



STAFF DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES

MEETING DATE: January 30, 2019
TIME: 9:00AM-10:00AM
LOCATION: CITY HALL COMMUNITY DEVELOPMENT
2ND FLOOR CONFERENCE ROOM
CITY HALL, 1000 CITY CENTER CIRCLE

PROJECT: First Amendment to the Catfish Commons PCD MDA and CDP
ADDRESS: 4085 Ridgewood Avenue & 4108 Halifax Drive
CASE NO. 19-40000001

ATTENDING CITY STAFF REPRESENTATIVES

Penelope Cruz, Planning Manager
Melanie Schmotzer, Development Review Technician
Gwen Perney, Senior Planner
Shannon Balmer, Assistant City Attorney

ATTENDING REPRESENTATIVES FOR APPLICANT

Brendan Galbreath, Owner

ATTENDING CITIZENS

N/A

Comments Received From:

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

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 30, 2019

PCD AMENDMENT/1ST AMENDMENT TO THE CATFISH COMMONS PCD MASTER
DEVELOPMENT AGREEMENT AND CONCEPTUAL DEVELOPMENT PLAN
CASE NO. 19-40000001
OUTSTANDING TECHNICAL COMMENTS AS OF JANUARY 25, 2019

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

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

1. Verify where the access to the garage apartment will be located. If the access will need a special setback from a property line or structure, please identify it on the CDP and in the MDA.
2. The Future Land Use of this property is Commercial. In order for the residential unit to be compatible with the FLU, it would need to be tied to the proposed mobile retail business. Add a note similar to the note for the residence at 4108 Halifax that states:
Special owner-occupancy provisions. The City shall permit only business owners/managers of the mobile retail use to reside in the rental dwelling unit, provided these establishments comply with all other requirements of the LDC and adopted building and fire codes.
3. The off-site parking agreement from 2011 states off-site parking for Aunt Catfish is allowed at this site. The original MDA states 35 spaces are reserved for Aunt Catfish restaurant. Verify if the intent is to reduce the amount of reserved spaces for Aunt Catfish on this site to 29.

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. Paragraph 23 requires clarification as to the waiver of the City's fees and exactly which fees will be waived.
2. Correct formatting.

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

ENGINEERING DIVISION REVIEW COMMENTS: (Larry A. Roberts, Engineer (386)
506-5665 lroberts@port-orange.org; Lisa Epstein, Engineering Specialist (386) 506-
5662 lepstein@port-orange.org; Valerie Duhl, Engineering Intern (386) 506-5664
vduhl@port-orange.org):
No comments.

BUILDING DIVISION REVIEW COMMENTS: (Robert Harrell, Building Inspector/Plans
Examiner (386) 506-5621/rharrell@port-orange.org; Allan Tischler, Chief Building
Official (386) 506-5627/atischler@port-orange.org):
No comments.

PUBLIC UTILITIES DEPARTMENT REVIEW COMMENTS: (Elizabeth O'Reilly, E.I.,
Kimley Horn (407) 427-1655 for City of Port Orange Utilities):
No comments.

PUBLIC WORKS REVIEW COMMENTS: (Alex Popovic, Engineering Intern (386) 506-
5572/apopovic@port-orange.org; Kristine Martin, Engineering Inspector (386) 506-
5597/kmartin@port-orange.org; Mick Neals, Solid Waste Manager (386) 506-
5571/mneals@port-orange.org):
No comments.

PUBLIC UTILITIES/RIGHT-OF-WAY REVIEW COMMENTS: (Linda Johnson, Right-of-Way
Agent (386) 506-5755/ljohnson@port-orange.org):
No comments.