



# STAFF DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES

**MEETING DATE:** January 3, 2018  
**TIME:** 9:00AM-9:15AM  
**LOCATION:** CITY HALL COMMUNITY DEVELOPMENT  
2<sup>ND</sup> FLOOR CONFERENCE ROOM  
CITY HALL, 1000 CITY CENTER CIRCLE

**PROJECT:** Modification to an Approved Site Plan/400 Oak Place  
**ADDRESS:** 400 Oak Place  
**CASE NO.** 17-82000011

ATTENDING CITY STAFF REPRESENTATIVES

Tim Burman, Community Development Director  
Melanie Schmotzer, Development Review Technician  
Gwen Perney, Senior Planner  
Larry Roberts, Community Development Engineer

ATTENDING REPRESENTATIVES FOR APPLICANT

Jerry Finley, Finley Engineering Solutions

ATTENDING CITIZENS

N/A

Comments Received From:

<input type="checkbox"/> Planning	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Building
<input checked="" type="checkbox"/> Engineering	<input type="checkbox"/> Public Utilities	<input checked="" type="checkbox"/> Fire
<input checked="" type="checkbox"/> Right-of-way	<input checked="" type="checkbox"/> City Attorney	<input type="checkbox"/> Public Works

Resubmittal Date:

Required resubmittal day: March 5, 2018

Number of Plans to be Resubmitted:

Four (4) sets of the revised Site Plan  
One (1) CD of complete submittal

**Planning Commission Meeting Date:** N/A

**City Council Meeting Date:** N/A

**COMMENTS/OTHER DISCUSSION ITEMS:**

- See attached SDRC letter outlining the staff comments discussed at the meeting or refer to the audio recording of the meeting for more detailed information on the discussion item.

SDRC MEETING DATE OF JANUARY 3, 2018

MODIFICATION TO AN APPROVED SITE PLAN/400 OAK PLACE  
CASE NO. 17-82000011  
OUTSTANDING TECHNICAL COMMENTS AS OF JANUARY 2, 2018

**The comments below may be revised and/or supplemented following staff discussion with the development team at SDRC meeting scheduled for January 3, 2018.**

**ENGINEERING DIVISION REVIEW COMMENTS:** (Larry A. Roberts, P. E. Engineer (386) 506-5665/lroberts@port-orange.org):

1. Both proposed 500-gallon LP tanks require a minimum 10' separation from the property line, a 3' separation from one another, and a 10' separation from an ignition source such as the generator and air conditioning compressor proposed. [LDC Chapter 16, Section 5 (b) Footnotes (2), (7) and (8), and NFPA 58].
2. Both proposed 500-gallon LP tanks require a minimum 3' of clearance from tank to the proposed 6' masonry screen enclosure [LDC Chapter 16, Section 5 (b) Footnotes (2), (7) and (8), and NFPA 58].
3. Proposed generator requires setback from property line the greater of 18", or one half the side setback distance in this zoning district, or 36" clear of screening material plus the screening material. [LDC Chapter 16, Section 5 (b) Footnotes (1) and (8), and NFPA 37].
4. Provide a detail of the propane tank/AC/generator enclosure and indicate all required setbacks and separation requirements per NFPA 37 and 58.
5. Proposed air conditioning compressor may not encroach into the side yard by more than one half the side setback distance.
6. Show the proposed handicap accessible parking space, symbol, and rolling aisle diagonal striping on the site plan.
7. Minimum width of clear, accessible route is 44" [FS 553.5041(5)(a)].
8. **Advisory:** Refer to ADA Architectural Advisory Board Standards for stoop/porch landing dimensions required to serve wheelchair patrons addressing the destination door.
9. Show destination door(s) on the site plan.
10. Add Handicap Sign Detail M-11 from the City's website to Sheet 1. [Website/Government/Departments/Community Development/Standard Construction Details]
11. Add concrete wheelstops to the site plan with 6' clear face to face where proposed parking spaces front one another.
12. **Advisory:** Paint wheelstops with traffic yellow paint.
13. Add lettering to detail M-11 to make the \$100 Fine sign at least 0.11 inches high.
14. Cover Sheet: Add a note to the Flood Map that it is based upon NAVD 1988.
15. Survey: Add an equality to convert from NGVD 1929 to NAVD 1988.
16. Boundary Survey: Show location and size of any remaining underground or above ground storage tank. If none exists, amend note 8 or add a note that none exists.

**FIRE DEPARTMENT REVIEW COMMENTS:** (Beau Gardner, Fire Marshal (386) 506-5905/bgardner@port-orange.org):

1. Follow table 6.3.1.1 of NFPA 58 in reference to separation distances between containers.

**PUBLIC UTILITIES/RIGHT-OF-WAY REVIEW COMMENTS:** (Linda Johnson, Right-of-Way Agent (386) 506-5755/ljohnson@port-orange.org):

1. Graphically depict on the site plan the standard lot frontage 12-ft. wide drainage and utility easement [LDC Ch. 6, Sec. 4(b)(4)]. This easement is to be conveyed to the City of Port Orange prior to issuance of Certificate of Occupancy.

**CITY ATTORNEY REVIEW COMMENTS:** (Shannon Balmer, Assistant City Attorney (386) 506-5535/sbalmer@port-orange.org; or Matthew Jones, Deputy City Attorney (386) 506-5527/mjones@port-orange.org):

1. Include ALL owners of record in signatures on application.
2. Provide standard lot easement per *Ch. 6, Sec. 4, LDC: Standard lot easements.* A 12-foot drainage and utility easement shall be located along the fronts of all lots adjacent to any street. Said easement may be bisected by driveways to service the property, as approved through the issuance of a site construction permit.
3. **Advisory:** The easements conveyed to the city require sketch and legal descriptions, including acreage or square footage, by a licensed surveyor, preferably provided to the city staff no later than (60) days to issuance of the certificate of occupancy (CO). This allows sufficient time for staff to prepare the original legal instruments to be properly executed by the property owner and recorded in the public records prior to CO. For recording purposes, the legal description font needs to be 12 or larger. (E-Mail copy or other duplication of the legal description will not be accepted).

**PLANNING DIVISION REVIEW COMMENTS:** (Gwen Perney, Planner (386) 506-5673/gperney@port-orange.org):

1. No comments.

**LANDSCAPING REVIEW COMMENTS:** (Gwen Perney, Planner (386) 506-5673/gperney@port-orange.org):

1. No comments

**BUILDING DIVISION REVIEW COMMENTS:** (Robert Harrell, Building Inspector/Plans Examiner (386) 506-5621/rharrell@port-orange.org; Allan Tischler, Building Inspector/Plans Review (386) 506-5627/atischler@port-orange.org):

1. No comments.

**PUBLIC UTILITIES DEPARTMENT REVIEW COMMENTS:** (Kenny Ho, Engineer (386) 506-5754/kho@port-orange.org; Lynn Carter, Engineering Intern (386) 506-5756/lcarter@port-orange.org):

1. No comments.