



STAFF DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES

MEETING DATE: March 14, 2018
TIME: 10:00AM-10:05AM
LOCATION: CITY HALL COMMUNITY DEVELOPMENT
2ND FLOOR CONFERENCE ROOM
CITY HALL, 1000 CITY CENTER CIRCLE

PROJECT: Modification to an Approved Site Plan/301 Dunlawton Avenue
ADDRESS: 301 Dunlawton Avenue
CASE NO. 18-82000002

ATTENDING CITY STAFF REPRESENTATIVES

Tim Burman, Community Development Director
Melanie Schmotzer, Development Review Technician

ATTENDING REPRESENTATIVES FOR APPLICANT

N/A

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 checked="" type="checkbox"/> Fire |
| <input type="checkbox"/> Right-of-way | <input checked="" type="checkbox"/> City Attorney | <input type="checkbox"/> Public Works |

Resubmittal Date:

Required resubmittal day: May 14, 2018

Number of Plans to be Resubmitted:

Four (4) sets of 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:

- Prior to the SDRC meeting, the project engineer requested the SDRC meeting be cancelled.

SDRC MEETING DATE OF MARCH 14, 2018

MODIFICATION TO AN APPROVED SITE PLAN/
301 DUNLAWTON AVENUE
CASE NO. 18-82000002
OUTSTANDING TECHNICAL COMMENTS AS OF MARCH 12, 2018

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

PLANNING DIVISION REVIEW COMMENTS:

(Penelope Cruz, Principal Planner (386) 506-5671/pcruz@port-orange.org):

1. In the Site Data Table, in the setback data, change “Max. Lot Coverage” to “Max. Building Coverage”. The maximum building coverage is 30% and the maximum lot coverage is 70% [LDC, Ch. 17, Sec. 27].
2. In the Site Data Table, in the Parking Specifications, change the on-site parking provided to 9 (8 REG, 1 H.C.) and 8 off-site through Special Exception – Case No. 18-70000001.
3. Label wheel stops or pavement markings to distinguish compact car spaces from full size car spaces. [LDC, Ch. 12, Sec. 6)(h)].
4. Provide an extension of the drive aisle a minimum of five feet beyond the last space to the south to provide for vehicular maneuvering [LDC, Ch. 12, Sec. 6(c)(1)(k)].
5. Revise the plans to show the 4’ sidewalk along Lafayette Street extending south to Dunlawton Avenue. [LDC Ch. 12, Sec. 8(e)(1)(f)]
6. **Advisory:** Be advised that the Phasing Agreement for the First United Methodist Church requires the 4’ Lafayette Street sidewalk all the way to Herbert Street to be constructed by May 29, 2018. The details from the approved plans and the phasing agreement have been emailed to the applicant.

LANDSCAPING REVIEW COMMENTS:

(Penelope Cruz, Principal Planner (386) 506-5671/pcruz@port-orange.org):

1. Provide an irrigation plan consistent with requirements of Ch. 13, Sec. 2 (c) and Sec. 7, LDC and the Volusia County Water-wise Landscape Irrigation Ordinance.
2. Revise the width of the Lafayette St. roadway buffer listed to read ten-foot (10’) wide, not 30’.
3. Provide tree conservation easements over the two protected specimen trees on-site. The minimum size of such easement shall be one-foot diameter for every one-inch diameter at breast height or the dripline of the tree, whichever is greater [LDC, Ch. 9, Art. II, Sec. 16 (b)].

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

1. Show all existing and proposed ground equipment, combination disconnects and exterior electrical panels, et. al. on the west side of the building and the large wooden chest and verify code required 30” work clearance will be provided between new building and existing building.
2. Stabilize bare storm water management area with shade tolerant sod.
3. Show existing utility pole & palm trees in Lafayette Right-of-Way near Northeast property corner.

4. Show drip lines of two Southern Red Cedars between Church Parking Lot and Lafayette Street.
5. Show existing storm drain drop inlet. Specify a six-inch thick concrete surround as part of the proposed Lafayette sidewalk improvements.
6. Right-of-Way is too narrow for earthen shoulder and proposed sidewalk parallel Lafayette Street as shown. Provide Type F Curb and Gutter [FDOT 2016 Greenbook Table 3-15].
7. Provide new three-foot wide (minimum) valley gutter to channel runoff across the exiting driveway to existing inlet
8. Repour driveway apron if necessary to achieve 2% maximum cross slope.
9. **Advisory:** Consider locating the HC space opposite an existing front door.
10. **Advisory:** As part of the site improvements, repair the existing private parking light lots and spotlight located in the large landscape island adjacent to the driveway.
11. **Advisory:** Repair heaved up brick pavers (trip hazard and motorcycle tip hazard).

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

1. Comments below are applicable to the civil drawings provided to the building Division unless noted otherwise.
2. **Advisory:** Review for applicable code requirements for proposed addition will be performed at the time of permit submittal.
3. **Advisory:** Separate permit applications are required for: new addition, light poles And signs. Contact the building division if there are any questions or concerns about permit requirements for work specifically mentioned.
4. SDRC review does not include buildings, signs, light poles, etc. Unless otherwise noted in this report.
5. **Advisory:** Permits for wells and irrigation systems must be obtained from Volusia County.

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

1. Revise building elevations to clearly indicate that an 8x8 sign with insert of "R" in Maltese cross will be posted in accordance to section 633.222 of FS and Rule 69A-60.0081 of FAC. Such sign shall be affixed within 24 inches of the primary entry to building and sign shall be mounted a minimum of 4 feet to bottom of sign and a maximum of 6 feet to top of sign from grade or walking surface.

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. Show all existing underground utilities on site and within the right of way. For example, the existing sewer lateral servicing the existing building.
2. Clarify how the proposed building will tie into the utilities on site. For instance, will the existing services be used or will there be new water and sewer services?

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. Revise application to accurately reflect ownership of the property. Appears to be owned by **Occasioni Del Sole, LLC**.
2. Off Site/ Shared Parking special exception must be approved PRIOR to the Site Plan approval. [Sec. 6, Ch. 12, LDC]
3. Written agreement for off-site parking shall be approved by City Attorney's office to ensure the continued availability of the off-site parking facilities for the use they are intended to serve. [Sec. 6(c), Ch. 12, LDC]
4. 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. [Sec. 4(b)(4), Ch. 6, LDC]. Clarify the utility easement shown on the site plan as proposed or, if already existing please add the OR Bk and Pg of the recorded document.
5. Site improvement agreements. If improvements are to be constructed on public property, or within a public right-of-way or easement, a site improvement agreement (SIA) between the property owner/developer and the city is required to guarantee completion. The agreement shall be approved by staff and on a form furnished or currently approved by the city, and shall be executed by the mayor and attested by the city clerk prior to issuance of a development order. The guarantee, in a form acceptable to the city, shall be in the amount of 110 percent of an engineer's signed and sealed estimated construction costs or of the sum of the actual construction contracts. The agreement shall provide for a one-year warranty on all improvements from the time of city acceptance, to be submitted prior to acceptance, in the amount of ten percent of the actual construction cost. [Section 5(b), Chapter 6, LDC]
6. For the off-site parking, label the Access Easement with the OR Bk and Pg of the recorded document. Forward document for review by the City Attorney's Office.
7. **Advisory:** The easements conveyed to the city require sketch and legal descriptions by a licensed surveyor, preferably provided to the city staff no later than (60) days prior 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 10.5 or larger. (E-Mail copy or other duplication of the legal description will not be accepted).

PUBLIC WORKS REVIEW COMMENTS: (Kristine Martin, Engineering Inspector (386) 506-5597/kmartin@port-orange.org; Mick Neals, Solid Waste Manager (386) 506-5571/mneals@port-orange.org):

1. No comments.

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

1. No comments provided.