

November 22, 2024

City of Venice
Planning and Zoning Department
401 W. Venice Ave
Venice, FL 34285
www.venicegov.com

Subject: VNC New Terminal Project – Site and Development Design Requirements

Attachment: Attachment # 1 – Location Map
Attachment # 2 – Neighborhood Workshop Documents
Attachment # 3 – Survey from Hyatt
Attachment # 4 – Legal Description
Attachment # 5 – Agent Authorization Form
Attachment # 6 – VNC Terminal Exhibits
VNC Terminal Construction Plans – Architectural
VNC Terminal Construction Plans – Civil
VNC Terminal Construction Plans – Electrical

Dear Reviewers,

This letter is a supplementary document for the Site and Development Application to provide the required information and details of the VNC Terminal Project.

APPLICATION GENERAL REQUIREMENTS (Section 1.2):

o Narrative

Response: A new Terminal/Administration Building is proposed at Venice Municipal Airport (VNC). The new terminal will replace the existing one, which is over 40 years old and requires constant maintenance and repair.

The terminal/administration building will maintain its land use (government land use), and it will continue to provide aviation functions for Venice Municipal Airport (VNC). It will consist of conference rooms, pilot flight planning, offices, and common-use areas. The new building is designed to be hardened to withstand a hurricane and facilitate the opening of the airport as soon as possible after a storm.

The new terminal will include its associated parking lot, access drive, and stormwater management system and will meet local, national, and federal requirements, including ADA requirements.



○ **Location Map**

Response: See Attachment # 1 for Location Map

○ **Neighborhood Workshop**

Response: A workshop was scheduled and coordinated on Thursday Jan 9, 2025, at 5pm to include:

- Public notice
- Affidavit of Advertising
- Notice Mailing List
- List of Attendees
- Minutes – Summary of Comments, questions, and our responses

○ **Survey**

Response: See Attachment # 3 for a copy of the Survey from Hyatt

○ **Legal Description**

Response: See Attachment # 4 for the legal description from the property appraiser

○ **Agent Authorization Letter**

Response: See Attachment # 5 agent authorization letter

○ **Statement of Ownership and Control**

Response: A copy of the Statement of Ownership and Control is not required for this application, as per the City of Venice.

○ **Land Use Compatibility Analysis**

Response: The land use won't change. It will remain the same, and the building will be used for aviation functions.

SPECIFIC APPLICATION REQUIREMENTS (Section 1.9.3):

o **Site Plan:**

Response: See Construction Plans Sheet C301 for the Site and Geometry Plan. It consists of all elements of the proposed terminal.

o **Tabulations:**

a. The various permitted uses

- i. The site is for aviation functions at Venice Municipal Airport

b. Ground coverage by structures

	Area (sf)	
Terminal	4,120	0.09 ac

c. Impervious surface coverage

	Area (sf)	
Terminal	4,120	
Access Road & Parking Lot	22,071	
Dumpster Element	186	
Generator Element	553	
Sidewalks & Patio	2,317	
Total Impervious Area	29,247	0.67 ac

The number of proposed off-street parking, off-street loading spaces and associated calculations by use according to Section 3.6.

Response: The Site and Geometry Plan (Sheet C301) indicates the proposed impervious areas and parking spaces. A total of 25 parking spaces are proposed, including two (2) Electric Vehicle Charging Level 2 and two (2) ADA-accessible spaces. In addition to C301, refer to VNC Terminal Exhibits (Attachment 7) for impervious areas as retrieved for the above table.

o **Common Facilities Statement**

Response: Not applicable. This is for aviation functions within the airport.

o **Common Use Improvements (Regulated by the City Standard “Detail”)**

Response: This project applies the details as per local standards. See Construction Plans Sheet C904 for the details of the City of Venice being used.

o **Storm Drainage, Potable Water, and Wastewater Collection System “Plans”**

Response: See Construction Plans Sheet C601 for Utility Plans.

- **Color Architectural Elevations**

Response: See Architectural Plans.

- **Signage Plan**

Response: See Construction Plans Sheet C801 for Signage (Marking) Plans. The project signage includes STOP Signs, Electrical Vehicle Signs, and replace the airport sign/monument within the property area without cluttering or adding distractions to drivers and pedestrians.

- **Exterior Lighting Plan**

Response: The Electrical Plans indicate the fixtures of the project.

- **Landscaping Plan**

Response: Not Applicable. No landscape plans are proposed for this project since it only consists of sod. Refer to C301 for the sod areas.

- **Recreation Facilities Plan**

Response: Not Applicable.

- **Addressing Plan (Section 3.4.1.C)**

Response: Not Applicable. The VNC Terminal will maintain the same address.

- **Vehicle Turning Path Analysis (Fire Vehicle and Solid Waste Collection Vehicle)**

Response: VNC Terminal Exhibits illustrate the turning paths of the fire and solid waste vehicles.

- **Transportation Analysis**

Response: Not Applicable.

- **Concurrency Application**

Response: Not Applicable.

DECISION CRITERIA (Section 1.9.4):

1. Compliance with all applicable elements of the Comprehensive Plan

Response: This project is within VNC (government) premises, and the project consists of replacing the existing terminal building and parking area. The proposed terminal building will be designed to uphold severe winds and weather conditions. The proposed parking lot will include ADA and electric vehicle spaces. The stormwater management facility complies with local and federal (FAA) standards. Moreover, this letter, attachments, and plans support the design and plan.

2. Compatibility consistent with Section 4 of this LDR

Response: This project is within VNC (government) premises, and the project consists of replacing the existing terminal building and parking area. The proposed terminal building will be designed to uphold severe winds and weather conditions. The proposed parking lot will include ADA and electric vehicle spaces. The stormwater management facility complies with local and federal (FAA) standards. Moreover, this letter, attachments, and plans support the design and plan.

3. General layout of the development, including access points, and onsite mobility

Response: See Construction Plans Sheet C030 for Construction Safety and Phasing Plan (access point and onsite mobility).

4. General layout of off-street parking and off-street loading facilities

Response: See for Geometry Layout. 25 off-street parking spaces are proposed for this project, which include two (2) Electric Vehicle Charging Level 2 and two (2) ADA-accessible spaces.

5. General layout of drainage on the property

Response: See Drainage Layout. This project consists of a dry pond and adheres to SWFWMD requirements.

6. Adequacy of recreation and open spaces

Response: No recreation uses for this project. See C301 Site and Geometry Plan illustrates open and sod areas.

7. General site arrangement, amenities, convenience, and appearance

Response: Not Applicable.

8. Other standards, including but not limited to, architectural requirements as may be required

Response: Not Applicable.

POLLUTANTS AND HAZARDOUS SUBSTANCES (Chapter 89 Section 2.11.2):

○ **Agricultural Use:**

Response: None. It has been and will be used for aviation uses (aviation purposes and functions).

○ **Industrial Use:**

Response: None. It has been and will be used for aviation uses (aviation purposes and functions).

○ **Use as a site where potentially contaminated fill or underground storage facilities were regulated as hazardous waste generators under the Resource Conservation Recovery Act (RCRA) was placed:**

Response: None.

ENVIRONMENT REQUIREMENTS FOR FIVE (5) OR FEWER ACRES (Chapter 89 Section 2.3.D):

1. Responsible party information for who will be maintaining the habitat

Response: Not Applicable since there will be no habitats present.

2. List of prohibited actions, including items such as excavation, alteration, and removal of unique or native vegetation

Response: Not Applicable since there are no unique or native vegetation on site.

3. Identification of permitted activities within habitat areas

Response: The project site is within the airport limits in which operational activities occur constantly, and no signs of habitats are within the site.

4. Best practice methods to be implemented to protect the unique habitat, protected species, or native species and the integrity of these areas

Response: Not applicable.

5. An assessment of each habitat type to include a list of existing vegetation and percent coverage of exotics or invasive species

Response: The project site is within the airport limits in which operational activities occur constantly, and no signs of exotic or invasive species are within the site.

6. A plan for monitoring reports for maintaining unique habitats that shall be conducted annually and made available to the City upon request

Response: The project site is within the airport limits in which operational activities occur constantly, and no signs of habitats are within the site.

WETLANDS (Chapter 89 Section 2.6.B.1):

1. **A delineation of the wetlands and/or surface water in accordance with Chapter 62-340, Florida Administrative Code (as amended) and Army Corps of Engineers Wetland Delineation Manual (Technical Report Y-87-1) and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Region (2008).**

Response: The proposed project is not within any wetlands.

2. **Proposed wetland and/or surface water impacts**

Response: Not applicable. No wetlands within the site.

3. **All minimization and avoidance measures**

Response: Not applicable. Not applicable since there are no wetlands within the site.

4. **Proposed wetland mitigation when impacts are unavoidable**

Response: Not applicable. Not applicable since there are no wetlands within the site.

Sincerely,

MDG, Inc. Team