



**Included in this packet:**

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

**Planning and Development Services Department**

**Development Review Services Division**

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

UPDATED: 03-24-2020


# SPECIAL EXCEPTION SITE PLAN REVIEW

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

## List of Required Submittals

Only complete applications will be accepted:

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

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

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

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



# Pre-Application Meeting Notes

Meeting Date: 4/19/22 Zoning District: dc.2

Address/Location: 610 3rd Ave S

Request: SPR

Type of Application: SPR Staff Planner for Pre-App: Cdm

Attendees: JOE

Neighborhood and Business Associations within 300 feet:

Assoc.	Contact Name:	Email:	Phone:
dna	Kern Carmichael	Spdna.president@gmail.com	

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

Notes: FAR 3.3 - 40 units, 5-fls, SW corner of 3rd Ave & 6th St



SPECIAL EXCEPTION  
 SITE PLAN REVIEW

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

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

GENERAL INFORMATION	
<b>NAME of APPLICANT (Property Owner):</b> NJR Castille Urbana LLC	
Street Address: 460 3 <sup>rd</sup> Street North	
City, State, Zip: St. Petersburg, FL 33701	
Telephone No: (727) 310-0834 Email: Joe@NJRDevelopment.com	
<b>NAME of AGENT OR REPRESENTATIVE:</b> Joe Delinks	
Street Address: 460 3 <sup>rd</sup> Street North	
City, State, Zip: St. Petersburg, FL 33701	
Telephone No: (508) 566-0609 Email: Joe@NJRDevelopment.com	
<b>NAME of ARCHITECT or ENGINEER:</b>	
Company Name: NJR Construction Group LLC Contact Name: Tony Cheung	
Telephone No: (727) 310-0834	
Website: Email: Tony@NJRDevelopment.com	
<b>PROPERTY INFORMATION:</b>	
Address/Location: 600 3 <sup>rd</sup> Ave S Email:	
Parcel ID#(s): 19-31-17-7466-062-0011, 19-31-17-7466-062-0010, 19-31-17-7466-062-0012, 19-31-17-7466-062-0020	
<b>DESCRIPTION OF REQUEST:</b>	
Increase FAR from 2.0 to 3.3	
<b>PRE-APP MEETING DATE:</b> 4/19/2022 <b>STAFF PLANNER:</b> Corey Malyszka	

**FEE SCHEDULE**

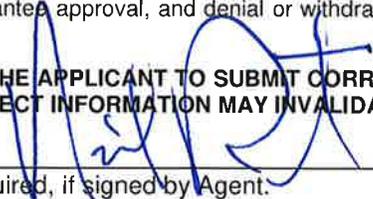
	<u>SPECIAL EXCEPTION (SE)</u>		<u>SITE PLAN REVIEW (SPR)</u>
Special Exception (SE), General Application:	\$1,250.00	Site Plan Review (SPR), General, By Commission	\$1,250.00
Special Exception (SE), Modification:	\$ 500.00	Site Plan Review (SPR), General, By POD	\$ 500.00
Concurrency	\$ 25.00	Site Plan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

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

**AUTHORIZATION**

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

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

Signature of Owner/Agent\*:  Date: April 19, 2022

\*Affidavit to Authorize Agent required, if signed by Agent.



# AFFIDAVIT TO AUTHORIZE AGENT

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

Property Owner's Name:

Neil Ravenhorst

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

Property Address: 600 3rd Ave South St. Petersburg, FL 33701

Parcel ID#: 19-31-17-7466-062-0011, 19-31-17-7466-062-0010, 19-31-17-7466-062-0012

Request: Appointment of authorized agents <sup>19-31-17-7466-062-0620</sup>

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

Agent's Name(s): Joe Delinks, Adam Wilson, Natalie Gomez, Tony Cheung

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

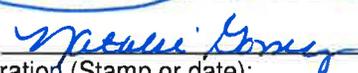
***I(we), the undersigned authority, hereby certify that the foregoing is true and correct***

Signature (owner): 

Neil Ravenhorst  
Printed Name

**Sworn to and subscribed on this date**

Identification or personally known: Neil Ravenhorst

Notary Signature:  Date: 4/19/2022

Commission Expiration (Stamp or date):





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

**DATA SHEET**

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

DATA TABLE				
1.	Zoning Classification: <b>DC-2</b>			
2.	Existing Land Use Type(s): <b>SINGLE FAMILY HOMES AND MULTI-FAMILY HOMES - 13 units</b>			
3.	Proposed Land Use Type(s): <b>MULTI-FAMILY CONDOMINIUM 40 units</b>			
4.	Area of Subject Property: <b>100' x 200' 20,000 S.F.</b>			
5.	Variance(s) Requested: <b>INCREASE FAR FROM 3.0 TO 3.30</b>			
6.	<b>Gross Floor Area</b> (total square feet of building(s))			
	Existing:	Sq. ft.	<b>5,910</b>	
	Proposed:	Sq. ft.	<b>65,960</b>	
	Permitted:	Sq. ft.	<b>60,000</b>	
7.	<b>Floor Area Ratio</b> (total square feet of building(s) divided by the total square feet of entire site)			
	Existing:	Sq. ft.	<b>0.29</b>	
	Proposed:	Sq. ft.	<b>3.30</b>	
	Permitted:	Sq. ft.	<b>3.0</b>	
8.	<b>Building Coverage</b> (first floor square footage of building)			
	Existing:	<b>5,910</b>	Sq. ft.	<b>30</b> % of site
	Proposed:	<b>16,490</b>	Sq. ft.	<b>83</b> % of site
	Permitted:	<b>19,000</b>	Sq. ft.	<b>95</b> % of site
9.	<b>Open Green Space</b> (include all green space on site; do not include any paved areas)			
	Existing:	<b>14,090</b>	Sq. ft.	<b>70</b> % of site
	Proposed:	<b>830</b>	Sq. ft.	<b>4</b> % of site
10.	<b>Interior Green Space of Vehicle Use Area</b> (include all green space within the parking lot and drive lanes)			
	Existing:	<b>0</b>	Sq. ft.	% of vehicular area
	Proposed:	<b>0</b>	Sq. ft.	% of vehicular area
11.	<b>Paving Coverage</b> (including sidewalks within boundary of the subject property; do not include building footprint(s))			
	Existing:	<b>6,710</b>	Sq. ft.	<b>34</b> % of site
	Proposed:	<b>19,200</b>	Sq. ft.	<b>96</b> % of site



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

**DATA SHEET**

DATA TABLE (continued page 2)						
12.	<b>Impervious Surface Coverage</b> (total square feet of all paving, building footprint and other hard surfaced areas)					
	Existing:	6,710	Sq. ft.	34	% of site	
	Proposed:	19,200	Sq. ft.	96	% of site	
	Permitted:	19,500	Sq. ft.	97.5	% of site	
13.	<b>Density / Intensity</b>					
	<i>No. of Units</i>		<i>No. of Employees</i>		<i>No. of Clients (C.R. / Home)</i>	
	Existing:	13	Existing:	N/A	Existing:	N/A
	Proposed:	40	Proposed:	N/A	Proposed:	N/A
	Permitted:					
14 a.	<b>Parking (Vehicle) Spaces</b>					
	Existing:	6	includes	0	disabled parking spaces	
	Proposed:	40	includes	2	disabled parking spaces	
	Permitted:		includes		disabled parking spaces	
14 b.	<b>Parking (Bicycle) Spaces</b>					
	Existing:	0	Spaces	0	% of vehicular parking	
	Proposed:	40	Spaces	100	% of vehicular parking	
	Permitted:		Spaces		% of vehicular parking	
15.	<b>Building Height</b>					
	Existing:	30	Feet	2	Stories	
	Proposed:	61	Feet	5	Stories	
	Permitted:		Feet		Stories	
16.	<b>Construction Value</b>					
	What is the estimate of the total value of the project upon completion? \$					
	\$12,748,000					
	<i>Note: See Drainage Ordinance for a definition of "alteration." If yes, please be aware that this triggers Drainage Ordinance compliance. Please submit drainage calculations to the Engineering Department for review at your earliest convenience. The DRC must approve all Drainage Ordinance variances.</i>					



# NEIGHBORHOOD WORKSHEET

Applicants are strongly encouraged to obtain signatures in support of the proposal(s) from owners of property adjacent to or otherwise affected by a particular request.

<b>NEIGHBORHOOD WORKSHEET</b>	
<b>Street Address:</b>	<b>Case No.:</b>
<b>Description of Request:</b>	
The undersigned adjacent property owners understand the nature of the applicant's request and do not object (attach additional sheets if necessary):	
1. Affected Property Address:	
Owner Name (print):	
Owner Signature:	
2. Affected Property Address:	
Owner Name (print):	
Owner Signature:	
3. Affected Property Address:	
Owner Name (print):	
Owner Signature:	
4. Affected Property Address:	
Owner Name (print):	
Owner Signature:	
5. Affected Property Address:	
Owner Name (print):	
Owner Signature:	
6. Affected Property Address:	
Owner Name (print):	
Owner Signature:	
7. Affected Property Address:	
Owner Name (print):	
Owner Signature:	
8. Affected Property Address:	
Owner Name (print):	
Owner Signature:	



# PUBLIC PARTICIPATION REPORT

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

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

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

## APPLICANT REPORT

### Street Address:

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

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

A Notice of Intent to file a site plan review and a copy of the application was sent to Karen Carmichael of St. Petersburg downtown Neighborhood Association on 4/19/2022, to Judy Landon of Council of Neighborhood Association (CONA) on 4/19/2022 and to Kimberly Frazier-Leggett of Federation of Diverse-City Community Organizations (FICO)

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

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

E-mail: [spdnapresidentA@gmail.com](mailto:spdnapresidentA@gmail.com)  
[variance@stpetecona.org](mailto:variance@stpetecona.org)

Mail: Kimberly Frazier-Leggett  
3301 24<sup>th</sup> Ave S, St. Pete 33712

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

## NOTICE OF INTENT TO FILE

A minimum of ten (10) days prior to filing an application for a decision requiring Streamline or Public Hearing approval, the applicant shall send a copy of the application by email to the Council of Neighborhood Associations (CONA) (c/o Judy Landon at [variance@stpetecona.org](mailto:variance@stpetecona.org)), by standard mail to Federation of Inner-City Community Organizations (FICO) (c/o Kimberly Frazier-Leggett at 3301 24<sup>th</sup> Ave. S., St. Pete 33712) and by email to all other Neighborhood Associations and/or Business Associations within 300 feet of the subject property as identified in the Pre-Application Meeting Notes. The applicant shall file evidence of such notice with the application.

Date Notice of Intent to File sent to Associations within 300 feet, CONA and FICO: 4/19/2022

Attach the evidence of the required notices to this sheet such as Sent emails.



THIS DRAWING IS THE PROPERTY OF NJR CONSTRUCTION GROUP, LLC. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED ON THESE PLANS. NO PART OF THIS DRAWING IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF NJR CONSTRUCTION GROUP, LLC.

PERMIT SET



WORKING TONY CHEUNG AR100177

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 AUSTIN STRUCTURAL GROUP, INC.  
 6810 EBB TIDE AVENUE  
 SUITE 200, PETERSBURG, FL 33702  
 813-560-5985

MECHANICAL ELECTRICAL PLUMBING ENGINEER  
 INGENUITY ENGINEERS, INC.  
 4798 NEW BROAD STREET SUITE 300  
 ORLANDO, FL 32814  
 407-398-6007

Tony Cheung  
 P.E., P.E. (MECHANICAL)  
 License No. 2220914-0005-0001

ARCHITECT  
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 600 3RD STREET NORTH  
 SUITE 200, PETERSBURG, FL 33701  
 727-310-6834

CIVIL ENGINEER  
 VICKASTROM ENGINEERING SERVICES, INC.  
 505 20TH AVE. NE  
 SAINT PETERSBURG, FL 33704  
 727-894-0404

PROJECT NO. 2022011

CASTILE URBANA  
 600 3RD AVENUE SOUTH  
 ST. PETERSBURG, FLORIDA

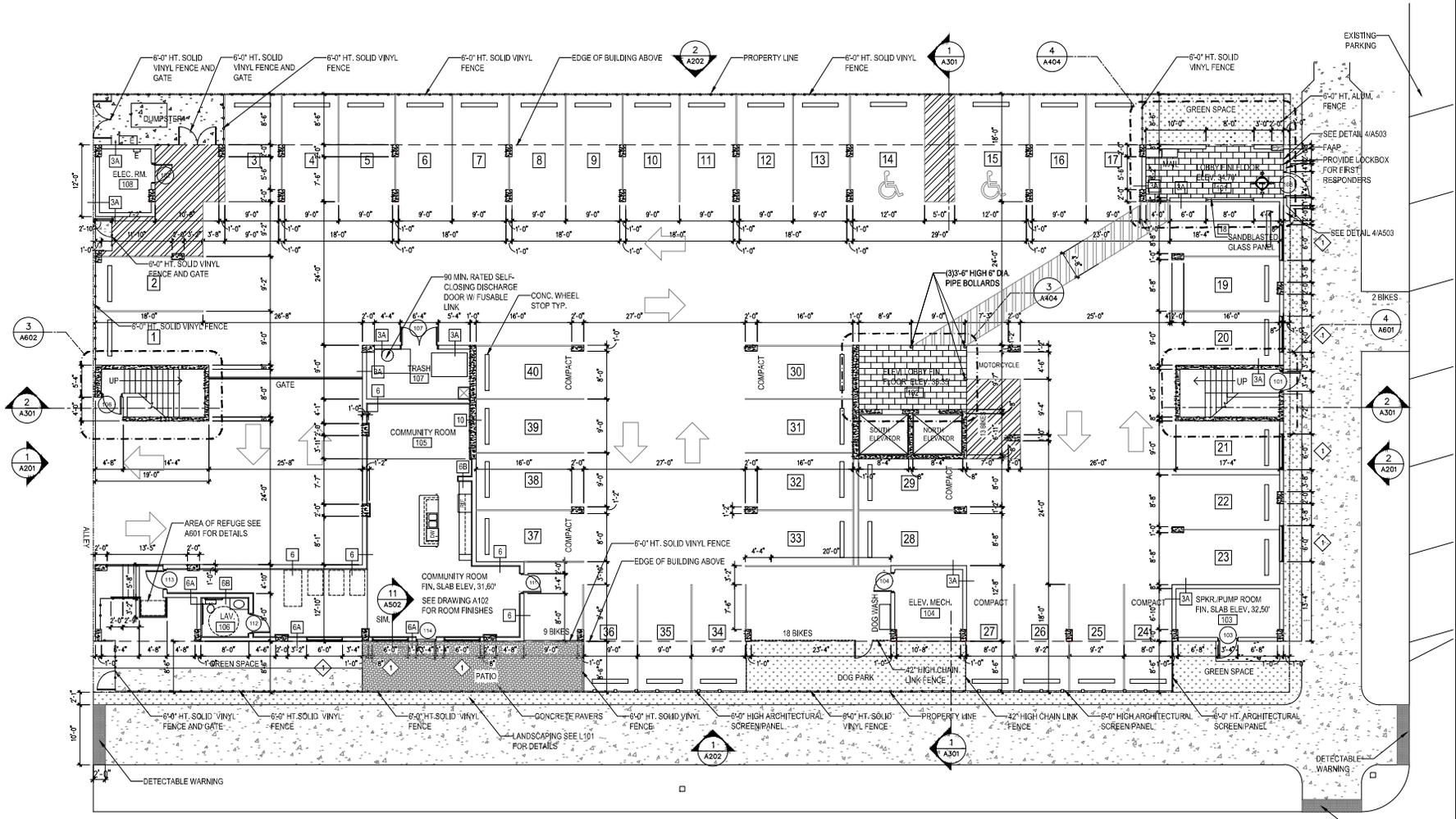
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DATE 4/11/2022

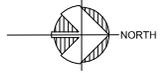
FIRST FLOOR  
 PLAN - SITE PLAN

A101

PARKING COUNT REQUIRED:	PARKING COUNT PROVIDED:
1 PARKING SPACE PER CONDOMINIUM UNIT: 40 SPACES REQUIRED	(38) CAR PARKING SPACES 38
(40) BICYCLE STORAGE SPACES REQUIRED: 40 SPACES PROVIDED	(2) HANDICAP PARKING SPACES 2
2 SHORT TERM BICYCLE SPACES REQUIRED: 2 PROVIDED	CAR SPACES PROVIDED 40 SPACES PROVIDED
NOTE: 4 BIKE RACKS IN GARAGE AREA. EACH RACK HOLDS 9 OR 13 BICYCLES.	MOTORCYCLE PARKING 1 SPACES PROVIDED



FIRST FLOOR PLAN - SITE PLAN  
 SCALE: 1/8" = 1'-0"







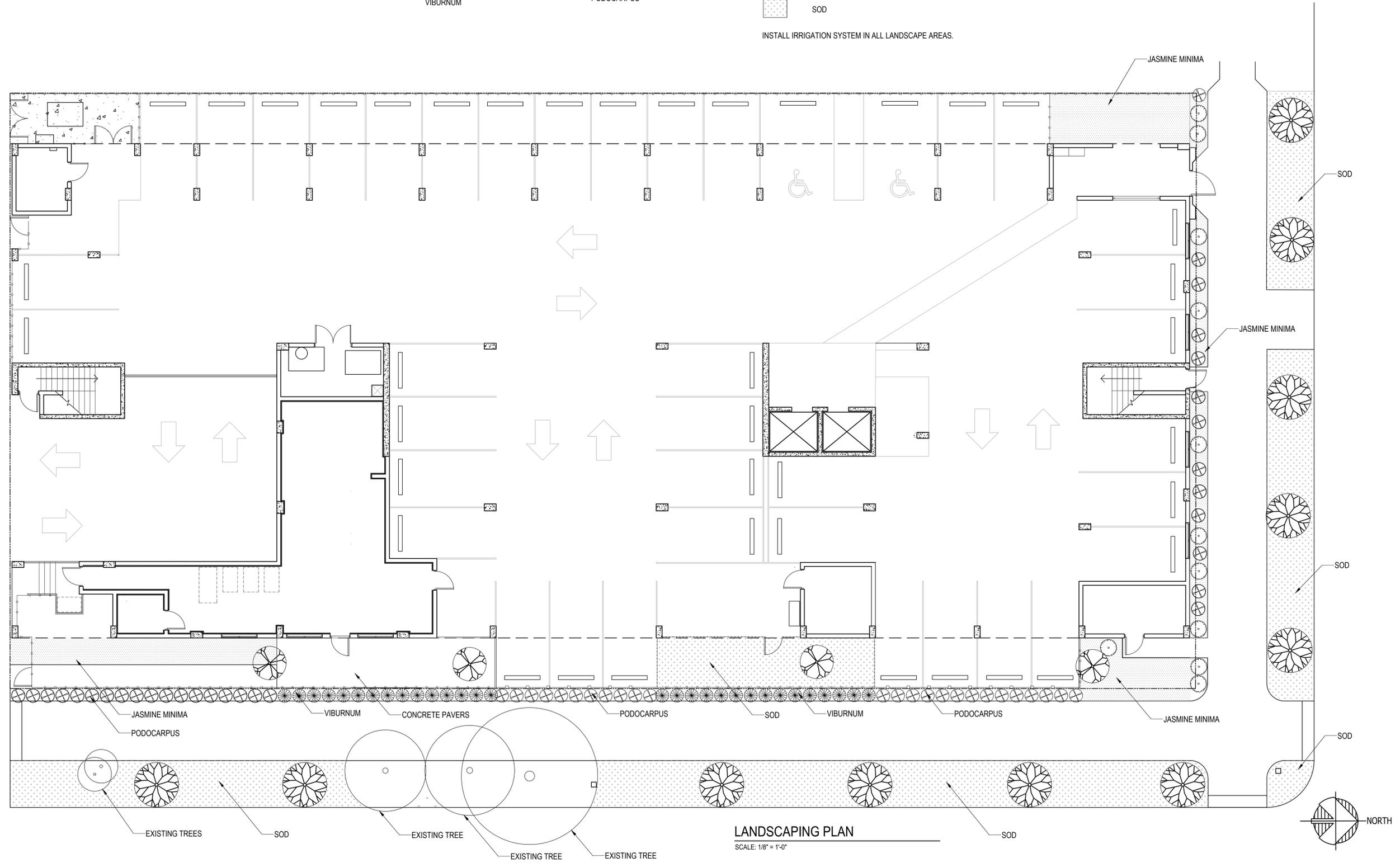
VIBURNUM



PODOCARPUS

SYMBOL	COMMON NAME	BOTANICAL NAME	SIZE	SPACING	WATER	NATIVE
	LIVE OAK	QUERCUS VIRGINIANA	10 FT. TALL 2" MIN	30 FT MAX. AS SHOWN	LOW	YES
	CREPE MYRTLE	LAGERSTROEMIA INDICA	10 FT. TALL 2" MIN	AS SHOWN	DROUGHT TOLERANT	NO
	BOUGAINVILLEA	BOUGAINVILLEA GLABRA	15 GAL.	AS SHOWN	DROUGHT TOLERANT	NO
	YEW PINE	PODOCARPUS MACROPHYLLUS	3 GAL.	AS SHOWN	DROUGHT TOLERANT	NO
	VIBURNUM	VIBURNUM OBOVATUM	3 GAL.	AS SHOWN	DROUGHT TOLERANT	NO
	MINIMA JASMINE	TRACHELOSPERMUM ASIATICUM MINIMA	1 GAL.	18" O.C.	DROUGHT TOLERANT	NO
	SOD					

INSTALL IRRIGATION SYSTEM IN ALL LANDSCAPE AREAS.



LANDSCAPING PLAN  
SCALE: 1/8" = 1'-0"



THIS DRAWING INDICATES PROFESSIONAL ARCHITECTURAL RESPONSIBILITY FOR THE ARCHITECTURAL PORTION OF THE PROJECT ONLY. TO THE BEST OF THE ARCHITECT'S KNOWLEDGE THE ARCHITECTURE SHOWN ON THIS PLAN CONFORMS TO THE FBC 2020 7TH EDITION.

PERMIT SET



KWOK WING TONY CHEUNG AR100177

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CIVIL ENGINEER  
VICKSTROM ENGINEERING SERVICES, INC.  
505 20TH AVE. NE  
SAINT PETERSBURG, FL 33704  
727-894-0404

PROJECT NO. 202201

**CASTILLE URBANA**  
600 3RD AVENUE SOUTH  
ST. PETERSBURG, FLORIDA

REVIEWED BY:	DATE:

DATE 4/11/2022

GROUND FLOOR LANDSCAPE PLAN

LS101



THIS DRAWING INDICATES PROFESSIONAL ARCHITECTURAL RESPONSIBILITY FOR THE ARCHITECTURAL PORTION OF THE PROJECT ONLY. TO THE BEST OF THE ARCHITECT'S KNOWLEDGE, THE AREA IS TO BE CONSTRUCTED IN ACCORDANCE WITH THE 2022 F.P.C.D.B.C.

PERMIT SET



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 ORLANDO, FL 32814  
 407-398-6007

Architectural Engineer  
 Tony Cheung  
 License No. AR1001177  
 State of Florida  
 Date: 4/11/2022

ARCHITECT  
 NJR CONSTRUCTION GROUP, LLC  
 600 3RD AVENUE SOUTH  
 ST. PETERSBURG, FL 33701  
 727-310-0834

CIVIL ENGINEER  
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 505 20TH AVE. NE  
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PROJECT NO. 202201

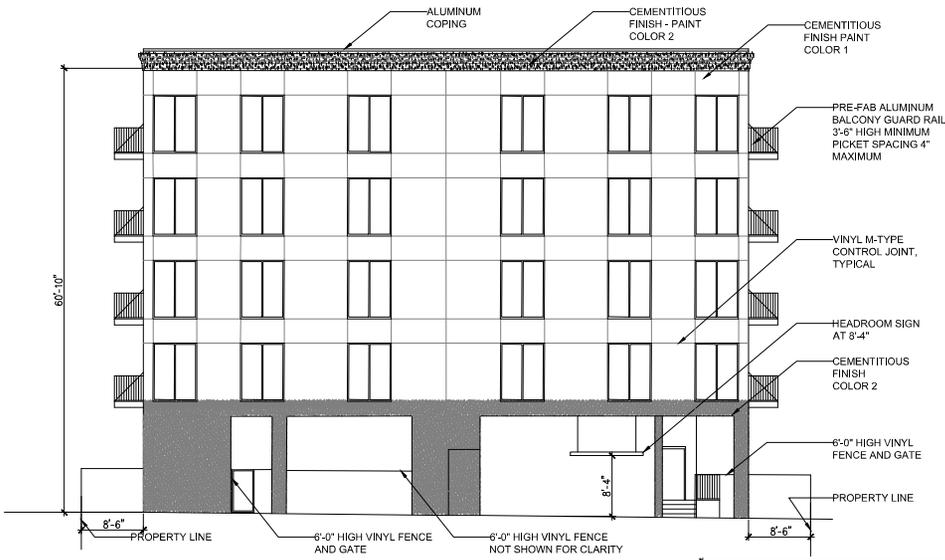
CASTILLE URBANA  
 600 3RD AVENUE SOUTH  
 ST. PETERSBURG, FLORIDA

REVIEWED BY:	DATE:

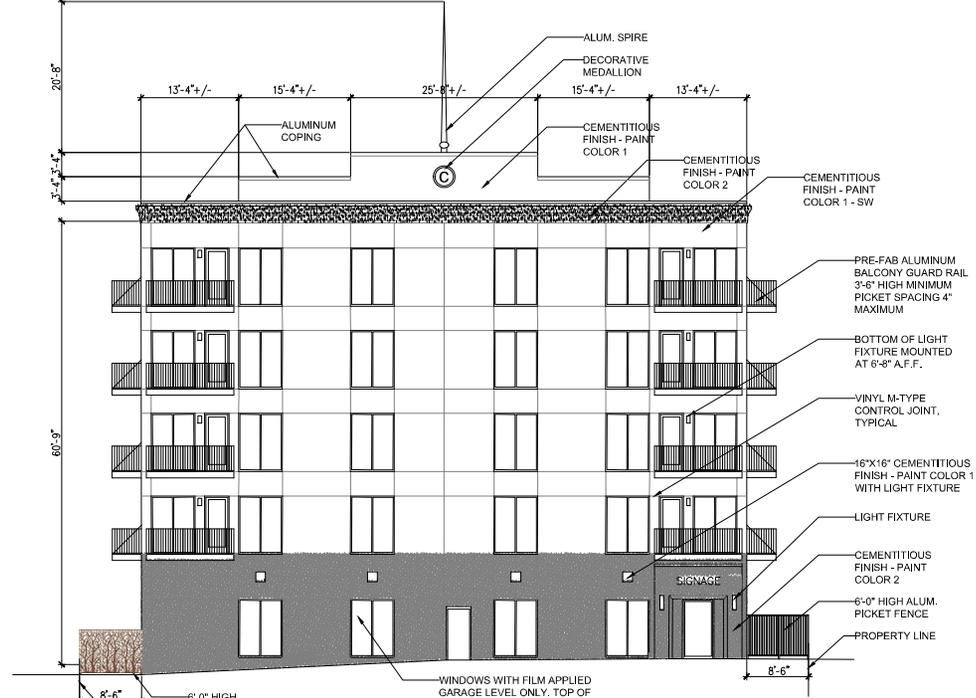
DATE 4/11/2022

**BUILDING ELEVATIONS - NORTH SOUTH**

**A201**



**1 SOUTH ELEVATION**  
 SCALE: 1/8" = 1'-0"



**2 NORTH ELEVATION**  
 SCALE: 1/8" = 1'-0"



THE DRAWING PREPARED PROFESSIONAL ARCHITECTURAL, RESPONSIBLE FOR THE ARCHITECTURAL PORTION OF THE PROJECT ONLY, TO THE BEST OF THE ARCHITECT'S KNOWLEDGE THE ARCHITECT USES DRAWING ON THE PLANS DOWN DOWN TO THE 1/8" 300 PITCH/RISE

PERMIT SET



KWOK MING TONY CHEUNG AR100177

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 VICKSTROM ENGINEERING SERVICES, INC.  
 506 20TH AVE. NE  
 SAINT PETERSBURG, FL 33704  
 727-894-0404

PROJECT NO. 202201

CASTILLE URBANA

600 3RD AVENUE SOUTH  
 ST. PETERSBURG, FLORIDA

REVIEWED BY:	DATE:
DATE: 4/11/2022	

BUILDING ELEVATIONS - EAST WEST

A202



**1 EAST ELEVATION**  
 SCALE: 1/8" = 1'-0"



**2 WEST ELEVATION**  
 SCALE: 1/8" = 1'-0"



C

CASTLE  
VERONA  
BASKET CITY CENTER