

SDRC MEETING DATE OF APRIL 3, 2019

MODIFICATION OF AN APPROVED SITE PLAN (OVER 3 YEARS)/
MADELINE/WILLIAMSON PROPERTY (FKA WORD OF FAITH CHURCH)
CASE NO. 19-82000001
OUTSTANDING TECHNICAL COMMENTS AS OF MARCH 29, 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. Provide clear delineation around the Phase 1 and Phase 2 improvements. As discussed at the pre-application meeting, Phase 1 improvements are to include: all utilities to service the building, fire hydrants, repairs to the stormwater drainage structures and swales, parking and drive aisles for the shell building, stabilized access to the cell tower site, a dumpster enclosure, landscape buffers around the perimeter of the site, vehicular use screening around the parking areas, foundation plantings around the shell building, irrigation for required landscaping, construction of the access driveway from Madeline Ave., sidewalks from Madeline Ave. to the building, 8-foot sidewalks along Madeline Ave. and Williamson Blvd., repair and completion of construction of the exterior of the shell building, and required easements for access, drainage, and maintenance [LDC, Ch. 6, Sec. 3(d)(2)]. Phase 2 improvements include completion of the parking lot, construction of the driveway to Williamson Blvd., and relocation of the dumpster enclosure.
2. Add notes to list the proposed site improvements in Phase 1 and Phase 2 (see list of required Phase 1 improvements above) to Sheet C4.
3. Add a note to Sheet C4 stating Phase 2 improvements will be required to be completed when a tenant for the building is identified. Phase 2 improvements will be required to be completed prior to issuance of a Certificate of Occupancy for any tenant.
4. A Site Improvement Agreement for the sidewalk and intersection improvements in the Madeline Ave. and Williamson Blvd. rights-of-way will be required. The agreement shall be approved by staff and on a form furnished or currently approved by the city. The executed SIA shall be submitted with the site plan resubmittal, in order to 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 [LDC, Ch. 6, Sec. 5(b)].
5. A Transportation Fair Share Agreement will be required for Williamson Blvd. once a tenant/use is identified.
6. In the site information table on Sheet C1, Provide the correct short parcel ID (6201-00-00-0050) and the correct proposed and existing Future Land Use (Commercial).

7. Provide a calculation for the number of parking spaces provided for Phase 1 and number of spaces proposed to be deferred to Phase 2 on Sheet C1 [LDC, Ch. 12, Sec. 4(d)].
8. Add a 5-foot extension to the end of the proposed dead-end aisle where Phase 1 limits will cut off the parking on the west side of the building [LDC, Ch. 12, Sec. 6(c)(1)(k)].
9. Verify if any site lighting is proposed. If so, please indicate the location of the parking lots lights on the site plan and provide a detail of the light poles and fixtures to be used. In addition, please include a note that glare guards will be installed to prevent light from spilling onto or producing excessive glare onto neighboring properties and rights-of-way [LDC, Ch. 12, Sec. 6(l)].
10. Fifteen percent (15%) of the square footage of any development shall be designated for the protection of existing trees. The area may include required landscape buffers. Provide calculations to verify compliance with the 15% minimum tree preservation area and depict this area on the plans [LDC, Ch. 9, Sec. 17].
11. Identify any trees in the perimeter buffers 6" or larger [LDC, Ch. 9, Sec. 16(e)]. The calculation for existing trees on Sheet LA1 may need to be updated pending results of this comment.
12. A minimum of 65% of any landscape buffer over 10 feet shall be set aside for the preservation of existing trees [LDC, Ch. 13, Sec. 3(g)(3)(a)].
13. Credit for existing vegetation may be used if trees meet the required minimum size requirements [LDC, Ch. 13, Sec. 6(d)].
14. Protective barricades will be required to be shown on the demolition plan around any trees to remain on site [LDC, Ch. 9, Sec. 14].
15. Add a note to Sheets C4 and LA1 that any ground mechanical equipment will be required to 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)].
16. Add a note to Sheet C4 any proposed wall mounted equipment such as meters, boxes, vents, and louvers will be required to be painted to match the building [LDC, Ch. 14, Sec. 4(g)].
17. Provide an irrigation plan that complies with the Volusia County Water Wise ordinance [LDC, Ch. 13, Sec. 7].
18. **Advisory:** The monument (freestanding) sign requirements for a 29,000 square-foot multi-tenant building are as follows [LDC, Ch. 15, Sec. 4(c)]:
 - Maximum height: 12 feet. 2 additional feet in height may be allowed for architectural embellishments consistent with the architecture of the building.
 - Maximum sign area: 84 square feet
 - Maximum number of tenant panels: Five (5)
 - Minimum panel size: Eight (8) square feet
 - Minimum setbacks: 25 feet from side lot lines, 5 feet from the right-of-way. Sign must comply with the visual clearance requirements in Ch. 16, Sec. 6, LDC.

- The sign structure must complement the building in regards to materials, color, finish, and architectural features.
- Freestanding signs are required to have a minimum 18” base.
- The numeric street address of the property must be located on the side of the sign facing the right-of-way and at the top of the sign cabinet.
- Landscaping is required around the base of the sign in accordance with Ch. 15, Sec. 4(c)(4)(e), LDC.

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):

1. Confirm with an updated survey, that the existing building is located 95.5’ from the eastern property line. It appears there is more land between the existing building and the eastern property line than shown on the plans. This may impact the Land Use Table and Parking Calculations on Sheet C1. **Suggestion:** Designate Land Use Table and Parking Calculations by Phase for clarity.
2. The limits of the right of way sidewalk extension along Madeline Avenue and Williamson Boulevard are indicated as being included in Phase 2. Revise plans to clearly show the sidewalk improvements as part of Phase 1.
3. Sheet C2 General Notes note 9: Replace “Daytona Beach” with “Port Orange”.
4. Sheet C2 General Notes note 16: Replace “756-5366” with “506-5662”
5. Sheet C2 Clearing & Grading note 16: Replace “756-5401” with “506-5905”
6. Sheet C2 Clearing & Grading note 18: Add “Soil stockpiles must be stabilized or covered at the end of each workday.” [LDC Chpt. 10 Art. 1, Sect. 5 (d) (5) (c)]
7. Sheet C2 Roadways note 9: Eliminate note if not applicable or add LBR to conform with the City’s Standard Construction Details. **Suggestion:** Eliminate not applicable Roadway and Parking Area Design and Construction Notes referring to subdivisions and roadways.
8. Sheet C3: Identify limits of clearing/grubbing for Phases 1 and 2.
9. Sheet C3: Add erosion control for outfall structure.
10. Sheets C3 and C6: Note existing power boxes and transformers that will remain.
11. Sheet C4: Provide a fire apparatus access route and provide a 20’ minimum radius along the path. The 10’ radius at the internal parking lot intersection shall be increased to a minimum 20’ radius. [LDC Chapter 12, Sec. 3 (1)]
12. Sheet C4: Call out radii for Madeline Avenue access.
13. **Suggestion:** On Sheet C4, add Accessible Parking signs so locations and type are clear. We’ve learned from accessibility training that wheel stops are a hazard to disabled persons. We are in the process of changing our City Standard Detail to eliminate wheel stops for accessible spaces and employ the use a bollard accessible sign. Please consider specifying a bollard accessible sign.
14. Sheet C4: Conform dumpster dimensions to detail on Sheet C9.
15. Sheet C4: Specify mountable curb for porkchop island.
16. Sheet C9: Note 6 states dumpster location is temporary and PVC fencing will be used instead of block or wood. On Sheet C4, state PVC Fence screen for clarity.

17. **Suggestion:** On Sheet C4 and throughout, clarify if drive aisle directional arrows are proposed in Phase 1.
18. Sheet C5: The handicap ramps do not meet accessibility requirements. Either conform ramp landing and ramp slopes to City Standard Detail M-11 shown on Sheet C9 or provide minimum 36" wide landing at the top of the curb ramp as shown below from the Florida Building Code - Accessibility.

406.4 Landings.

Landings shall be provided at the tops of *curb ramps*. The landing clear length shall be 36 inches (915 mm) minimum. The landing clear width shall be at least as wide as the *curb ramp*, excluding flared sides, leading to the landing.

EXCEPTION: In *alterations*, where there is no landing at the top of *curb ramps*, *curb ramp* flares shall be provided and shall not be steeper than 1:12.

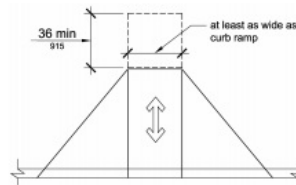


FIGURE 406.4
LANDINGS AT THE TOP OF CURB RAMPS

406.5 Location.

Curb ramps and the flared sides of *curb ramps* shall be located so that they do not project into vehicular traffic lanes, parking spaces, or parking access aisles. *Curb ramps* at *marked crossings* shall be wholly contained within the markings, excluding any flared sides.

19. Sheet C5: Specify grades at dumpster.
20. Sheets C5 and C7: Clarify existing conditions for structure(s) at north end of Williamson Boulevard swale.
21. Sheet C5: Evaluate the grades along east side of the parcel between the parking lot and swale. The height difference is up to 2.55' which would require a wall to conform with the City's maximum 4:1 slope. Evaluate whether the grading at the parking lot at the southeast corner of the stormwater pond will be able to meet the City's maximum 4:1 slope between the sidewalk and the pond's top of bank. Suggestion: Provide fine grades for the accessible route sidewalk to verify the design does not have any drops that would require a handrail. [LDC Chpt. 10, Sect. 5 (d) (1)]
22. On Sheet C5, label or delete dashed line rectangle at southeast corner of pond.
23. Sheets C5, C7, C8: Show conflicting grades between the original survey and current grading conditions. Suggestion: Limit original survey limits to offsite or turn off layers with outdated information.
24. For clarity, indicate phase limits on Sheets C7 and C8.
25. Sheet C8: Increase lettering size identifying 8' sidewalk to 0.10" minimum.
26. Secure Volusia County ROW Use Permit for DW & SW work.

BUILDING DIVISION REVIEW COMMENTS: Allan Tischler, Chief Building Official (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. Review for applicable code requirements for building will be performed at the time of permit submittal.
3. **Advisory:** Separate permit applications are required for: Building repairs, dumpster enclosure, fence, light poles, signs, etc.
4. **Advisory:** SDRC review does not include building repairs, accessory structures, lights poles, signs, dumpster enclosure etc. Unless otherwise noted in this report.
5. **Advisory:** Permits for wells and irrigation systems must be obtained from Volusia County.
6. **Advisory:** Additional handicap parking spaces may be required to be provided depending on the future use of the building.

PUBLIC UTILITIES DEPARTMENT REVIEW COMMENTS: (Junos Reed (386) 506-5754; jureed@port-orange.org):

1. Add to the General Notes stating: "All construction shall be in conformance with the City Standard Construction Details, Latest Version, unless otherwise specifically approved." [LDC, Ch. 11, Sec. 2 (b)]
2. Add to General Notes stating: "City required testing that must be performed and submitted prior to final acceptance and prior to commencement of and/or any final paving operations" as per Detail S-2, note 20 & 21.
3. Add the following City Standard Construction Details adopted December 2008 [LDC, Ch. 11, Sec. 2 (b)]:
 - Sanitary Sewer Construction Notes (S-2)
 - Standard Manhole (S-6) – With respect to final paving
 - Cleanout (S-16)
4. Show all existing and proposed utilities (size, depth and type) on and adjacent to the development. For design crossings of potable water mains, gravity sanitary sewers, force mains, reclaimed water mains, or storm sewers, please 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)], [LDC, Ch. 11, Sec. 3(a)] and [LDC Ch 11 Sec 8 2(a)(b)]
5. Each owner and customer shall be responsible for the inspection and maintenance of backflow prevention device(s) and shall file a test certification from a certified tester that each device. Please provide the Public Utilities Division with the testing and passing results of all existing backflow devices located adjacent to the Madeline Av. driveway. [Code of Ordinances, Ch. 74 Utilities, Article VIII, Sec. 74-249]
6. Provide fire flow calculations. Per Table 11-1 of the Land Development Code, minimum design fire flow of 1,500 gpm while maintaining a residual pressure of 20 psi. [LDC Ch 11 Sec 3 Table 11-1] Per the plans there is an existing hydrant located on site. Additionally, per the plans, a 4-in PVC main provides building fire protection.
7. Where a sprinkler or standpipe system is provided, a fire hydrant shall be located at least 50 feet away from the structure but not more than 75 ft away from the fire dept. connection (FDC) for the system [LDC Ch11 Sec 3(c)(2)]

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8. Sheet C5: Where existing grades are shown to be increased by fill and/or where existing utilities are located in areas of proposed pavement, please note on the plans “that all valves and boxes, manhole lids and covers, and similar appurtenances must be adjusted accordingly to match the finished grade.”
9. Sheet C5: The existing “MH#4” at Madeline drive access is to be located within a proposed sidewalk. Please ensure Top of Cover (TC) elevation will match proposed grade with top being modified as required.
10. **Advisory:** It may be necessary to remove/replace structure top and/or to reorient cover as far from sidewalk centerline as possible (i.e. eccentric top) with coordination of Volusia County.
11. Sheet C6: Existing water, sewer and reclaimed services appear to be based on design and not as-built records. Staff has no utility as-built records on file from site improvements constructed on and adjacent to this parcel. As such, please provide Public Utility Division with As-Built Drawing(s) of those constructed utilities both on-site and within the adjacent Madeline Av. & Williamson Blvd ROWs and revise plans accordingly.
12. Sheet C6: Per City records, in 2012, a communication tower was constructed and underground utilities (electric and telecommunications) were extended to the tower at the north corner of the site. These existing utilities begin near the Madeline Av. drive access/ right-of-way and run along, “over and under”, the existing on-site water & sewer via an existing utility easement located at the rear of the building and terminating at the tower. All utilities associated with construction must be shown.
13. Sheet C6: Call out for the clean out (C.O.) “to be maintained” and a note that all existing utilities are to be maintained. [Florida Building Code section 708.3]
14. Sheet C6: The building footprint should show up as an existing layer (lighter line type) only where no improvements are proposed.
15. **Suggestion:** Remove phasing cross hatch from Utility Plan. It makes it difficult to see the existing utilities serving the site. Staff recommends revising the Utility Plan to show limits of phasing in a separate view/window
16. Sheet C6: Show all existing and proposed easements. It appears some easements are not indicated on plans, namely the Drainage easement crossing the Williamson Blvd. drive access, the 20 ft Utility/Access Easement (Identified on Dimension plan, Sheet C4), and the Drainage easement limits over pond(s). Please label easements as “proposed” or “existing”. Also, revise the 12ft easement along ROW’s to be utilized for Utility & Drainage. [LDC Ch 6 Sec 4(b)(4)]
17. Sheet C6: Currently water meters are shown outside of the City’s 12 ft Utility & Drainage Easement along Madeline Av. ROW. Please note that per City’s standard construction details, meters are to be located within an easement. If meters are outside of the 12 ft Utility & Drainage Easement, it will be necessary to provide easement(s) to encompass meters.
18. Sheet C6: A fire department connection (FDC) is indicated as existing in the legend but not called out or labeled to verify the 75ft hydrant spacing. Please show FDC and dimension its’ spacing.

19. Sheet C6: Existing structure exceeds 10,000sq.ft., therefore required fire hydrant spacing is 400 ft. [Table 11-1 b, LDC, Ch.11 Sec. 3(c)(1)] The proposed hydrant spacing appears to not meet this requirement. An additional hydrant will be needed at the building western corner.
20. Sheet C6 and LA1: Show irrigation source and location of service with meter size and backflow prevention, and connection details. [LDC Ch 11 Sec 5(b)(2)]. Additionally, all site development over five (5) acres shall be "interruptible" and have a back-up source of irrigation water with booster pumps. Please account for an irrigation design plan to be reviewed in future resubmittal.
21. Sheet C6: An "existing 1-in water meter" at the Madeline Av. drive access is called out. Staff is not able to verify this connection was performed. Additionally, the location appears to be within a proposed concrete walk. Please review and revise location, placing the connection outside limits of any proposed construction and within an easement as previously outlined above.
22. Landscape plans shall clearly depict the design location of plantings relative to the location of (public) utilities and stormwater infrastructure in order to evaluate potential conflicts. [Standard Construction Detail S-1(23)]
23. Note that hydrants are to be located 4 ft (min.) from edge of paving with no shrub or other object blocking hydrant from normal view as seen from roadway... (with) the large connection facing nearest roadway. [LDC Ch11 Sec 3(c)(6)] There appears to be a landscaping conflict with the existing hydrant to be maintained adjacent to the pond. Additionally, the hydrant appears to have the wrong orientation. Please revise accordingly.

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):

1. Sheet C4: Call out type of curb (Environmental or Miami) and radii at Madeline Avenue driveway; use standard (two 12" white) lines at crossings instead of special emphasis markings; the presence of roadway median removes the need for a "Do Not Enter" sign at the proposed Madeline Avenue driveway; show (un-shade) existing junction and manhole at Madeline Avenue entrance; use standard (two 12" white) lines at crossings instead of special emphasis markings at Madeline Avenue; confirm stormwater junction under proposed Madeline Avenue driveway does not require access manhole.
2. **Suggestion:** Sheet C4: Call out proposed signs (only leaders shown) and check sign orientation at the entrance to Williamson Boulevard; confirm diameter of proposed driveway radii at Williamson Boulevard; call out type of curb (Environmental or Miami) at Williamson Boulevard; use standard (two 12" white) lines at crossings instead of special emphasis markings at Williamson Boulevard driveway; a "One Way" sign may be needed at the roadway median south of the Madeline Avenue driveway; mountable curb should be considered at the porkchop island at Madeline Avenue or pavement with pavement markings instead to remove such a small remote landscape island; consider reconfiguration of Madeline Avenue driveway to three lane exit driveway (right in,

- left out and right out) and left out opening in Madeline Avenue median - presently eastbound traffic path does not exist from either driveways.
3. Sheet C5: Show grading off-site along property perimeter in 1 ft increments from proposed site grades to existing grades; review and confirm grading at the proposed sidewalk at the northwest corner of property; review and confirm grading at the south easterly property corner; update drawing with existing configuration at EX-ST-9; Madeline Avenue runoff appears to be entering site based on lower site elevations – please confirm; show sidewalk grades; provide grades/cross section at sidewalk and driveway at Madeline Avenue.
 4. **Suggestion:** Sheet 5: Williamson Boulevard runoff appears to be entering site based on lower site elevations – please confirm; provide grades/cross section at sidewalk and driveway at Williamson Boulevard.

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

1. Revise Plan Sheets to graphically depict and label the real property encumbered by long-term land lease between property owner and Capital Telecom. Portions of demolition of site improvements appear to be within that leased property; the Tenant may have rights in conflict with the scope of work proposed by the site plan currently under review; i.e., demolition of existing gravel road to existing tower.
2. Add a Note to the plans to acknowledge the existing tower lease.
3. Revise Plan Sheets to graphically depict and label the easement to Florida Power & Light filed of record at OR Book 4850, Page 1916, PRVCF.
4. Plan Sheet C-4. At the top left corner is a label for Existing 20' Utility and Access Easement. Please advise if this is the above-mentioned FPL easement. If yes, supplement label with recording OR Book and Page.

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. Fully delineate the retention easements on the site plan. Drainage easement around main retention area appears a portion of the line is turned off. Recommend adding label of retention when identifying the easements over the retention areas.
2. Provide a drainage easement over the smaller retention area.
3. Survey must be certified to owner and City.
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 (*Chap. 6, Sec. 4(b)(1), LDC*).
5. Site Improvement Agreement for public improvements in the course of development will be required pursuant to *Ch. 6 Sec. 5(b), LDC*.
6. **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** 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).

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

Comments to be submitted under a separate cover.

1. Verify clearance of front overhang – a minimum 13'6" required at lowest for FD access.



STAFF DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES

MEETING DATE: April 3, 2019
TIME: 9:00AM-9:11AM
LOCATION: CITY HALL COMMUNITY DEVELOPMENT
2ND FLOOR CONFERENCE ROOM
CITY HALL, 1000 CITY CENTER CIRCLE

PROJECT: Modification to an Approved Site Plan/Madeline/Williamson Property (FKA Word of Faith Property)
ADDRESS: 4015 S. Williamson Blvd.
CASE NO. 19-82000001

ATTENDING CITY STAFF REPRESENTATIVES

Penelope Cruz, Planning Manager
Melanie Schmotzer, Development Review Technician
Gwen Perney, Senior Planner
Larry Roberts, Community Development Engineer
Alex Popovic, Public Works Engineering Intern
Linda Johnson, Right-of-Way Agent
Junos Reed, Public Works and Utilities Engineer
Shannon Balmer, Assistant City Attorney

ATTENDING REPRESENTATIVES FOR APPLICANT

Randy Hudak, Zev Cohen & Associates, Inc.
Ryan Duggen, Zev Cohen & Associates, Inc.
Hassan Saboungi, Saboungi Construction

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 checked="" type="checkbox"/> Right-of-way	<input checked="" type="checkbox"/> City Attorney	<input checked="" 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.