



STAFF DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES

MEETING DATE: January 17, 2018
TIME: 9:00AM-9:55AM
LOCATION: CITY HALL COMMUNITY DEVELOPMENT
2ND FLOOR CONFERENCE ROOM
CITY HALL, 1000 CITY CENTER CIRCLE

PROJECT: Site Plan/Acorn Mini Storage
ADDRESS: West side of South Williamson Boulevard, north of Airport Road
CASE NO. 17-80000017

ATTENDING CITY STAFF REPRESENTATIVES

Tim Burman, Community Development Director
Melanie Schmotzer, Development Review Technician
Briana Conlan-King, Planner
Larry Roberts, Community Development Engineer
Lynn Carter, Public Utilities Engineering Intern
Shannon Blamer, Assistant City Attorney

ATTENDING REPRESENTATIVES FOR APPLICANT

Tuan Huynh, Mark Dowst & Associates, Inc.
Kelsey Horton, Mark Dowst & Associates, Inc.
David Fahmie, Acorn Mini Storage

ATTENDING CITIZENS

N/A

Comments Received From:

<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Landscaping	<input checked="" type="checkbox"/> Building
<input checked="" type="checkbox"/> Engineering	<input checked="" type="checkbox"/> Public Utilities	<input 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 20, 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 SDR 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 17, 2018

SITE PLAN/ACORN MINI STORAGE
CASE NO. 17-8000017
OUTSTANDING TECHNICAL COMMENTS AS OF JANUARY 15, 2018

The comments below may be revised and/or supplemented following staff discussion with the development team at SDRC meeting.

PLANNING & LANDSCAPING DIVISION REVIEW COMMENTS:

(Briana Conlan-King, Planner (386) 506-5676/brking@port-orange.org):

1. Be prepared to discuss all site related development improvements in their entirety and the construction of all storage buildings at the SDRC meeting.
2. Cover sheet:
 - a. Include in the title of project, "Acorn Mini Storage, Case No. 17-8000017" [LDC Ch. 6, Sec. 5].
 - b. Revise the Vicinity/Zoning Map to identify the zoning of the subject property as "Community Commercial (CC)" [LDC, Ch.5, Sec.7(a)(4)(c)].
 - c. Add the site address: 6250 S. Williamson Boulevard.
 - d. Revise "Sable Creek" to "Sabal Creek" on the vicinity/zoning map [LDC, Ch.5, Sec.7(a)(4)(c)].
3. Development Information:
 - a. Provide the current zoning designation "Community Commercial" and Future Land Use "Commercial" for the subject property [LDC Ch. 6, Sec. 5(a)(1)(h)]
 - b. Revise the total site acreage to 11.8 acres (10.665 total area owned + 1.179 wetland area).
 - c. Provide the square footage of each proposed building (A-E and Phases 2 and 3)
4. Provide required parking calculations as per the LDC, 1 space per 50 cubicles is required, along with 1 space per 10 RV stalls [LDC, Ch. 12, Sec. 4(b)(6)]:
 - a. Based on the number of cubicles indicated on the site plan (Sheet C-3) revise the calculations for Phase 1 Cubicles to 375. The number of spaces required for Phase 1 are 8 (375/50). [LDC, Ch. 12, Sec. 4(b)(6)].
 - b. Based on the number of cubicles indicated on the site plan (Sheet C-3) revise the calculations for Phase 2 Cubicles to 215. The number of spaces required for Phase 2 are 4 (215/50). [LDC, Ch. 12, Sec. 4(b)(6)].
 - c. Parking calculations were not provided for Phase 3. Based on the number of cubicles indicated on the site plan (Sheet C-3) the number of cubicles for Phase 3 is 163. The number of spaces required for Phase 3 are 3 (163/50). [LDC, Ch. 12, Sec. 4(b)(6)].
 - d. Parking calculations were not provided for the "future outdoor" motor vehicle storage. RV parking spaces are calculated at 1 space per 10 stalls [LDC, Ch. 12, Sec. 4(b)(6)].
 - e. Parking calculations were not provided for employees. 1 parking space per employee is required [LDC, Ch. 12, Sec. 4(b)(6)].
5. Indicate if a monument sign is proposed. If so, the sign must be set back a minimum of 5' from the property line and outside of the required 10-foot sight-distance triangle required along the private access drive and Airport Road [LDC, Ch. 16, Sec. 6(a)(2)]. The height of the sign cannot exceed 8' and the sign area cannot exceed, 48 square feet. The base of the sign must be landscaped in

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- accordance with the LDC [LDC Ch. 15, Sec. 4(a)]. If a sign is proposed, show the location on the site plan and landscape plan, along with the required landscaping.
6. Add a label to clearly identify the 10'6" screening wall on both the site plan (Sheet C-3) and landscape plan (Sheet L-1).
 7. Provide architectural elevations and details for the western 10-foot screening wall that abut the residential properties. According to the LDC, the wall will need to be architecturally consistent with the structure [LDC, Ch. 14, Sec. 4(g)].
 8. Architectural enhancements for the elevations for the western 10-foot screening wall that abut the residential properties, will need to be constructed of both stucco and stone/brick materials and be designed with architectural treatments on all sides. This may be achieved by the placement of different color bricks, either by pattern or by painting two different colors, can be used to achieve an architectural facade [LDC, Ch. 14, Sec. 4(b)(f)].
 9. The site plan and building elevations did not indicate where the A/C units would be located, provide the location (ground or rooftops) with the next submittal and verify compliance with the requirements listed below. All service areas and mechanical equipment (ground, wall, or roof), including, but not limited to, air conditioning condensers, heating units, satellite dishes, irrigation pumps, and propane tanks, displays and refilling areas, shall be screened using architectural features consistent with the structure, or landscaping of sufficient density and maturity at planting to provide opaque screening. [LDC, Ch. 14, Sec. 4(g)].
 10. Include on the site plan and architectural plans that the wall-mounted equipment such as electric meters, irrigation meters, phone/cable boxes, external vents and louvers, etc., shall be painted to match the wall on which it is mounted or otherwise consistent with the color(s) of the building [LDC, Ch. 14, Sec. 4(g)].
 11. External downspouts were not identified or labeled on the building elevations provided. If external downspouts are proposed, they are to be enclosed within the building structure on the front and side elevations or any other building elevation visible from a public right-of-way. In locations that are clearly visible from a public right-of-way, downspouts may be installed externally only if they have a high-quality, decorative design and appearance of copper, steel, tin, or silver or similar natural metallic material. In locations that are mostly or completely screened from a public right-of-way, external downspouts are not required to be decorative as above, but shall be painted to match the building exterior on which they are mounted [LDC, Ch. 14, Sec. 4(i)].
 12. Show the location on the site plan and landscape plan of all parking lot light poles. Include a note on Sheet C-3 and Sheet L-1 as part of the fixture detail, that states "the lighting from the parking lot lights shall not shine directly upon any adjacent residence, and shall not produce excessive glare" [LDC, Ch. 12, Sec. 6(l)].
 13. Traffic flow directional arrows are required for facilities containing 20 or more spaces. Add traffic flow directional arrows to the site plan [LDC, Ch. 12, Sec. 6(i)].
 14. Parking spot length can be reduced to 18' if a 2' landscape overhang is provided. Provide additional landscaping for the overhang for all proposed 10'x18' parking spaces (except for the parking spaces adjacent to building A) [LDC, Ch. 12, Sec. 6(c)(2)(b)].

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15. Along Building A, remove the wheel stops, install a header curb and raise the grade of the proposed sidewalk located at the end of the parking space, immediately adjacent to the proposed seven-foot sidewalk to provide for the 2' overhang. Or, reduce the length of the proposed sidewalk to five-feet in width to provide for the standard 10'x20' parking spot length with a wheel stop, located a minimum of 30 inches from the sidewalk [LDC, Ch. 12, Sec. 6(g)(2)].
16. No parking is indicated for the future phases. However, additional parking is calculated in Development Information on the cover sheet. Provide and label the proposed "Deferred Parking for Future Phases" on the site plan [LDC Ch. 12, Sec.4(d)]. Provide a note on Sheet C-1 addressing the "deferred parking" reference. Deference must be built.
17. Preliminary site plan for the Special Exception, approved by City Council on September 19, 2017 depicted 100 RV/Boat spaces. Indicate on the site plan (Sheet C-3) the location and number of the proposed RV/Boat parking.
18. According to the LDC, the storage of licensed motor vehicles, boats, recreational vehicles, and other such vehicles shall be located **only** in designated areas approved as part of this site plan and screened from view if visible from the right-of-way, private street or access drive [LDC Ch. 16, Sec. 1(e)(3)(c)]. Ch. 14, Sec. 4(j)]. Provide a detail for the 10' high "opaque fence panels" along Williamson Blvd. to screen the designated storage area from view.
19. Provide a detail for the security fence/gate. According to the LDC, the security fence/gate must be decorative and architecturally compatible with the building. The use of chain-link is not permitted by the LDC [LDC, Ch. 14, Sec. 4(h)].
20. Provide a detail for the dumpster enclosure. The design of the dumpster enclosure must be consistent with the building (i.e. materials, colors, etc.). Enclosure must have an opaque gate, such as PVC fencing to match the style of the building. [LDC, Ch. 14, Sec. 4(j)]. The City Standard Construction Detail for Dumpster Pad Enclosure is M-13.
21. Sheet C-3: Add a note stating utilities will be installed underground. According to the LDC, electric, cable, and other telecommunications utilities shall be provided underground to the building [LDC, Ch. 11, Sec. 8].
22. Add City of Port Orange Standard Construction Detail R-23 (Tree Protection Barricade) to the plans.
23. Provide an updated tree survey for the site. The survey provided with the submittal package is incomplete. The LDC requires a tree survey locate all trees having a caliper of 6" or greater at DBH which are species of specimen trees and identify all other trees having a caliper of 6" or greater at DBH which are located within required landscape buffers, along rights-of-way, and within required perimeter buffers [LDC Ch. 9, Art. II, Sec 17].
24. According to the LDC, fifteen percent (15%) of the square footage of any development shall be designated for the protection of existing trees. On the landscape plan, depict the 15% tree preservation areas along with the calculation to show it is being met (11.8 acres x 15% = 1.77 acres required to be preserved) [LDC, Ch. 9, Sec. 17].
25. According to the LDC, a commercial site is required provide 1 tree per 2,500 square feet of site area. The site is 514,008 square feet and requires a minimum of 206 trees on site [LDC, Ch. 9, Sec. 15(a)]. A minimum of 50% of the required 206 trees (103 trees) are required to be located within the 15% tree preservation

area [LDC, Ch. 9, Art. II, Sec 17]. Provide calculations for the tree requirement, the number of existing trees to remain in the 15% tree preservation area on the subject property, and the number of new trees to be planted.

26. Provide the calculation showing that the development will meet the specimen tree requirements. The calculation is based on the number of existing specimen trees per acre. Identify and label the specimen tree on the landscape plan and incorporate the specimen trees to be saved into the design. Specimen trees must be protected by tree conservation easements dedicated to the City [LDC, Ch. 9, Sec. 16(b)].

Number of Specimen Trees	Minimum Specimen Tree Protection Requirements
Less than 3 per acre	80 percent of all specimen trees
3.0 to 5.0 per acre	65 percent of all specimen trees
5.1 to 8.0 per acre	50 percent of all specimen trees
8.1 or more per acre	4 specimen trees per acre

27. Provide a table for the number specimen trees that are currently on site, the number of specimen trees that are proposed to be removed, the number that are required to remain, and the number that will remain [LDC, Ch. 9, Sec. 16(b)].
28. Provide the specimen tree name call-outs on the tree survey. The symbols are not clear enough to demonstrate what species each tree is on the survey [LDC, Ch. 6, Sec. 5(a)(6)].
29. A minimum of 65 percent of any landscape buffer over ten feet in width shall be set aside for the preservation of existing trees. Identify the existing trees within the rights-of-way buffers to remain and incorporate trees into the plan [LDC, Ch. 13, Sec. 3(g)(3)].
30. According to the LDC, the 20' right-of-way buffer along Airport Road is required to have 4 shade trees, 4 understory trees, and 40 shrubs per 100 lineal feet. Based on 913' of frontage along the Airport Road right-of-way, 37 shade trees, 37 understory trees and 365 shrubs are required [LDC Ch. 13, Sec.3(b)(2)]. Revise the buffer calculation tabulations on Sheet L-1. Existing trees and shrubs to remain can be included towards the buffer requirements.
31. A continuous 3'-high vehicular use screening hedge is required along the access drives and parking areas which are visible from any right-of-way. The 3'-high hedges can be located within the Airport Road 20' landscape buffer, but the required right-of-way plantings must also be in the required landscape buffer. The hedge must provide a minimum three-foot high visual barrier within a maximum of two years after installation. Add a hedge along the east side of the parking lot (in front of Building A) along Williamson Blvd. [LDC, Ch. 13, Sec. 4(f)].
32. Provide two foundation plants for every three feet of the exterior building perimeter and one understory tree for every 30 feet of the exterior building perimeter [LDC, Ch. 13, Sec. 5(a)(1)(b)(1)].
- a. Along the South side of Building E, based on the 150.67' of exterior building perimeter along the Southern side, 5 understory trees and 100 shrubs are required.

- b. Along the North side of Building D, based on the 65' of exterior building perimeter along the Northern side 43 shrubs are required.
33. Provide a table that identifies the required foundation plantings. Two foundation plants for every three feet of the exterior building perimeter and one understory tree for every 30 feet of the exterior building perimeter. Also include the proposed number of foundation plantings to be installed on Sheet L-1 [LDC Ch. 13, Sec(5)(a)(1)(a)].
34. Label all required landscape buffers on both the site plan (Sheet C-1) and landscape plan (Sheet L-1): Airport Road – minimum 20', Roscoe Turner Trail – 10', western boundary along Sabal Creek Subdivision – 40'.
35. The 10'6" screening wall proceeding west from Building E will need to be landscaped with one shrub per four lineal feet of fence/wall, one understory tree per 25 lineal feet of fence/wall, one shade tree per 50 lineal feet of fence/wall. Based on the 119' of screening wall 30 shrubs, 5 understory trees and 2 shade trees are required [LDC Ch. 13, Sec. 5(c); LDC Ch. 13, Sec. 3.5(c)].
36. Provide, indicate and label the wetland and wetland buffer and conservation easement over the wetland and wetland buffer on all sheets [LDC Ch. 6, Sec. 4(b)(3)(c)].
37. Sheet L-1: Provide a diagram indicating the vehicular use area and the necessary calculations to verify that the 10% vehicular use area landscaping requirement is met [LDC, Ch. 13, Sec. 4]. The required landscaping is to be located in the vehicular use as interior landscaping. The vehicular use area shall be measured along the outer edge and include all parking and loading spaces, access drives, cruise lanes, service areas, landscaped islands at the corners of and within parking areas, and other areas for vehicular use. Access drives located within required buffer yards shall not be included in the base area. Developers shall be required to provide a diagram indicating base area and internal landscaping, and the necessary calculations to verify that this requirement has been satisfied.
38. Provide the irrigation plan (Sheet L-2) in the hard copy of the plans for the next submittal, only the electronic Sheet L-2 was provided [LDC Ch. 13, Sec. 2(c) and Sec. 7].
39. **Advisory:** Approval of irrigation system by Volusia County (Environmental Health, Health Dept.) shall be provided to the city prior to the release or acceptance of any project. [Volusia County Water-wise Landscape Irrigation Ordinance]
40. **Advisory:** Any proposed future phases will require a Site Plan Modification.

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

1. Add City of Port Orange Standard detail for Handicapped Parking – M-11. Edit to make the \$100 Fine sign a minimum of 0.10" high lettering.
2. Add City of Port Orange Standard Details M-4 and M-5 for on-site and off-site sidewalk construction.
3. Show circulation and static room for Fire Department apparatus operations (min. inside turn radius 20' and outside radius 30'). Attention is required between 88, 47, and 83 cubical buildings.

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4. Sheet C-3.1: With the nearest fire station being on Airport Road, provide the south radii suitable for fire truck travel at South Entrance.
5. Sheets C-3, C-5, C-6, C-8: Identify gate features at entrance to storage facility.
6. Sheet C-3: Specify gate operator near the proposed dry retention pond to be silently operable. Coordinate with Captain Aaron Mcilrath or his designated subject expert at POPD 386-506-5876 to consider options. POFD recommends Knox Lock Box Manual as absolute minimum access control but defers to POPD as primary Authority Having Jurisdiction (AHJ).
7. Provide note on the plans that identify who will be responsible for applying for a NPDES permit and who will be the operator of the Site – i.e. contractor, owner. **Advisory:** Either an Individual NPDES permit needs to be in hand or a Notice of Intent to Use General Permit must be filed and copy provided prior to release of the “Approved for Construction” drawings.
8. Sheet C-2: Silt Fence detail does not match Port Orange Standard detail. Revise to include R-22.
9. Sheet C-3: Provide City Standard dumpster detail, M-13, on the plans. Provide minimum single compartment dumpster enclosure clearance note(s) 11’, double 20’)
10. Show circulation and static room for the solid waste dumpster vehicle (new: 35’ inside radius and 45’ outside radius plus 40’ static outside open gate(s).
11. Sheet C-4.1: Complete the “XX.XX” grades.
12. Sheet C-4.2: If existing utility pipe elevations are unknown, please state. Include a note that the contractor shall verify existence and location of the utilities and notify engineer if there are conflicts with proposed improvements.
13. Sheet C-6: Top elevations on structures S-4 and S-5 do not match table on C-8. Please conform.
14. Sheet C-6: Some top elevations are shown for storm structures, but some are not. Consider revising to be all shown or none shown for consistency purposes.
15. Sheet C-8: Recommended minimum distance from grate to invert for 18”, 24”, and 30” is 2.5 ft., 5.3 ft., and 5.8 ft. respectively based on structure mfg. information. Recommend revising the storm structure schedule and lowering all inverts.
16. Sheet C-8: The east invert of structure S-7 appears to conflict with the 10” water main crossing. City standards require at least 6 inches of separation. Please advise.
17. **Advisory:** The open storage area may become a nuisance wet area. The applicant may want to add a few yard drains to keep dry.
18. Sheet C-8: Show what is proposed with the existing Storm Structure S-120A at the entrance from Williamson. It appears that it is to be incorporated into the plan but there is no mention of adjusting the top. Also, there appears to be a proposed pipe going into the detention pond to the south. Please clarify.
19. Sheet C-8: Indicate a required easement over all storm sewer piping of at least 20 feet, centered over the proposed piping, as required per City code. **Advisory:** Sketches and legal descriptions are required by the City Attorney’s Office at least 60-days prior to initial CO.
20. Sheet C-9: Amend HC detail to eliminate white stripes. Dimension minimum separation from wheel stop to sidewalk as 2’-6”. If sidewalk width does change, provide a minimum of 44” clear rolling space [F.S. 553.5041(5)(a)].

21. **Advisory:** Engineer to set up a workshop with the Fire Department's Beau Gardner and Joe Wulfin to resolve tactical fire-fighting apparatus circulation.
22. **Advisory:** Sheet C-4: Left turn inbound lane to be reviewed and approved by Volusia County.
23. **Advisory:** Sheet C-4: Add a "No U-turn" sign at the left inbound only lane.
24. **Advisory:** Sheet C-4.1: Consider specifying a curb inlet as part of the right-in only lane improvements between surveyed inlets S-119 and S-120. If not, consider specifying a valley gutter across the proposed driveway.
25. **Advisory:** Sheet C-4.1: Consider specifying 20' radii at the inner alignment changes of the proposed Williamson sidewalk for smooth pedestrian vehicle operations.

Stormwater Calculations:

26. Revise peaking factor for all basins in pre-developed model to 256.
27. Per the SJRWMD Rainfall Contours – Figure 8. 100-yr/24-hr storm event produces 13 inches of rainfall in 24 hours. Please revise the calculations.
28. It appears that Post developed peak discharge rates are increased over Pre-developed rates in the 10-0yr/24-hr storm event. City LDC requires the post to be equal to or less than pre-developed. Please clarify or revise.
29. **Advisory:** Applicant to obtain a SJRWMD permit prior to "Approved for Construction" stamps.

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):

General Utilities:

1. Provide the survey for the site.
2. Show all existing and proposed easements on or adjacent to the proposed site.
3. Note all existing and proposed utilities (size, depth and type) on or adjacent to the development [LDC, Ch 11 Sec 3(a)]. Specifically does the proposed site plan account for and show all future build outs and the utilities required?
4. For design crossings of potable water mains, gravity sanitary sewers, force mains, reclaimed water mains, or storm sewers, clearly indicate which utilities are located over or under other utilities. This is also a requirement of the as-built drawings. [LDC, Ch 5 Sec 8(2)(a)]
5. City Code requires pigging of all potable mains and reclaimed water mains larger than 8" in diameter and force mains larger than 6" in diameter. Add a note to the plans indicating that the contractor shall schedule a City Representative to be present to observe pigging of water lines. [Standard Construction Details W-2 (26) and RW-2 (13)]
6. Depict on the plans the meter size and location of the irrigation connection or show location of the proposed well [LDC Ch 13 (2)(c) and Ch 13 Sec 2 (b)(2)]. The irrigation plan was not included in this submittal.
7. How tall will the structure(s) in Phase 3 be? All fire hydrants need to be located outside of the building collapse zone.
8. Provide a water and sewer permit determination letter from the FDEP for exemption from permitting or FDEP water and sewer permit applications.

Hydraulic Calculations:

9. Provide hydraulic network calculations for potable water mains. Calculations must justify sizes for proposed lines, and operating conditions, and must be signed and sealed by a registered professional engineer. Calculations shall substantiate that existing water mains are adequately sized [LDC Ch11 Sec 3(6)]. Was the provided water calculation for the full build out, including all future phases?
10. For developments that are phased, provide hydraulic calculations that show that the phased potable water distribution system will function as a stand-alone system during the phased construction. [LDC Ch4 Sec 5 (c)]
11. A fire calculation is required for the proposed site. Provide a fire hydrant flow test of the nearest hydrant as well.

Potable Water:

12. Call out both the 8" and 2" existing water services as existing to be tied into.
13. The 8" water service crossing Roscoe Turner Trail needs to be upsized to a 10" to adequately service the proposed 10" fire service on site.
14. The number of valves shall be two at a tee, and three at a cross. Valves placed at a tee shall be bolted to the tee. Revise the plans accordingly. [LDC Ch 11 Sec 3 (b)(3)]

Sanitary Sewer:

15. Show all sewer connections for the buildings which require sanitary service. Both for the current phase and all future phases.
16. On sheet C-5 at the sanitary force main tap the callout refers to a 4" force main whereas the line type shows a 6". Please clarify.
17. On sheet C-5 at the sanitary force main tap a check valve needs to be added after the tapping valve.
18. **Advisory:** Be reminded that the contractor shall install a metallized foil locator tape for the full length of all PVC sewage force mains. These pipe locator aides shall be installed between 15" and 24" below finished grade or as directed by the manufacturer. Tape shall be color coded green for sanitary sewer and force main. [Standard Detail S-2(9)]

BUILDING DIVISION REVIEW COMMENTS: Allan Tischler, Building Inspector/Plans Examiner (386) 506-5627/atischler@port-orange.org:

1. The text in the title block indicates that the documents are electronically signed and sealed this is not correct. Additionally, paper submittal must have the Appropriate signature and seal as required per 61G15-23.001 of Florida Administrative Code. (Also see next comment below.)
2. Drawings do not have appropriate title block for engineer as required per 61G15-23.001 of Florida Administrative code. (Note each sheet shall contain the printed name, and license number of the engineer who has sealed, signed and dated the drawings.)
3. For information only these sheets weren't provided to the building department SU-1, SU-2, SU-3, and C-2.
4. Sheet C-12 is labeled twice, one of the city standard detail sheets should be C-13 as indicated on the index of sheets.
5. **Advisory:** Review for applicable code requirements for proposed building will be performed at the time of permit submittal.

6. **Advisory:** Separate permit applications are required for: New building, dumpster enclosure, light poles, and signs. Contact the building division if there are any Questions or concerns about permit requirements for work, specifically mentioned.
7. **Advisory:** SDRC review does not include buildings, accessory structures, signs, and light poles, etc. Unless otherwise noted in this report.

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

1. Graphically depict and label all proposed easements to be created with the site development process [LDC Ch. 6, Sec. 4(b) Easements]. Specifically:
 - a. Sec. 4(b)(3). Conservation easements over wetlands and wetland upland buffer to St. Johns River Water Management District, USACOE, and/or City of Port Orange, as appropriate.
 - b. Sec. 4(b)(4). Standard Lot Easements of 12-ft. wide along all road frontages for the purposes of drainage and utilities.

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. Site Improvement Agreement for public improvements in the course of development will be required pursuant to *Ch. 6 Sec. 5(b), LDC*.
2. **Advisory:** Transportation Concurrency and Fair Share Agreement may be required.
3. Tree conservation easements will be on specimen trees required per *Ch.6, Sec. 4(b)(3)(b), LDC*.
4. Easements over drainage facilities need to be shown on the site plans. Retention areas shall be covered by easement extending 10 feet beyond top of bank. Storm sewers shall be covered by easement no less than 20 feet centered on centerline of pipe (*Ch. 6, Sec. 4(b)(1), LDC*).
5. **Advisory:** The easements conveyed to the city require sketch and legal descriptions, included 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.)]

FIRE DEPARTMENT REVIEW COMMENTS: (Beau Gardner, Fire Marshal (386) 506-5905/bgardner@port-orange.org):
No comments provided.