



**CITY OF ST. PETERSBURG  
PLANNING & DEVELOPMENT SERVICES DEPT.  
DEVELOPMENT REVIEW SERVICES DIVISION**

**DEVELOPMENT REVIEW COMMISSION  
STAFF REPORT**

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**SPECIAL EXCEPTION  
PUBLIC HEARING**

According to Planning and Development Services Department records, **Commissioner Reed** has a direct or indirect ownership interest in real property located within 1,000 linear feet of real property contained within the application (measured by a straight line between the nearest points on the property lines). All other possible conflicts should be declared upon announcement of the item.

**REPORT TO THE DEVELOPMENT REVIEW COMMISSION FROM DEVELOPMENT REVIEW SERVICES DIVISION, PLANNING & DEVELOPMENT SERVICES DEPARTMENT**, for Public Hearing and Executive Action on **Wednesday, May 3, 2023, at 1:00 P.M.** at Council Chambers, City Hall, located at 175 - 5<sup>th</sup> Street North, St. Petersburg, Florida.

CASE NO.: 23-32000001 PLAT SHEET: H-5

REQUEST: Approval of a special exception and related site plan to construct four (4) portable classrooms for use by an existing private school.

OWNER: Mt. Zion Progressive Missionary Baptist Church Inc.  
955 20th Street South  
St. Petersburg, FL 33712

AGENT: Angela Holmes-Rouson  
955 20th Street South  
St. Petersburg, FL 33712

ADDRESS: 958 20th Street South  
951& 0 19th Street South

PARCEL ID NO.: 25-31-16-68310-000-0050,  
25-31-16-68310-000-1200,  
25-31-16-68310-000-1205

LEGAL DESCRIPTION: On File

ZONING: Neighborhood Traditional Single-Family (NT-1)

**SITE AREA TOTAL:** 38,684 square feet or 0.20 acres

**GROSS FLOOR AREA:**

Existing:	0 square feet	0.00 F.A.R.
Proposed:	4,277 square feet	0.11 F.A.R.
Permitted:	279,566 square feet	0.50 F.A.R.

**BUILDING COVERAGE:**

Existing:	0 square feet	0% of Site MOL
Proposed:	4,277 square feet	11% of Site MOL

**OPEN GREEN SPACE:**

Existing:	37,583 square feet	97% of Site MOL
Proposed:	24,862 square feet	64% of Site MOL

**PAVING COVERAGE (excluding building footprint):**

Existing:	0 square feet	0% of Site MOL
Proposed:	9,761 square feet	25% of Site MOL

**IMPERVIOUS SURFACE:**

Existing:	0 square feet	0% of Site MOL
Proposed:	12,777 square feet	33% of Site MOL
Permitted:	21,145 square feet	65% of Site MOL

**PARKING (VEHICLE) SPACES:**

Existing:	58 spaces campus wide; including 13 handicapped spaces
Proposed:	58 spaces campus wide; including 13 handicapped spaces

**BUILDING HEIGHT:**

Existing:	0-feet
Proposed:	12-feet, 9-inches
Permitted:	24-feet

**APPLICATION REVIEW:**

I. **PROCEDURAL REQUIREMENTS:** The applicant has met and complied with the procedural requirements of Section 16.10.020.1 of the Municipal Code for a house of worship and a private school which are Special Exception uses within the Neighborhood Traditional (NT-1) zoning district.

II. **DISCUSSION AND RECOMMENDATIONS:**

**The Request:**

The applicant seeks approval of a special exception and related site plan to construct four (4) portable classrooms for use by an existing private school on a residentially zoned property. The subject property consists of multiple lots within the blocks bound by 9<sup>th</sup> Avenue South, 19<sup>th</sup> Street South, 11<sup>th</sup> Avenue South and 21<sup>st</sup> Street South.

**History:**

City Records show that the existing house of worship has existed since the 1920s. The house of worship has received multiple approvals to expand over the years. Most recently, the DRC approved the addition of the private school use with the Special Exception case 11-32000004.

The existing house of worship campus consists of multiple buildings and parking areas. The sanctuary is located at the southwest corner of the subject property adjacent to 21<sup>st</sup> Street South and 11<sup>th</sup> Avenue South. The youth activity center is located just north of the existing sanctuary. A third church building is located north of the youth activity center. A daycare center is located east of the youth activity center on the east side of 20<sup>th</sup> Street South. Paved parking is located along the east sides of the sanctuary and youth activity center and along 9<sup>th</sup> Avenue South. The existing private school is distributed within three (3) buildings on campus with four (4) of the six (6) classrooms being located within the sanctuary.

**Current Proposal:**

The applicant seeks approval to place four (4) portable classrooms for use by an existing private school associated with a house of worship on the subject property. The sanctuary has plans to undergo renovations to expand and remodel the current facilities. During the construction, the existing classrooms will be displaced and need to be relocated to another location on the campus. The four (4) portable classrooms will be used by the private school to provide the same number of students and faculty during construction.

Walkways are to be installed to connect the new portables to the other facilities on campus and to connect to a pedestrian crosswalk across 20<sup>th</sup> Street South. Campus parking is distributed over multiple parcels. The paved parking that is located on the west side of 20<sup>th</sup> street currently provides 58 parking spaces. Since there is no increase in students or staff, additional parking spaces are not required for this request. The private school's student drop-off location will be relocated closer to the portables. This drop-off is proposed at the Children's Center existing drop off location. The applicant shall install the required landscaping within the interior and exterior buffers and around the base of the new portable classrooms. Although the applicant proposes to keep the existing perimeter fence, staff has placed a special condition of approval requiring the fence to be replaced, as portions of it are in disrepair and have gates for parking access off 19<sup>th</sup> Street South. Future approvals or proposed expansions may require the applicant to apply for a modification and could require the approval of a master plan for the campus.

**Special Exception:**

As mentioned above, a private school in the NT-1 zoning district is a special exception use that requires the Development Review Commission's (DRC's) review and approval. The DRC is responsible to evaluate the proposed use to ensure compliance with the applicable review criteria as outlined in City Code, with a focus on the potential for adverse impacts such as noise, light, traffic circulation, traffic congestion and compatibility. Staff has reviewed the site plan for possible adverse impacts and determined the existing vehicular access is adequate to handle the minimal increase in vehicular trips. Staff has suggested special conditions of approval for the DRC's consideration. The special conditions are intended to promote compatibility and minimize negative impacts on the adjacent residential neighborhood consistent with the applicable standards in the City's Land Development Regulations for these types of uses. If the request is approved consistent with the suggested special conditions, staff does not anticipate a significant impact to the surrounding area.

**Public Comments:**

Staff has not received any communication for or against the proposed development.

**III. RECOMMENDATION:**

**A. Staff recommends APPROVAL of the special exception and related site plan, subject to the special conditions of approval:**

**B. Special Conditions of Approval:**

1. The site layout, plans, and elevations submitted for permitting should substantially resemble the plans and elevations submitted with this application.
2. Remove existing curb cuts and driveways on 19<sup>th</sup> Street South. Restore curb to city standards and plant vegetative ground cover between sidewalk and curb.
3. Remove existing perimeter fence and gates and replace with new vinyl coated chain link fence, same location with a maximum height of 6-feet.
4. Any trees to be preserved shall be protected during construction in accordance with Chapter 16, Sections 16.40.060.5 and 16.40.060.2.1.3 of City Code.
5. A separate tree removal permit is required for removal for all code protected trees.
6. Exterior lighting shall comply with Section 16.40.070 of the Code.
7. Landscaping shall be installed per the requirements of Section 16.40.060
8. Plans shall be revised as necessary to comply with comments provided by the City's Engineering and Capital Improvements Department's memorandum dated March 3, 2023.
9. Plans shall be revised as necessary to comply with comments provided by the City's Transportation and Parking Management Department's memorandum dated March 13, 2023.
10. The special exception and related site plan approval is valid until May 3, 2026. Substantial construction shall commence prior to the expiration date, unless an extension has been approved by the POD. A request for an extension must be received in writing prior to the expiration date.

**C. Standard Conditions of Approval:**

*(All or Part of the following standard conditions of approval may apply to the subject application. Application of the conditions is subject to the scope of the subject project and at the discretion of the Zoning Official. Applicants who have questions regarding the application of these conditions are advised to contact the Zoning Official.)*

**ALL SITE PLAN MODIFICATIONS REQUIRED BY THE DRC SHALL BE REFLECTED ON A FINAL SITE PLAN TO BE SUBMITTED TO THE PLANNING & DEVELOPMENT SERVICES DEPARTMENT BY THE APPLICANT FOR APPROVAL PRIOR TO THE ISSUANCE OF PERMITS.**

**Building Code Requirements:**

1. The applicant shall contact the City's Construction Services and Permitting Division and Fire Department to identify all applicable Building Code and Health/Safety Code issues associated with this proposed project.
2. All requirements associated with the Americans with Disabilities Act (ADA) shall be satisfied.

**Zoning/Planning Requirements:**

1. The applicant shall submit a notice of construction to Albert Whitted Field if the crane height exceeds 190 feet. The applicant shall also provide a Notice of Construction to the Federal Aviation Administration (FAA), if required by Federal and City codes.
2. All site visibility triangle requirements shall be met (Chapter 16, Section 16.40.160).
3. No building or other obstruction (including eaves) shall be erected, and no trees or shrubbery shall be planted on any easement other than fences, trees, shrubbery, and hedges of a type approved by the City.
4. The location and size of any trash container(s) shall be designated, screened, and approved by the Manager of Commercial Collections, City Sanitation. A solid wood fence or masonry wall shall be installed around the perimeter of the dumpster pad.

**Engineering Requirements:**

1. The site shall be in compliance with all applicable drainage regulations (including regional and state permits) and the conditions as may be noted herein. The applicant shall submit drainage calculations and grading plans (including street crown elevations), which conform with the quantity and the water quality requirements of the Municipal Code (Chapter 16, Section 16.40.030), to the City's Engineering Department for approval. Please note that the entire site upon which redevelopment occurs shall meet the water quality controls and treatment required for development sites. Stormwater runoff release and retention shall be calculated using the rational formula and a 10-year, one-hour design storm.
2. All other applicable governmental permits (state, federal, county, city, etc.) must be obtained before commencement of construction. A copy of other required governmental permits shall be provided to the City Engineering & Capital Improvements Department prior to requesting a Certificate of Occupancy. Issuance of a development permit by the City does not in any way create any rights on the part of the applicant to obtain a permit from a governmental agency and does not create any liability on the part of the City of St. Petersburg for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by other governmental agencies or undertakes actions that result in a violation of state or federal law.
3. A work permit issued by the Engineering Department shall be obtained prior to commencement of construction within dedicated rights-of-way or easements.
4. The applicant shall submit a completed Storm Water Management Utility Data Form to the City's Engineering Department for review and approval prior to the approval of any permits.
5. Curb-cut ramps for the physically handicapped shall be provided in sidewalks at all corners where sidewalks meet a street or driveway.

**Landscaping Requirements:**

1. The applicant shall submit a revised landscape plan, which complies with the plan approved by the DRC and includes any modifications as required by the DRC. The DRC grants the Planning & Economic Development Department discretion to modify the approved landscape plan where necessary due to unforeseen circumstances (e.g., stormwater requirements, utility conflicts, conflicts with existing trees, etc.), provided the intent of the applicable ordinance(s) is/are maintained. Landscaping plans shall be in accordance with Chapter 16, Section 16.40.060 of the City Code entitled "Landscaping and Irrigation".
2. Any plans for tree removal and permitting shall be submitted to the Development Services Division for approval.
3. All existing and newly planted trees and shrubs shall be mulched with three (3) inches of organic matter within a two (2) foot radius around the trunk of the tree.
4. The applicant shall install an automatic underground irrigation system in all landscaped areas. Drip irrigation may be permitted as specified within Chapter 16, Section 16.40.060.2.2.
5. Concrete curbing, wheel-stops, or other types of physical barriers shall be provided around/within all vehicular use areas to protect landscaped areas.
6. Any healthy existing oak trees over two (2) inches in diameter shall be preserved or relocated if feasible.
7. Any trees to be preserved shall be protected during construction in accordance with Chapter 16, Sections 16.40.060.5 and 16.40.060.2.1.3 of City Code.

**IV. CONSIDERATIONS BY THE DEVELOPMENT REVIEW COMMISSION FOR REVIEW (Pursuant to Chapter 16, Section 16.70.040.1.4 (D)):**

1. The use is consistent with the Comprehensive Plan.
2. The property for which a site plan review is requested shall have valid land use and zoning for the proposed use prior to site plan approval;
3. Ingress and egress to the property and proposed structures with particular emphasis on automotive and pedestrian safety, separation of automotive and bicycle traffic and control, provision of services and servicing of utilities and refuse collection, and access in case of fire, catastrophe and emergency. Access management standards on State and County roads shall be based on the latest access management standards of FDOT or Pinellas County, respectively;
4. Location and relationship of off-street parking, bicycle parking, and off-street loading facilities to driveways and internal traffic patterns within the proposed development with particular reference to automotive, bicycle, and pedestrian safety, traffic flow and control, access in case of fire or catastrophe, and screening and landscaping;

5. Traffic impact report describing how this project will impact the adjacent streets and intersections. A detailed traffic report may be required to determine the project impact on the level of service of adjacent streets and intersections. Transportation system management techniques may be required where necessary to offset the traffic impacts;
6. Drainage of the property with particular reference to the effect of provisions for drainage on adjacent and nearby properties and the use of on-site retention systems. The Commission may grant approval, of a drainage plan as required by city ordinance, County ordinance, or SWFWMD;
7. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety and compatibility and harmony with adjacent properties;
8. Orientation and location of buildings, recreational facilities and open space in relation to the physical characteristics of the site, the character of the neighborhood and the appearance and harmony of the building with adjacent development and surrounding landscape;
9. Compatibility of the use with the existing natural environment of the site, historic and archaeological sites, and with properties in the neighborhood as outlined in the City's Comprehensive Plan;
10. Substantial detrimental effects of the use, including evaluating the impacts of a concentration of similar or the same uses and structures, on property values in the neighborhood;
11. Substantial detrimental effects of the use, including evaluating the impacts of a concentration of similar or the same uses and structures, on living or working conditions in the neighborhood;
12. Sufficiency of setbacks, screens, buffers and general amenities to preserve internal and external harmony and compatibility with uses inside and outside the proposed development and to control adverse effects of noise, lights, dust, fumes and other nuisances;
13. Land area is sufficient, appropriate and adequate for the use and reasonably anticipated operations and expansion thereof;
14. Landscaping and preservation of natural manmade features of the site including trees, wetlands, and other vegetation;
15. Sensitivity of the development to on-site and adjacent (within two-hundred (200) feet) historic or archaeological resources related to scale, mass, building materials, and other impacts;
  - a. The site is **not within** an Archaeological Sensitivity Area (Chapter 16, Section 16.30.070).
  - b. The property is **not within** a flood hazard area (Chapter 16, Article 16.40, Section 16.40.050).

16. Availability of hurricane evacuation facilities for developments located in the hurricane vulnerability zones;
17. Meets adopted levels of service and the requirements for a Certificate of Concurrency by complying with the adopted levels of service for:
  - a. Water.
  - b. Sewer (Under normal operating conditions).
  - c. Sanitation.
  - d. Parks and recreation.
  - e. Drainage

The land use of the subject property is: **Planned Redevelopment Residential**

The land uses of the surrounding properties are:

North:	<b>Planned Redevelopment Residential</b>
South:	<b>Planned Redevelopment Residential</b>
East:	<b>Planned Redevelopment Residential</b>
West:	<b>Planned Redevelopment Residential</b>

REPORT PREPARED BY:

*/s/ Adriana Puentes Shaw*

*4/18/23*

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Adriana Puentes Shaw, AICP  
Urban Design and Development Coordinator  
Development Review Services Division  
Planning and Development Services Department

DATE

REPORT APPROVED BY:

*/s/ Corey Malyszka*

*4/25/23*

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Corey Malyszka, AICP, Zoning Official (POD)  
Development Review Services Division  
Planning & Development Services Department

Date

ATTACHEMENTS:   Location Map  
                          Application  
                          Plans  
                          Engineering & Capital Improvements Department Memorandum  
                          Transportation and Parking Management Department Memorandum



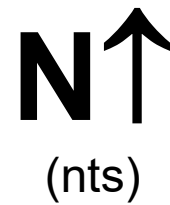


## PROJECT LOCATION MAP

Case No. : 23-3200001

Addresses: 958 20th Street South,  
951 & 0 19th Street South

City of St. Petersburg, Florida  
Planning & Development Services Department







# SPECIAL EXCEPTION SITE PLAN REVIEW

Application No. \_\_\_\_\_

## List of Required Submittals

Only complete applications will be accepted:

### Included in this packet:

- Pre-Application Meeting Notes
- Application
- Affidavit to Authorize Agent
- Data Sheet
- Traffic Input Report
- Neighborhood Worksheet
- Public Participation Report

- Completed SE & SPR application form
- Pre-Application Meeting Notes
- Application fee payment (Additional Fees required if variances are requested)
- Affidavit to Authorize Agent, if Agent signs application
- Data Sheet
- Traffic Impact Report (Methodology to be approved by Transportation and parking Management)
- Public Participation Report
- Site plan and survey of the subject property:
  - Two (2) copies (please fold to 8 ½ x 11") & one reduced site plan 8 ½ x 11" to scale: black and white & color
  - Drawn to scale (engineers scale no smaller than 1" = 50'); North arrow
  - Phasing schedule, if applicable
  - Dimensions and exact locations of:
    - property lines, structures, internal walkways, pedestrian connections
    - vehicle use areas (driveways, parking spaces, curbing, wheel stops, ingress/egress, etc.)
    - utilities (overhead power lines, exterior lighting, easements, etc.)
    - buffer walls, fences with elevation and height and material indicated
    - solid waste disposal method and location
    - storm water retention, preservation areas
    - any other architectural or engineering features
- Landscape plans: Two (2) copies (please fold to 8 ½ x 11")
  - One reduced site plan 8 ½ x 11" to scale (black and white) & (color)
  - Legend identifying plants by scientific and common name, size, spacing & quantity
  - Location, type and size in diameter at breast height (d.b.h.) of all specimen trees indicated to be preserved or removed
- Elevation drawings: 8 ½ x 11" to scale (color), Depicts all sides of existing & proposed structure(s)
- PDF of application documents (may be emailed to Staff Planner)
- Variance Narrative, if requesting, addressing application criteria
- Projects within the DC zoning district(s): Digital 3D building models of the proposed building(s): 1. Building models should be submitted on USB Flash Drive, DVD, or emailed in one of the following file formats: Google Earth - (.KMZ) or (.KML). 2. The model should be positioned in its correct geographic location and should be to scale. 3. The building model should be placed in the correct orientation/direction within the file. Overhead view of the model on screen should be as follows. North = Up, South = down, East = right, West = left

Planning and  
Development Services  
Department

Development Review  
Services Division

City of St. Petersburg  
P.O. Box 2842  
St. Petersburg, FL 33731  
727 / 893.7471

UPDATED: 12-08-22

**A Pre-Application Meeting is Required Prior to Submittal.**

To schedule, please call (727) 892-5498.

Completeness review by City Staff \_\_\_\_\_



# Pre-Application Meeting Notes

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Meeting Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Address/Location: \_\_\_\_\_

Request: \_\_\_\_\_

Type of Application: \_\_\_\_\_ Staff Planner for Pre-App: \_\_\_\_\_

Attendees: \_\_\_\_\_

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Neighborhood and Business Associations within 300 feet:

Assoc.	Contact Name:	Email:	Phone:

(See Public Participation Report in applicable Application Package for CONA and FICO contacts.)

Notes: \_\_\_\_\_

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# SPECIAL EXCEPTION

# SITE PLAN REVIEW

Application No. \_\_\_\_\_

All applications are to be filled out completely and correctly. The application shall be submitted to the Development Review Services Division, located on the 1<sup>st</sup> floor of the Municipal Services Building, One Fourth Street North.

GENERAL INFORMATION	
<b>NAME of APPLICANT (Property Owner):</b> MOUNT ZION PROGRESSIVE MISSIONARY BAPTIST CHURCH INC	
Street Address: 955 20TH ST S	
City, State, Zip: ST PETERSBURG, FL 33712	
Telephone No: 727-641-5911	Email: arouson@mzprogressive.org
<b>NAME of AGENT OR REPRESENTATIVE:</b> ANGELA HOLMES-ROUSON	
Street Address: 955 20TH ST S	
City, State, Zip: ST PETERSBURG, FL 33712-2350	
Telephone No: 727-641-5911	Email: arouson@mzprogressive.org
<b>NAME of ARCHITECT or ENGINEER:</b> JASON JENSEN	
Company Name: WANNEMACHER JENSEN ARCHITECTS Contact Name: SANCHELLE MERCER	
Telephone No: 727-308-2131	
Website: www.wjarc.com	Email: sanchelle@wjarc.com
<b>PROPERTY INFORMATION:</b>	
Address/Location: 951 19TH ST S Email:	
Parcel ID#(s): 25-31-16-68310-000-1200, 25-31-16-68310-000-1205, 25-31-16-08442-000-0050	
<b>DESCRIPTION OF REQUEST:</b>	
Special Exception for four portables located on site.	
<b>PRE-APP MEETING DATE:</b> 01/25/2023	<b>STAFF PLANNER:</b> Adriana Puentes Shaw

### FEE SCHEDULE

	<u>SPECIAL EXCEPTION (SE)</u>		<u>SITE PLAN REVIEW (SPR)</u>
Special Exception (SE), General Application:	\$ 1,250.00	Site Plan Review (SPR), General, By Commission	\$ 1,250.00
Special Exception (SE), Modification:	\$ 500.00	Site Plan Review (SPR), General, By POD	\$ 500.00
Concurrency	\$ 25.00	Site Plan Review (SPR), General, Related to SE	\$ 0.00
		Site Plan Review (SPR), Modification, By Commission	\$ 500.00
Each Variance Requested for SE/SPR	\$ 200.00	Site Plan Review (SPR), Modification, By POD	\$ 250.00

*Cash, credit, and checks made payable to the "City of St. Petersburg"*

### AUTHORIZATION

City staff and the designated Commission may visit the subject property during review of the requested variance. Any Code violations on the property that are noted during the inspections will be referred to the City's Codes Compliance Assistance Department. The applicant, by filing this application, agrees he or she will comply with the decision(s) regarding this application and conform to all conditions of approval. The applicant's signature affirms that all information contained within this application has been completed and that the applicant understands that processing this application may involve substantial time and expense. Filing an application does not guarantee approval, and denial or withdrawal of an application does not result in remittance of the application fee.

**NOTE: IT IS INCUMBENT UPON THE APPLICANT TO SUBMIT CORRECT INFORMATION. ANY MISLEADING, DECEPTIVE, INCOMPLETE OR INCORRECT INFORMATION MAY INVALIDATE YOUR APPROVAL.**

Signature of Owner/Agent\*: Angela Rouson 01/26/2023  
 \*Affidavit to Authorize Agent required, if signed by Agent. Date



# AFFIDAVIT TO AUTHORIZE AGENT

I am (we are) the owner(s) and record title holder(s) of the property noted herein

Property Owner's Name:

Mount Zion Progressive Missionary Baptist Church Inc.

"This property constitutes the property for which the following request is made

Property Address: 951 19th St S

Parcel ID#: 25-31-16-68310-000-1200 25-31-16-68310-000-1205,  
25-31-16-08442-000-0050

Request: Special Exception for four(4) portables located  
Onsite

"The undersigned has(have) appointed and does(do) appoint the following agent(s) to execute any application(s) or other documentation necessary to effectuate such application(s)

Agent's Name(s): Angela Holmes-Rouson

This affidavit has been executed to induce the City of St. Petersburg, Florida, to consider and act on the above described property

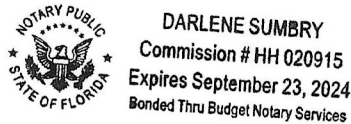
I(we), the undersigned authority, hereby certify that the foregoing is true and correct

Signature (owner): Angela Holmes-Rouson Angela Holmes-Rouson  
Printed Name

Sworn to and subscribed on this date

Identification of personally known: Angela Holmes-Rouson

Notary Signature: Darlene Sumbry Date: February 3, 2023  
Commission Expiration (Stamp or date):







**SPECIAL EXCEPTION**  
 **SITE PLAN REVIEW**

**DATA SHEET**

ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED. FAILURE TO COMPLETE THIS FORM WILL RESULT IN DEFERRAL OF YOUR APPLICATION.

DATA TABLE				
1.	<b>Zoning Classification:</b>			
	NT-1 - NEIGHBORHOOD TRADITIONAL SINGLE FAMILY			
2.	<b>Existing Land Use Type(s):</b>			
	VACANT RESIDENTIAL			
3.	<b>Proposed Land Use Type(s):</b>			
	INSTITUTIONAL			
4.	<b>Area of Subject Property:</b>			
	38,676 SF			
5.	<b>Variance(s) Requested:</b>			
6.	<b>Gross Floor Area</b> (total square feet of building(s))			
	Existing: 0	Sq. ft.		
	Proposed: 4,277.2	Sq. ft.		
	Permitted: 0	Sq. ft.		
7.	<b>Floor Area Ratio</b> (total square feet of building(s) divided by the total square feet of entire site)			
	Existing: 0	Sq. ft.		
	Proposed: 11.1 %	Sq. ft.		
	Permitted: 0	Sq. ft.		
8.	<b>Building Coverage</b> (first floor square footage of building)			
	Existing: 0	Sq. ft.	0	% of site
	Proposed: 4,277.2	Sq. ft.	11.1	% of site
	Permitted: 0	Sq. ft.	0	% of site
9.	<b>Open Green Space</b> (include all green space on site; do not include any paved areas)			
	Existing: 37,582.95	Sq. ft.	97.2	% of site
	Proposed: 24,861.74	Sq. ft.	64.3	% of site
10.	<b>Interior Green Space of Vehicle Use Area</b> (include all green space within the parking lot and drive lanes)			
	Existing: N/A	Sq. ft.	N/A	% of vehicular area
	Proposed: N/A	Sq. ft.	N/A	% of vehicular area
11.	<b>Paving Coverage</b> (including sidewalks within boundary of the subject property; do not include building footprint(s))			
	Existing: 1,093.05	Sq. ft.	2.8	% of site
	Proposed: 9,760.50	Sq. ft.	25.2	% of site



# SPECIAL EXCEPTION SITE PLAN REVIEW



**DATA SHEET**

DATA TABLE (continued page 2)					
12.	<b>Impervious Surface Coverage</b> (total square feet of all paving, building footprint and other hard surfaced areas)				
	Existing:	0	Sq. ft.	0	% of site
	Proposed:	12,777.04	Sq. ft.	32.5	% of site
	Permitted:		Sq. ft.		% of site
13.	<b>Density / Intensity</b>				
	<i>No. of Units</i>		<i>No. of Employees</i>		<i>No. of Clients (C.R. / Home)</i>
	Existing:	0	Existing:		Existing: N/A
	Proposed:	4	Proposed:		Proposed: N/A
	Permitted:				
14 a.	<b>Parking (Vehicle) Spaces</b>				
	Existing:	58 Campus Wide	includes	13	disabled parking spaces
	Proposed:	58 Campus Wide	includes	13	disabled parking spaces
	Permitted:	58 Campus Wide	includes		disabled parking spaces
14 b.	<b>Parking (Bicycle) Spaces</b>				
	Existing:	0	Spaces		% of vehicular parking
	Proposed:	0	Spaces		% of vehicular parking
	Permitted:	0	Spaces		% of vehicular parking
15.	<b>Building Height</b>				
	Existing:	0	Feet	0	Stories
	Proposed:	12' 9"	Feet	1	Stories
	Permitted:	0	Feet	0	Stories
16.	<b>Construction Value</b>				
	What is the estimate of the total value of the project upon completion? \$ 290,000				
	<i>Note: See Drainage Ordinance for a definition of "alteration." If yes, please be aware that this triggers Drainage Ordinance compliance. Please submit drainage calculations to the Engineering Department for review at your earliest convenience. The DRC must approve all Drainage Ordinance variances.</i>				



# PUBLIC PARTICIPATION REPORT

Application No. \_\_\_\_\_

In accordance with LDR Section 16.70.040.1.F., "It is the policy of the City to encourage applicants to meet with residents of the surrounding neighborhoods prior to filing an application for a decision requiring a streamline review or public hearing. Participation in the public participation process prior to required public hearings will be considered by the decision-making official when considering the need, or request, for a continuance of an application. It is not the intent of this section to require neighborhood meetings, (except when the application is for a local historic district) but to encourage meetings prior to the submission of applications for approval and documentation of efforts which have been made to address any potential concerns prior to the formal application process."

**NOTE: This Report may be updated and resubmitted up to 10 days prior to the scheduled Public Hearing.**

## APPLICANT REPORT

**Street Address:**

1. Details of techniques the applicant used to involve the public

(a) Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal


(b) Content, dates mailed, and number of mailings; including letters, meeting notices, newsletters, and other publications


(c) Where residents, property owners, and interested parties receiving notices, newsletters, or other written materials are located


2. Summary of concerns, issues, and problems expressed during the process


## NOTICE OF INTENT TO FILE

A minimum of ten (10) days prior to filing an application for a decision requiring Streamline or Public Hearing approval, the applicant shall send a copy of the application by email to the Council of Neighborhood Associations (CONA) ([variance@stpetecon.org](mailto:variance@stpetecon.org)) and to Federation of Inner-City Community Organizations (FICO) ([kleggs11@outlook.com](mailto:kleggs11@outlook.com)) and by email to all other Neighborhood Associations and/or Business Associations within 300 feet of the subject property as identified in the Pre-Application Meeting Notes. The applicant shall file evidence of such notice with the application.

- Date Notice of Intent to File sent to Associations within 300 feet, CONA and FICO: 01/26/2023
- Attach the evidence of the required notices to this sheet such as Sent emails.



## Sofia Aguirre

---

**From:** Sanchelle Mercer  
**Sent:** Thursday, January 26, 2023 4:23 PM  
**To:** scapeld@yahoo.com; mark@mgasculpture.com; kleggs11@outlook.com; variance@stpetecona.org  
**Cc:** Adriana P. Shaw; Corey D. Malyszka  
**Subject:** Notice of Intent to File - Mt Zion Academy  
**Attachments:** SE SPR APPLICATION Form\_SIGNED.pdf; MT ZION ACADEMY - PORTABLES\_SITE PLAN.pdf


Good Afternoon,

I'm Sanchelle Mercer with Wannemacher Jensen Architects. This email is to provide a Notice of Intent to file a Special Exception application to the City of St. Petersburg for the permitting of four temporary portables on the property of Mt. Zion Progressive Church.

Please find the attached application and a site plan denoting the location of the four portables.

Thank you,

**Sanchelle Mercer, Architect, AIA**

 **Wannemacher Jensen Architects. Inc.** / AR94244 / 132 Mirror Lake Drive N. Unit 301 / St. Petersburg, FL 33701 / office 727.822.5566 / direct 727.308.2131 / [www.wjarc.com](http://www.wjarc.com)

January 10, 2023

**Planning & Development Services Department**  
**City of St. Petersburg**  
1 Fourth Street North, St. Petersburg, FL 33701

Re: **Mount Zion Progressive Church**

Planning & Development Services Department,

Summary:

The proposed project is located at 951 19<sup>th</sup> St. S, St. Petersburg, FL 33712, which consists of four portables for displacement during construction of Mount Zion Progressive Church. The church's existing sanctuary will undergo a renovation to expand the current facilities. During construction, the Academy will use the four portables located in the east block of the campus until construction is complete.

Demolition:

- No demolition for scope

Site:

- New sidewalks for portables
- New site lighting around portables

Utilities:

- Bring electrical systems to portables

Parking:

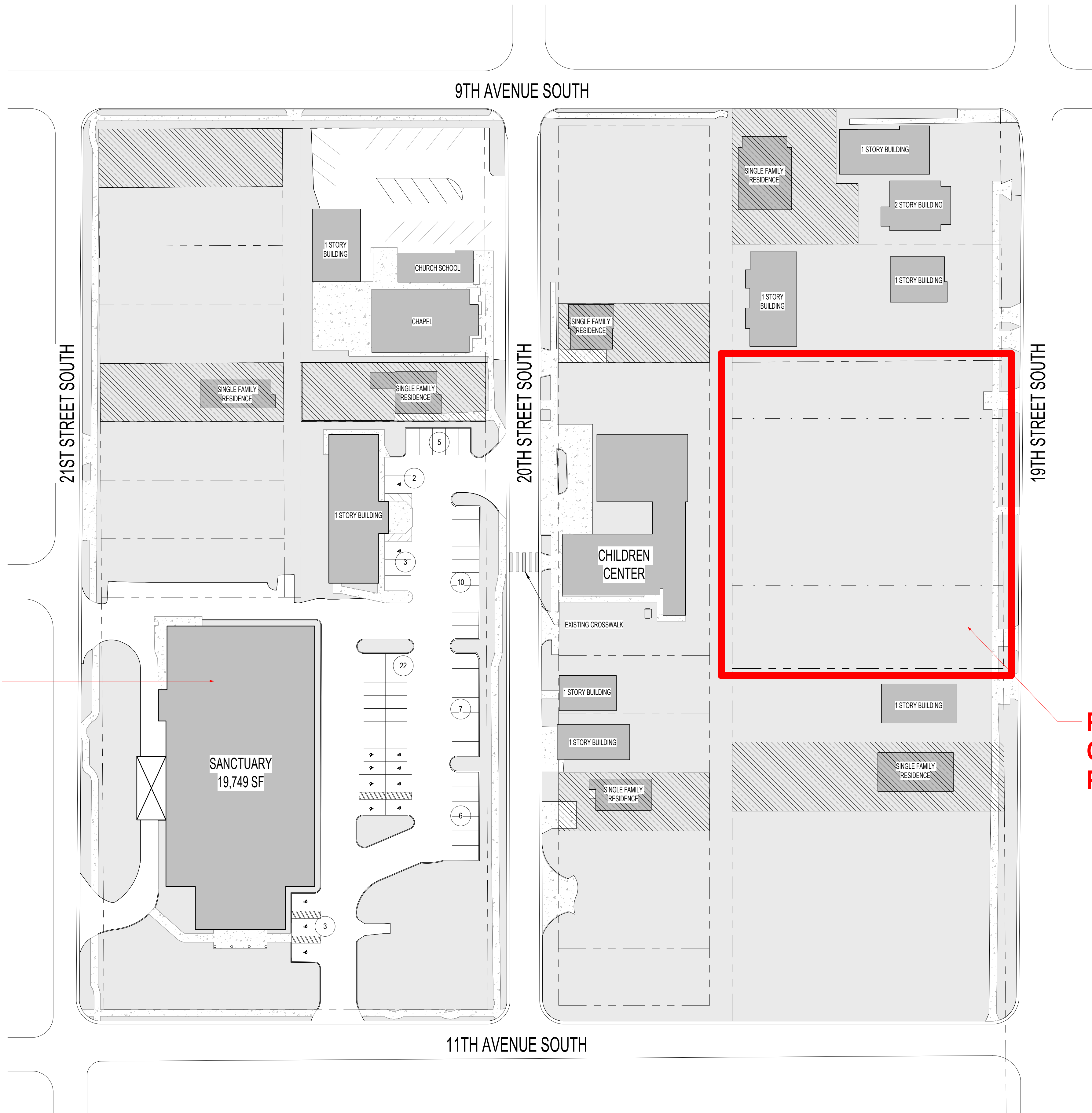
- Parking will be across the street and shared with the Sanctuary and Children's Center
- There is an existing crosswalk connecting the two blocks

Sincerely,

Wannemacher Jensen Architects, Inc.

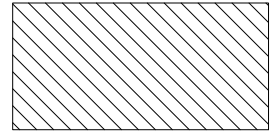

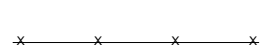
Jason Jensen, AIA, LEED AP

A handwritten signature in blue ink, appearing to read 'Jason Jensen', with a stylized, cursive script.



**EXISTING SITE OF  
MOUNT ZION  
ACADEMY**

**PROPOSED SITE  
OF NEW  
PORTABLES**

-  NOT OWNED BY MOUNT ZION  
PROGRESSIVE CHURCH
-  PROPERTY LINE
-  FENCE

**1 OVERALL CAMPUS PLAN**  
1" = 40'-0"

132 Mirror Lake Drive N. Unit 301  
St. Petersburg, Florida 33701-3214  
(727) 822-5566  
www.wjarc.com  
AR94244



**MOUNT ZION ACADEMY PORTABLES**

951 19TH STREET SOUTH, ST. PETERSBURG, FL 33712

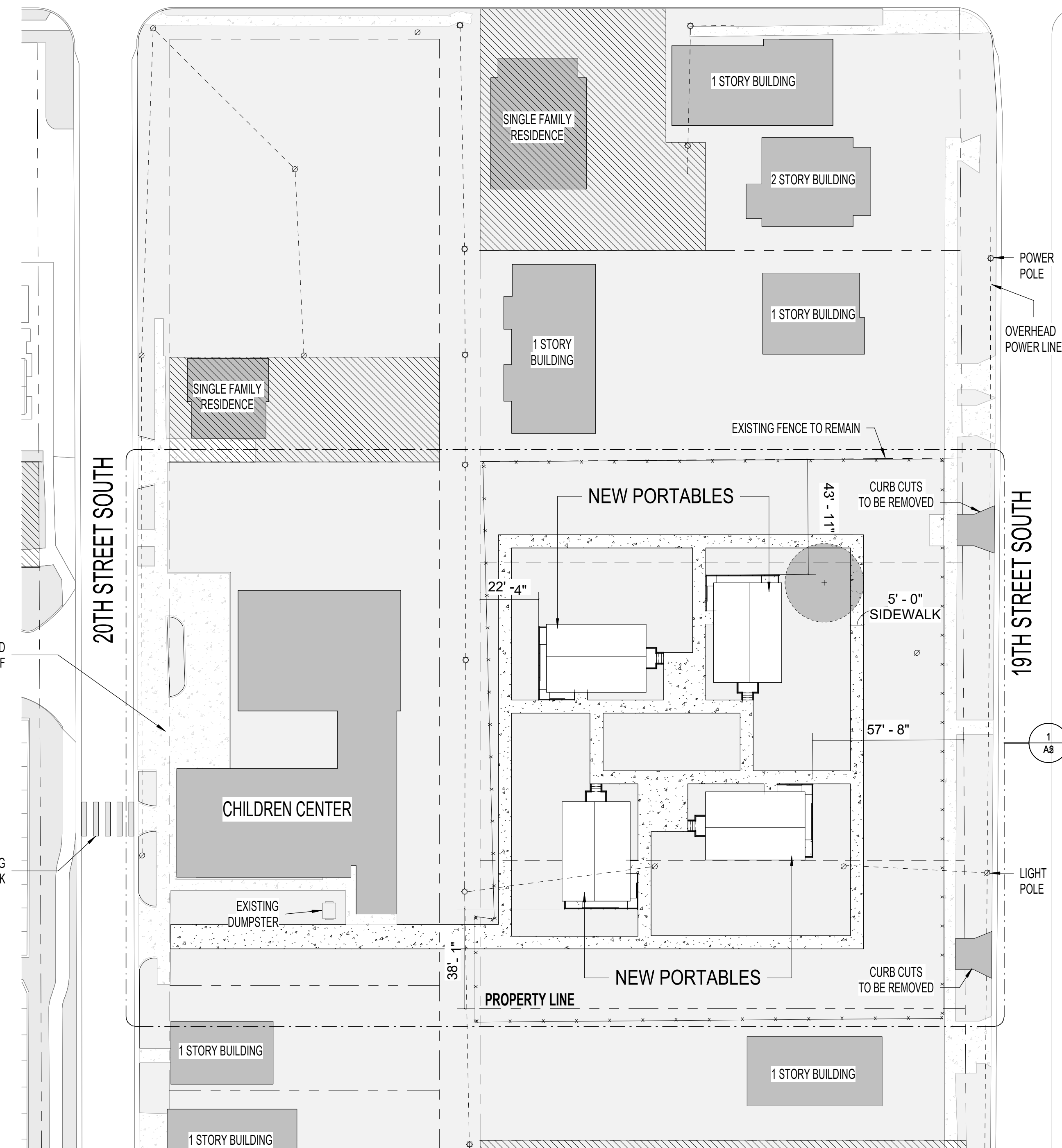
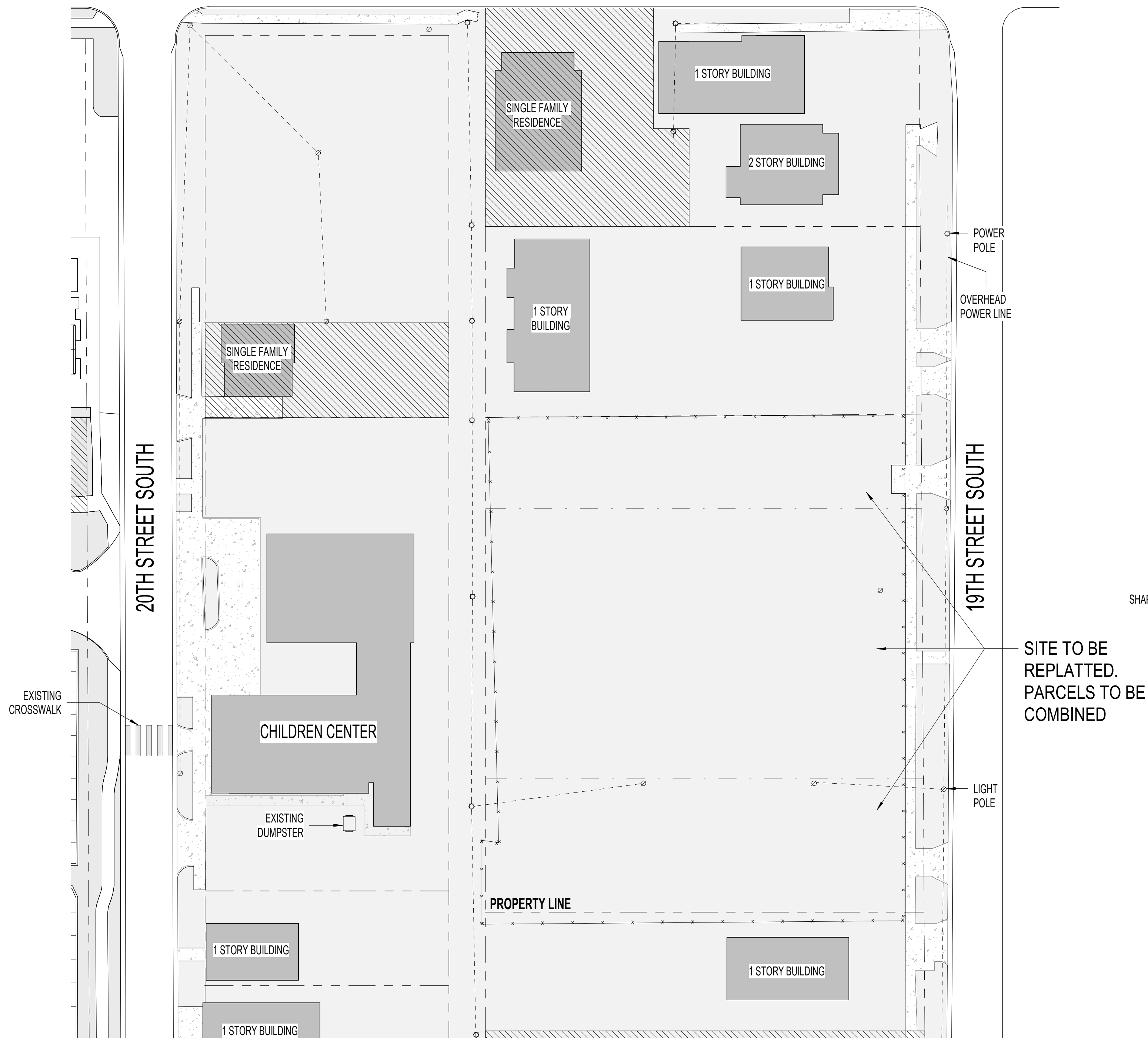
Date 02/06/23

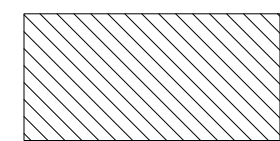


**OVERALL  
CAMPUS PLAN  
A0**

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9TH AVENUE SOUTH

9TH AVENUE SOUTH



-  NOT OWNED BY MOUNT ZION PROGRESSIVE CHURCH
-  PROPERTY LINE
-  FENCE

1 ENLARGED SITE PLAN - EXISTING  
1" = 30'-0"

2 ENLARGED SITE PLAN  
1" = 30'-0"

132 Mirror Lake Drive N, Unit 301  
St. Petersburg, Florida 33701-3214  
(727) 822-5566  
www.wjaarc.com  
AR94244



MOUNT ZION ACADEMY PORTABLES

951 19TH STREET SOUTH, ST. PETERSBURG, FL 33712

Date 02/06/23

PORTABLES  
SITE LAYOUT  
A1

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**CITY OF ST. PETERSBURG**

**Transportation and Parking Management Department**

**MEMORANDUM**

**TO:** Adriana Puentes Shaw, Urban Design and Development Coordinator, Planning and Development Services Department

**FROM:** Rebecca Moister, Planner II, Transportation and Parking Management Department

**DATE:** March 13, 2023

**SUBJECT:** Approval of a special exception and related site plan to construct 4 portable classrooms for use by an existing private school

**CASE:** 23-32000001

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The Transportation and Parking Management (“Transportation”) Department has reviewed the special exception and related site plan to construct 4 portable classrooms for use by an existing private school at 958 20th Street South, 951 & 0 19th Steet South. The Transportation Department has no comments or objections.

## MEMORANDUM

### CITY OF ST. PETERSBURG ENGINEERING & CAPITAL IMPROVEMENTS DEPARTMENT

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TO: Adriana Puentes Shaw, Urban Design and Development Coordinator  
FROM: Kyle Hurin, Engineering Civil Permit Examiner  
DATE: March 3, 2023  
FILE: 23-32000001, Special Exception 958 20<sup>th</sup> Street South, 951&0 19<sup>th</sup> Street South

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**LOCATION:** 958 20<sup>th</sup> Street South, 951 & 0 19<sup>th</sup> Street South  
**AND PIN:** 25-31-16-68310-000-0050, 25-31-16-68310-000-1200,  
25-31-16-68310-000-1205

**ATLAS:** H-5  
**PROJECT:** Special Exception

The Engineering and Capital Improvements Department (ECID) has no objection to the proposed special exception provided the following special conditions and standard comments are added as conditions of approval:

#### **SPECIAL CONDITIONS OF APPROVAL:**

1. Please assure that the developer's design professional(s) coordinate with Duke Energy regarding any landscaping proposed under Duke's overhead transmission or distribution systems or necessary Duke pole relocations or installations prior to proceeding with further development of this site plan to assure that the design has provided adequate space for any Duke Energy equipment which may be required to be placed within the private property boundary to accommodate the building power needs. Early coordination is necessary to avoid additional expense and project delays which may occur if plans must be changed later in the building/site design stage as necessary to accommodate power systems on and off site. Please initiate contact via email to [newconstruction@duke-energy.com](mailto:newconstruction@duke-energy.com).

\*Needs for on-street decorative lighting or additional street lighting must be coordinated through [Michael.Kirn@stpete.org](mailto:Michael.Kirn@stpete.org), the City's liaison with Duke Energy. All lighting shall be installed at the developer's expense.

2. This site is located within the Warehouse Arts District Association (WADA) which has specialized action plans. During site plan development, please coordinate any specialty streetscape, landscape, or art requirements for this project with the City's Zoning division (contact [Corey.Malyszka@stpete.org](mailto:Corey.Malyszka@stpete.org)).
3. Proposed connections to public infrastructure including potable water and reclaimed water receive prior approval from the City's Water Resources department. Coordinate a review with the City's Water Resources department Technical Services Division via



email to [WRDUtilityreview@stpete.org](mailto:WRDUtilityreview@stpete.org), or phone 727-892-5334 for additional information.

4. The four (4) portables cannot share an individual 6” sanitary sewer service lateral. When two or more service laterals connect into a common pipe, the main must be no less than 8” PVC. New main construction will require a Wastewater Collection system permit from FDEP. The applicants EOR must provide design plan and profile for necessary sanitary sewer construction during the site plan permitting process for ECID review and approval. All construction shall meet current City ECID standards and specifications. An ECID right of way permit is required for all construction in the public right of way or within public utility easement and for connection to the public sanitary sewer or storm sewer. An FDEP Wastewater Collection System Permit is required for any main extension.
5. Plans show a non-standard private midblock crosswalk through the north-south 15-foot alley. Upon submitting for building and/or right of way permits, the engineer of record will be required to submit sign and sealed documentation and civil plans demonstrating the midblock crossing through the alley meets all applicable FDOT, MUTCD and city standards for midblock crosswalks, and that there will be no adverse impacts to drainage. The property owner will be required to obtain a minor easement for the private encroachment in the right of way to document responsibility of the crosswalk, final approval of the minor easement will be determined by the ECID Director.
6. With the submittal of site civil plans for construction permit review, include a right of way signage plan to show existing and proposed signage and any other existing and/or necessary traffic control features. Also show & dimension existing and proposed on-street pavement markings such as parking lanes, crosswalks, bicycle lanes, travel lane striping, PSTA bus lane striping and pavement markings, and any specialty pavement surfaces or markings in the right of way or within the roadway (decorative crosswalks, colored concrete, hexblock or other pavers, colored asphalt, painted curb line bump outs, etc.) which may be present in the vicinity of the site. Upon redevelopment the developer shall assure that all striping and signage is replaced as necessary to meet all applicable current City, MUTCD, & FDOT regulations. On-street parking shall be provided to meet the dimensional requirements of City Code 16.40.090.3.4.
7. A work permit issued by the City Engineering & Capital Improvements Department must be obtained prior to the commencement of construction within City controlled right-of-way or public easement. All work within right of way or public utility easement shall be in compliance with current City Engineering Standards and Specifications and shall be installed at the applicant's expense in accordance with the standards, specifications, and policies adopted by the City.

Engineering Standard Details are available at the City’s Website at the following link: [https://www.stpete.org/business/building\\_permitting/forms\\_applications.php](https://www.stpete.org/business/building_permitting/forms_applications.php)

City infrastructure maps are available via email request to [ECID@stpete.org](mailto:ECID@stpete.org). All City infrastructure adjacent to and within the site must be shown on the development project’s construction plans.

**STANDARD COMMENTS:** Water service is available to the site. The applicant’s Engineer shall coordinate potable water and /or fire service requirements through the City’s Water Resources department. Recent fire flow test data shall be utilized by the site Engineer of Record



for design of fire protection system(s) for this development. Any necessary system upgrades or extensions shall be performed at the expense of the developer.

Water and fire services and/or necessary backflow prevention devices shall be installed below ground in vaults per City Ordinance 1009-g (unless determined to be a high hazard application by the City's Water Resources department or a variance is granted by the City Water Resources department). Note that the City's Water Resources Department will require an exclusive easement for any meter or backflow device placed within private property boundaries. City forces shall install all public water service meters, backflow prevention devices, and/or fire services at the expense of the developer. Coordinate a review with the City's Water Resources department Technical Services Division via email to [WRDUtilityreview@stpete.org](mailto:WRDUtilityreview@stpete.org), or phone 727-892-5334 for additional information.

All portions of a private fire suppression system shall remain within the private property boundaries and shall not be located within the public right of way (i.e. post indicator valves, fire department connections, etc.).

Wastewater reclamation plant and pipe system capacity will be verified prior to development permit issuance. Any necessary sanitary sewer pipe system upgrades or extensions (resulting from proposed new service or significant increase in projected flow) as required to provide connection to a public main of adequate capacity and condition, shall be performed by and at the sole expense of the applicant. Proposed design flows (ADF) must be provided by the Engineer of Record on the wastewater Concurrency Form (ECID Form Permit 005), available upon request from the City Engineering department, phone 727-893-7238. If an increase in flow of over 3000 gpd is proposed, the ADF information will be forwarded for a system analysis of public main sizes 10 inches and larger proposed to be used for connection. The project engineer of record must provide and include with the project plan submittal 1) a completed wastewater Concurrency Form, and 2) a capacity analysis of public mains less than 10 inches in size which are proposed to be used for connection. If the condition or capacity of the existing public main is found insufficient, the main must be upgraded to the nearest downstream manhole of adequate capacity and condition, by and at the sole expense of the developer. The extent or need for system improvements cannot be determined until proposed design flows and sanitary sewer connection plan are provided to the City for system analysis of main sizes 10" and larger. Connection charges are applicable and any necessary system upgrades or extensions shall meet current City Engineering Standards and Specifications and shall be performed by and at the sole expense of the developer.

The scope of this project will trigger compliance with the Drainage and Surface Water Management Regulations as found in City Code Section 16.40.030. Submit drainage calculations which conform to the water quantity and the water quality requirements of City Code Section 16.40.030. Please note the volume of runoff to be treated shall include all off-site and on-site areas draining to and co-mingling with the runoff from that portion of the site which is redeveloped. Stormwater runoff release and retention shall be calculated using the Rational formula and a 10-year 1-hour design storm.

Stormwater systems which discharge directly or indirectly into impaired waters must provide net improvement for the pollutants that contribute to the water body's impairment. The BMPTrains model shall be used to verify compliance with Impaired Water Body and TMDL criteria. Prior to approval of a plan, the owner's engineer of record shall verify that existing public infrastructure has sufficient capacity or will have sufficient capacity prior to issuance of a certificate of occupancy, to convey the drainage flow after considering the current and proposed infrastructure

demand.

Prior to approval of a plan, the owner's engineer of record shall verify that existing public infrastructure has sufficient capacity or will have sufficient capacity prior to issuance of a certificate of occupancy, to convey the drainage flow after considering the current and proposed infrastructure demand.

Plan and profile showing all paving, drainage, sanitary sewers, and water mains (seawalls if applicable) to be provided to the Engineering Department for review and coordination by the applicant's engineer for all construction proposed or contemplated within dedicated right of way or easement.

The site-specific Temporary Traffic Control (TTC) plan in compliance with FDOT “Uniform Traffic Control Devices for Streets and Highways” and “Roadways and Traffic Design Standards” for submittal to City ECID for approval prior to initiating construction. All Traffic Control Plans shall meet the requirements of the FDOT Standard Plans Index 102-600 – 102-655 and be prepared by or certified by an individual that possesses a current Advanced MOT Course certification. The site specific TTC plan shall provide for pedestrian and vehicular safety during the construction process and shall minimize the use of the public right of way for construction purposes. Roadway travel lane closures are discouraged and will be approved at the discretion of the City’s Engineering director pending receipt of adequate justification. Impacts to the Pinellas Trail and bicycle lanes are discouraged and will require approval of a detour plan by City Transportation and City ECID. The TTC plan shall be prepared in compliance with City Engineering’s “Temporary Traffic Control Plan Requirements”, available upon request from the City Engineering & Capital Improvements department. Proposed use of on-street public parking spaces for construction purposes must receive prior approval from the City’s Transportation and Parking Management division. Refer to the City’s “Parking Meter Removal & Space Rental Policy During Construction” procedure, available upon request from the City Transportation and Parking Management department.

Note that contractor introduction letters must be sent to all surrounding businesses, associations, and property owners prior to implementing any Temporary Traffic Control plan. As a minimum, the letter must give a description of the project, provide a list of all right of way impacts (parking impacts, travel lane impacts, sidewalk closures and temporary pedestrian paths, etc.), a schedule for each phase of the TTC implementation, and what to expect with regard to noise, delivery trucks, concrete trucks & pumps, as well as contact information for the on-site contractor’s representative with 24 hour availability who is responsible for addressing any and all concerns of impacted citizens. The contractor must personally visit each operating business around the construction site and make direct contact with any active business association or neighborhood association and personally introduce themselves to the business owners and association presidents. The contractor must also meet with any association representatives and property owners periodically to address any concerns that may develop as the project proceeds. The contractor is required to provide a copy of the letter and summary of when and who was contacted prior to implementing any City approved TTC plan.

\*Use of the public right of way for construction purposes shall include mill and overlay in full lane widths per City ECID standards and specifications.

Redevelopment within this site shall be coordinated as may be necessary to facilitate any City

Capital Improvement projects in the vicinity of the site.

Development plans shall include a grading plan to be submitted to the Engineering Department including street crown elevations. Lots shall be graded in such a manner that all surface drainage shall be in compliance with the City's stormwater management requirements. A grading plan showing the building site and proposed surface drainage shall be submitted to the engineering director.

Per land development code 16.40.050, habitable floor elevations for commercial projects must be set per FEMA and building code requirements as administered by the building official. Per land development code 16.40.140.4.6 the construction site upon the lot shall be a minimum of one foot above the average grade crown of the road, which crown elevation shall be as set by the engineering director. Adequate swales shall be provided on the lot in any case where filling obstructs the natural ground flow. In no case shall the elevation of the portion of the site where the building is located be less than an elevation of 103 feet according to City datum. \*It is noted that meeting required building floor elevations often necessitates elevating existing public sidewalks. Please note that transitions to adjacent public sidewalks shall be smooth, consistent, and ADA compliant with maximum cross slope of 2% and maximum longitudinal slope of 5%. Ramps may only be used at driveways and intersections, not mid-block in the main sidewalk path.

Development plans shall include a copy of a Southwest Florida Water Management District Management of Surface Water Permit or Letter of Exemption or evidence of Engineer's Self Certification to FDEP.

It is the developer's responsibility to file a CGP Notice of Intent (NOI) (DEP form 62-21.300(4)(b)) to the NPDES Stormwater Notices Center to obtain permit coverage if applicable.

Submit a completed Stormwater Management Utility Data Form to the City Engineering Department.

Public sidewalks are required by City of St. Petersburg Municipal Code Section 16.40.140.4.2 unless specifically limited by the DRC approval conditions. Within the NT zoning district, a 4-foot wide sidewalk is required along 19<sup>th</sup> St S or 6-feet when abutting the curb.

Existing sidewalks and new sidewalks will require curb cut ramps for physically handicapped and truncated dome tactile surfaces (of contrasting color to the adjacent sidewalk, colonial red color preferred) at all corners or intersections with roadways that are not at sidewalk grade and at each side of proposed and existing driveways per current City and ADA requirements. Concrete sidewalks must be continuous through all driveway approaches. All existing public sidewalks must be restored or reconstructed as necessary to be brought up to good and safe ADA compliant condition prior to Certificate of Occupancy.

The applicant will be required to submit to the Engineering Department copies of all permits from other regulatory agencies including but not limited to FDOT, FDEP, SWFWMD and Pinellas County, as required for this project. Plans specifications are subject to approval by the Florida state board of Health.

KJH/mk

ec: Sean McWhite – WRD  
Kayla Eger – Development Review Services