



# STAFF DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES

**MEETING DATE:** May 23, 2018  
**TIME:** 10:05AM-10:40AM  
**LOCATION:** CITY HALL COMMUNITY DEVELOPMENT  
2<sup>ND</sup> FLOOR CONFERENCE ROOM  
CITY HALL, 1000 CITY CENTER CIRCLE

**PROJECT:** Modification of an Approved Site Plan/Dollar General (Feria Rental Yard)  
**ADDRESS:** 5440 Ridgewood Avenue  
**CASE NO.** 18-82000006

ATTENDING CITY STAFF REPRESENTATIVES

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

ATTENDING REPRESENTATIVES FOR APPLICANT

Michael R. Anderson  
Leo Massey

ATTENDING CITIZENS

N/A

Comments Received From:

<input checked="" type="checkbox"/> Planning	<input checked="" 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 checked="" type="checkbox"/> City Attorney	<input type="checkbox"/> Public Works

Resubmittal Date:

Required resubmittal day: July 26, 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 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 MAY 23, 2018

MODIFICATION TO AN APPROVED SITE PLAN/  
DOLLAR GENERAL (FERIA RENTAL YARD)  
CASE NO. 18-82000006

OUTSTANDING TECHNICAL COMMENTS AS OF MAY 18, 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. Update the title to state “Case No. 18-82000006 - Modification to Approved Final Site Plan Case No. 08-80000017” [LDC Ch. 6, Sec. 5].
2. Provide a Zoning Map to identify the zoning of the subject property as “Ridgewood Development (RD)” and the zoning of the surrounding properties on the cover sheet [LDC Ch. 6, Sec. 5(a)(1)(h)].
3. Include a site data table that identifies the pervious and impervious area, open space provided based on the site plan, along with the requirements for the Ridgewood Development (RD) zoning district. [LDC Ch. 6, Sec. 5(a)(6)] [LDC Ch. 17, Sec. 27].

District	Minimum Living Area/D.U. (Sq. Ft.)	Minimum Lot Area/D.U.	Minimum Lot Width (Ft.)	Maximum Building Coverage	Minimum Open Space	Minimum Building Setback (Ft.)			Maximum Height (Ft.)
						Front	Side	Rear	
RD	—	10,000 sq. ft. <sup>B</sup>	100 <sup>B</sup>	35%	20%	D	15* <sup>C</sup>	25*	45
B	Minimum lot width and area apply to newly created lots.								
C	The side setback may be reduced to zero feet, where adjacent to existing buildings with a side setback of zero feet, or where coordinated with proposed buildings with a side setback of zero feet. Otherwise, the side setback may be reduced to ten feet, if consistent with the adopted building codes, on lots that are less than 100 feet in width.								
*	Commercial building setbacks adjoining residential zoning shall be equal to or greater than building height.								

4. On the plan label and show the existing streets, lot lines, and easements adjacent to the subject property [LDC Ch. 6, Sec. 5(a)(1)(f)].
5. Indicate and label on all sheets the 12-foot drainage and utility easement along the road frontage [LDC Ch. 6, Sec. 4(b)(4)].
6. Provide the original Site Plan Sheet – 4, Paving Grading & Drainage Sheet – 5 and Utility Plan Sheet – 6, Final Site Plan, Case No. 08-80000017, as a reference due to the site being master planned for stormwater, drainage, utilities, shared access/egress easements and landscaping/tree preservation.
7. Identify and label the equipment rental display area. Indicate the equipment rental display area for the total square footage. The equipment display area is to be designed for customers to access and maneuver the equipment off-site [LDC Ch. 6, Sec. 5(a)(1)(g)].
8. The display of the all rental equipment, new and used, shall be located only in designated areas approved as part of this site plan [LDC Ch. 16, Sec. 1(e)(3)(b)].
9. Is more lighting proposed? If so indicate the location of any new proposed light poles on all sheets [LDC, Ch. 12, Sec. 6(l)].
10. What are the proposed hours of operation? If the business is to be open after dark, glare guards are required to be installed on all new and existing lighting. Provide a note

- that states “the lighting from the parking lot lights shall not shine directly upon any adjacent roads or properties, and shall not produce excessive glare” [LDC, Ch. 12, Sec. 6(l)].
11. Add a note stating utilities are provided underground. According to the LDC, electric, cable, and other telecommunications utilities must be provided underground to the building [LDC, Ch. 11, Sec. 8].
  12. The removal of the existing vinyl fence along the southern property line, that adjoins the subject site and 5460 S. Ridgewood Avenue to connect the two sites is not permitted. According to the LDC the expansion of a non-conforming use, “construction contractor’s yard and storage” is not a permitted use and cannot be enlarged or increased [LDC Ch. 3, Art II, Sec. 8(c)(1); LDC Ch. 17, Sec 25].
  13. The proposed 8’ high opaque fence is required to be designed as an integral feature of the architectural design of the primary structure [LDC Ch. 14, Sec. 4(h)]. This includes the use of similar materials, colors and finishes as the principal structure (i.e. white PVC fencing).
  14. Provide a detail for both the security gate and perimeter fencing. According to the LDC, the security gate and fence must be decorative and architecturally compatible with the building (i.e. white PVC fencing). The use of chain-link is not permitted by the LDC [LDC, Ch. 14, Sec. 4(h)].
  15. Typically, new development has a monument sign for identification purposes for customers. If one is proposed, indicate the proposed location of the monument sign on the site plan and landscape plan, along with the required landscaping. The monument sign must be set back a minimum of 5’ from the property line. 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 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.
  16. Provide a note that states: “The development site is exempt from the 15% tree preservation requirement, as the requirements were already met in Case No. 08-80000017, according to Chapter 9, Article II, Section 17 of the LDC.”
  17. The LDC requires a tree survey of specimen trees 6” or greater DBH on the overall project area and all other trees 6” or greater DBH located within required landscape buffers, along right-of-way and within required perimeters [LDC Ch. 9, Art. II, Sec 17]. Provide a tree survey of any trees remaining on site in the Master Planned Tree protection area. According to the Construction As-builts on file from 2009, the portion of the subject property along Dubois Avenue, were in the Master Planned Tree protection area. However, if no trees remain on site and there are no trees greater than 6” DBH in the required buffers or the Master Planned Tree protection area, the project engineer can provide a note that states “the project engineer has verified via an on-site evaluation that no other trees, both specimen and all other species, both 6” or greater DBH, exist on site”.
  18. Indicate the number of 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)]. If there are no specimen trees on site, provide a note.
  19. Chapter 9, Article II, Section 22 of the LDC states “when a stop work order is issued a land owner is required to file a restoration plan to the Community Development Department for all unauthorized removal of trees and vegetation” (Code Case No. 18-00000033). According to the 2009 As-builts, a total of 29 trees were removed without a permit: 5 specimen trees, 6 non-specimen trees and 18 palm trees. A mitigation

- payment of \$4,412.07 may be made into the tree bank for the 5 specimen trees removed. The remaining 18 palms and 6 non-specimen shade replacement trees, four-inch caliper, 14-feet high at time of replacement, are required to be planted on site. However, a formula may be created to allow for the upsizing in lieu of planting the 18 palm trees [LDC Ch. 9, Art.II, Sec. 22]; [LDC Ch. 9, Art.II, Sec. 19(e)]; [LDC Ch. 9, Art. II, Sec 15].
20. According to the LDC, a commercial site is required to provide 1 tree per 2,500 square feet of site area. The site is 40,198 square feet and requires a minimum of 16 trees on site [LDC, Ch. 9, Sec. 15(a)]. A minimum of 50% of the required 16 trees (8 trees) are required to be located within the 15% tree preservation area [LDC, Ch. 9, Art. II, Sec 17].
21. The 8' fence around the perimeter of the property is required to be landscaped with one shrub per four lineal feet of fencing, one understory tree per 25 lineal feet of fencing and one shade tree per 50 lineal feet of fencing:
- 140' of fencing with 35 shrubs, 6 understory trees and 3 shade trees are required. Landscape material which fall in the buffer may be counted towards this requirement. Based on the landscaping material proposed to be installed an additional 3 understory trees are required;
  - 115' of fencing with 29 shrubs, 5 understory trees and 2 shade trees are required. Landscape material which fall in the buffer may be counted towards this requirement. Based on the landscaping material proposed to be installed an additional 5 understory trees and 29 shrubs are required;
  - Based on 50' of fencing facing the east 13 shrubs, 2 understory trees and 1 shade tree are required;
  - Based on 54' of fencing facing the north 14 shrubs, 2 understory trees and 1 shade tree are required [LDC Ch. 13, Sec. 5(c); LDC Ch. 13, Sec. 3.5(c)].
22. Indicate and label the landscape buffers on all sheets [LDC Ch. 6, Sec. 5(a)(2)].
23. Provide and indicate the 20' type 3 landscape buffer along the Dubois Avenue property line which requires 4 shade trees, 4 understory trees and 40 shrubs [LDC Ch. 13, Sec. 3].
24. Update the vehicular note parking note to state, "the vehicular use area and the necessary calculations to verify that the 10% vehicular use area landscaping requirement is not necessary due to the subject sites being location in the Ridgewood Development District" [LDC, Ch. 13, Sec. 4(b)].
25. 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 [LDC, Ch. 13, Sec. 2(c)].
26. **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].

**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):

1. **Advisory:** The proposed rental yard is a modification of an approved site plan which included a combination stormwater treatment and stormwater attenuation system.
2. **Advisory:** The approved combination stormwater treatment and stormwater attenuation system was ordered to serve both the subject property and the adjacent Dollar General property with 5,815 square feet of the subject property tributary to the combination treatment and attenuation system remaining pervious.

3. **Advisory:** Port Orange Code of Ordinances Chapter 74, Article 5, Section 74-156 Definitions defines impervious surfaces as “those hard-surfaced areas which either prevent or retard the entry of water into soil mantle, as it entered under natural conditions prior to development, and/or cause water to run off the surface in greater quantities or at an increased rate of flow from that present under natural conditions prior to development.”
4. Redesign to provide a minimum of 5,815 square feet of pervious area which allows entry into the soil mantle as it entered in natural conditions prior to development or, design, permit, and reconstruct the combination stormwater treatment and stormwater attenuation system to meet the proposed combination of impervious surfaces and City stormwater management portions of the Land Development Code.
5. Identify polygons of pervious area within the rental yard complete with lettering stating the amount of pervious area in each polygon.
6. Specify stabilization of pervious areas with grass and/or landscaping.
7. Terminal islands, interior islands and other landscaped areas adjacent to driveways or susceptible to vehicular turning movements shall be separated from vehicular use by non-mountable, reinforced concrete *curbing* of a type approved by the city. *Curbed* landscaped areas shall be backfilled to a height of four inches below the back of *curb*, except where such backfill would impact an existing tree. Unreinforced extruded *curbing* shall be prohibited. The width of *curbing* shall be excluded from the calculation of the minimum dimensions of all required landscape areas. [LDC Chapter 13, Section 4 (d)(1)]

**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. Add a note 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. Note all existing and proposed utilities (size, depth and type) on or adjacent to the development. [LDC Ch 11 Sec 3(a)]
3. Provide existing topography, proposed grade elevations, existing utility information, etc. along all areas of existing rights-of-way and easements where proposed utility extensions or services are to be constructed to serve the development. [LDC Ch 5 Sec 7 (c)] prelim [Ch 6 Sec 8(a)(2)(b)] final plat or Ch 6 (b)(1)
4. Where existing grades are shown to be increased by fill in areas of existing utilities, 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.
5. Where existing utilities are located in areas of existing pavement that is proposed to have an asphalt pavement overlay installed, 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.
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)]
7. Clearly depict on the landscape plan the location of all existing and proposed utility mains so that potential conflicts with existing and proposed utilities can be evaluated. [LDC Ch 8 Sec 4 (b)(4)]
8. Where reclaimed water is not currently available, plans shall show irrigation configuration to accommodate future connection to reclaimed water mains by locating pumps or potable water system connections adjacent to the right-of-way or other planned main location. [LDC Ch 11, Sec 5(a)(3)]

**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. This is a site plan modification and should reflect the **entire** site plan which includes the Dollar General site.
2. There cannot be access between the Masci site and this site as they are separate. Remove the note regarding removal of the fence.
3. Identify the cross access with Dollar General site as shown and planned on the original site plan.
4. Label all existing and proposed easements on the site plan.

**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.

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

**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):  
No comments.

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