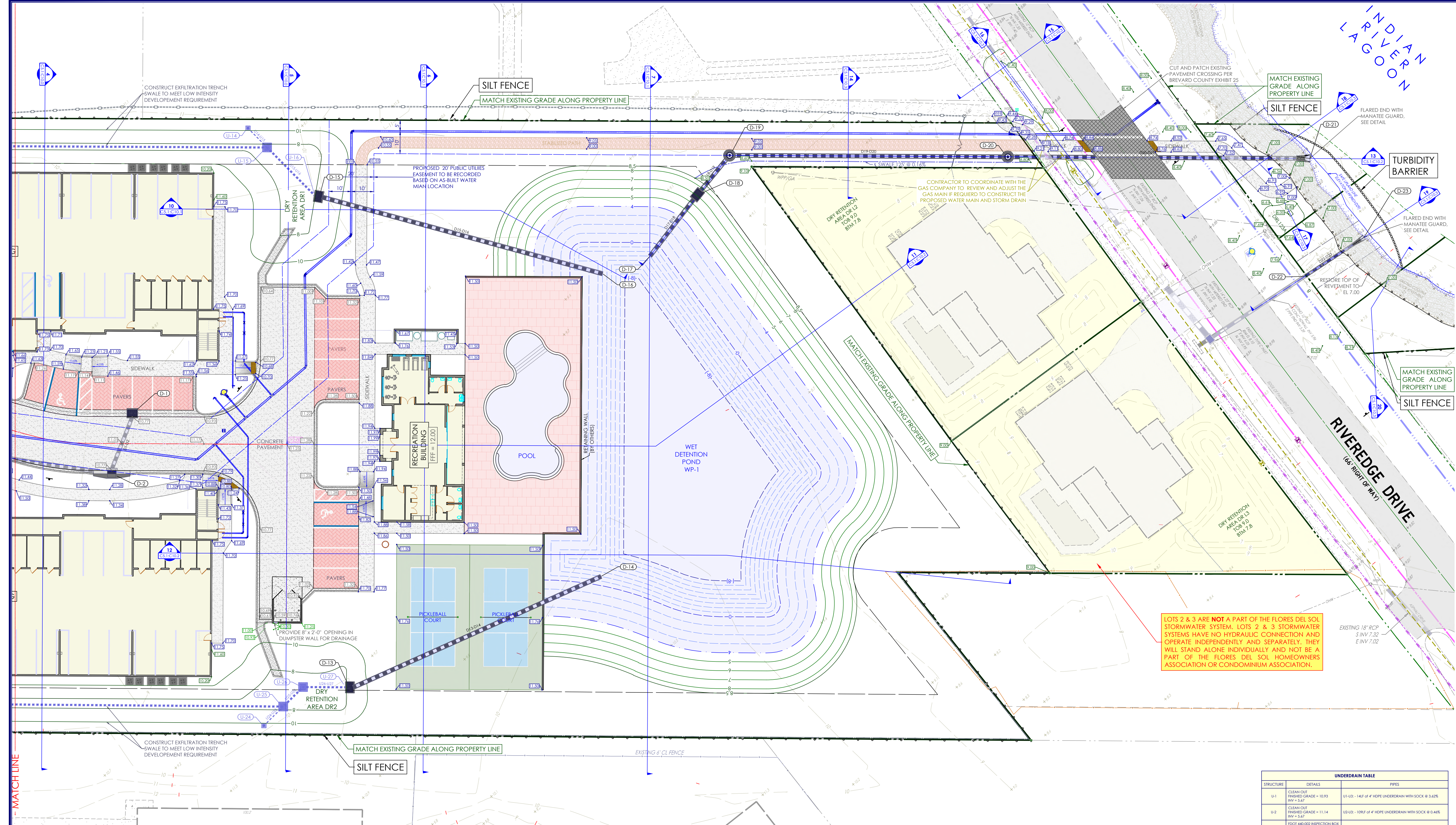
The applicant has requested a waiver to reduce the minimum parking space dimension width from the required 10 feet to 9 feet. The applicant proposes two exfiltration trenches in the stormwater treatment train (1200 feet long), which is listed as a Best Management Practice of LID. Reduction of parking space dimension is an incentive of providing exfiltration trenches. At one time, the City's standard parking space dimension was 9-foot wide by 18-foot deep.

## **Recommendation**

The Development Review Committee (DRC) should weigh the physical constraints involved with the property in order to implement the code to the greatest extent possible and also consider the criteria for waivers in Sec. 34-288.

Pursuant to Section 34-289 of the Code, the DRC shall review waiver applications with staff comments and either approve, approve with conditions or deny the request by a majority of the attending committee members. Any appeals to the decision of the DRC shall be heard by the Board of Adjustment and Appeals within thirty (30) days after the decision has been rendered.





**NOTES:**  
 1. SEE SHEET C-1.1 FOR LEGEND  
 2. THIS IS NOT A SURVEY

STORM DRAIN TABLE		
STRUCTURE	DETAILS	PIPES
D-1	FOOT 425-041 TYPE V INLET RM = 10.46 D1-D2: 28" OF 18" RCP @ 0.33%	D1-D2: 28" OF 18" RCP @ 0.33%
D-2	FOOT 425-021 TYPE 6 INLET RM = 10.46 D1-D2: 28" OF 18" RCP @ 0.33%	D2-D4: 12" OF 18" RCP @ 0.33%
D-3	FOOT 425-041 TYPE V INLET RM = 10.46 D3-D4: 28" OF 18" RCP @ 0.33%	D3-D4: 28" OF 18" RCP @ 0.33%
D-4	FOOT 425-021 TYPE 6 INLET RM = 10.46 D4-D6: 18" OF 18" RCP @ 0.23%	D4-D6: 18" OF 18" RCP @ 0.23%
D-5	FOOT 425-041 TYPE V INLET RM = 10.46 D5-D6: 28" OF 18" RCP @ 0.33%	D5-D6: 28" OF 18" RCP @ 0.33%
D-6	FOOT 425-021 TYPE 6 INLET RM = 10.46 D6-D8: 12" OF 18" RCP @ 0.33%	D6-D8: 12" OF 18" RCP @ 0.33%
D-7	FOOT 425-041 TYPE V INLET RM = 10.46 D7-D8: 28" OF 18" RCP @ 0.33%	D7-D8: 28" OF 18" RCP @ 0.33%
D-8	FOOT 425-041 TYPE V INLET RM = 10.46 D8-D10: 30" OF 18" RCP @ 0.23%	D8-D10: 30" OF 18" RCP @ 0.23%

STORM DRAIN TABLE		
STRUCTURE	DETAILS	PIPES
D-9	FOOT 425-052 MODIFIED TYPE D INLET WITH 1/2" DEEP SLOOT (SEE DETAIL C-11.0) RM = 9.20 D9-D10: INV OUT = 1.10	D9-D10: 48" OF 30" RCP @ 0.23%
D-10	FOOT 425-021 TYPE 6 INLET RM = 10.72 D10-D11: INV OUT = 1.00	D10-D11: 27" OF 30" RCP @ 0.33%
D-11	FOOT 425-021 TYPE 6 INLET RM = 10.72 D11-D12: INV OUT = 0.90	D11-D12: 30" OF 30" RCP @ 0.33%
D-12	FOOT 425-052 MODIFIED TYPE D INLET WITH 1/2" DEEP SLOOT (SEE DETAIL C-11.0) RM = 9.20 D12-D14: INV OUT = 4.00	D12-D14: 12" OF 18" RCP @ 3.27%
D-13	PIPE END RM = 9.21 D13-D14: INV IN = 0.00	D13-D14: 12" OF 18" RCP @ 3.27%
D-14	PIPE END RM = 9.21 D14-D16: INV IN = 4.54	D14-D16: 13" OF 18" RCP @ 4.58%
D-15	PIPE END RM = 9.21 D15-D16: INV IN = 4.54	D15-D16: 13" OF 18" RCP @ 4.58%
D-16	PIPE END RM = 9.21 D16-D18: INV IN = 2.00	D16-D18: 13" OF 18" RCP @ 4.58%

STORM DRAIN TABLE		
STRUCTURE	DETAILS	PIPES
D-17	PIPE END RM = 8.20 D17-D18: INV OUT = 2.00	D17-D18: 34" OF 18" RCP @ 14.30%
D-18	OUTLET STRUCTURE FOOT 425-052 MODIFIED TYPE E INLET (SEE DETAIL C-11.0) RM = 8.20 D18-D19: INV IN = 3.00	D18-D19: 23" OF 18" RCP @ 0.23%
D-19	FOOT 425-001 J-8 MANHOLE RM = 8.96 D19-D20: INV IN = 2.95	D19-D20: 124" OF 18" RCP @ 0.24%
D-20	FOOT 425-001 J-8 MANHOLE RM = 8.96 D20-D21: INV IN = 1.30	D20-D21: 128" OF 18" RCP @ 0.23%
D-21	FOOT 425-002 18" FLARED END RM = 8.96 D21-D22: INV IN = 1.00	D21-D22: 128" OF 18" RCP @ 0.23%
D-22	REMOVE HEADWALL & CONNECT TO EXISTING PIPE RM = 9.25 D22-D23: INV OUT = 5.39	D22-D23: 24" OF 12" RCP @ 17.18%
D-23	1/2" FLARED END RM = 9.25 D23-D24: INV IN = 1.00	D23-D24: 24" OF 12" RCP @ 17.18%

UNDERDRAIN TABLE		
STRUCTURE	DETAILS	PIPES
U-1	CLEAN OUT FINISHED GRADE = 10.93 INV = 5.67	U1-U3: 1-1/2" OF 4" HDPE UNDERDRAIN WITH SOCK @ 3.62%
U-2	CLEAN OUT FINISHED GRADE = 11.14 INV = 5.67	U2-U5: 1-1/2" OF 4" HDPE UNDERDRAIN WITH SOCK @ 0.46%
U-3	FOOT 440-002 INSPECTION BOX FINISHED GRADE = 8.82 INV = 5.17	U3-U5: 1-1/2" OF 4" HDPE UNDERDRAIN WITH SOCK @ 0.10%
U-4	CLEAN OUT FINISHED GRADE = 11.02 INV = 5.67	U4-U5: 1-1/2" OF 4" HDPE UNDERDRAIN WITH SOCK @ 0.30%
U-5	FOOT 440-002 INSPECTION BOX FINISHED GRADE = 8.80 INV = 5.15	U5-U7: 1-1/2" OF 4" HDPE UNDERDRAIN WITH SOCK @ 0.10%
U-6	CLEAN OUT FINISHED GRADE = 10.99 INV = 5.67	U6-U7: 1-1/2" OF 4" HDPE UNDERDRAIN WITH SOCK @ 0.54%
U-7	FOOT 440-002 INSPECTION BOX FINISHED GRADE = 8.80 INV = 5.17	U7-U9: 1-1/2" OF 4" HDPE UNDERDRAIN WITH SOCK @ 0.10%
U-8	CLEAN OUT FINISHED GRADE = 10.98 INV = 5.67	U8-U9: 1-1/2" OF 4" HDPE UNDERDRAIN WITH SOCK @ 0.39%
U-9	FOOT 440-002 INSPECTION BOX FINISHED GRADE = 8.80 INV = 5.15	U9-U11: 1-1/2" OF 4" HDPE UNDERDRAIN WITH SOCK @ 0.10%
U-10	CLEAN OUT FINISHED GRADE = 11.32 INV = 5.67	U10-U11: 1-1/2" OF 4" HDPE UNDERDRAIN WITH SOCK @ 0.71%
U-11	FOOT 440-002 INSPECTION BOX FINISHED GRADE = 8.80 INV = 5.15	U11-U13: 1-1/2" OF 4" HDPE UNDERDRAIN WITH SOCK @ 0.10%
U-12	CLEAN OUT FINISHED GRADE = 10.23 INV = 5.67	U12-U13: 1-1/2" OF 4" HDPE UNDERDRAIN WITH SOCK @ 2.72%
U-13	FOOT 440-002 INSPECTION BOX FINISHED GRADE = 8.80 INV = 5.15	U13-U15: 1-1/2" OF 4" HDPE UNDERDRAIN WITH SOCK @ 0.10%
U-14	CLEAN OUT FINISHED GRADE = 10.16 INV = 5.67	U14-U15: 1-1/2" OF 4" HDPE UNDERDRAIN WITH SOCK @ 9.09%
U-15	FOOT 440-002 INSPECTION BOX FINISHED GRADE = 8.80 INV = 5.15	U15-U16: 1-1/2" OF 4" HDPE UNDERDRAIN WITH SOCK @ 0.10%
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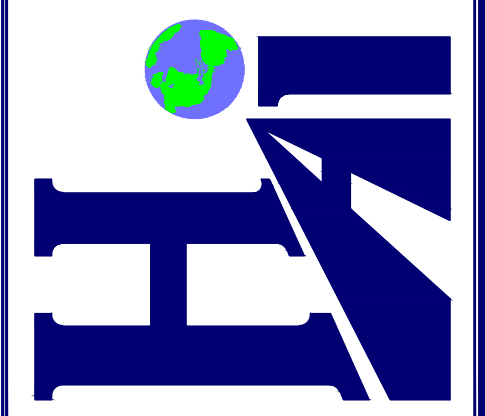
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U-17	CONNECT TO D-13 FINISHED GRADE = 8.80	U17-U18: 1-1/2" OF 4" HDPE UNDERDRAIN WITH SOCK @ 0.10%

**LOTS 2 & 3 ARE NOT A PART OF THE FLORES DEL SOL STORMWATER SYSTEM. LOTS 2 & 3 STORMWATER SYSTEMS HAVE NO HYDRAULIC CONNECTION AND OPERATE INDEPENDENTLY AND SEPARATELY. THEY WILL STAND ALONE INDIVIDUALLY AND NOT BE A PART OF THE FLORES DEL SOL HOMEOWNERS ASSOCIATION OR CONDOMINIUM ASSOCIATION.**

DATE	2024.12.10
DATE	09-01-2025
DATE	11-11-2025
DATE	05-10-2026

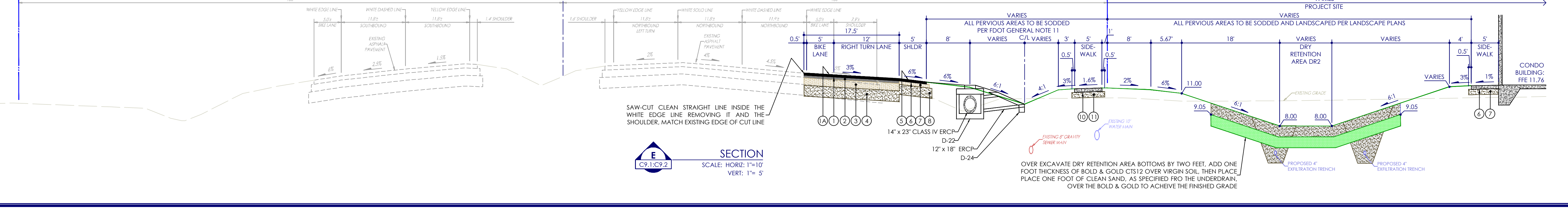
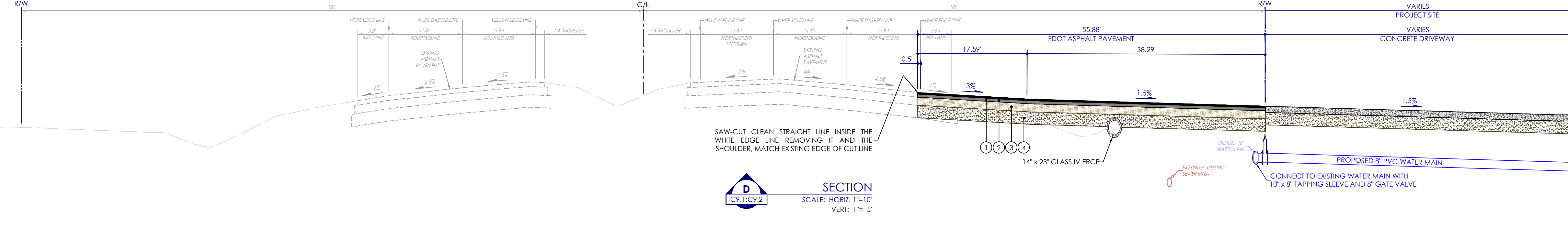
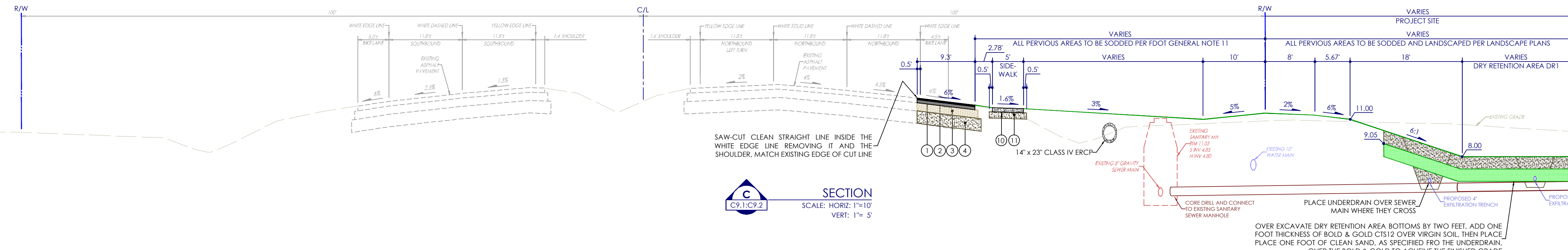
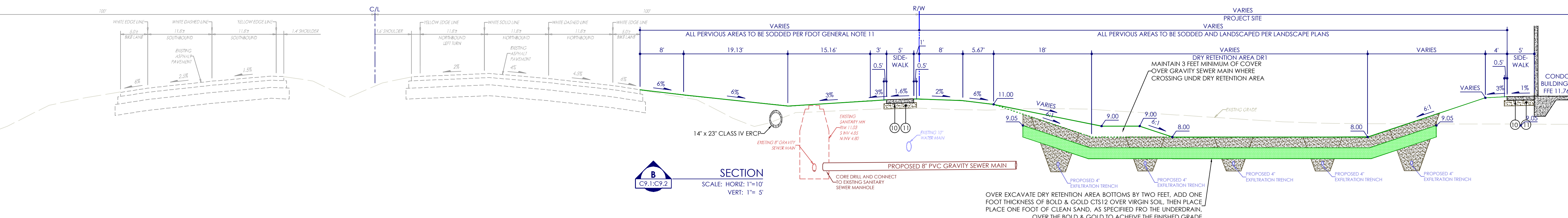
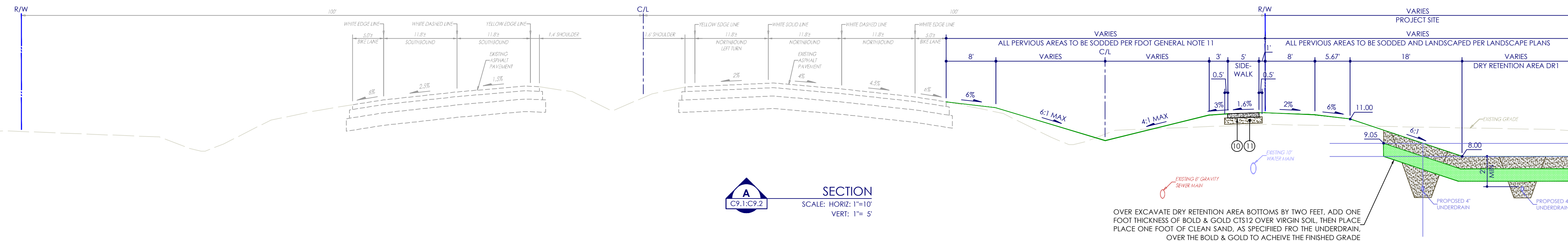


**Associates, Inc. Honeycutt & Planners**  
 ENGINEERS & PLANNERS  
 3700 South Washington Avenue  
 Titusville, Florida 32780  
 (321) 267-6233 Fax (321) 269-7847  
 Certificate of Authorization EB-0007623



**GRADING, DRAINAGE & PAVING PLAN - EAST**  
**FLORES DEL SOL**  
 MULT-FAMILY DEVELOPMENT  
 Tax Account No: 2213416 - Tax Parcel ID: 22-35-26-BF--37.01  
 FOR:  
 RIVEREDGE PROPERTIES OF BREVARD, INC.  
 TITUSVILLE, BREVARD COUNTY, FLORIDA

SHEET NO: C-5.1  
 CADD FILE: flores del sol sp.dwg  
 FILE NO: Sec 26, T 22 S, R 3 E



DATE	REVISION
2024.12.10	AS SHOWN
06-01-2025	REVISED PER CITY OF TITUSVILLE COMMENTS DATED 04-14-2025

**FOR REVIEW ONLY**

THE DESIGN PROFESSIONAL'S SERVICES ARE LIMITED TO THE DESIGN AND CONSTRUCTION OF THE PROJECT DESCRIBED HEREIN. THE DESIGN PROFESSIONAL IS NOT RESPONSIBLE FOR ANY OTHER ASPECTS OF THE PROJECT, INCLUDING BUT NOT LIMITED TO, THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT, THE ADEQUACY OF THE INFORMATION PROVIDED BY THE CLIENT, OR THE ADEQUACY OF THE INFORMATION PROVIDED BY THE CLIENT.

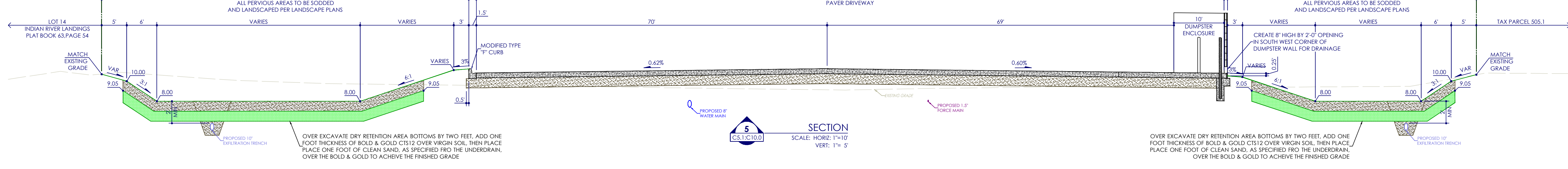
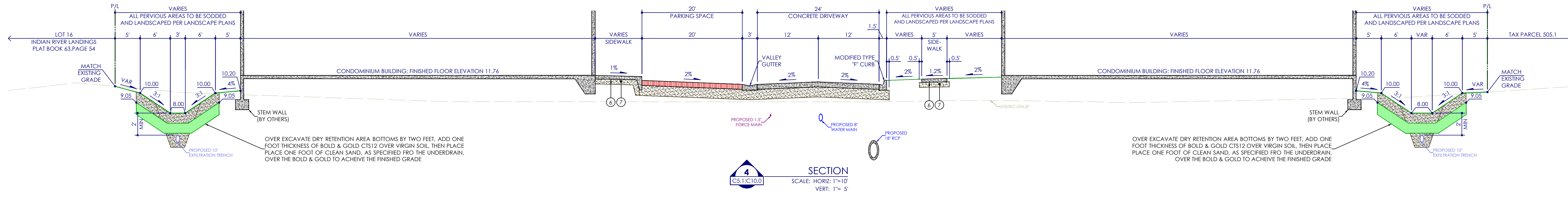
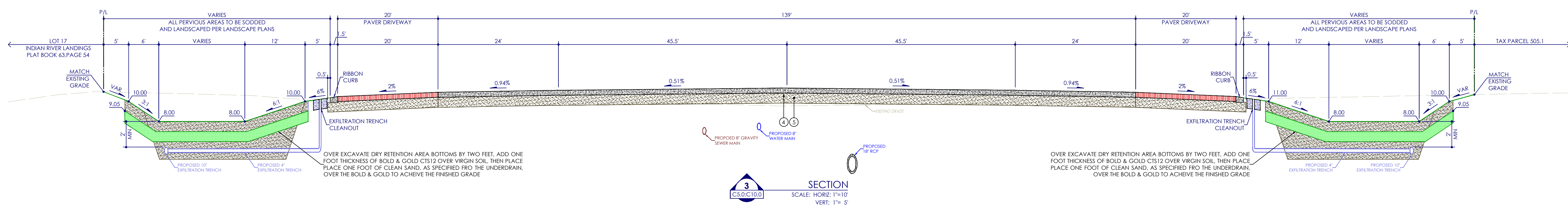
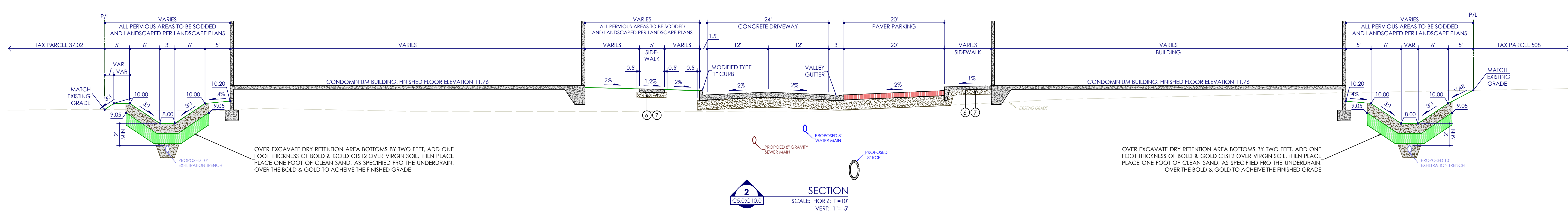
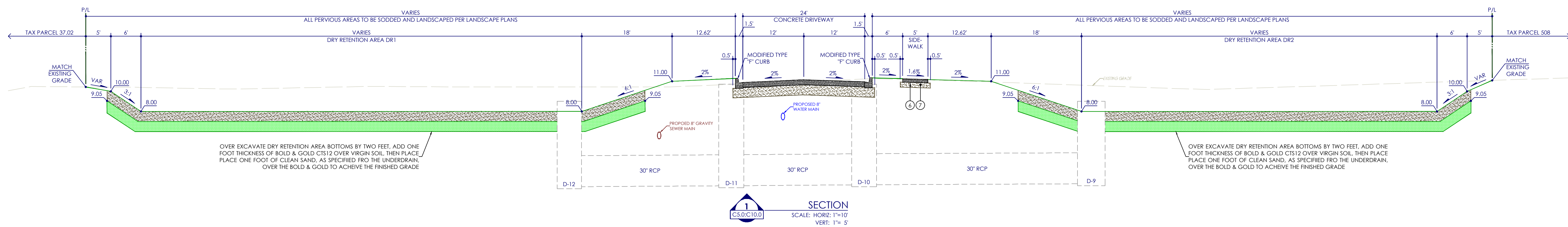
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Titusville, Florida 32780  
(321) 267-6233 Fax (321) 269-7847  
Certificate of Authorization EB-0007623

**FDOT - U.S HWY No 1 CROSS SECTIONS**

**FLORES DEL SOL**  
MULT-FAMILY DEVELOPMENT  
FOR:  
RIVEREDGE PROPERTIES OF BREVARD, INC.  
TITUSVILLE, BREVARD COUNTY, FLORIDA

Tax Account No: 2213416 - Tax Parcel ID: 22-35-26-BF--37.01

SHEET NO: C-9.2  
CADD FILE: flores del sol.sp.dwg  
FILE NO: Sec 26, T 22 S, R 35 E



DATE	REVISION
09-01-2025	REVISED PER CITY OF TITUSVILLE COMMENTS DATED 04-14-2025
11-11-2025	REVISED PER SJRWMD COMMENTS DATED 10-31-2025



**Associates, Inc. & Honeycutt & Planners**  
ENGINEERS & PLANNERS  
3700 South Washington Avenue  
Titusville, Florida 32780  
(321) 267-6233 Fax (321) 269-7847  
Certificate of Authorization EB-0007623

**HA**

**SITE CROSS SECTIONS**  
FLORES DEL SOL  
MULT-FAMILY DEVELOPMENT  
FOR:  
RIVEREDGE PROPERTIES OF BREVARD, INC.  
TITUSVILLE, BREVARD COUNTY, FLORIDA

Tax Account No: 2213416 - Tax Parcel ID: 22-35-26-8F--37.01

SHEET NO: C-10.0  
CADD FILE: flores del sol sp.dwg  
FILE NO: Sec 26, T 22 S, R 35 E



Gateway to Nature & Space



## APPLICATION FOR DEVELOPMENT REVIEW COMMITTEE (DRC)- TECHNICAL MANUAL/DOWNTOWN MIXED USE (DMU) ZONING WAIVERS

Please submit electronically a completed application and required submittals to the Community Development Department for payment and meeting scheduling. Section 34-296 of the Titusville Land Development Regulations contains the instructions for filing and the required exhibits. **INCOMPLETE APPLICATIONS SHALL NOT BE ACCEPTED.**

<b>1. Project Location</b>	Property Address/Location Description		
<b>2. Applicant/ Owner</b>	Name of Applicant/Contact		Name of Owner
	Street Address		Street Address
	City	State	Zip
	Telephone #		Telephone #
	Fax #		Fax #
	E-Mail Address		E-Mail Address
<b>3. Applicant Status</b>	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Agent <input type="checkbox"/> Other		
<b>4. Parcel ID</b>		<b>Tax Acct.</b>	
<b>5. Site Size</b>	Acres:		Square Feet:
<b>6. Property Information</b>	Current Zoning		Current Use of Property
<b>7. Waiver(s) Requested</b>	<i>Section Number</i>	<i>LDR/Technical Manual Requirement</i>	<i>Waiver Requested</i>
	1) _____	1) _____	1) _____
	2) _____	2) _____	2) _____
	3) _____	3) _____	3) _____
	4) _____	4) _____	4) _____
	5) _____	5) _____	5) _____

<b>8. Design Review and or Waivers Required by CRA in DMU Zoning</b>	Property is > 1.5 acres <input type="checkbox"/> Building is > 10,001 square feet in size <input type="checkbox"/> Not applicable ( property ≤ 1.5 acres or building ≤ 10,000 square in size) <input type="checkbox"/>
<b>9. Narrative</b>	Please provide a brief description of your request and the proposed project:

- **All applications shall require Community Development staff review prior to submittal.**
- Incomplete applications and applications without appropriate backup information/justification will not be accepted and will not be considered to be officially submitted until the appropriate information and fees are submitted. Meeting dates for incomplete applications will not be set until all required information and fees are submitted.