



STAFF DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES

MEETING DATE: February 21, 2018
TIME: 9:00AM-9:40AM
LOCATION: CITY HALL COMMUNITY DEVELOPMENT
2ND FLOOR CONFERENCE ROOM
CITY HALL, 1000 CITY CENTER CIRCLE

PROJECT: PCD Amendment/Second Amendment to the Amended and Restated Nova Depot
PCD MDA and CDP
ADDRESS: 3730 Nova Road
CASE NO. 18-40000001

ATTENDING CITY STAFF REPRESENTATIVES

Tim Burman, Community Development Director
Gwen Perney, Senior Planner
Larry Roberts, Community Development Engineer
Kenny Ho, Public Utilities Engineer
Lynn Carter, Public Utilities
Shannon Balmer, Assistant City Attorney
Mick Neals, Public Works
Kristine Martin, Public Works

ATTENDING REPRESENTATIVES FOR APPLICANT

Herb Green, Cadjazz
Mike Woods, CobbCole

ATTENDING CITIZENS

N/A

Comments Received From:

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

Resubmittal Date:

Required resubmittal day: April 27, 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: TBD

City Council Meeting Date: TBD

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.

SECOND AMENDMENT TO THE AMENDED AND RESTATED NOVA DEPOT PCD
MDA AND CDP
CASE NO. 18-4000001
OUTSTANDING TECHNICAL COMMENTS AS OF FEBRUARY 19, 2018

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

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

1. Add lot dimensions (width and depth) for Lot 2 and Lot 2A on the CDP [LDC, Ch. 17, Sec. 18(g)(2)(d)].
2. Add the statement "compliance with the Land Development Code may necessitate modification of the conceptual plan." [LDC, Ch. 17, Sec. 18(g)(2)(k)].
3. Will the proposed stormwater drainage system to serve proposed Lot 2A and 2 include underground storage, similar to that used as part of the Family Dollar site plan? If yes, how will access be maintained to the Waffle House site during construction.

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

1. The proposed Second Amendment to the MDA needs a paragraph to amend Paragraph 11 of the First Amendment to the MDA recorded in OR Book 6929, Page 3542, et. al., to increase the number of lots subject to drainage and utility cross easements from three to four.
2. Paragraph 3 (C.) of the proposed Second Amendment to the MDA provides for standard lot easements for drainage and utility provisions, yet is silent on the custom drainage easements required of Lot 2 to serve Lot 2A.
3. Provide text and exhibit to the Second Amendment to the MDA to include the drainage and utility easements shaded on Sheet EX1 of the Lot 2A (aka Family Dollar) Approved for Construction drawings.
4. CDP Sheet: In order to meet current City Solid Waste Collection requirements, the only option we see is to construct the Lot 2 dumpster enclosure in the NW Lot Corner and orient East.

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):

Comments to be submitted under a separate cover.

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):

Comments to be submitted under a separate cover.

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

No comments

DRAFT

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:)
No comments.

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

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