



# The CITY OF DAYTONA BEACH

## Board of Adjustment Agenda

### May 20, 2021

City Hall  
Regular Meeting  
Commission Chambers

301 South Ridgewood Avenue  
Thursday, May 20, 2021  
1:00 P.M.

**NOTICE** – Pursuant to Section 286.0105, Florida Statutes, if any person decides to appeal any decision made by this Board at this public meeting, such person will need a record of the proceedings and, for that purpose, such person 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 does not prepare or provide such a record.

	<p>For special accommodations, please notify the City Clerk's Office at least 72 hours in advance. (386) 671-8023</p>		<p>Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk's Office.</p>
---	---	---	---

In accordance with the Americans with Disabilities Act (ADA), persons with a disability needing a special accommodation to participate in the Board meeting should contact the City Clerk's Office, 301 S. Ridgewood Ave, Room 210, Daytona Beach, FL 32114, Ph: (386) 671-8023, Email: clerk@codb.us not later than 72 hours prior to the proceedings. If you are hearing or voice impaired contact the relay operator at 1-800-955-9771.

1. Call to Order
2. Roll Call
3. Introduction of City Staff
4. Approval of the Minutes: March 18, 2021 & April 5, 2021

#### *New Cases*

##### Case A – BOA2021-002 Variances from Article 4, Section 4.2.E.3

A request by Bryce Risher, DNA Workshop, on behalf of Daytona Beach Housing Development Corporation (property owner), for variances from Article 4 (Development Standards), Section 4.2.E.3 of the Land Development Code (LDC) to reduce the required street side building setback from 82' to 16', to allow for the addition of a community room. The property is located at 600 S. Beach Street. The zoning on the property is Multifamily Residential- 40 (MFR-40) in the Downtown Redevelopment Zone, and the Future Land Use (FLU) on the property is Level 3 Residential.

6. Review Cases
7. New Business
8. Adjournment

The next meeting of the Board of Adjustment of The City of Daytona Beach will be held on Thursday, June 17, 2021, at 1:00 PM in the City Commission Chambers.

BOARD OF ADJUSTMENT  
MINUTES OF  
REGULAR MEETING  
March 18, 2021

The regular meeting of the City of Daytona Beach Board of Adjustment was held on Thursday, March 18, 2021 at 1:00 p.m. in City Commission Chambers, Daytona Beach City Hall, 301 S. Ridgewood Avenue, Daytona Beach, Florida.

Board members present were as follows:

Mr. Trey Harshaw, Chair  
Ms. Sharlene Barhoo  
Ms. Maja Sander Bowler  
Mr. Patrick Connors

Board members absent:

Mr. Roger Stine, Vice Chair  
Mr. Eddie Gentle

Staff members present were as follows:

Ms. Lauren Davis, Planner  
Mr. Ben Groom, Deputy City Attorney  
Ms. Becky Groom, Board Secretary

1. **Call to Order**

Mr. Harshaw called the March 18, 2021 Board of Adjustment Meeting to order at 1:00 p.m.

2. **Roll Call**

Ms. Groom called the roll and noted members present as indicated above.

3. **Introduction of City Staff**

Mr. Harshaw introduced staff members in attendance, as listed above.

Mr. Harshaw stated only 4 Board members are present and 5 members are required in order to have a quorum.

Ms. Davis stated she will contact the members to determine if there is an available date for a special meeting, noting the next regular meeting is scheduled for April 15, 2020.

The Board members briefly discussed the vacancies on the Board and the need to have those vacancies filled by the City Commission.

Ms. Davis stated the City Clerk's office has no applications for appointment to the Board of Adjustment and encouraged Board members to talk with individuals they know who may be interested in serving on this Board.

4. **Approval of Minutes – November 19, 2020**

**Board Action:**

No action was taken due to the lack of a quorum.

**New Cases:**

5. **Case A - BOA2021-001 Variances from Article 4, Section 4.2.B.3**

A request by Thomas Huger, TAH2 LLC, on behalf of Abel Adeyemi (property owner), for variances from Article 4 (Development Standards), Section 4.2.B.3 of the Land Development Code (LDC) to reduce the required interior side yard setback from 10' to 5', reduce the required rear yard setback from 25' to 15', and reduce the required front yard setback from 30' to 25' to allow for the development of a 1,632 sq.ft. single family home. The property is located at 465 Pleasant Street. The zoning on the property is Single-Family Residential- 5 (SFR-5), and the Future Land Use (FLU) on the property is Level 1 Residential.

No action was taken due to the lack of a quorum.

6. **Review of Cases**

No cases were presented.

7. **New Business**

There was no new business.

8. **Adjournment**

There being no further business, the meeting was adjourned.

---

Trey Harshaw, Chair

---

Becky Groom, Board Secretary

BOARD OF ADJUSTMENT  
MINUTES OF  
SPECIAL MEETING  
April 5, 2021

The special meeting of the City of Daytona Beach Board of Adjustment was held on Monday, April 5, 2021 at 10:00 a.m. in City Commission Chambers, Daytona Beach City Hall, 301 S. Ridgewood Avenue, Daytona Beach, Florida.

Board members present were as follows:

Mr. Trey Harshaw, Chair  
Mr. Roger Stine, Vice Chair  
Ms. Sharlene Barhoo (arrived at 10:08 a.m.)  
Ms. Maja Sander Bowler  
Mr. Patrick Connors  
Mr. Eddie Gentle

Staff members present were as follows:

Ms. Lauren Davis, Planner  
Ms. Missy Phillips, Senior Development Review Technician  
Ms. Kira Honse, Assistant City Attorney  
Ms. Becky Groom, Board Secretary

1. Call to Order

Mr. Harshaw called the Special Meeting of April 5, 2021 of the Board of Adjustment to order at 10:00 a.m.

2. Roll Call

Ms. Groom called the roll and noted members present as indicated above.

3. Introduction of City Staff

Mr. Harshaw introduced staff members in attendance, as listed above.

4. Approval of Minutes – November 19, 2020

Board Action:

A motion was made by Ms. Bowler, seconded by Mr. Stine, to approve the minutes of the November 19, 2020 meeting, as presented. The motion carried (5-0).

**New Cases:**

5. **Case A - BOA2021-001 - Variances from Article 4, Section 4.2.B.3**

A request by Thomas Huger, TAH2 LLC, on behalf of Abel Adeyemi (property owner), for variances from Article 4 (Development Standards), Section 4.2.B.3 of the Land Development Code (LDC) to reduce the required interior side yard setback from 10' to 5', reduce the required rear yard setback from 25' to 15', and reduce the required front yard setback from 30' to 25' to allow for the development of a 1,632 sq.ft. single family home. The property is located at 465 Pleasant Street. The zoning on the property is Single-Family Residential- 5 (SFR-5), and the Future Land Use (FLU) on the property is Level 1 Residential.

**Applicant Presentation:**

Tom Huger, TAH2 LLC, stated the lot is non-standard and non-conforming. Mr. Huger stated he would like to improve the area and plans to construct a 1,632 s.f. home on the lot. Mr. Huger stated the lot is 4,992 s.f. and 5,000 s.f. is required by the Code. Mr. Huger stated without approval of the requested variances, the lot is unbuildable.

**Board Comments:**

There were no Board comments.

**Public Comments:**

There were no public comments.

**Board Action:**

A motion was made by Mr. Stine, seconded by Ms. Bowler, to approve BOA2021-001 – Variances from Article 4, Section 4.2.B.3, of the Land Development Code, in accordance with the staff report as presented. The motion carried (5-0).

6. **Review of Cases**

Case A - BOA2021-001 Approved (5-0)

7. New Business

Ms. Davis stated Mr. Connors has referred an applicant to fill a vacancy on the Board. Ms. Davis stated the application has been scheduled for the April 21, 2021 City Commission agenda for consideration. Ms. Davis stated the vacancy created by the resignation of Gary Libby is still vacant and requires an appointment from Zone 2.

Ms. Davis stated staff is working on a Land Development Code text amendment to allow a majority quorum of members in attendance to hear a BOA case instead of 5 members being in attendance as is currently the requirement.

Mr. Harshaw stated he spoke with Commissioner Delgado and explained that the BOA is having difficulty in meeting the quorum requirement and asked that Commissioner Delgado recruit someone from his district to fill the vacancy created by Mr. Libby's resignation.

Mr. Gentle stated he may have to resign because of medical concerns and asked if he would be required to find a replacement for his vacancy.

Ms. Davis stated Mr. Gentle would not be required to find a replacement; but if Mr. Gentle knew of someone interested in serving, that would be helpful in finding a replacement.

Mr. Gentle expressed concern that the lot approved for Case A will not conform with the rest of the neighborhood.

Ms. Barhoo arrived for the meeting.

Ms. Davis stated some of the lots in that area do not meet the City's current standards. Ms. Davis stated a 900 s.f. home could have been built on the lot as is without question but not something comparable with today's average home size. Ms. Davis stated variance requests to the Board of Adjustment is the only process for providing relief to the applicant.

Mr. Harshaw asked if Mr. Gentle thought the home proposed was too big for the lot.

Mr. Gentle said yes. Mr. Gentle stated building a home 5 feet from the property line is too close to adjacent neighbors.

Mr. Harshaw stated as they continue to rebuild in that neighborhood, homes will be very close to each other and there may be zero lot line houses. Mr. Harshaw stated this is something that should be addressed.

Ms. Davis stated that is something the Board should keep in mind before approving variances. Ms. Davis stated if a Board member feels that way, the member does not have to approve the variance request.

Mr. Stine stated this will be his last meeting and is resigning after 25 years of service.

Mr. Harshaw thanked Mr. Stine for his service on the Board.

8. **Adjournment**

There being no further business, the meeting was adjourned.

---

Trey Harshaw, Chair

---

Becky Groom, Board Secretary

Agenda Item 5 – Case A  
**BOA2021-002**  
**Variance from Article 4, Section 4.2.E.3**  
**Of the Land Development Code (LDC)**  
600 S Beach Street

**STAFF REPORT**

**DATE:** May 03, 2021

**TO:** Board of Adjustment Members

**FROM** Lauren “Harley” Davis, Planner, Missy Phillips, Development Review

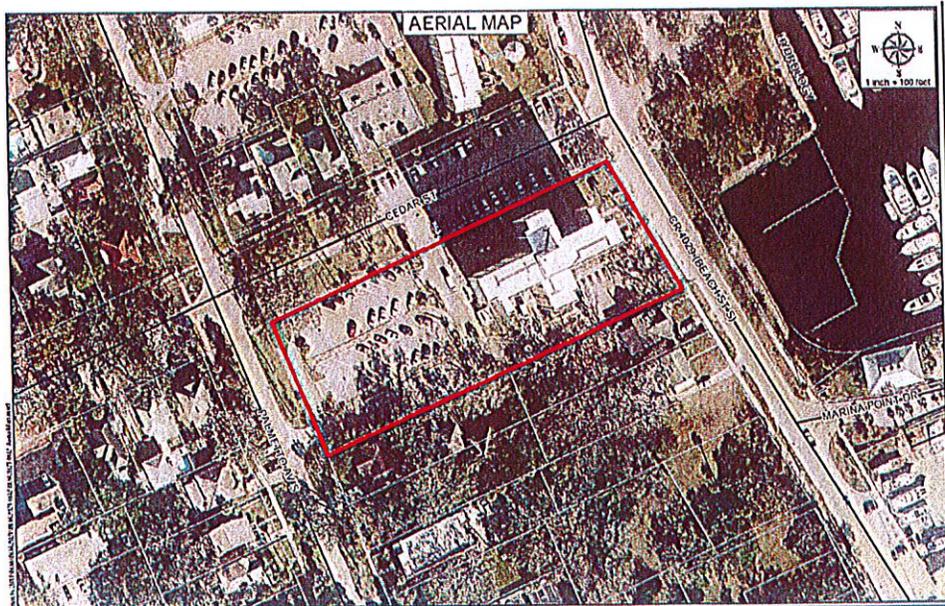
---

**VARIANCE REQUEST**

A request by Bryce Risher, DNA Workshop, on behalf of Daytona Beach Housing Development Corporation (property owner), for variances from Article 4 (Development Standards), Section 4.2.E.3 of the Land Development Code (LDC) to reduce the required street side building setback from 82’ to 16’, to allow for the addition of a community room. The property is located at 600 S. Beach Street. The zoning on the property is Multifamily Residential- 40 (MFR-40) in the Downtown Redevelopment Zone, and the Future Land Use (FLU) on the property is Level 3 Residential.

**PROPERTY LOCATION**

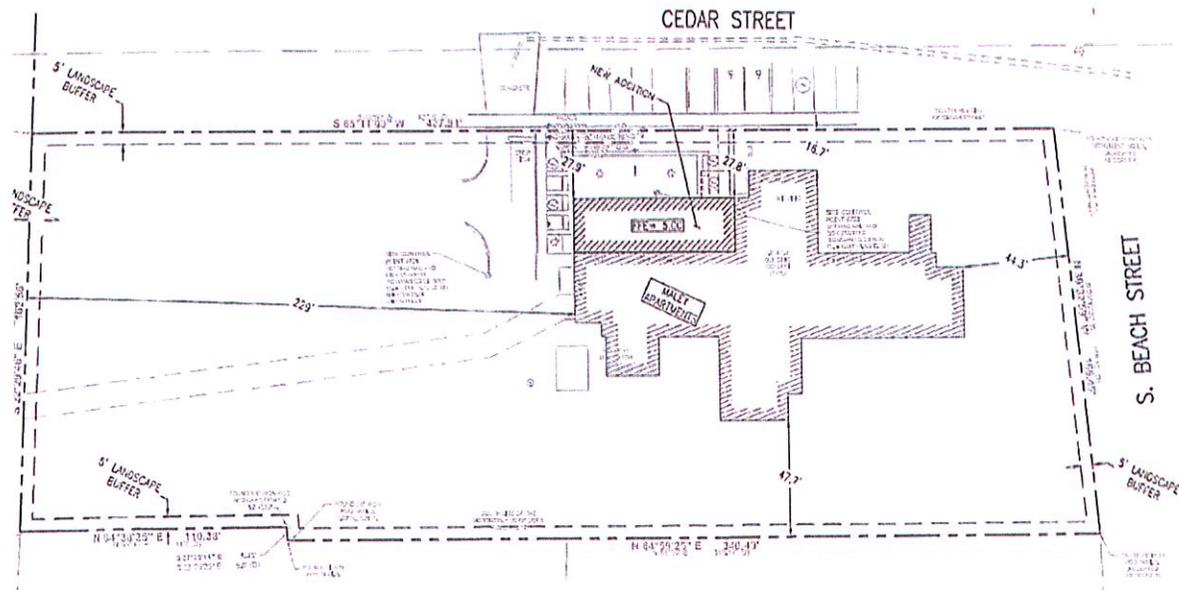
The subject property is generally located on the southwest corner of Cedar Street and Beach Street.



*Aerial View of the Property*

## PROJECT HISTORY AND VARIANCE DESCRIPTION

The property located at 600 S. Beach Street is currently developed with the 73,000+/-sf Maley Apartments. The applicant is currently going through the site plan process (DEV2020-140) to allow for the addition of a 1,493sf community room. During the site plan review process staff identified that the current Maley Apartment building does not meet the minimum required side setback of 82' for the subject zoning district. Therefore, a variance is needed to bring the current structure into compliance with the setbacks and allow for an expansion within the proposed 16' side setback.



*Proposed Site Plan Submitted by Applicant*

The survey (attached) reflects that the subject lot is approximately 166' wide by 427' deep. The minimum lot size for that Multifamily Residential- 40 (MFR-40) zoning district is 80' wide by 100' deep, making the lot at 600 S. Beach Street a conforming lot. The property was developed in 1972, at which time the City's current intensity and dimensional standards were not in place, thus rendering the property currently nonconforming.

## PROJECT ANALYSIS: VARIANCE REVIEW STANDARDS

Article 3 – *Review Procedures*, Section 3.4.V.4 – *Variance Review Standards*, of the LDC states that a variance application shall be approved only on a finding there is competent and substantial evidence in the record of the public hearing, that all of the following standards are met:

- i. There are extraordinary and exceptional conditions (such as topographic conditions, narrowness, shallowness, or the shape of the parcel of land) pertaining to the particular land or structure for which the Variance is sought, that do not generally apply to other lands or structures in the vicinity.

The subject property is a conforming lot within the City.

- ii. Those extraordinary and exceptional conditions are not the result of the actions of the landowner.**

The property was developed in 1972 when our current setbacks and standards were not in place, making this a nonconforming structure due to previous Land Development Code changes. A variance is necessary to make this structure conforming and allow for any expansion.

- iii. Because of those extraordinary and exceptional conditions, the application of this Code to the land or structure for which the Variance is sought would effectively prohibit or unreasonably restrict the utilization of the land or structure and result in unnecessary and undue hardship.**

This property is currently fully developed with a 73,000+/-sf apartment building.

- iv. The Variance would not confer any special privilege on the landowner that is denied to other lands or structures that are similarly situated.**

A variance would be required for any landowner to expand the footprint of a legally nonconforming structure.

- v. The extent of the Variance is the minimum necessary to allow reasonable use of the land or structure.**

The existing 73,000+/-sf apartment building currently allows for reasonable use of the land and structure.

- vi. The Variance is in harmony with the general purpose and intent of this Code and preserves its spirit.**

Yes, the building is currently established at the 16' side setback.

- vii. The Variance would not adversely affect the health or safety of persons residing or working in the neighborhood, be injurious to property or improvements in the neighborhood, or otherwise be detrimental to the public welfare.**

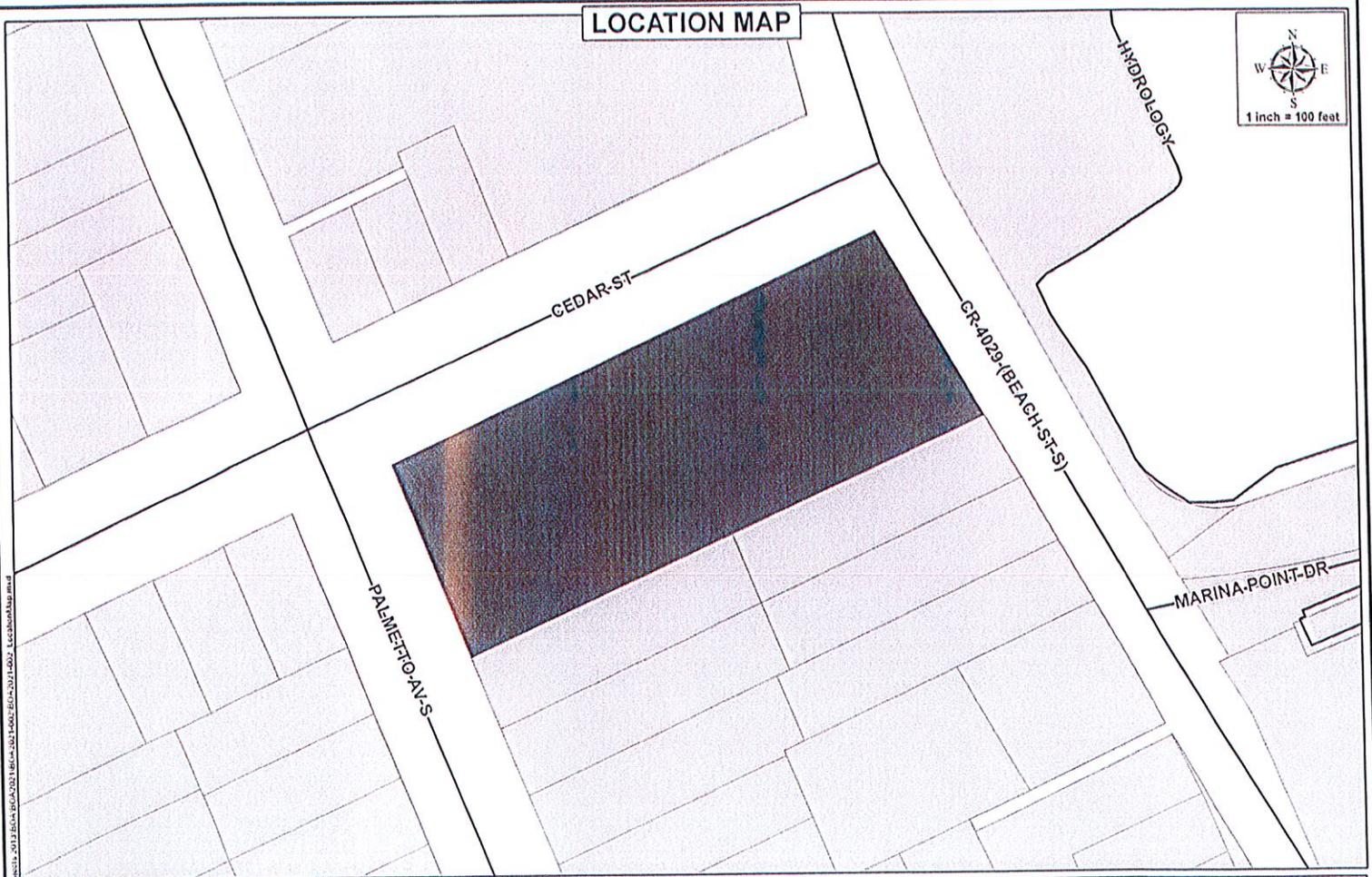
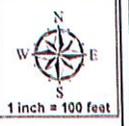
Staff does not anticipate that the variance request would adversely affect the health or safety of persons residing or working in the neighborhood, be injurious to property or improvements in the neighborhood, or otherwise be detrimental to the public welfare.

- viii. The Variance is consistent with the comprehensive plan.**

Not Applicable.

The decision by the Board of Adjustment is a final administrative action.

LOCATION MAP



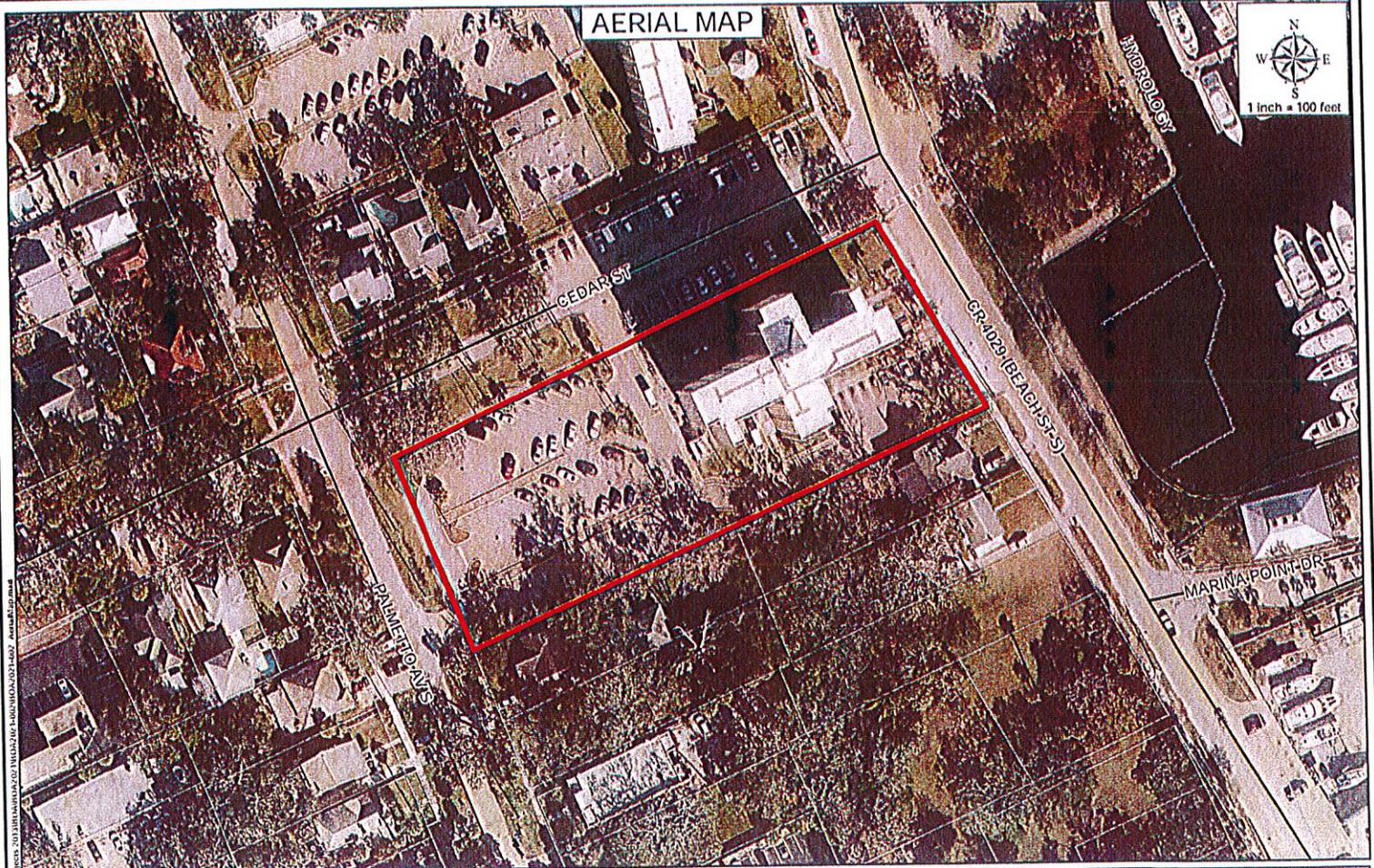
Document Path: P:\stamir\Projects\30118\30118-001-2021-002\_LocationMap.mxd



Case : BOA 2021-002  
600 S Beach St  
Daytona Beach FL 32114

City of Daytona Beach Map disclaimer:  
These maps were developed and produced by the City of Daytona Beach GIS. They are provided for reference only and are not intended to show map scale accuracy or all inclusive map features. As indicated, the accuracy of the map has not been verified and it should be used for informational purposes only. Any possible discrepancies should be brought to the attention of City Engineering and or Development Services.

AERIAL MAP



Case : BOA 2021-002  
600 S Beach St  
Daytona Beach FL 32114

City of Daytona Beach Map disclaimer:  
These maps were developed and produced by the City of Daytona Beach GIS. They are provided for reference only and are not intended to show map scale accuracy or all inclusive map features. As indicated, the accuracy of the map has not been verified and it should be used for informational purposes only. Any possible discrepancies should be brought to the attention of City Engineering and or Development Services.

Document Path: P:\Information\Projects\2018\Projects\2018\BOA\2021-002\AerialMap.mxd





# Board of Adjustment Application Packet



**THE CITY OF DAYTONA BEACH – 2020  
DEVELOPMENT & ADMINISTRATIVE SERVICES  
UNIFORM DEVELOPMENT REVIEW APPLICATION**  
<http://www.codb.us/>

Application submittals are due by  
Thursday at noon and should be delivered to:  
The City of Daytona Beach  
Attn: P&L Angela Doyle  
Development Services, Room 127  
301 South Ridgewood Avenue  
Daytona Beach, FL 32114

A pre-application meeting with Staff may be required\* prior to submitting an application to discuss the project's feasibility, anticipated review track, submittal requirements, and procedures. This requirement can be found in Section 3.3.A and Table 3.2 of the LDC. Contact Angela Doyle, Sr. Development Review Technician, at 386.671.8176 to schedule a pre-application meeting. After initial contact with Staff, the Applicant may be advised to have further preliminary discussions with Staff.

**TYPE OF REQUEST:**

**CITY FILE:**

Major Site Plan*	<input checked="" type="checkbox"/>	Variance BOA*		Rezoning*						
Minor Site Plan		LDC Text Amendment		Planned Development Rezoning*						
Special Use*		Minor Preliminary Plat		Planned Development Amendment						
Public Use*		Major Preliminary Plat*		Large Scale Comp Plan Amendment*						
Temporary Use (Special Event)		Final Plat		Small Scale Comp Plan Amendment*						
Annexation-Voluntary		ROW Vacation		Excess Boat Slip Allocation						
Semipublic Use*		Certificate of Appropriateness, Major*		Other (Please Describe):						
Easement Vacation		Historic Overlay Amendment*								
In a Redevelopment Area?	<input type="checkbox"/>	Balough Road	<input checked="" type="checkbox"/>	Downtown	<input type="checkbox"/>	South Atlantic	<input type="checkbox"/>	Midtown	<input type="checkbox"/>	Main Street

**SUMMARY OF APPLICATION REQUEST (PROJECT DESCRIPTION):**

Request to reduce the side (street) building setback for the Maley Apartments from the required 82 ft (LDC Article 4 Section 4.1) to 16 ft in order for the existing building to fall within compliance and accommodate the addition of a community room.

**SITE & APPLICANT INFORMATION: All information must be completed**

Project Name:	Maley Apartments					
12 Digit Short Tax Parcel ID#:	533901010050					
Street Address:	600 S Beach St. Daytona Beach, FL 32114					
<b>SITE INFORMATION:</b>	<b>Existing:</b>	<b>Proposed:</b>	<b>Abutting Property:</b>			
Future Land Use Designation:	L3-R	L3-R	L3-R	HI INT MU	PARK-REC	L1-R
Zoning Designation:	MF-40	MF-40	MFR-40	MFR-40	PD-G	MFR-20H
Gross Sq. Ft. Floor Area:	8200 SF	9693 SF				
Acres of Parcel(s):	3.9 Ac	3.9 Ac				

**Property Owner (Provide Proof of Ownership)**

Company/Contact Name:	Daytona Beach Housing Development Corporation	Phone :	
Street Address:	211 N. Ridgewood Avenue	E-mail:	
City & State:	Daytona Beach, FL	Zip:	32114-5174

**Lead Designer, if any (Provide Owner Authorization Form)**

Company/Contact Name:	DNA Workshop-Bryce Risher, AIA	Phone :	225-478-8402
Street Address:	235 S. 14th St.	E-mail:	bryce@dna-workshop.com
City & State:	Baton Rouge, LA	Zip:	70802

**Authorized Agent, if any (Provide Owner Authorization Form)**

Company/Contact Name:	Bowman Consulting Group	Phone :	
Street Address:	4450 West Eau Gallie Blvd., Suite 144	E-mail:	
City & State:	Melbourne, FL	Zip:	32934

Applicant Signature:		DATE:	04/02/2021
Print Name:	Bryce Risher, AIA		
<input type="checkbox"/>	Please verify you are using the most recent application available, found at <a href="http://www.codb.us">www.codb.us</a> under Planning Department, Application Forms		

Altkey: 3507461  
DAYTONA BCH HOUSING AUTHORITY

Parcel ID: 533901010050  
600 S BEACH ST , DAYTONA BEACH

### Parcel

---

Short Parcel Id	533901010050
Property Location	600 S BEACH ST, DAYTONA BEACH, 32114
PC Code	9000 - LEASEHOLD INT
Total Bldgs	2
Neighborhood	7009 - MULTIFAMILY- DIST 3
Business Name	MALEY APARTMENTS
Homestead Property	No

### Primary Owner

---

Owner	DAYTONA BCH HOUSING AUTHORITY
-------	-------------------------------

In Care Of	
Mailing Address	718 CEDAR

DAYTONA BEACH FL 32114 5174

[Change Mailing Address Online](#)

### All Owners

---

#	Owner 1	Owner 2	Owner %	Owner Type(s)
0	DAYTONA BCH HOUSING AUTHORITY		100	M - Municipal

### Legal

---

Millage Group	204-DAYTONA BEACH
Legal Description	N 1/2 OF LOT 5 EXC S 5 FT OF W 110 FT & LOT 6 BLK 1 DAYTONA
Map TWP-RNG-SEC	15 - 33 - 39
Subdivision-Block-Lot	01 - 01 - 0050
Date Created	30-DEC-81
Year Annexed	

### Community Redevelopment Areas

---

Project #	Description	Year Beg	Year End
96	D B DOWNTOWN CRA	2001	9999

### County Links

---

Property Tax Bill	<a href="#">CLICK HERE</a>
Link to Permits	<a href="#">CLICK HERE</a>

### Other Links

---

Google Street Address	<a href="#">CLICK HERE</a>
Bing Maps	<a href="#">CLICK HERE</a>

2020 FLORIDA NOT FOR PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# N99000006150

Entity Name: DAYTONA BEACH HOUSING DEVELOPMENT CORPORATION

**Current Principal Place of Business:**

211 N. RIDGEWOOD AVE  
300  
DAYTONA BEACH, FL 32114

**Current Mailing Address:**

211 N. RIDGEWOOD AVE  
300  
DAYTONA BEACH, FL 32114 US

FEI Number: 59-3638116

Certificate of Status Desired: No

**Name and Address of Current Registered Agent:**

GILMORE, RICARDO LESQ.  
FIFTH THIRD PLAZA  
201 E KENNEDY BLVD STE 600  
TAMPA FL 33602 US

*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.*

**SIGNATURE:**

Electronic Signature of Registered Agent

Date

**Officer/Director Detail :**

Title	DIRECTOR	Title	CHAIRPERSON, DIRECTOR
Name	JASS, SALLY L	Name	IVEY, HEMIS N JR.
Address	211 N. RIDGEWOOD AVE 300	Address	211 N. RIDGEWOOD AVE 300
City-State-Zip:	DAYTONA BEACH FL 32114	City-State-Zip:	DAYTONA BEACH FL 32114
Title	DIRECTOR	Title	DIRECTOR
Name	DANIELS, KELVIN J	Name	BROWN-JAMISON, IRMA DR.
Address	211 N. RIDGEWOOD AVE 300	Address	211 N. RIDGEWOOD AVE 300
City-State-Zip:	DAYTONA BEACH FL 32114	City-State-Zip:	DAYTONA BEACH FL 32114
Title	VICE CHAIRPERSON, DIRECTOR	Title	PRESIDENT, SECRETARY
Name	CRAWFORD, KIM BROWN	Name	BATES, TERRIL
Address	211 N. RIDGEWOOD AVE 300	Address	211 N. RIDGEWOOD AVE 300
City-State-Zip:	DAYTONA BEACH FL 32114	City-State-Zip:	DAYTONA BEACH FL 32114

*I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.*

SIGNATURE: TERRIL BATES

PRESIDENT

06/23/2020

Electronic Signature of Signing Officer/Director Detail

Date

# SUPPLEMENTAL INFORMATION

The purpose of a Variance is to allow certain deviations from the dimensional standards in the City's Land Development Code (such as height, yard setback, lot coverage, or similar numerical standards) when the landowner demonstrates that, owing to special circumstances or conditions beyond the landowner's control (such as exceptional topographical conditions or the narrowness, shallowness, or shape of a specific parcel of land), a literal application of the standards would result in undue and unique hardship to the landowner and the deviation would not be contrary to the public interest. Variances are to be exercised only in rare instances, and under exceptional circumstances to relieve undue and unique hardships to the landowner. No change in permitted uses or maximum densities may be authorized by variance.

Article 3, Section 3.4(V) of the Land Development Code reads as follows:

a. A Variance application shall be approved only on a finding there is competent substantial evidence in the record of the public hearing, that all of the following standards are met:

i. What extraordinary and exceptional conditions exist (such as topographic conditions, narrowness, shallowness, or the shape of the parcel of land) pertaining to the particular land or structure for which the Variance is sought, that do not generally apply to other lands or structures in the vicinity?

Existing building has a side setback of 16.7 feet rather than the required 82 feet.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ii. What extraordinary and exceptional conditions exist that are not the result of the actions of the property owner?

Existing building setback permitted during original build. Current setbacks were not in effect at the time of original construction

\_\_\_\_\_  
\_\_\_\_\_

iii. Because of those extraordinary and exceptional conditions, the application of this Code to the land or structure for which the Variance is sought would effectively prohibit or unreasonably restrict the utilization of the land or structure and result in unnecessary and undue hardship.

Yes, the existing building is not compliant with current setback requirements

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

iv. The Variance would not confer any special privilege(s) on the property owner that is denied to other lands or structures that are similarly situated.

Yes

---

---

---

---

v. Will the variance granted be the minimum variance that will make possible the reasonable use of the land, building or structure?

Yes, the minimum reduction of the building setback is being requested

---

---

---

vi. The Variance is in harmony with the general purpose and intent of this Code and preserves its spirit.

Yes

---

---

---

---

vii. The Variance would not adversely affect the health or safety of persons residing or working in the neighborhood, be injurious to property or improvements in the neighborhood, or otherwise be detrimental to the public welfare.

Yes, it would not.

---

---

---

---

viii. The Variance is consistent with the Comprehensive Plan.

Yes

---

---

---

---

# AUTHORIZATION OF OWNER

I/We Terril Bates of The Housing Authority of the City of Daytona Beach

hereby authorize Bowman Consulting Group, DNA Workshop, & WM, LP to act on my behalf with regard to

obtaining Development Permits regarding Windsor and Maley Apartments  
Name of Project

Terril Bates  
OWNER'S SIGNATURE

\_\_\_\_\_  
OWNER'S SIGNATURE

STATE OF FLORIDA  
COUNTY OF Volusia

The foregoing instrument was acknowledged before me this 30 day of September,  
2020, by Terril Bates, who is personally known to me or has  
produced \_\_\_\_\_.

My Commission expires:

Chandra L Washington  
NOTARY PUBLIC – STATE OF FLORIDA

CHANDRA L WASHINGTON  
NAME OF NOTARY – TYPED OR PRINTED

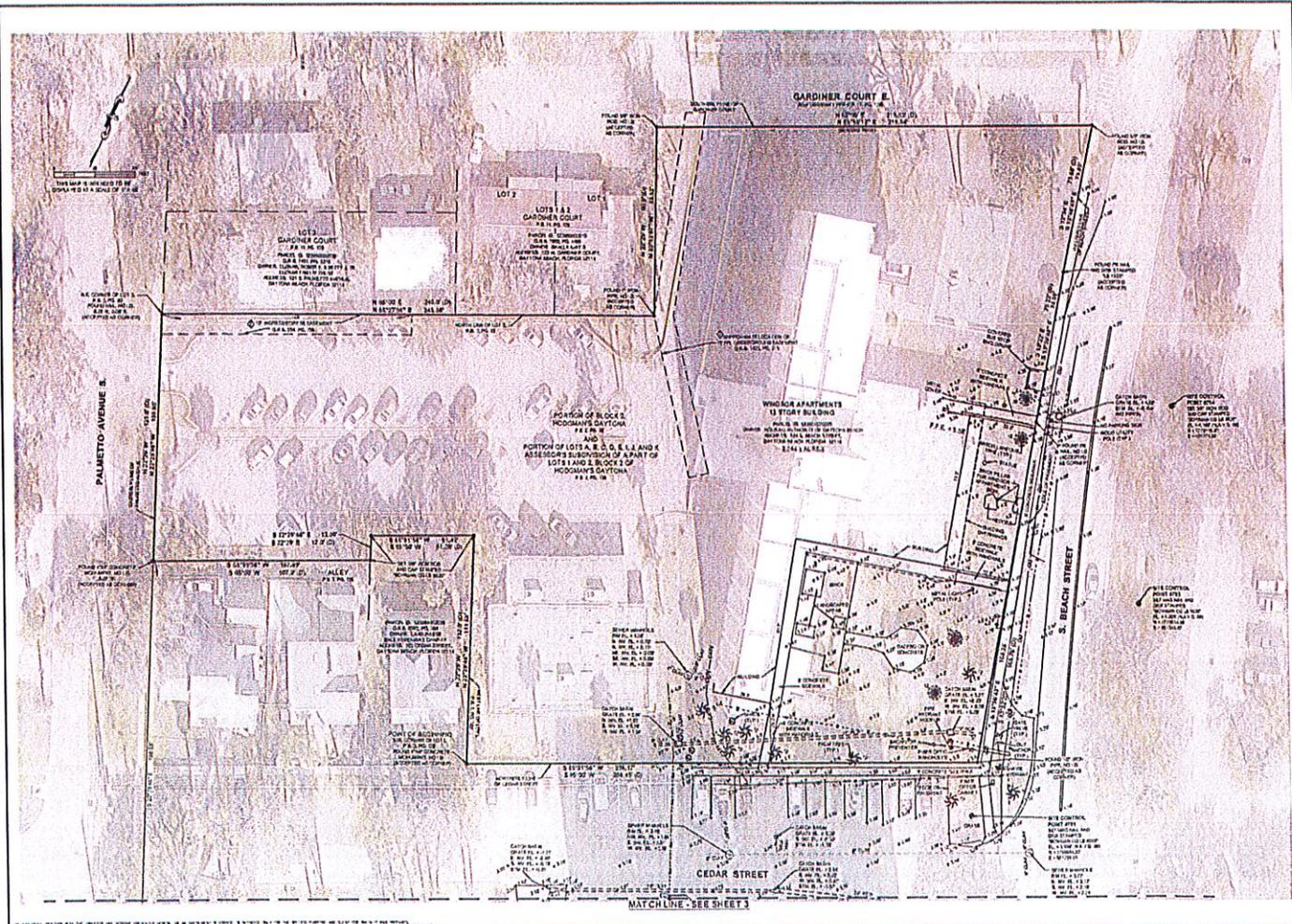
COMMISSION # GG 239118



CHANDRA L WASHINGTON  
Commission # GG 239118  
Expires November 2, 2022  
Bonded Third Budget Notary Services







**Bowman**  
CONSULTING

PROJECT NO. 0212-01-01  
DATE: AUG 4, 2022  
SCALE: 1" = 40'

MALEYS APARTMENTS & WINDSOR APARTMENTS  
ALTAMANS LAND TITLE  
BOUNDARY AND TOPOGRAPHIC SURVEY  
VOLUSIA COUNTY, FLORIDA

DATE: AUG 4, 2022  
SCALE: 1" = 40'

NO.	DESCRIPTION	DATE
1	PREPARED BY	
2	CHECKED BY	
3	DATE	
4	SCALE	
5	PROJECT NO.	
6	DATE	
7	SCALE	
8	PROJECT NO.	
9	DATE	
10	SCALE	





 **CITY OF DAYTONA BEACH**  
**PUBLIC NOTICE**  
A PUBLIC HEARING FOR A  
*Variance*

FOR THIS PROPERTY WILL BE HELD ON May 20, 2021  
AT 1:00 pm IN THE COMMISSION CHAMBERS AT CITY  
HALL, 301 S. RIDGEWOOD AVENUE. INTERESTED PARTIES  
CAN CONTACT THE CITY OF DAYTONA BEACH PLANNING  
DEPARTMENT AT 386-671-8120 OR VISIT [WWW.CODB.US](http://WWW.CODB.US)  
FOR FURTHER INFORMATION. BA2021-002

PLANNING BOARD       BOARD OF ADJUSTMENT  
 CITY COMMISSION       HISTORIC PRESERVATION



**CITY OF DAYTONA BEACH**  
**PUBLIC NOTICE**  
A PUBLIC HEARING FOR A  
*Variance*

FOR THIS PROPERTY WILL BE HELD ON *May 20, 2021*  
AT *1:00pm* IN THE COMMISSION CHAMBERS AT CITY  
HALL, 301 S. RIDGEWOOD AVENUE. INTERESTED PARTIES  
CAN CONTACT THE CITY OF DAYTONA BEACH PLANNING  
DEPARTMENT AT 386-671-8120 OR VISIT [WWW.CODB.US](http://WWW.CODB.US)  
FOR FURTHER INFORMATION

*BOA 2021-002*

- PLANNING BOARD
- CITY COMMISSION
- BOARD OF ADJUSTMENT
- HISTORIC PRESERVATION



**CITY OF DAYTONA BEACH  
PUBLIC NOTICE  
A PUBLIC HEARING FOR A  
Variance**

FOR THIS PROPERTY WILL BE HELD ON MON 7/1/2021  
AT 10:00 AM IN THE COMMISSION CHAMBERS AT CITY  
HALL 301 S. RIDGEWOOD AVENUE. INTERESTED PARTIES  
CAN CONTACT THE CITY OF DAYTONA BEACH PLANNING  
DEPARTMENT AT 386.671.8120 OR VISIT [WWW.CODB.US](http://WWW.CODB.US)  
FOR FURTHER INFORMATION. BOA2021-002  
PLANNING BOARD BOARD OF ADJUSTMENT  
CITY COMMISSION HISTORIC PRESERVATION



Property Appraiser  
Larry Bartlett

**DISCLAIMER:** Surrounding Owners Request Prepared by Volusia County Property Appraisers Office S21020

The Volusia County Property Appraiser and staff are constantly working to provide and publish the most current and accurate information possible. No warranties, expressed or implied are provided for the data herein, its use, or its interpretation.

Additionally, the Appraiser's data is not as current as the Clerk of the Court data causing mismatches - which are beyond our control

Again, one must remember that the primary use of the assessment data contained is for the preparation of the current year tax roll. No responsibility or liability is assumed for inaccuracies or errors. Please govern yourself accordingly.

Parcel Number of Subject Property: 6339-01-01-0050 - Andrew Petersen - 150' Radius - 4/18/2021					
PID	OWNER1	ADDR1	MAILCITY	MAILSTATE	MAILZIP
533901010040	OLIVER KENNETH W & LINDA L	818 S BEACH ST	DAYTONA BEACH	FL	32114
533901010041	US INCOME PARTNERS LLC	3448 WINTON PL STE 228	ROCHESTER	NY	14623
533901010042	RK PALMETTO LLC	1116 S 17 AVE	HOLLYWOOD	FL	33020
533901010043	RK PALMETTO LLC	1116 S 17 AVE	HOLLYWOOD	FL	33020
533901010050	DAYTONA BCH HOUSING AUTHORITY	718 CEDAR	DAYTONA BEACH	FL	32114
533901010052	FOLKERTS HEIKO HIO EST	4032 S PENINSULA DR	PORT ORANGE	FL	32127
533901010054	KURTZ RACHEL HOLLY	320 N MAPLE AVE	KISSIMMEE	FL	34741
533901020020	HOUSING AUTHORITY OF	211 N RIDGEWOOD AVE STE 200	DAYTONA BEACH	FL	32114
533901030067	CITY OF DAYTONA BEACH	PO BOX 2451	DAYTONA BEACH	FL	32115
533901130013	MAGGIESFARM LLC	422 NW SPRING VIEW LOOP	FORT PIERCE	FL	34986
533901140041	ORTIZ RAMON	812 W HOWRY AVE	DELAND	FL	32724
533901140042	WOLFE RENTALS FL LLC	275 SYCAMORE SHAW RD	SALEM	WV	26426
533901140052	MCMAHON ROBERT Y	PO BOX 701	DAYTONA BEACH	FL	32115
533901140053	SYLVESTER MARY ELLEN	1914 HALIFAX DR	PORT ORANGE	FL	32128
533901140060	DAY LAMAR PEPPER	PO BOX 291124	PORT ORANGE	FL	32129
533901140061	BILLINGS KEVIN & KARLYNN	5944 LAKE ANN RD	LAKE ANN	MI	49650
533969000080	SAN FILIPPO DEVON	130 CEDAR ST	DAYTONA BEACH	FL	32114
533969000070	VANWAGENEN MATTHEW J	4160 CRAINS MILL RD	TROXTON	NY	13158
533969000080	LAJEUNESSE DALE	122 CEDAR ST	DAYTONA BEACH	FL	32114



Certificate of Mailing — Firm

Name and Address of Sender <b>BOWMAN CONSULTING</b> <b>4450 W. EAU GALIE BLVD.</b> <b>SUITE 144</b> <b>MELBOURNE, FL; 32934</b>	TOTAL NO of Pages Listed by Sender <div style="text-align: center; font-size: 2em;">⑥</div>	TOTAL NO of Pages Returned at Post Office™ <div style="text-align: center; font-size: 2em;">⑥</div>	Affix Stamp Here Postmark with Date of Receipt <div style="text-align: center;">     <i>Rick PEIDL</i> </div>
---	---	---	---

USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State and ZIP Code™)	Postage	Fee	Special Handling	Parcel Airlift
1 7020 0640 0001 3619 6863	PO BOX 701 DAYTONA BEACH, FL; 32115				
2 7020 0640 0001 3619 6870	1914 HALIFAX DR PORT ORANGE, FL; 32128				
3 7020 0640 0001 3619 6887	PO BOX 291124 PORT ORANGE, FL; 32129				
4 7020 0640 0001 3619 6894	5944 LAKE ANN RD LAKE ANN, MI; 49650				
5 7020 0640 0001 3619 6900	130 CEDAR ST DAYTONA BEACH, FL; 32114				
15 7020 0640 0001 3619 6917	4160 CRAINS MILL RD TROXTON, NY; 13158				





Certificate of Mailing — Firm

Name and Address of Sender <b>BOWMAN CONSULTING</b> <b>4450 W. EAU GALLIE BLVD.</b> <b>SUITE 144</b> <b>MELBOURNE, FL; 32934</b>		TOTAL NO of Pieces Listed by Sender ⑥	TOTAL NO of Pieces Received at Post Office™ ⑥	Affix Stamp Here Postmark with Date of Receipt   0000		U.S. POSTAGE PAID MELBOURNE, FL 32936 APR 19 21 AMOUNT <b>\$2.64</b> R2304E106788-2	
USPS® Tracking Number Firm-specific Identifier		Address (Name, Street, City, State, and ZIP Code™)		Postage	Fee	Special Handling	Parcel Airlift
1 7020 0640 0001 3619 6801		320 N MAPLE AVE KISSIMMEE, FL; 34741					
2 7020 0640 0001 3619 6818		211 N RIDGEWOOD AVE STE 200 DAYTONA BEACH, FL; 32114					
3 7020 0640 0001 3619 6825		PO BOX 2451 DAYTONA BEACH, FL; 32115					
4 7020 0640 0001 3619 6832		422 NW SPRING VIEW LOOP FORT PIERCE, FL; 34986					
5 7020 0640 0001 3619 6949		612 W HOWRY AVE DELAND, FL; 32724					
6 7020 0640 0001 3619 6856		275 SYCAMORE SHAW RD SALEM, WV; 26426					



Certificate of Mailing — Firm

Name and Address of Sender <b>BOWMAN CONSULTING</b> <b>4460 W. EAU GALIE BLVD.</b> <b>SUITE 144</b> <b>MELBOURNE, FL; 32934</b>	TOTAL NO of Pieces Listed by Sender 	TOTAL NO of Pieces Received at Post Office™ 	Affix Stamp Here Postmark with Date of Receipt  0000 U.S. POSTAGE PAID MELBOURNE, FL APR 19 2021 AMOUNT <b>\$2.20</b> R2304E108766-2
---	---	---	--

USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State and ZIP Code™)	Postage	Fee	Special Handling	Parcel Airlift
1 7020 0640 0001 3619 6740	618 S BEACH ST DAYTONA BEACH, FL; 32114				
2 7020 0640 0001 3619 6757	3445 WINTON PL STE 228 ROCHESTER, NY; 14623				
3 7020 0640 0001 3619 6764	1116 S 17 AVE HOLLYWOOD, FL; 33020				
4 7020 0640 0001 3619 6771	1116 S 17 AVE HOLLYWOOD, FL; 33020				
5 <del>7020 0640 0001 3619 6788</del>	<del>318 CEDAR STREET DAYTONA BEACH, FL; 32114</del>				
6 7020 0640 0001 3619	4032 S PENINSULA DR PORT ORANGE, FL; 32127				





Certificate of Mailing — Firm

Name and Address of Sender <b>BOWMAN CONSULTING</b> <b>4450 W. EAU GALLIE BLVD.</b> <b>SUITE 144</b> <b>MELBOURNE, FL; 32934</b>	TOTAL NO of Pieces Listed by Sender ①	TOTAL NO of Pieces Received at Post Office™ ①	Affix Stamp Here Postmark with Date of Receipt.   U.S. POSTAGE PAID MELBOURNE, FL 32936 APR 19 21 AMOUNT <b>\$1.55</b> R2304E106788-2
	Postmaster, per (name of receiving employee) <i>Rick Peidl</i>		

USPS® Tracking Number Firm-specific Identifier	Address (Name Street City State and ZIP Code™)	Postage	Fee	Special Handling	Parcel Airlift
1 7020 0640 0001 3619 6924	122 CEDAR ST DAYTONA BEACH, FL; 32114				
2					
3					
4					
5					
6					



## **LDC Section 3.3.E.3.d – Posted Notice Requirements**

- i. The applicant shall place a required posted notice on the land subject to the application, at a location adjacent to each abutting street and clearly visible to traffic along the street (or if no part of the subject land abuts a street, in the right-of-way of the nearest street, and in a manner consistent with the intent of this subsection).
- ii. Posted notice shall be in a form established by City staff.
- iii. The applicant shall ensure that posted notice is maintained in place until after a final City decision on the subject application is rendered.
- iv. The posted notice shall be removed by the applicant within 14 days after a final decision on the application is rendered by the decision-making body.

**Bowman CONSULTING**  
4450 W. Eau Galle Blvd. Suite 144  
Melbourne, Florida 32934

**CERTIFIED MAIL**  
19 APR 2021 11:53 L  
FOREVER / USA



7020 0640 0001 3619 6832

MAGGIESFARM LLC  
422 NW SPRING VIEW LOOP  
FORT PIERCE, FL; 34986

U.S. POSTAGE PAID  
MELBOURNE, FL  
32901-21  
AMOUNT \$3.60

NIXIE 331 DE 1 0004/28/21  
RETURN TO SENDER  
NOT DELIVERABLE AS ADDRESSED  
UNABLE TO FORWARD  
BC: 32934727744 \*0374-07801-19-47

.. 932609000ZAR0901

UTF  
34986-285922

**Bowman CONSULTING**  
4450 W. Eau Galle Blvd. Suite 144  
Melbourne, Florida 32934

**CERTIFIED MAIL**  
19 APR 2021 11:53 L  
FOREVER / USA



7020 0640 0001 3619 6917

VANWAGENEN MATTHEW J  
4100 FRANKS HILL RD  
TROXTON, NY; 13158

U.S. POSTAGE PAID  
MELBOURNE, FL  
32901-21  
AMOUNT \$3.60

NIXIE 146 DE 1 0004/28/21  
RETURN TO SENDER  
NOT DELIVERABLE AS ADDRESSED  
UNABLE TO FORWARD  
BC: 32934727744 \*0674-09876-19-47

1st Notice 4-22-21  
2nd Notice  
4085  
Bells  
mills  
Pd

FNOF  
329347277  
13158-131580

**Bowman CONSULTING**  
4450 W. Eau Galle Blvd. Suite 144  
Melbourne, Florida 32934

**CERTIFIED MAIL**  
19 APR 2021 11:53 L  
FOREVER / USA



7020 0640 0001 3619 6894

BILLINGS KEVIN & KARLYNN  
5944 LAKE ANN RD  
LAKE ANN, MI; 49650

U.S. POSTAGE PAID  
MELBOURNE, FL  
32901-21  
AMOUNT \$3.60

482 FEB 1 5260004/26/21  
RETURN TO SENDER  
BILLINGS  
MOVED LEFT NO ADDRESS  
UNABLE TO FORWARD  
RETURN TO SENDER  
BC: 32934727744 \*0674-06854-19-47

fwd  
4-22  
uly

FWD  
49650-49650

**Bowman CONSULTING**  
4450 W. Eau Galle Blvd. Suite 144  
Melbourne, Florida 32934

**CERTIFIED MAIL**  
19 APR 2021 11:53 L  
FOREVER / USA



7020 0640 0001 3619 6788

DAYTONA BCH HOUSING AUTHORITY  
718 CEDAR STREET  
DAYTONA BEACH, FL; 32114

## NOTICE

### MAIL NOTICE

To:

Dear Property Owner(s):

The owner of the property located at 600 S Beach Street, which is located within 150 feet of your property, has made an appeal to the Board of Adjustment of The City of Daytona Beach for the following zoning variance(s) to their property. This request only affects their property. It does not affect your property. However, the applicant is required to notify you of their request:

#### Case A – BOA2021-001 Variances from Article 4, Section 4.2.E.3

A request by Bryce Risher, DNA Workshop, on behalf of Daytona Beach Housing Development Corp. (property owner), for variances from Article 4 (Development Standards), Section 4.2.E.3 of the Land Development Code (LDC) to reduce the required interior side yard setback from 82' to 16' to allow for an addition to the existing Maley Apartments. The property is located at 600 S Beach Street. The zoning on the property is Multi-Family Residential-40 (MFR-40), and the Future Land Use (FLU) on the property is Level 3 Residential.



A public hearing will be held at 1:00 p.m. on Thursday, May 20, 2021, in the Commission Chambers at City Hall, 301 South Ridgewood Avenue, Daytona Beach, Florida.

All interested parties will have the opportunity to be heard. Objectors and other interested persons should also be aware of their right to attend the meeting and to speak for or against the requested variance. They may use any documents, graphs, charts, photographs, etc., in making their presentation.

Board of Adjustment Liaison – 386.671.8126

PUBLIC NOTICE REQUIREMENTS  
THE CITY OF DAYTONA BEACH, FLORIDA

I, the undersigned, hereby certify that I have mailed to the following named property owners whose property is within 150 feet of that property which is the subject of an application for a public hearing pursuant to the Land Development Code (LDC) of The City of Daytona Beach, Florida, a notice containing the time, date, and purpose of the public hearing and address of the subject property. The notices were sent at least ten (10) days prior to the meeting date. A copy of the letter is attached.

This form and one copy of the letter must be received no later than ten (7) days prior to the public hearing.

The Volusia County Property Appraiser's Office will provide a copy of the mail list. This must also accompany this affidavit.

Case Number BOA2021-002 Public Hearing Date May 20, 2021

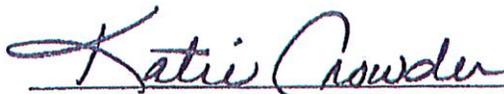
Typed/Printed Name Andrew J. Petersen

Signature (sign after reading) 

Address Bowman Consulting Group, 4450 W. Eau Gallie Blvd. Suite 144, Melbourne, FL 32934

STATE OF FLORIDA  
COUNTY OF BREVARD

The foregoing instrument was acknowledged before me this 19<sup>th</sup> day of April, 2021, by ANDREW PETERSEN, who is personally known to me or has produced KNOWN TO ME.

  
NOTARY PUBLIC - STATE OF FLORIDA

KATIE CROWDER  
NAME OF NOTARY - TYPED OR PRINTED

COMMISSION # 10/22/2021



7020 0640 0001 3619 6870

### U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

Port Orange, FL 32129  
**OFFICIAL USE**

Certified Mail Fee	\$3.60
Extra Services & Fees (check box, add fee as appropriate)	\$0.00
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage	\$0.55
Total Postage and Fees	\$4.15



Sent To  
Street and Apt. No., or PO Box No.

City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 0640 0001 3619 6870

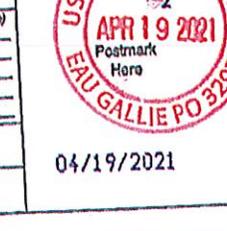
### U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

Love, NY 13158  
**OFFICIAL USE**

Certified Mail Fee	\$3.60
Extra Services & Fees (check box, add fee as appropriate)	\$0.00
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage	\$0.55
Total Postage and Fees	\$4.15



Sent To  
Street and Apt. No., or PO Box No.

City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 0640 0001 3619 6870

### U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

Port Orange, FL 32129  
**OFFICIAL USE**

Certified Mail Fee	\$3.60
Extra Services & Fees (check box, add fee as appropriate)	\$0.00
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage	\$0.55
Total Postage and Fees	\$4.15



Sent To  
Street and Apt. No., or PO Box No.

City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 0640 0001 3619 6870

### U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

Truckee, NY 13158  
**OFFICIAL USE**

Certified Mail Fee	\$3.60
Extra Services & Fees (check box, add fee as appropriate)	\$0.00
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage	\$0.55
Total Postage and Fees	\$4.15



Sent To  
Street and Apt. No., or PO Box No.

City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 0640 0001 3619 6870

### U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

Daytona Beach, FL 32114  
**OFFICIAL USE**

Certified Mail Fee	\$3.60
Extra Services & Fees (check box, add fee as appropriate)	\$0.00
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage	\$0.55
Total Postage and Fees	\$4.15



Sent To  
Street and Apt. No., or PO Box No.

City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 0640 0001 3619 6870

### U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

Daytona Beach, FL 32114  
**OFFICIAL USE**

Certified Mail Fee	\$3.60
Extra Services & Fees (check box, add fee as appropriate)	\$0.00
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage	\$0.55
Total Postage and Fees	\$4.15



Sent To  
Street and Apt. No., or PO Box No.

City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions