



CITY OF PARKER AGENDA ITEM SUMMARY

DEPARTMENT MAKING REQUEST/NAME OF PRESENTER:

Nelson

2. MEETING DATE:

1/20/26

3. PURPOSE:

5233 Melissa Dr – Parcel 24992-564-000 Single Family Home Addition

4. IS THIS ITEM BUDGETED (IF APPLICABLE)

YES ☐ NO ☐ N/A X

Approval of Home Addition



CITY OF PARKER

1001 WEST PARK STREET • PARKER, FLORIDA 32404
TELEPHONE (850) 871-4104 • FAX (850) 871-6684

CITY OF PARKER
MINOR DEVELOPMENT
SINGLE FAMILY HOME/ADDITION
Application Review Fee - \$350/\$150

Date of Submittal: 8-20-25
DO Permit #: _____
Bldg Permit #: _____
Land Use Designation: LD-Res.
Parcel ID# 24992-564-000

Applicant Information:

Name of property owner: Jeffrey and Naomi Nelson
Address: 5233 Melissa Drive, Panama City, FL 32404 (Parker)
Telephone #: 850-916-9166 Email: jnelson1823@gmail.com
Name of contractor: L.M. Construction and Development, LLC
Address: 8140 McKenzie Avenue, Panama City, FL 32404
Telephone #: 850-596-8349 Email: David@lmedllc.com
Site location: 5233 Melissa Drive, Panama City, FL 32404 (Parker)
(must include address)
Flood Zone: X

Building/Structure Information:

Current use of property: Single Family Residential
What type structure are you adding? Attached Addition
Will this structure be used for a business or home occupation? Home
Will anyone live in this structure? Yes
Complete the following calculations:
Lot size: 100' x 145' Ttl sq. ft of lot: 14,500 SF

Total existing square feet of your:

Primary structure: 2,067 SF

Accessory structures: _____

Driveway/paved parking: 472 SF

Total square feet of impervious (existing): 2,959 SF

Amount of impervious surface to be added: 771 SF

Total additional impervious surface: 771 SF

Percentage of lot coverage: 25% total existing and new

Provide site plan: _____

Setbacks for new structure:

Side yard: 15'-4" 855'-0" Rear yard: 25'-0"

Road right-of-way: _____ Building height: 18'-7"

Space between structures: Attached

Minimums: See attached Table 4.1

Utilities Information:

Are you planning to connect this structure to water and/or sewer? NO

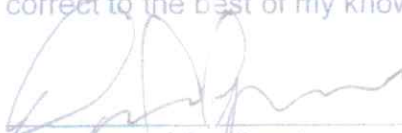
Number of proposed water connections NA sewer connections NA

Is the utility account currently in your name? NO

If not, whose name is it in? Jeffrey and Narmi Nelson

NOTE: Failure to comply with the provisions of this permit may subject the permit to modification, withdrawal, or cancellation, and in addition may subject the applicant and/or property owner to additional permit fees and additional costs including legal fees.

I hereby certify, under penalty of perjury, that I have read and understood the provisions of this permit, and that the information provided herein is true and correct to the best of my knowledge.



Signature of Applicant

8/20/2025

Date

TO EPCI BUILDING DEPARTMENT: Please be advised that you may issue a building permit to the above named applicant/contractor on behalf of the City of Parker.

Signature of Approval

Date

ARCHITECTURAL SITE PLAN

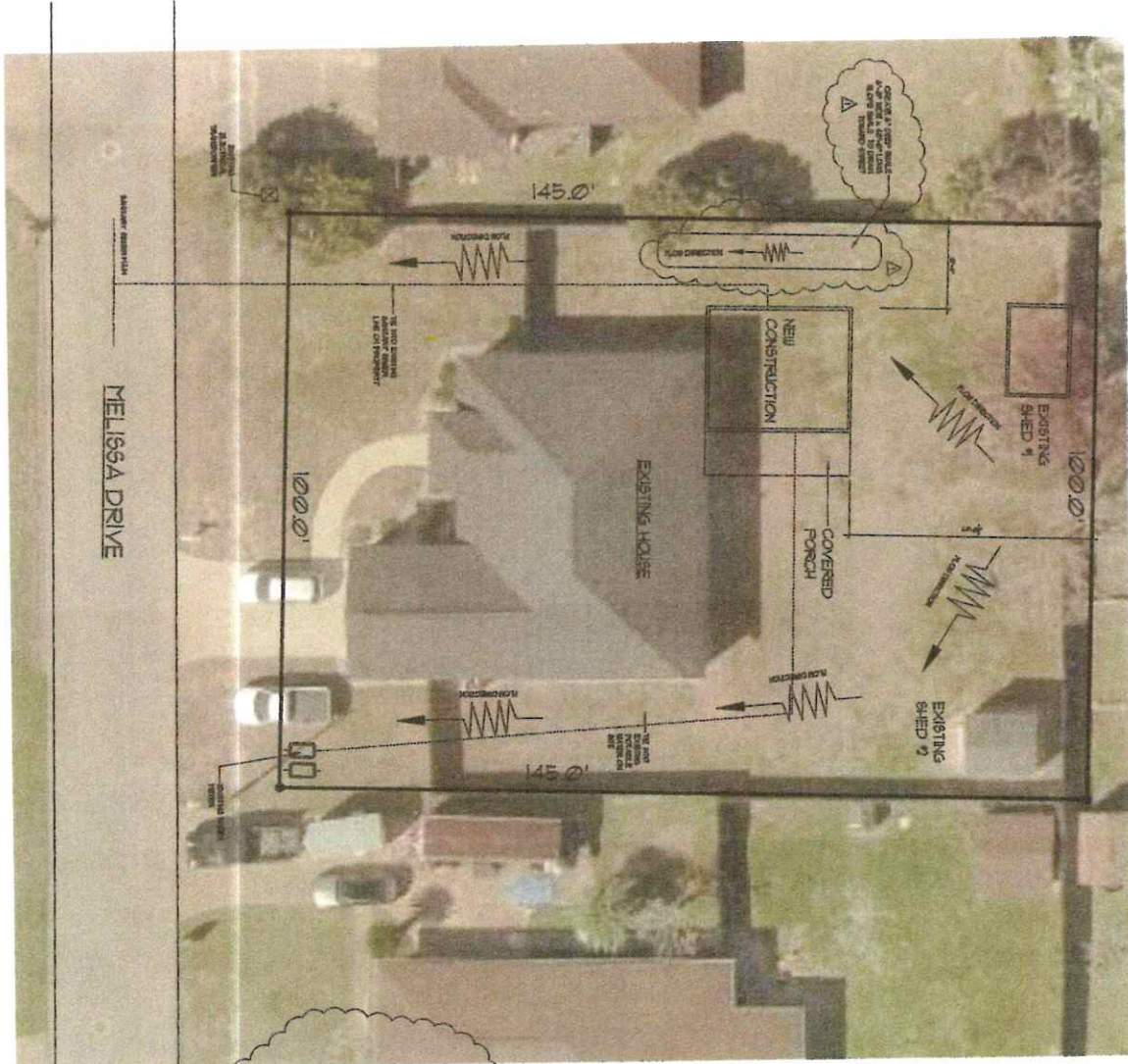
GENERAL CONSTRUCTION NOTES

1. PROPERTY IS TO BE SURVEYED AND LOCATED BY A LICENSED SURVEYOR. THE SURVEYOR'S REPORT IS TO BE FILED WITH THE COUNTY CLERK'S OFFICE.

5233 Melissa Drive
Petal ID No. 74507-364-000



CL01



BUILDING SETBACKS:

- FRONT SETBACK - 10.0'
- SIDE SETBACK - 5.0'
- REAR SETBACK - 10.0'

INTERIOR SURFACE AREA:

Room	Area (sq. ft.)
Living Room	1,200
Dining Room	800
Kitchen	600
Bathroom	400
Bedroom	1,000
Garage	2,000
Porch	1,000
Shed 1	500
Shed 2	500
TOTAL INTERIOR AREA	8,500

DRAWING INDEX:

- ARCHITECTURAL
- COVER SHEET AND ARCHITECTURAL SITE PLAN - AAA
- 1 OF 1
- ARCHITECTURAL FLOOR PLAN - AAA
- ARCHITECTURAL ROOF PLAN - AAA
- EXTERIOR ELEVATIONS - AAA
- FOUNDATION PLAN & DETAILS - AAA
- ROOF FLOOR PLAN & DETAILS - AAA
- ELECTRICAL FLOOR PLAN - AAA

Jeffrey S. Waddell

PLAN STATUS:

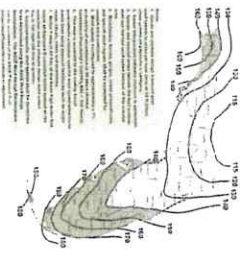
ARCHITECTURAL SITE PLAN, BEGINNING NO. 2 & INFORMATION

CONSTRUCTION DOCUMENTS:

An Addition to the Existing House for:
Mrs. Ashley Nelson & Mr. Jeffrey Nelson
5233 Melissa Drive
Petal ID No. 74507-364-000

Project Owner:
Mrs. Ashley Nelson
5233 Melissa Drive
Petal ID No. 74507-364-000

Rev.	Date	Description
1	10-10-15	PLAN REVIEW COMMENTS
2	10-20-15	PLAN REVIEW COMMENTS
3	11-10-15	PLAN REVIEW COMMENTS



Jeffrey S. Waddell
Architect
5233 Melissa Drive
Petal ID No. 74507-364-000
Professional Seal
Architectural Design
Services

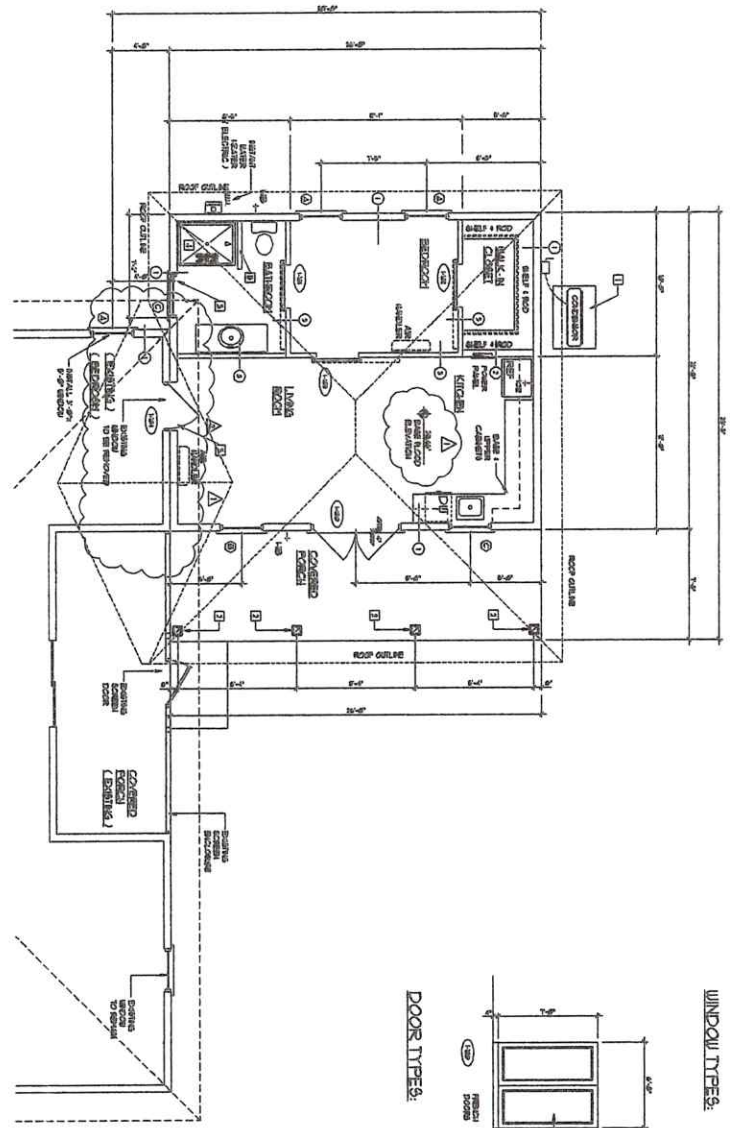
DESCRIPTION:
LOT 3, BLOCK D, SPRINGLAKE ACCORDING TO THE MAP
OR PLAT THEREOF, AS RECORDED IN PLAT BOOK 14,
PAGE(S) 90 AND 91, OF THE PUBLIC RECORDS OF BAY
COUNTY, FLORIDA.

LEGEND		STUDIES AND ABBREVIATIONS
1	1	POINT OF COMMUNICATION
2	2	POINT OF BEGINNING
3	3	POINT OF TERMINATION
4	4	POINT OF INTERSECTION
5	5	POINT OF DEPARTURE
6	6	POINT OF ARRIVAL
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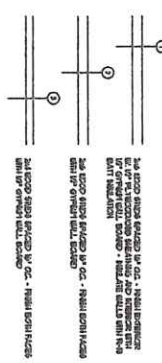
1. The American people are not prepared to support the cost of the military and economic aid to the Republic of China, and the United States Government is not prepared to accept the responsibility for the maintenance of the Republic of China. The United States Government is not prepared to accept the responsibility for the maintenance of the Republic of China. The United States Government is not prepared to accept the responsibility for the maintenance of the Republic of China.

DRAGON LAND SURVEY, INC.

ARCHITECTURAL FLOOR PLAN



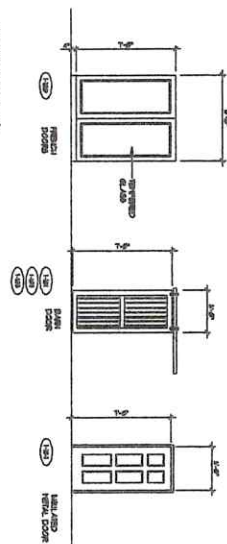
WALL LEGEND:



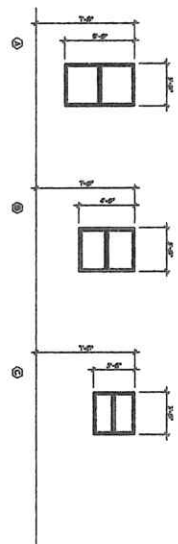
CONSTRUCTION KEYED NOTES:

1. INSTALL REINFORCED CONCRETE W/ 4\"/>

DOOR TYPES:



WINDOW TYPES:



3233 Melissas Drive
Pensacola FL 32503-5644-6000

Jeffrey S. Waddell
Architect
P.L.L.C.
11-25-2007
12-10-2007
12-10-2007

CONSTRUCTION DOCUMENTS:

Project Location:
An Addition to the Existing House for:
Mrs. Ashley Nelson & Mr. Jeffrey Nelson
3233 Melissas Drive
Pensacola Florida 32504

Jeffrey S. Waddell
Architect
P.L.L.C.
11-25-2007
12-10-2007
12-10-2007

Rev.	Date	Description
1	11-25-2007	PLAN REVIEW
2	12-10-2007	PLAN REVIEW
3	12-10-2007	PLAN REVIEW

JSW
Jeffrey S. Waddell
Architect
P.L.L.C.
11-25-2007
12-10-2007
12-10-2007

PLANNING REVIEW COMMENTS

Review Date: OCTOBER 28, 2025
Owner Name: JEFFREY AND NAOMI NELSON
Contractor Name: L&M CONSTRUCTION AND DEVELOPMENT, LLC
Permit No.: N/A
Project Name: MINOR DEVELOPMENT SINGLE-FAMILY HOME/ADDITION
PROPOSED ADDITION TO EXISTING SINGLE-FAMILY RESIDENCE
5233 MELISSA DRIVE, PARKER, FLORIDA
PARCEL NO. 24992-564-000
SUBMITTAL NO. 2 REVIEW

APPROVAL STATUS:

- ☐ APPROVED
☐ APPROVED AS NOTED (CONDITIONAL APPROVAL)
☒ RESUBMITTAL REQUIRED - REQUEST ADDITIONAL VERIFICATION/MODIFICATION
☐ NOT APPROVED - DOES NOT MEET LAND USE CODE

PUBLIC WORKS REVIEW COMMENTS:

No comments.

POLICE DEPARTMENT REVIEW COMMENTS:

No comments.

FIRE DEPARTMENT REVIEW COMMENTS:

No comments.

PLANNING REVIEW COMMENTS:

Below is a summarized set of review comments; however, Applicant should read through entire review document for more information on those comments.

1. **NOTIFICATION ONLY:** EPCI should be consulted to ensure that the building structural design is in conformance with the Florida Building Codes.
2. **NOTIFICATION ONLY:** The Development Order Permit and the City's Land Development Requirements must be adhered to during construction. Any deviation from the Approved Plans may require remedial action. Special attention should be given to proposed stormwater improvements and site dimensions such as driveway width and setback requirements. The Contractor will be required to cease construction if deviations from the approved plans are made without prior written approval from the City.
3. **NOTIFICATION ONLY:** All efforts should be made to protect the environment. The area should also be kept clean of all trash and debris from the construction zone that could otherwise pollute the ecosystem and environment. Per Parker Ordinance No. 2016-376, § 3, 8-16-16, any construction or building site shall be kept clean at all times. All debris or solid

PLANNING REVIEW COMMENTS

waste must be confined in a specific area of the construction or building site. It shall be the responsibility of the individual obtaining the building permit and the general contractor to properly dispose of construction debris and solid waste.

4. **RESUBMIT 10/27/2025: THIS COMMENT HAS NOT BEEN ADDRESSED**

City's Comments 08/22/2025

Additional approval is required by the City to determine if this is considered an addition or if it is considered an accessory dwelling unit.

This addition will be connected to the same building footprint as the existing dwelling unit through an outside concrete breezeway and roofing. However, it will have its own entrances, and will not share a common wall, which could potentially be considered an Accessory Dwelling Unit (ADUs). ADUs are not allowed within the City of Parker per the Parker Land Development Regulations definition.

Definition of Accessory Dwelling Unit

An additional, ancillary dwelling unit located on the same lot or parcel as a principal dwelling unit. **Accessory dwelling units are not allowed within the City.**

Applicant Response 10/23/2025

The house addition has been modified to connect to the existing house structure – Refer to Sheet A1.01

City's Comments 10/27/2025

Applicant has revised Floor Plan to indicate an addition, which is connected to the existing dwelling unit through a mutual storage wall. However, the Addition will have its own porch and entrances, kitchen, and living room. **Though it is considered an addition to the existing dwelling unit, it can also be considered an attached-ADU because it does contain a separate living area. Per Article 5-4.2 – Accessory Dwelling Units, Item #2 states: No variations, adjustments, or waivers to the requirements of the Land Development Regulations shall be allowed in order to accommodate an accessory dwelling unit. Additional approval is required by the City to determine if this is considered an addition or if it is considered an accessory dwelling unit.**

5. **APPROVED 10/27/2025: THIS COMMENT HAS BEEN ADDRESSED**

City's Comments 08/22/2025

Applicant must ensure that post-construction development runoff does not exceed the pre-development runoff which could affect the roadway or adjacent properties. In addition, the applicant must show that the proposed construction does not prohibit the flow from adjacent properties continuing to flow in the same direction and quantity as it is currently. Proposed construction must not alter the quantity or direction of preconstruction runoff as it relates to adjacent properties. The new development may require swales, vegetation or other means to ensure the new construction does not cause adverse impacts related to the stormwater. Please provide flow arrows denoting flow of drainage away from new structure.

PLANNING REVIEW COMMENTS

Applicant Response 10/23/2025

Sheet C1.01 has been modified to show the flow direction for runoff on the site and a swale has been added to the west of the proposed construction to channel runoff towards the street as the original site does.

City's Comments 10/27/2025

Applicant has revised the Civil Plan to indicate flow from the rear of the parcel to the side yards where it will be routed toward the street. Applicant has also included a 6-foot-wide by 40-foot-long by 6-inch-deep swale on the west side of the parcel which will assist in draining runoff toward the street.

6. APPROVED AS NOTED 10/27/2025: THIS COMMENT HAS BEEN ADDRESSED

City's Comments 08/22/2025

Please submit a survey that has been signed and sealed by a Professional Land Survey per Article 6-1.4. Please ask surveyor to include the size of parcel either in acres or square feet (or both). **Refer to Item 6 and Item 28 of the Planning Review Comments table below for more details.**

Applicant Response 10/23/2025

A survey has been included in this submittal package. Site Area is shown as 14,432 Sq. Ft. – Refer to Sheet 1 of 1 for Survey.

City's Comments 10/27/2025

Applicant has provided a signed boundary and topographical survey, prepared by Dragon Land Survey, Inc. dated September 24, 2025. This comment is Approved as Noted with the understanding that the Applicant will have Dragon Land Survey sign **and seal** the survey to be returned to the City prior to the City approving this application.

7. APPROVED 10/27/2025: THIS COMMENT HAS BEEN ADDRESSED

City's Comments 08/22/2025

Please provide explanation/documentation detailing existing structure areas that were included in the Applicant's application. Otherwise, the Bay County Property Appraiser information will be used. This could be included on the survey to be submitted if needed. In addition, it appears that the proposed new addition, doesn't appear to include the covered breezeway which is assumed to have a concrete base. Please confirm new addition calculations including breezeway. **Refer to Item 15 of the Planning Review Comments table below for more details.**

Applicant Response 10/23/2025

Sheet C1.01 has revised building calculations, impervious surface area calculations and Floor Area Ratio Calculations. The covered breezeway is included in the calculations on sheet C1.01.

City's Comments 10/27/2025


Applicant provided the below impervious surface areas.

PLANNING REVIEW COMMENTS

PROJECT DESCRIPTION:

Applicant is requesting to construct an addition to their existing single-family home at **5233 Melissa Drive**, Parker, Florida.

PROPERTY DESCRIPTION:

1. Parcel ID:	24992-564-000
2. Current Owner:	ASHLEY NEOMI & JEFFREY NELSON (DEED OBTAINED)
3. Lot/Block/Subdivision:	SPRINGLAKE LOT 3 BLK D
4. S/T/R:	13-4S-14W
5. Purpose of Application:	<p style="text-align: center;"></p> <p>RESUBMIT 10/27/2025 Applicant is requesting this permit to construct an addition to an existing single-family home.</p> <p>City's Comments 08/22/2025 Additional approval is required by the City to determine if this is considered an addition or if it is considered an accessory dwelling unit. This <u>addition</u> will be connected to the same building footprint as the existing dwelling unit through an outside concrete breezeway and roofing. However, it will have its own entrances, and will not share a common wall, which could potentially be considered an Accessory Dwelling Unit (ADUs). ADUs are not allowed within the City of Parker per the Parker Land Development Regulations definition.</p> <p>Definition of Accessory Dwelling Unit An additional, ancillary dwelling unit located on the same lot or parcel as a principal dwelling unit. Accessory dwelling units are not allowed within the City.</p> <p>Applicant Response 10/23/2025 The house addition has been modified to connect to the existing house structure – Refer to Sheet A1.01</p> <p>City's Comments 10/27/2025 Applicant has revised Floor Plan to indicate an addition, which is connected to the existing dwelling unit through a mutual storage wall. However, the Addition will have its own porch and entrances, kitchen, and living room. Though it is considered an addition to the existing dwelling unit, it can also be considered an attached-ADU because it does contain a separate living area. Per Article 5-4.2 – Accessory Dwelling Units, Item #2 states: No variations, adjustments, or waivers to the requirements of the Land Development Regulations shall be allowed in order to accommodate an accessory dwelling unit. Additional approval is required by the City to determine if this is considered an addition or if it is considered an accessory dwelling unit.</p>

PLANNING REVIEW COMMENTS

Impervious Surface Area Calculation	
Existing Dwelling Unit (heated/cooled), Garage, Porches	2,695 SF
Proposed House Addition	858 SF
Driveway	768 SF
Portable Shed 1	200 SF
Portable Shed 2	130 SF
Total Impervious Area	4651 SF

$$\text{Lot Coverage} = \frac{\text{Total Surface Impervious Area}}{\text{Total Lot Area}} = \frac{4,651 \text{ SF}}{14,342 \text{ SF}} = 32.4\%$$

Lot Coverage is confirmed at 32.4%.

8. APPROVED 10/27/2025: THIS COMMENT HAS BEEN ADDRESSED

City's Comments 08/22/2025

Please provide height on either the front, rear, or side elevation to confirm the height from base floor to roof apex. **Refer to Item 16 of the Planning Review Comments table below for more details.**

Applicant Response 10/23/2025

Sheet A2.01 has been modified to show the total height to the apex of the roof.

City's Comments 10/27/2025

Applicant provided an updated Sheet A2.01 which indicates total height of new addition at 22.5 feet.

9. APPROVED 10/27/2025: THIS COMMENT HAS BEEN ADDRESSED

City's Comments 08/22/2025

Please provide BFE of new addition. **Refer to Item 21 of the Planning Review Comments table below for more details.**

Applicant Response 10/23/2025

Sheet A1.01 has been modified to show the Base Flood Elevation at the addition...Note BFE matches the existing house.

City's Comments 10/27/2025

Applicant provided an updated Sheet A1.01 which indicates BFE is 28.46 feet.

It should be noted that all communication regarding this development should flow through the City for distribution to the review team. Communication with the review team directly is strictly prohibited as the City maintains the master files for this development. Should you have any questions, please contact the City of Parker.

PLANNING REVIEW COMMENTS

<p>6. Area:</p>	<p>APPROVED AS NOTED 10/27/2025: Per Article 6-1.4 - Site Plan and Approval Required – Minor Development:</p> <p>3. Any application for a development permit shall require a site plan and a survey in accordance with the requirements of this subsection.</p> <p>City Comment 08/18/2025 Bay County GIS and Property Appraiser indicates that Parcel ID No. 24992-564-000 is 0.332 acres or approximately 14,461.92 square feet. Applicant provided an approximation of lot size on application 14,500 square feet.</p> <p>A survey was NOT provided to confirm parcel size.</p> <p>Please submit a survey that has been signed and sealed by a Professional Land Survey per Article 6-1.4. Please ask surveyor to include the size of parcel either in acres or square feet (or both).</p> <p>Applicant Response 10/23/2025 A survey has been included in this submittal package. Site Area is shown as 14,432 Sq. Ft. – Refer to Sheet 1 of 1 for Survey.</p> <p>City's Comments 10/27/2025 Applicant has provided a signed boundary and topographical survey, prepared by Dragon Land Survey, Inc. dated September 24, 2025. This comment is Approved as Noted with the understanding that the Applicant will have Dragon Land Survey sign and seal the survey to be returned to the City prior to the City approving this application.</p> <p><i>Accurate dimensions and/or area of the parcel and all impervious structures (home, driveway, etc.) are required to ensure that the City has the most up-to-date records for the parcel and the structures located on the parcel being reviewed and to assist in the review of additional development orders submitted for the same parcel in the future.</i></p>
<p>7. Current Use:</p>	<p>Single Family Home</p>
<p>8. Proposed Use</p>	<p>Single Family Home with Addition</p>
<p>9. FLU:</p>	<p>APPROVED 08/18/2025: Low Density Residential (LDR) – Per Parker LDR Article, 4-5.1 – Residential (RES), Item 2.a states that designated RES parcels are to contain single-family detached residential dwellings only. <i>This comment has been addressed.</i></p>
<p>10. Setback – Front Yard - 20 feet</p>	<p>APPROVED 08/18/2025: Per Parker LDR Article 4-5.1.5.c.i, the front yard setback is required to be 20 feet. Site Plan indicates a 20-foot front yard building setback line (BSL). Because the addition is in the rear of the existing dwelling unit, the front yard requirement has been previously met. <i>This comment has been addressed.</i></p>

PLANNING REVIEW COMMENTS

11. Setback – Side Yard - 7 feet	<p>APPROVED 08/18/2025: Per Parker LDR Article 4-5.1.5.c.ii, the side yard setback is required to be 7 feet each side. Site Plan indicates the new structure will be setback from the left side yard property line by approximately 15.33 feet. This meets the side yard setback requirement. <i>This comment has been addressed.</i></p>														
12. Setback – Rear Yard - 20 feet	<p>APPROVED AS NOTED 08/22/2025: Per Parker LDR Article 4-5.1.5.c.iii, the rear yard setback is required to be 20 feet. Site Plan indicates the new structure will be setback from the rear property line by approximately 39.71 feet. This meets the rear setback requirement. <i>This comment has been addressed.</i></p>														
13. Setback – Corner Lot – 10 feet	<p>APPROVED 08/18/2025: Not applicable as this parcel along Melissa Drive sits between two other parcels and does not border two roads. <i>This comment has been addressed.</i></p>														
14. Distance b/w Buildings	<p>APPROVED 08/18/2025: The new addition will connect to the existing house. <i>This comment has been addressed.</i></p>														
15. Lot Coverage (≤40%)	<p>APPROVED 10/27/2025: Lot coverage is calculated according to the lot size and structures on the parcel. Per the LDR, lot coverage is the land area of any lot or parcel which can be covered by impervious surfaces such as buildings, vehicle use areas or similar development. Open space is the land area remaining in a landscaped or natural state after development occurs. Below is the verified Lot Coverage for this parcel.</p> <table border="1" data-bbox="509 1115 1438 1370"> <thead> <tr> <th colspan="2">Impervious Surface Area Calculation</th> </tr> </thead> <tbody> <tr> <td>Existing Dwelling Unit (heated/cooled)</td> <td>1,838 SF</td> </tr> <tr> <td>Existing Garage</td> <td>420 SF</td> </tr> <tr> <td>Existing Porches/Patios</td> <td>268 SF</td> </tr> <tr> <td>Existing Driveway and Walkway</td> <td>472 SF</td> </tr> <tr> <td>Proposed</td> <td>885 SF</td> </tr> <tr> <td>Total Impervious Area</td> <td>3,883 SF</td> </tr> </tbody> </table> <p>$\text{Lot Coverage} = \frac{\text{Total Surface Impervious Area}}{\text{Total Lot Area}} = \frac{3,883.0 \text{ SF}}{14,461.92 \text{ SF}} = 26.8\%$</p> <p>Because no information was provided on the dimensions of the home, Bay County GIS/Property Appraiser was used to confirm existing individual areas of the home. It is unclear how the Applicant determined the numbers provided in the Application. When calculating the areas provided for the new p</p> <p>Please provide explanation/documentation detailing existing structure areas that were included in the Applicant's application. Otherwise, the Bay County Property Appraiser information will be used. This could be included on the survey to be submitted. In addition, it appears that the proposed new addition, doesn't appear to include the covered breezeway. Please confirm new addition calculations including breezeway.</p>	Impervious Surface Area Calculation		Existing Dwelling Unit (heated/cooled)	1,838 SF	Existing Garage	420 SF	Existing Porches/Patios	268 SF	Existing Driveway and Walkway	472 SF	Proposed	885 SF	Total Impervious Area	3,883 SF
Impervious Surface Area Calculation															
Existing Dwelling Unit (heated/cooled)	1,838 SF														
Existing Garage	420 SF														
Existing Porches/Patios	268 SF														
Existing Driveway and Walkway	472 SF														
Proposed	885 SF														
Total Impervious Area	3,883 SF														


PLANNING REVIEW COMMENTS

	<p>Applicant Response 10/23/2025 Sheet C1.01 has revised building calculations, impervious surface area calculations and Floor Area Ratio Calculations. The covered breezeway is included in the calculations on sheet C1.01.</p> <p>City's Comments 10/27/2025 Applicant provided the below impervious surface areas.</p> <table border="1" data-bbox="532 585 1474 910"> <thead> <tr> <th colspan="2">Impervious Surface Area Calculation</th></tr> </thead> <tbody> <tr> <td>Existing Dwelling Unit (heated/cooled), Garage, Porches</td><td>2,695 SF</td></tr> <tr> <td>Proposed House Addition</td><td>858 SF</td></tr> <tr> <td>Driveway</td><td>768 SF</td></tr> <tr> <td>Portable Shed 1</td><td>200 SF</td></tr> <tr> <td>Portable Shed 2</td><td>130 SF</td></tr> <tr> <td>Total Impervious Area</td><td>4,651 SF</td></tr> </tbody> </table> <p>$\text{Lot Coverage} = \frac{\text{Total Surface Impervious Area}}{\text{Total Lot Area}} = \frac{4,651 \text{ SF}}{14,342 \text{ SF}} = 32.4\%$</p> <p>Lot Coverage is confirmed at 32.4%.</p> <p>As stated above, accurate dimensions and/or areas of the impervious structures (home, driveway, etc.) are required to ensure that the City has the most up-to-date records for the parcel and the structures located on the parcel being reviewed and to assist in the review of additional development orders submitted for the same parcel in the future.</p>	Impervious Surface Area Calculation		Existing Dwelling Unit (heated/cooled), Garage, Porches	2,695 SF	Proposed House Addition	858 SF	Driveway	768 SF	Portable Shed 1	200 SF	Portable Shed 2	130 SF	Total Impervious Area	4,651 SF
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Total Impervious Area	4,651 SF														
<p>16. Building Height (≤35)</p>	<p>APPROVED 10/27/2025: City's Comments 08/18/2025 The application indicates a building height of 18 feet and 7 inches. However, no front, rear or side elevations were provided to confirm. Please provide height on either the front, rear, or side elevation to confirm the height from base floor to roof apex.</p> <p>Applicant Response 10/23/2025 Sheet A2.01 has been modified to show the total height to the apex of the roof.</p> <p>City's Comments 10/27/2025 Applicant provided an updated Sheet A2.01 which indicates total height of new addition at 22.5 feet.</p>														
<p>17. Firm Panel, Flood Zone, Base Flood Elevation (if applicable)</p>	<p>NOTIFICATION 08/18/2025: A review of FEMA's Flood Service Area Interactive Map indicates that the inland portion of this parcel is included within FEMA FIRM 12005C0363J & lies within Flood Zone X. <i>This comment has been addressed.</i></p>														


PLANNING REVIEW COMMENTS

18. Wetlands and Critical Habitats:	APPROVED 08/18/2025: Wetland Review: The parcel does not border a wetland. <i>This comment has been addressed.</i>																
	Critical Habitat Review The USFWS has indicated no critical habitats directly exist at this site location; however, the following species are known to occur or may be affected by activities within this area and precaution should always be taken to ensure no adverse effects to any discovered protected species that may be present on or near this site. Endangered species protected under the Endangered Species Act of 1973:																
	<ul style="list-style-type: none">• Tricolored Bat (mammal)• Eastern Black Rail and Bald Eagle (bird)• Alligator Snapping Turtles and Eastern Indigo Snake (reptiles)• Monarch Butterfly (insect)• Godfrey's Butterwort and White Birds-in-a-Nest (flowering plants)																
	Migratory birds protected under the Migratory Bird Treaty Act and the Bald and Golden Eagle Protection Act, include the following:																
	<table><tr><td>American Kestrel</td><td>Chuck-will's-widow</td><td>Ruddy Turnstone</td></tr><tr><td>Bald Eagle</td><td>Kentucky Warbler</td><td>Swallow-Tailed Kite</td></tr><tr><td>Black Skimmer</td><td>Least Tern</td><td>Willet</td></tr><tr><td>Brown-headed Nuthatch</td><td>Lesser Yellowlegs</td><td>Wood Thrush</td></tr><tr><td>Chimney Swift</td><td>Red-headed Woodpecker</td><td></td></tr></table>			American Kestrel	Chuck-will's-widow	Ruddy Turnstone	Bald Eagle	Kentucky Warbler	Swallow-Tailed Kite	Black Skimmer	Least Tern	Willet	Brown-headed Nuthatch	Lesser Yellowlegs	Wood Thrush	Chimney Swift	Red-headed Woodpecker
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Black Skimmer	Least Tern	Willet															
Brown-headed Nuthatch	Lesser Yellowlegs	Wood Thrush															
Chimney Swift	Red-headed Woodpecker																
<div>All efforts should be made to protect the environment. Please ensure protected species or fauna are not disturbed during construction activities. The area should also be kept clean from all trash and debris from the construction zone that could otherwise pollute the wetland ecosystem and environment.</div> <div>USFWS should be consulted if any protected species of animal, bird, or fauna are encountered prior or during construction.</div>																	
19. Storm Surge Risk:	APPROVED 08/18/2025: This parcel does not appear to have storm surge inundation on any storm event. <i>This comment has been addressed.</i>																
20. Coastal High Hazard Area:	APPROVED 08/18/2025: This parcel does not border a coastline and does not appear to have a coastal high hazard area associated with it. <i>This comment has been addressed.</i>																
21. Finished Floor Elevation:	APPROVED 10/27/2025: <i>City's Water Comments 08/18/2025</i> Plans do not indicate base floor elevation. Please provide BFE of new addition.																

PLANNING REVIEW COMMENTS

	<p><i>Applicant Response 10/23/2025</i> Sheet A1.01 has been modified to show the Base Flood Elevation at the addition...Note BFE matches the existing house.</p> <p><i>City's Comments 10/27/2025</i> Applicant provided an updated Sheet A1.01 which indicates BFE is 28.46 feet.</p>
22. Soils/ Contours:	<p>INFORMATION ONLY 08/18/2025: Northeastern portion of parcel is relatively flat at 21 to 22 feet. Site contains 100% Albany Sand (0 to 2 percent slopes).</p> <p>ALBANY FINE SAND, 0 TO 2 PERCENT SLOPES This soil is nearly level, gently sloping, and somewhat poorly drained. It is on the lower parts of broad, low ridges and on slight knolls in the flatwoods. Slopes are nearly smooth or convex. Typically, the surface layer is very dark gray fine sand about 7 inches thick. The subsurface layer is fine sand that extends to a depth of about 41 inches. The upper 17 inches is pale brown, and the lower 17 inches is very pale brown. The subsoil, to a depth of 80 inches or more, is fine sandy loam. It is light gray in the upper part and, in the lower part, mottled yellowish-brown, pale brown, and light gray. Permeability is moderate in the Albany soil, and the available water capacity is low. The water table is at a depth of 12 to 30 inches for 1 to 6 months during most years. Albany Sand has a Not Limited Rates according the USGS Soil Survey indicating that the soil has features that are very favorable for the construction of dwellings without basements.</p>
23. Easements:	<p>APPROVED AS NOTED 08/18/2025: The parcel borders a 50-foot right-of-way easement along Melissa Drive. <i>This comment has been addressed.</i></p>
24. Utilities:	<p>APPROVED AS NOTED 10/27/2025: Water System <i>City's Water Comments 08/18/2025</i> The parcel has an active water meter that is connected to the City's 6-inch PVC Water Main along Melissa Drive.</p>  <p>Applicant has indicated that they will tie into the existing potable water line.</p>

PLANNING REVIEW COMMENTS

	<p>Sewer System City's Water Comments 08/18/2025 The parcel does not appear to have an existing sewer lateral that is connected to the City's 8-inch Sewer Main along Melissa Drive.</p>  <p>Applicant has indicated that they will tie into the existing sewer line.</p> <p>Applicant Response 10/23/2025 Plumber will verify the existence or lack thereof for a sanitary sewer connection to City sewer. If there is no connection, Owner agrees to connect to the City sewer main along the street.</p> <p>City's Comments 10/27/2025 Noted.</p>
<p>25. Stormwater:</p>	<p>APPROVED 10/27/2025: City's Comments 08/18/2025 The City does not maintain stormwater facilities within this direct area</p> <p>Applicant must also ensure that post-construction development runoff does not exceed the pre-development runoff which could affect the roadway or adjacent properties. In addition, the applicant must show that the proposed construction does not prohibit the flow from adjacent properties continuing to flow in the same direction and quantity as it is currently.</p> <p>Proposed construction must not alter the quantity or direction of preconstruction runoff as it relates to adjacent properties. The new development may require swales, vegetation or other means to ensure the new construction does not cause adverse impacts related to the stormwater.</p> <p>Please provide flow arrows denoting flow of drainage away from new structure.</p> <p>Applicant Response 10/23/2025 Sheet C1.01 has been modified to show the flow direction for runoff on the site and a swale has been added to the west of the proposed construction to channel</p>

PLANNING REVIEW COMMENTS

	<p>runoff towards the street as the original site does.</p> <p>City's Comments 10/27/2025 Applicant has revised the Civil Plan to indicate flow from the rear of the parcel to the side yards where it will be routed toward the street. Applicant has also included a 6-foot-wide by 40-foot-long by 6-inch-deep swale on the west side of the parcel which will assist in draining runoff toward the street.</p>
26. Accessory Structures:	<p>APPROVED 10/27/2025: Applicant included two portable storage sheds on Site Plan. Both sheds appear to be over 10 feet from any other structure.</p>
27. Trash Ordinance:	<p>NOTIFICATION ONLY: All efforts should be made to protect the environment. The area should also be kept clean of all trash and debris from the construction zone that could otherwise pollute the ecosystem and environment. Per Parker Ordinance No. 2016-376, §3, 8-16-16, any construction or building site shall be kept clean at all times. All debris or solid waste must be confined in a specific area of the construction or building site. It shall be the responsibility of the individual obtaining the building permit and the general contractor to properly dispose of construction debris and solid waste on at least a weekly basis. No construction debris shall be burned or buried. This comment has been addressed.</p>
28. Minor Development Site Plan	<p>APPROVED 10/27/2025: Per Article 6-1.4 - Site Plan and Approval Required – Minor Development:</p> <ol style="list-style-type: none"> 1. Any application for a development permit shall require a <u>site plan and a survey</u> in accordance with the requirements of this subsection. 2. The developer, or the developer's authorized agent, shall submit three (3) copies of the proposed site plan drawn to a measurable scale. Except for development specified in subsection 6-1.2, all site plans <u>shall be certified by a registered land surveyor, landscape architect, architect or professional engineer</u>. Site plans shall contain and depict the following information. <ol style="list-style-type: none"> a. Minor Development <ol style="list-style-type: none"> i. A vicinity sketch showing: the relationship of the site to adjacent designated land uses and streets; location of the proposed development on the site (lot or parcel), including driveways and parking; access to adjacent streets; and, percent of the site to be covered by impervious surfaces. Additional information such as flood zones and base flood elevations; and, environmental features such as wetlands, shoreline vegetation, <u>trees</u>, or submerged lands may be required if applicable.

PLANNING REVIEW COMMENTS

	<p>ii. <u>A description of the site (address or legal); the name, street address, and telephone number of the owner, developer, and designer or contractor (if applicable), and the date of site plan preparation.</u></p> <p>City's Comments 08/22/2025 Applicant is required to provide a signed and sealed survey. <i>This comment has not been addressed.</i></p> <p>Applicant Response 10/23/2025 A Site Survey and revised Site Plan have been provided.</p> <p>City's Comments 10/27/2025 Applicant has provided a signed boundary and topographical survey, prepared by Dragon Land Survey, Inc. dated September 24, 2025. This comment is Approved as Noted with the understanding that the Applicant will have Dragon Land Survey sign and seal the survey to be returned to the City prior to the City approving this application.</p>
<p>29. Application</p>	<p>APPROVED 08/22/2025: City's Comments 08/18/2025 Application has been completed and has no direct issues. <i>This comment has been addressed.</i></p>



Jeffrey S. Waddell – Architect
Fl. Lic. #AR0015072

512 Commerce Drive
Suite “C”
Panama City, Florida 32408

October 30, 2025

To: Kevin Boyt – City Planner
City of Parker Florida
1001 West Park Street
Parker, Florida 32404

Re: Jeffrey & Naomi Nelson Home Addition
5233 Melissa Drive
Parker, Florida 32404

JSW Job Number: 2025-33

Dear Plans Reviewer,

JSW Architects is in receipt of your Plan Review Comments Submittal No. 2 Review dated October 28, 2025. The Construction Documents have been modified, and the changes have a Revision Cloud around them for easy reference, this includes a “Delta 2 ” to signify Revision Number 2 modified Construction Documents. The changes to the Construction Documents as follows:

City of Parker Plan Review Comments:

Comment Number Four on Page Two & Page Five:

The proposed addition to the existing residential structure does not constitute an Accessory Dwelling Unit per the City of Parker Land Development Regulations dated November 1, 2022.

- The proposed addition is physically connected to the existing residence on two walls and under one contiguous roof.
- This addition meets the City of Parker definition of “An Accessory Use” structure which is permitted under the Land Development Regulations.
- The amenities provided in the proposed addition including a separate living area are permissible under the Land Development Regulations Article 5 DEVELOPMENT STANDARDS Section 5-4.4 sub-section 1 “PURPOSE Residential development projects may provide amenities for the exclusive use of

the residents of the project. See attached Accessory Use Statement signed by the Owner.

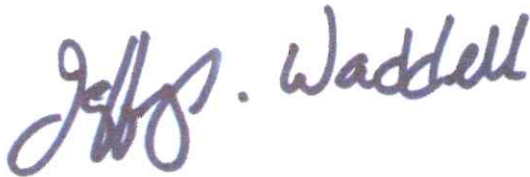
- The Owner has provided a "Notarized Certification of Use of Home" document stating that the addition is an Accessory Use structure and does not meet the definition of an Accessory Dwelling Unit (ADU).
- It clearly states in Comment Four on Page 5 "additional approval is required by the City to determine if this is considered an addition or if it is considered an accessory dwelling unit. We can and will be trapped in an endless cycle of re-submittals unless and until the City makes a final determination if this meets the intent of the Land Development Regulations or not. My clients position is that this addition is for his own specific use as an Accessory Use structure.

Comment Number Six on Page 6:

A survey of this property is attached herein with the signature and seal from Dragon Surveying.

End of Review Comments:

Sincerely,



Jeffrey S.
Waddell

Digitally signed by Jeffrey S.
Waddell
DN: cn=Jeffrey S. Waddell, o=Jeffrey
Waddell, Architect, ou,
email=justtjeff@yahoo.com, c=US
Reason: I am approving this
document
Location: Panama City
Date: 2025.12.03 12:31:54 -06'00'
Adobe Acrobat version:
2025.001.20937

Jeffrey S. Waddell, Architect

Attachment: Copy of Plan Review Comments – City of Parker
Response to Plan Review Comments
Accessory Use Statement signed by Owner
Revised Construction Documents
Survey – signed and sealed by Dragon Land Surveying

October 30, 2025

To: Kevin Boyt – City Planner
City of Parker Florida
1001 West Park Street
Parker, Florida 32404

Re: Jeffrey & Naomi Nelson Home Addition
5233 Melissa Drive
Parker, Florida 32404

JSW Job Number: 2025-33

Dear Planning & Zoning Department,

I, Jeffrey Nelson the legal owner of the residence located at 5233 Melissa Drive in Parker, Florida do hereby certify that the proposed addition to my residence does not constitute an Accessory Dwelling Unit (ADU) per the definition in the City of Parker Land Development Regulations dated November 1, 2022. The addition to my residence does in fact meet the definition in the City of Parker Land Development Regulations as an “Accessory Use” - “a subordinate or ancillary use of land, or structure or improvements thereon or portion thereof, customarily used in connection with the occupation of a principal structure upon the same lot, parcel or property.” See Attachment enclosed.

I also certify that this addition to my residence will be utilized specifically and only by myself and immediate members of my family only and will not be utilized by or rented to any third party entity.


In regards to the Plan Review Comment Number 4 on Page 2 and Page 5, concerning the addition to my residence “ contains a separate living area “, in the City of Parker Land Development Regulations, Article 5 DEVELOPMENT STANDARDS – Section 5-4.4 Dining Rooms, Recreation Centers, and Amenities sub-section 1. PURPOSE Residential development projects may provide amenities for the exclusive use of the residents of the project.

I also certify that the amenities of my proposed addition to my residence are for the exclusive utilization of myself and my immediate family members only and is permissible under the City of Parker Land Development Regulations. See Attachment Enclosed.

Certification Of Use of House:

This is to certify that I, Jeffrey Nelson, the owner of the property located at 5233 Melissa Drive is hereby trying to obtain a Development Order for the specific purpose of constructing an addition to my house that meets the definition of an "Accessory Use" structure.

Sincerely,

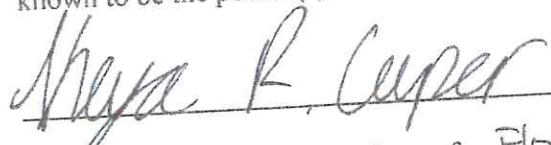

Signed

30 Oct 2015
Date

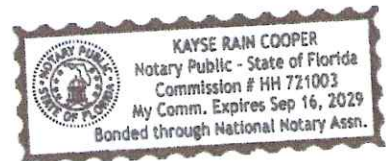
State of FLORIDA, County of BAY:

I, Kayse R. Cooper, do hereby confirm that on this
30 day of Oct., 2015, appeared before me in person

Jeffrey Nelson
known to be the person(s) who executed the preceding document.


Notary Public in and for the State of Florida

My commission expires Sep 16, 2019



property line shall be construed as following such line.

- c. Boundaries shown as following or approximately following section lines, half-section lines, or quarter-section lines shall be construed as following such lines.

Sec. 2-2. DEFINITIONS

ABANDONED SIGN. A sign which no longer identifies or advertises a bona fide business; lessor, service, owner, product, or activity, and/or for which no legal owner can be found.

ABUTTING. Having a common border with or being separated from such a common border by a right-of-way, alley or easement.

ACCESSORY DWELLING UNIT. An additional, ancillary dwelling unit located on the same lot or parcel as a principal dwelling unit. Accessory dwelling units are not allowed within the City.

ACCESSORY STRUCTURE (APPURTENANT STRUCTURE). A structure that is located on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Accessory structures should constitute a minimal investment, shall not be used for human habitation, and be designed to have minimal flood damage potential. Examples of accessory structures are detached garages, temporary carports, storage buildings and pole barns. Accessory structures shall not exceed 25 feet in height and shall have at least a 5-foot setback on all sides. Examples of accessory structures are detached garages, carports, storage sheds, pole barns, and hay sheds.

ACCESSORY USE. A subordinate or ancillary use of land, or structure or improvements thereon or portion thereof, customarily used in connection with the occupation of a principal structure upon the same lot, parcel or property.

ADULT CONGREGATE LIVING FACILITY (ACLF). A type of residential care facility as defined in Section 400.021, Florida Statutes. Any institution, building, residence, private home, or other place, whether operated for profit or not, including a place operated by a county or municipality, which undertakes through its ownership or management to provide for a period exceeding 24-hour nursing care, personal care, or custodial care for three or more persons not related to the owner or manager by blood or marriage, who by reason of illness, physical infirmity, or advanced age require such services, but does not include any place providing care and treatment primarily for the acutely ill. A facility offering services for fewer than three persons is within the meaning of this definition if it holds itself out to the public to be an establishment which regularly provides such services. See residential care facility.

ALTERATION OF A WATERCOURSE. (As relating to Article 8 Floodplain Management only.) A dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.

AIRPORT. An area of land or water designed and set aside for the landing and taking off of aircraft, utilized or to be utilized in the interest of the public for such purpose and validly licensed

-
8. A home occupation shall be subject to all applicable City occupation licensing requirements, fees and other business taxes.

Any structure in which a home occupation or a home office of convenience is allowed shall be considered nonresidential for purposes of utility billing.

5-4.4 Dining Rooms, Recreation Centers, and Amenities

1. Purpose

Residential and non-residential development projects may provide amenities for the exclusive use of the employees and/or residents of the project.

2. Dining Rooms/Cafeterias/Snack Shops, etc.

A development may provide a central dining facility to serve the employees and/or residents of the project subject to the following restrictions:

- a. The facility shall not be open to the general public.
- b. There shall be no off-site signs advertising the presence of the facility.

3. Community Centers/Recreation Centers

Residential projects may provide a central facility to provide a meeting place and indoor recreation opportunities for residents subject to the following restrictions:

- a. Such facilities shall not include health clubs, gyms, and the like offering services to the general public.
- b. Parking to serve the facility shall be provided as required by subsection 5-9.8 of these Land Development Regulations.
- c. There shall be no identification signs, other than directional signs.

4. Employee Fitness Centers

Non-residential development projects may provide a fitness or exercise center for the use of employees subject to the following restrictions:

- a. Such facilities shall not be open to the general public.