

CITY OF APOPKA
DEVELOPMENT REVIEW COMMITTEE

DATE: October 05, 2016
TIME: 9:00 AM Development Review Committee Meeting
LOCATION: 120 E. Main Street (Administration Conference Room – 1st Floor)

I. Staff Comments on the following:

A. Special Events:

1. Auto Tent Sale - Integrity Motors Via Xcel Medial Group
Date: October 19th thru 23rd, 2016
Time: 9:00 A.M. thru 9:00 P.M.
Location: 757 S. Orange Blossom Trail

2. Apopka Christmas Parade – First United Methodist Church of Apopka
Date: December 10th, 2016
Time: 10:00 A.M. thru 12:00 P.M.
Location: From Park Avenue & Third Street to Votaw Road

B. Concept Plan:

3. Hurricane Grill & Wings (Wekiva Riverwalk/Out Parcel 6) SPR16-22C
Concept Plan – Elevation Change & Out-Door Seating
Parcel#: 12-21-28-9093-00-060
Location: E. Semoran Boulevard

C. Site Plans: None

D. Plats:

4. Canterwood Manor at Apopka PR16-19
Final Development Plan
Parcel I.D. #s: 05-21-28-0000-00-019; 05-21-28-0000-00-034;
05-21-28-0000-00-035; & 05-21-28-0000-00-041
Location: North of Old Dixie Highway and east of Richard L. Mark Drive

E. Street Name Review: None

F. FLUM / Rezoning: None

G. Special Exception: None

II. Other Business:

- A. Public Hearing: None
- B. Vacate/Variance: None
- C. Request for Extension: None
- D. Discussion: None
- E. Peddlers Permit: None
- F. Plan Final Review and Sign-off: **Projects at "Zoning Counter"**

Please direct any comments or questions concerning the items scheduled for this meeting to the Community Development Department at (407) 703-1712.



David B. Moon, AICP
Planning Manager

Special Events Permit

Applicants Information

Name of Applicant: Kim Stanley, Xcel Media Group Phone: 352-408-1874
 Address: 5739 Byron Anthony Place City: Sanford
 ZIP: 32711 Email address: Kim@xcelmg.com
 Secondary Contact: _____ Phone: _____

If Special Event is for an organization, please also complete below

Name of Organization: Integrity Motors via Xcel Media Group
 Tax Exempt: Yes: _____ No: ☒ State of Florida Tax Number: _____
If claiming tax exemption a copy of 501-C3 and tax exemption certificates must be provided. Taxes will be charged if not provided.

Type of Event

Name of the Event: Auto tent sale
 Date(s) of the Event: Oct 19-23 2016 Hours of Event: 9 am- 9 pm
 Location of the Event: 757 S Orange Blossom Trail, Apopka FL 32703
 Does the location of the event take place on Public or Private Property? private
 Briefly describe the event and all activities that will occur during the event:
Auto tent sale open to the public selling used vehicles

Expected attendance: 60 per day

Will there be admission, vendor, participant or other fees: Yes: _____ No: ☒

Will you be serving alcohol: Yes: _____ No: ☒

*If yes for serving alcohol, you will be required to obtain approval from City Council. Upon final approval you will need to provide a copy of the liquor license.

Special Events Permit (Continued)

Type of Event

Description of any equipment being used (Tents, Banners, Signs, Animals, Etc.): _____

Tent 20x60

Sign "Auto tent sale"

Will you have any street, lane, or sidewalk closures?

Yes: _____ No: ☒

If yes, explain: _____

Once your completed event permit is received the following will happen:

- The event calendar will be checked to make sure there are no conflicting events (if so, you will be notified immediately).
- Your application will be submitted and reviewed by DRC (Development & Review Committee).
- If approved the event may require additional approval from the City Council if there are any street closures or alcohol sales.
- If the location of the event takes place on City Property, you will be required to complete the Facility Use Agreement.
- You may be required to hire off-duty Apopka Police and Fire Fighters depending upon the size of the event.
- Temporary event signage will require a weekend directional sign permit from the Building Department.
- Any tents 200 square feet or larger will require the following:
 - Copy of Certificate of Flame Resistance for tent.
 - City Inspection Sheet signed by Fire/Building Department Officials
 - Copy of tent permit from Building Department
- Applicants must provide adequate restroom facilities during event.
- Meetings are scheduled, if need be, to solve any conflicts or concerns. A meeting will be required for events with more than 1,000 people in attendance.
- If approved, your final permit will be sent to you.
- You must have your final permit with you on the day of your event. If you don't provide it when asked, your event may be shut down.

For further information, to determine if the event location is in the City limits, or to inquire about special requirements for your event, please contact the Community Relations and Events Coordinator, at 407-703-1809, or visit us at 120 E. Main Street, 1st Floor, Apopka, Florida, Monday through Friday, 8:30 a.m. until 4:30 p.m.

HOLD HARMLESS AGREEMENT

I, Kim Stanley on behalf of Xcel Media Group, agree to indemnify and hold harmless the City of Apopka, its agents, employees or any other person against loss or expense including attorneys' fees, by reason of the liability imposed by law upon the City of Apopka except in the case of the City of Apopka's sole negligence, for damage because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damage to property arising out of or in consequence of the issuance of the permit or conduct of the assembly or any of its participants, in whole or in part, whether such injuries to persons or damage to property are due or claim to be due to any passive negligence of its employees or agents or any other person. It is further understood and agreed that Kim Stanley shall, at the option of the City of Apopka, defend the City of Apopka with appropriate counsel and shall further bear all costs and expenses, including the expense of counsel, in the defense of any suit arising hereunder.

Kim Stanley

PRINTED NAME OF APPLICANT

Kim Stanley

SIGNATURE OF APPLICANT

9-27-16

DATE SUBMITTED

Auto Tent Sale - 757 S. Orange Blossom Trail, Apopka FL 32703
EVENT NAME / EVENT DATE / LOCATION OF EVENT

STATE OF FLORIDA
COUNTY OF ORANGE

SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME THIS 27 DAY OF September, 2016 BY Kim Stanley, WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED _____ AS IDENTIFICATION.

M. Mahler
NOTARY PUBLIC SIGNATURE

Melinda Molina
NOTARY PUBLIC PRINTED NAME



Special Event Permit Application 2016

FOR OFFICIAL USE ONLY

DRC APPROVAL: _____ DATE: _____

DRC COMMENTS: _____

FIRE APPROVAL: _____ DATE: _____

FIRE COMMENTS: _____

POLICE APPROVAL: _____ DATE: _____

POLICE COMMENTS: _____

EVENTS APPROVAL: _____ DATE: _____

EVENTS COMMENTS: _____

RISK MANAGEMENT APPROVAL: _____ DATE: _____

RISK MANAGEMENT COMMENTS: _____

RECREATION APPROVAL: _____ DATE: _____

RECREATION COMMENTS: _____

CITY COUNCIL WILL CONSIDER THIS REQUEST SUBJECT TO APPLICANT MEETING ALL CITY REQUIREMENTS ON:

MEETING DATE: _____ APPROVED: _____ DENIED: _____

PERMIT FEE: \$50.00 DATE PAID: _____ REC'D BY: _____ DATE EXEMPTED: _____

✓

Event Agreement

Property:

Apopka Regional Shopping Center
757 South Orange Blossom Trail
Apopka, FL 32703

Owner:

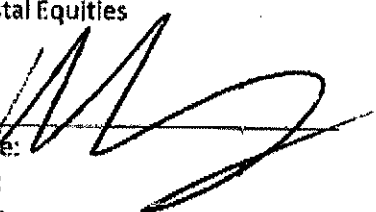
Coastal Equities
1825 Main Street, Ste 103
Weston FL 33326

To Whom It May Concern:

Please allow this letter to serve as authorization for Integrity Motors via Xcel Media Group to conduct an auto tent sale on said property of 757 South Orange Blossom Trail, Apopka, FL 32703 for the agreed upon fee of \$1,500. This sale shall commence on October 19, 2016 and terminate on October 23, 2016 with 2 days before to setup and 2 days after to break down. Owner agrees that no other auto dealer will be on property 30 days October 19, 2016 selling cars.

Integrity Motors will be responsible for obtaining all necessary permits to conduct its sale as well as providing at least a \$1,000,000 umbrella Certificate of Liability naming the property owner(s) as additional insured(s). Integrity Motors will provide its own port-o-lets, security, and trash removal. The property will be left in the same condition as it was found.

Coastal Equities

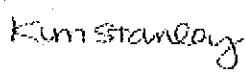
BY: 

Name:

Title:

Date:

Integrity Motors via Xcel Media Group



BY: _____

Name: Kim Stanley

Title: Event Coordinator

Date: 9/22/16

Auto Tent Sale Event
 Apopka Big Lots
 757 South Orange Blossom Trail
 Apopka FL, 32703



20x60 Tent staked



Sign



Portalets—1 regular—1 handicap

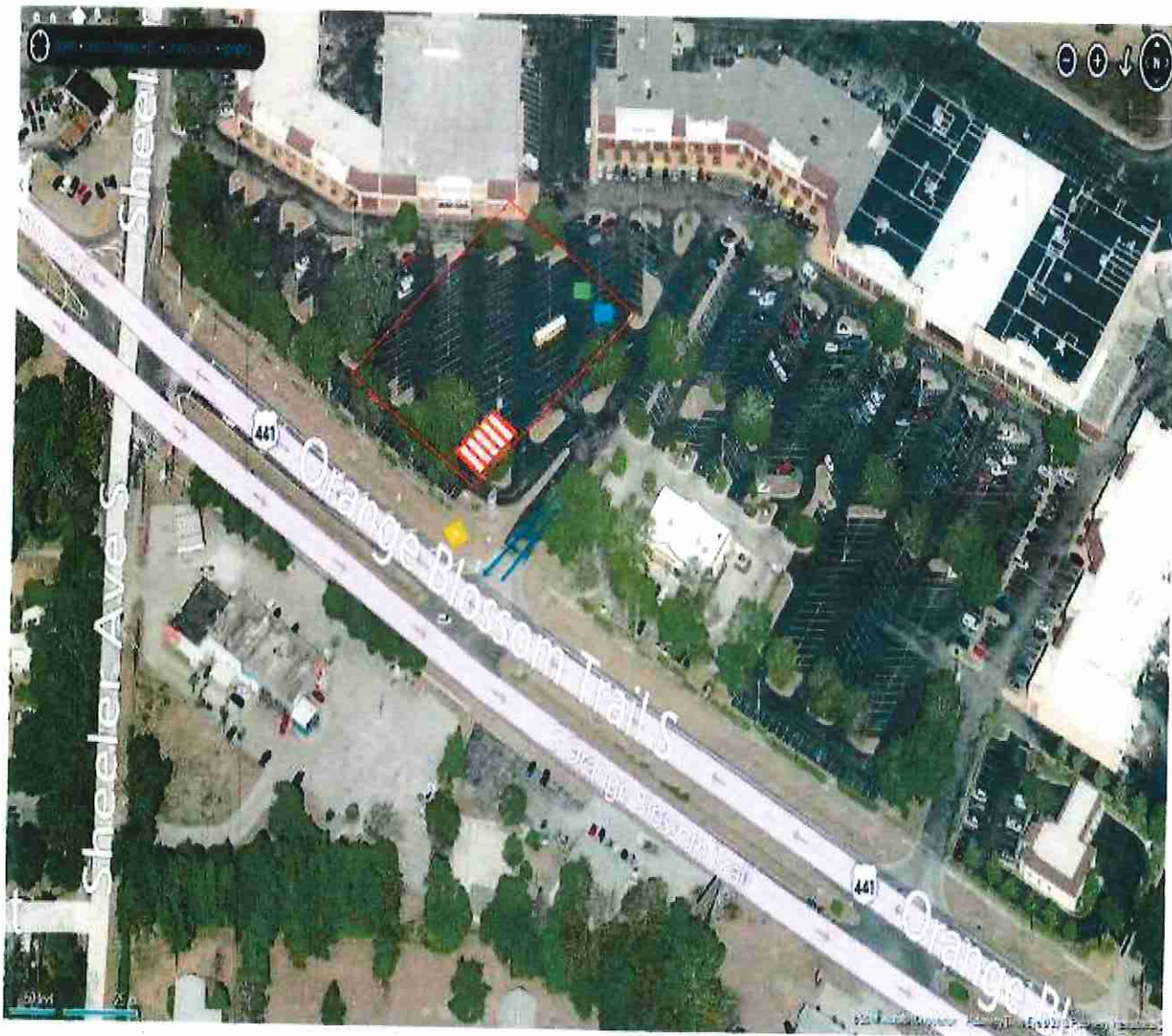


Dumpster



Ingress/egress

Display area (100 cars)



INPLAST CORP.

CERTIFICATE OF FLAME RETARDANT

BUYER
ECONOMY TENT INTERNATIONAL
2995 N.W. 75TH STREET MIAMI,
FL 33147, USA

CERTIFICATE NO. : 07-0720-001

ISSUE DATE : JULY 20th, 2007

We hereby certify the below products meet NFPA 701 & California Fire Marshal for the fire retardant.

1. ITEM CODE : I-TENT TARP . 18oz WEIGHT. 62" width

2. DETAILED SPECIFICATION

PVC LAMINATED FABRIC
1100 Dtex (9X9/sq.inch)
WIDTH : 62"
WEIGHT 18 OZ
F/R. U/V. ANTI-MILDEW TREATED
COLOR : WHITE OPAQUE

3. TEST

1) FLAME RETARDANT TEST. NFPA 701
RESULT - PASS

2) FLAME RETARDANT TEST. CALIFORNIA FIRE M
RESULT - PASS

SIZE : 20 x 60 Frame

10' WIDE FRAME AND POLE TENTS

12' " " " " "

15' " " " " "

20' " " " " "

30' " " " " "

40' " " " " "

60' WIDE POLE TENTS

80' WIDE POLE TENTS

AUTHORIZED E

INPLAST CORPORATION

Jeong Ho Kim

JEONG HO KIM
PRESIDENT

Tent Floor Plan

Floor Plan under canopy (Canopy will have "Exit" and "No Smoking" signs hung underneath.)



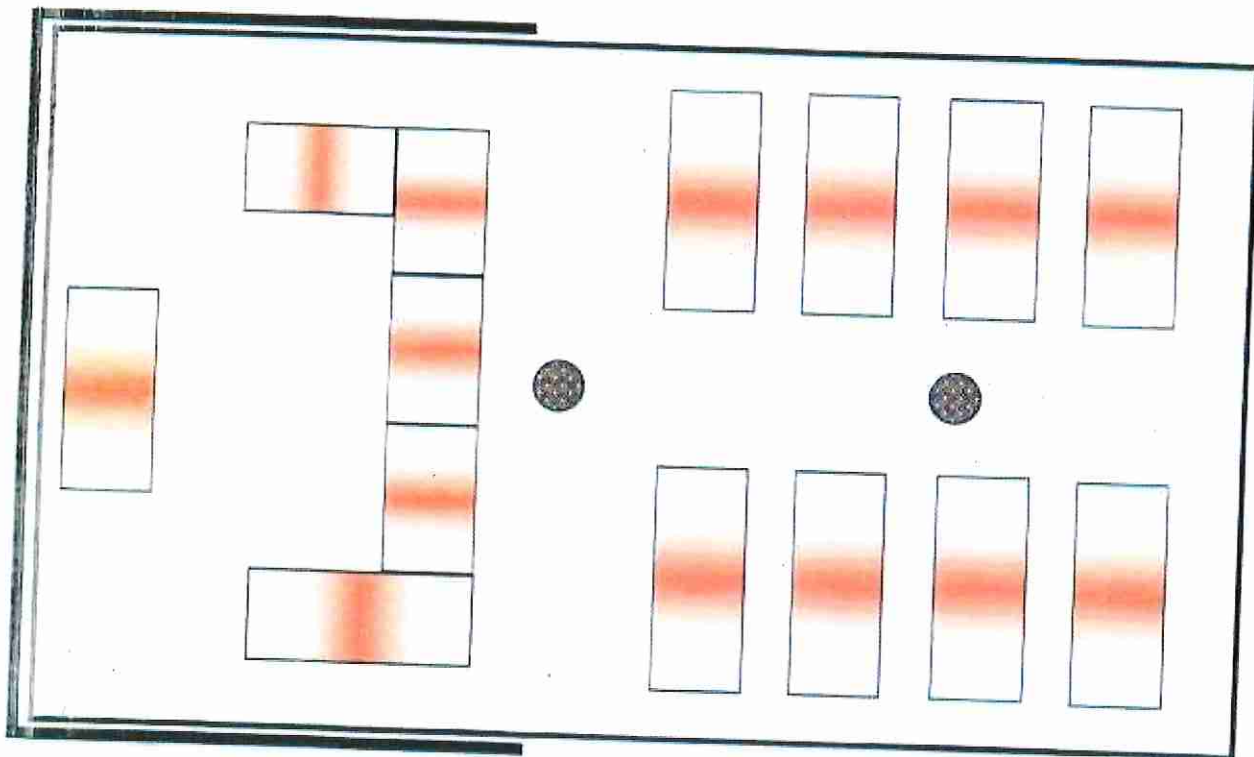
- Tables (8 foot tables. This is an example of the tent layout. Each table will have 6 chairs- 3 per side.)



- Fire Extinguisher



- Sidewall (if desired)



Backup material for agenda item:

2. Apopka Christmas Parade – First United Methodist Church of Apopka
Date: December 10th, 2016
Time: 10:00 A.M. thru 12:00 P.M.
Location: From Park Avenue & Third Street to Votaw Road

Special Event Permit Application | 2016

Special Events Permit

Applicants Information

Name of Applicant: First UMC of Apopka Phone: 407-886-4331

Address: 201 S. Park Avenue City: Apopka

ZIP: 32703 Email address: _____

Secondary Contact: Steven R. Deviese Phone: 407-886-4331

If Special Event is for an organization, please also complete below

Name of Organization: _____

Tax Exempt: Yes: _____ No: _____ State of Florida Tax Number: _____

If claiming tax exemption a copy of 501-C3 and tax exemption certificates must be provided. Taxes will be charged if not provided.

Type of Event

Name of the Event: Apopka Christmas Parade

Date(s) of the Event: 12-10-16 Hours of Event: 10:00 AM to 12:00 PM

Location of the Event: Park Avenue

Does the location of the event take place on Public or Private Property? _____

Briefly describe the event and all activities that will occur during the event: _____

Parade from Park & 3rd to 3rd & Volaw

Expected attendance: 15,000

Will there be admission, vendor, participant or other fees:

Yes: ☒ No: _____

Parade Participation - Non Profit - \$50

Will you be serving alcohol: Profit - \$75

Yes: _____ No: ☒

**If yes for serving alcohol, you will be required to obtain approval from City Council. Upon final approval you will need to provide a copy of the liquor license.*

Special Events Permit
(Continued)

Type of Event

Description of any equipment being used (Tents, Banners, Signs, Animals, Etc.): _____

Will you have any street, lane, or sidewalk closures?

Yes: ☒ No: _____

If yes, explain:

1st, 2nd, 3rd St. + Park

1st, 2nd, 3rd St. + Highland

Once your completed event permit is received the following will happen:

- The event calendar will be checked to make sure there are no conflicting events (if so, you will be notified immediately).
- Your application will be submitted and reviewed by DRC (Development & Review Committee).
- If approved the event may require additional approval from the City Council if there are any street closures or alcohol sales.
- If the location of the event takes place on City Property, you will be required to complete the Facility Use Agreement.
- You may be required to hire off-duty Apopka Police and Fire Fighters depending upon the size of the event.
- Temporary event signage will require a weekend directional sign permit from the Building Department.
- Any tents 200 square feet or larger will require the following:
 - Copy of Certificate of Flame Resistance for tent.
 - City Inspection Sheet signed by Fire/Building Department Officials
 - Copy of tent permit from Building Department
- Applicants must provide adequate restroom facilities during event.
- Meetings are scheduled, if need be, to solve any conflicts or concerns. A meeting will be required for events with more than 1,000 people in attendance.
- If approved, your final permit will be sent to you.
- You must have your final permit with you on the day of your event. If you don't provide it when asked, your event may be shut down.

For further information, to determine if the event location is in the City limits, or to inquire about special requirements for your event, please contact the Community Relations and Events Coordinator, at 407-703-1809, or visit us at 120 E. Main Street, 1st Floor, Apopka, Florida, Monday through Friday, 8:30 a.m. until 4:30 p.m.

HOLD HARMLESS AGREEMENT

I, First UMC of Apopka, on behalf of First UMC of Apopka, agree to indemnify and hold harmless the City of Apopka, its agents, employees or any other person against loss or expense including attorneys' fees, by reason of the liability imposed by law upon the City of Apopka except in the case of the City of Apopka's sole negligence, for damage because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damage to property arising out of or in consequence of the issuance of the permit or conduct of the assembly or any of its participants, in whole or in part, whether such injuries to persons or damage to property are due or claim to be due to any passive negligence of its employees or agents or any other person. It is further understood and agreed that First UMC of Apopka shall, at the option of the City of Apopka, defend the City of Apopka with appropriate counsel and shall further bear all costs and expenses, including the expense of counsel, in the defense of any suit arising hereunder.

First United Methodist Church of Apopka
PRINTED NAME OF APPLICANT

First United Methodist Church of Apopka
SIGNATURE OF APPLICANT

By: Steven R. Deviese

9-20-16

DATE SUBMITTED

Apopka Christmas Parade / 12/10/16 / Apopka
EVENT NAME / EVENT DATE / LOCATION OF EVENT

STATE OF FLORIDA
COUNTY OF ORANGE

SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME THIS 20th DAY OF September, 2016 BY Steven R. Deviese, WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED AS IDENTIFICATION.

Dawn L. Gardner

NOTARY PUBLIC SIGNATURE

Dawn L. Gardner

NOTARY PUBLIC PRINTED NAME



DAWN L GARDNER
Notary Public, State of Florida
My comm expires AUG. 25, 2018
NO. FF147425
Bonded thru Western Surety Co.

Special Event Permit Application | 2016

FOR OFFICIAL USE ONLY

DRC APPROVAL: _____ **DATE:** _____

DRC COMMENTS:

FIRE APPROVAL: _____ **DATE:** _____

FIRE COMMENTS:

POLICE APPROVAL: _____ **DATE:** _____

POLICE COMMENTS:

EVENTS APPROVAL: _____ **DATE:** _____

EVENTS COMMENTS:

RISK MANAGEMENT APPROVAL: _____ **DATE:** _____

RISK MANAGEMENT COMMENTS:

RECREATION APPROVAL: _____ **DATE:** _____

RECREATION COMMENTS:

CITY COUNCIL WILL CONSIDER THIS REQUEST SUBJECT TO APPLICANT MEETING ALL CITY REQUIREMENTS ON:

MEETING DATE: _____ **APPROVED:** _____ **DENIED:** _____

PERMIT FEE: \$50.00 **DATE PAID:** _____ **REC'D BY:** _____ **DATE EXEMPTED:** _____

**CITY OF APOPKA
WAIVER OF SPECIAL EVENT FEES FOR
NOT-FOR-PROFIT ORGANIZATIONS AND CHURCHES**

APPLICANT: First UMC of Apopka

MAILING ADDRESS: 201 S. Park Ave. Apopka FL 32703
PO BOX OR STREET CITY STATE ZIP

HOME PHONE# _____ WORK # 407-886-3421

NAME OF ORGANIZATION: _____

MAILING ADDRESS: _____
PO BOX OR STREET CITY STATE ZIP

CONTACT PERSON: Steve Deviese PHONE # 407-886-4331

NAME OF EVENT: Apopka Christmas Parade

DATE(S) OF EVENT: 12-10-16 TIME(S) OF EVENT: 10am to 12pm

LOCATION OF EVENT: Park Avenue

APPLICANT MUST SUBMIT PROOF OF NOT-FOR-PROFIT STATUS WITH THE IRS (501-C3)

First UMC of Apopka
By: Steven R. Deviese, Treas.

SIGNATURE OF APPLICANT
First UMC of Apopka
By: Steven R. Deviese, Treas.
PRINTED NAME OF APPLICANT

DATE SUBMITTED TO COMMUNITY DEVELOPMENT

**STATE OF FLORIDA
COUNTY OF ORANGE**

SWORN TO AND SUBSCRIBED BEFORE ME THIS 20th DAY OF September, 2016,
BY Steven R. Deviese WHO IS PERSONALLY KNOWN TO ME OR HAS
PRODUCED AS IDENTIFICATION.

(SEAL)  **DAWN L GARDNER**
Notary Public, State of Florida
My comm expires AUG. 25, 2018
NO. FF147425
Bonded thru Western Surety Co.

Dawn L. Gardner
NOTARY PUBLIC SIGNATURE
Dawn L. Gardner.
NOTARY PUBLIC PRINTED NAME

OFFICIAL USE ONLY

DATE APPROVED: _____

Glenn Irby, City Manager

DATE DENIED: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
09/09/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Aon Risk Services, Inc of Florida
7650 Courtney Campbell Causeway
Suite 1000
Tampa FL 33607 USA

CONTACT NAME:
PHONE (A/C, No, Ext): (866) 283-7122 **FAX (A/C, No.):** 800-363-0105
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE**NAIC #**

INSURED
354767 FIRST UMC, APOPKA
201 S. PARK AVE
Apopka FL 32703 USA

INSURER A:	The Princeton Excess & Surp Lines Ins Co	10786
INSURER B:	State National Ins Company, Inc.	12831
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** 570063572676**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ SIR \$1,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			N2-A3-RL-0000017-06 Excess GL SIR applies per policy terms & conditions	12/31/2015	12/31/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE \$1,000,000 PRODUCTS - COMP/OP AGG
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION						EACH OCCURRENCE AGGREGATE
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ N	N/A	NDE085924516 Excess WC - SIR \$500,000 SIR applies per policy terms & conditions	12/31/2015	12/31/2016	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Apopka Christmas Parade on December 10, 2016, Down Park Ave. in Apopka. City of Apopka is included as Additional Insured in accordance with the policy provisions of the General Liability policy. A Waiver of Subrogation is granted in favor of Certificate Holder in accordance with the policy provisions of the General Liability and Worker's Compensation policies.

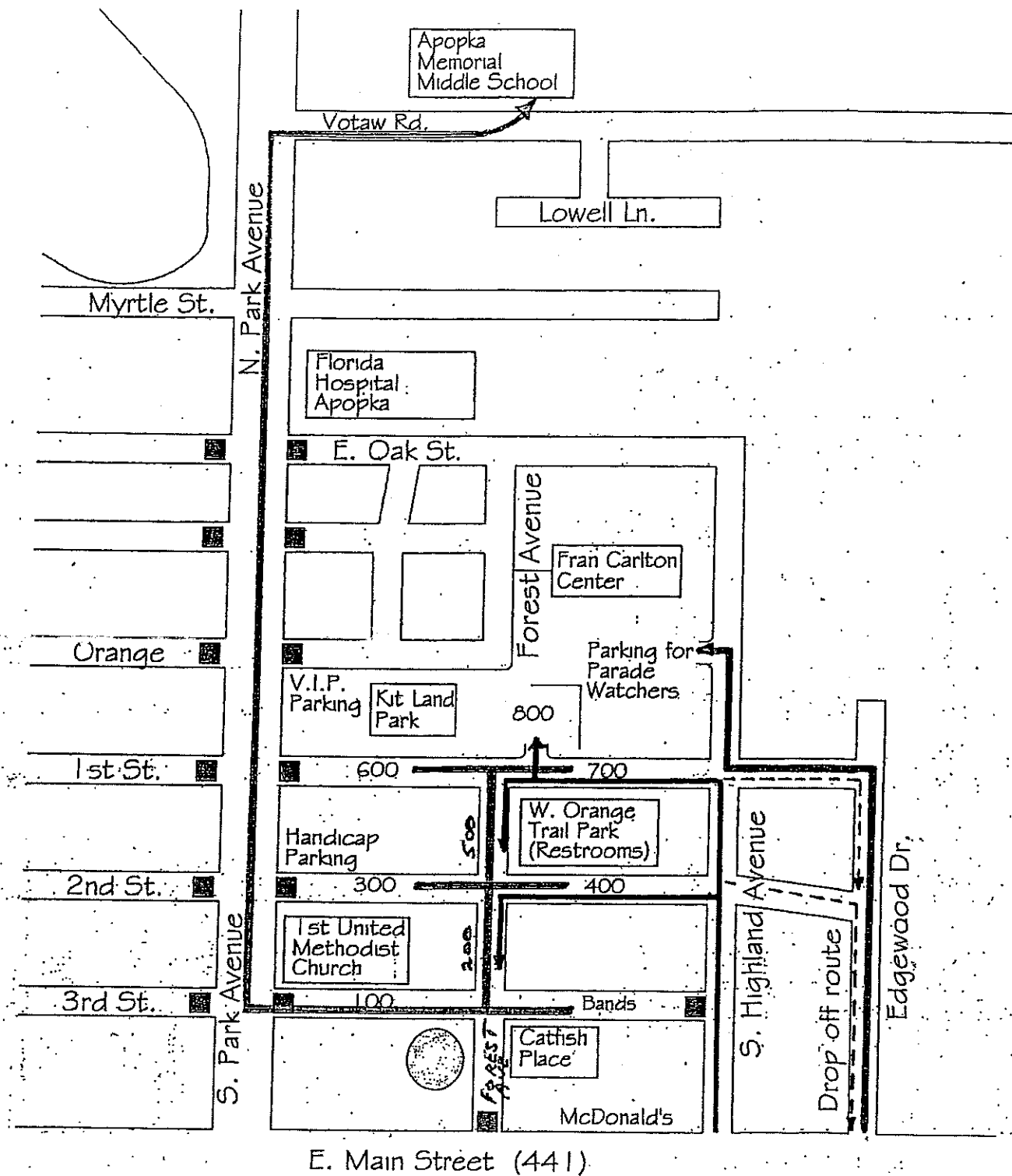
CERTIFICATE HOLDER**CANCELLATION**

City of Apopka
Attn: Human Resources
120 East Main Street
Apopka FL 32703 USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aon Risk Services Inc. of Florida



- Parade Route
- To Parking for Parade Watchers
- Participants' Arrival Route
- Participants' Drop off Route
- Road Blocks/Road Closed
- Parade Marshal Staging Area

Band members should be dropped off at the corner of Highland Dr. and 3rd Street.
Busses must turn onto 3rd Street.

If you are dropping off a participant for the parade and wish to park, PLEASE park in the parade watchers' parking area. If you are not parking, please follow the drop off route shown above on the map. Thank you.