



STAFF DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES

MEETING DATE: May 30, 2018
TIME: 10:00AM-11:00AM
LOCATION: CITY HALL COMMUNITY DEVELOPMENT
2ND FLOOR CONFERENCE ROOM
CITY HALL, 1000 CITY CENTER CIRCLE

PROJECT: Site Plan/L7101 Port Orange (Communications Tower)
ADDRESS: 5311 S. Williamson Blvd.
CASE NO. 18-80000001

ATTENDING CITY STAFF REPRESENTATIVES

Penelope Cruz, Interim Planning Manager
Melanie Schmotzer, Development Review Technician
Gwen Perney, Senior Planner
Larry Roberts, Community Development Engineer
Lynn Carter, Public Utilities Engineering Intern
Shannon Balmer, Assistant City Attorney

ATTENDING REPRESENTATIVES FOR APPLICANT

Gary Brundage, CLQ, LLC Project Manager
Gary Brundage, II, CLQ, LLC Acquisitions Specialist

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 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 30, 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 30, 2018

SITE PLAN/
L7101 PORT ORANGE (TOWER)
CASE NO. 18-8000001
OUTSTANDING TECHNICAL COMMENTS AS OF MAY 29, 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: (Gwen Perney, Planner (386) 506-5673/gperney@port-orange.org):

1. As per LDC, Ch. 16, Sec. (d)(1), In applying for a permit to construct a communication tower, the applicant shall:
 - a. Submit a comprehensive inventory of those communication towers in its ownership/operation, which are located within the city and within one-quarter mile of the city limits.
 - b. Submit a report from a registered structural or civil engineer which shall indicate the proposed tower's height, design, total anticipated capacity of structure (e.g. potential number/types of antennas which could be accommodated); the proposed method of constructing the tower; a list of antennas proposed for installation (including types and owners); and the proposed tower's proximity to the nearest residential uses and districts.
2. As per LDC, Ch. 16, Sec. 9(d)(3), a proposed communication tower shall not be approved unless the applicant demonstrates that there is a need for the communication tower which cannot be met by co-locating the subject antenna(s) on existing communication towers or by installing the subject antennas on alternative support structures. The applicant shall submit substantial evidence addressing one or more of the following factors:
 - a. Insufficient structural capacity of existing communication towers and alternative support structures.
 - b. Unavailability of suitable locations to accommodate system design or engineering on existing communication towers or alternative support structures.
 - c. Radio frequency interference or other signal interference problems at existing communication towers or alternative support structures.
 - d. The fees, costs, or contractual provisions required by the owner to share an existing communication tower or alternative support structure, or to adapt an existing communication tower or alternative support structure for use, are unreasonable. Costs exceeding new communication tower construction shall be presumed to be unreasonable.
 - e. Other factors which demonstrate the reasonable need for a new communication tower.
3. As per LDC, Ch. 16, Sec. 9(b)(8)(c), any person proposing to construct a communication tower within the city limits west of Interstate 95 and within a four-mile radius of the ends of the runways of the Spruce Creek Fly-In Airport shall be required to send a copy of the completed application for the communication tower by registered mail to the last known address of the owner, operator or licensee of the Spruce Creek Fly-In Airport by reference to the latest ad valorem tax records. The owner, operator or licensee shall have ten days from receipt of

the application to provide written comments to the administrative official relating solely to height and/or lighting concerns arising from the location of the proposed communication tower. The administrative official shall consider such comments and based on such comments shall be authorized to:

- i. Reduce the maximum height allowed for the proposed communication tower under subsection 4(b) of this chapter if the tower would constitute an airport hazard or result in an obstruction within an airport hazard area, as provided in paragraph 9(c)(4) of this chapter; or
 - ii. Impose lighting requirements in order to eliminate or reduce potential airport hazards, as provided in paragraph 9(e)(4) of this chapter.
4. Provide location of gopher tortoise burrows on the site plan. Provide description, notes and details on site plan outlining the approach to be used in protecting the species [LDC, Ch. 9, Art. IV, Sec. 32]
 5. **Advisory:** Gopher tortoise relocation permits from FWC, if applicable, shall be required prior to any land clearing.
 6. 1 tree per 2,500 square feet is required to be provided on site. Provide a calculation demonstrating compliance [LDC, Ch. 9, Sec. 15].
 7. Swamp Bay 12" and larger are specimen trees. A minimum 2 swamp bay must be preserved as per minimum requirements in LDC, Ch. 9, Sec. 16(b).
 8. Fifteen percent of the site must be set aside for tree preservation. Provide a calculation demonstrating compliance and indicate area on the site plan. [LDC, Ch. 9, Sec. 17].
 9. Protective barricades shall be constructed around all trees and vegetation designated to remain. Provide limit of protective barricade on clearing plan and provide City standard construction detail R-23 [LDC, Ch. 9, Sec. 14].
 10. Provide specimen/botanical name of required shade trees to be planted around the perimeter of the fence. Recommended materials are listed in LDC, Ch. 13, Sec. 6(b). Shade trees must be a minimum 10 feet in height at the time of planting. All landscape material required to satisfy this code shall be Florida No. 1 Grade or better.
 11. The proposed viburnum around the perimeter of the fence must be a minimum 30" in height at the time of planting [LDC, Ch. 16, Sec. 9(f)(1)].
 12. 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.
 13. **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 lepsein@port-orange.org):

1. Conform basis for wind design speed on both the Fall Zone Letter and the plans cover sheet.
2. Show wetlands on plans.
3. Show St. Johns Conservation Easement on plans.
4. Provide Erosion Control plan and details.

5. Show driveway clear of required 25-foot wide upland buffer [LDC Chpt 9, Article I, Section 5].
6. Continue to show 10' landscape buffer clear of the toe of the revised driveway slope(s).
7. Add a fine grading plan for the Monopole site.
8. Add specifications for the Monopole site paving.
9. Survey and add additional trees to the revised landscape buffer.
10. Minimum Light Commercial driveway width in Port Orange is 24 feet. Use 20' for this project to provide minimum width Fire Lane.
11. Specify minimum 20' clearance gates (inside hinge to inside hinge).
12. Specify a bollard mounted Knox Box complete with gate key and chain of custody documentation for each gate for Fire Department access through Fire Marshall Beau Gardner's office (386) 506-5905.
13. Minimum Light Commercial driveway radius is 20' [LDC Chpt 12, Section 3 (e)]
14. Specify a minimum three-foot shoulder sloped a maximum of 1/2" per foot each side of Fire Lane.
15. Specify a maximum four horizontal to one slope to transition driveway to natural grade [LDC Chapter 10, Article I, Section 5 (d) (1)].
16. **Advisory:** Topographic survey indicates balance of Owens property drains directly through the proposed Monopole site.
17. Specify clearing, fine grading, and a pipe culvert as required to convey runoff from balance of Owens property around the proposed Monopole. **Advisory:** align pipe with elevation 25.43 approximately 60 feet from proposed Monopole.
18. Provide a minimum of 12" clear from the bottom of the driveway base to the top of the selected pipe conveying runoff from balance of Owens property.
19. Stabilize all slopes and shoulders with bahia sod.
20. Show the provided clearance of the closest driveway point intersecting Williamson Blvd. to Town West Blvd. and the required 150-foot minimum clearance. [LDC Chpt 12, Section 3 (c)].
21. Specify 6" thick, 3000 PSI concrete over 12" thick compacted soil base apron or Volusia County concrete driveway standard. (No asphalt driveway apron.)
22. Specify 1-1/4" thick SP-9 asphalt pavement in combination with FL DOT 901-1 gradation 467 coarse aggregate minimum 2-1/2" thick compacted crushed granite or crushed concrete or crushed limestone (not limerock) on 12" thick compacted soil base for minimum driveway service. **Advisory:** specify a high-density polyethylene grid between aggregate and soil to minimize settlement of aggregate.
23. Specify compaction of all driveway and shoulder earthworks and aggregates as 98% of Modified Proctor Density (AASHTO T-180 or ASTM D-1557).
24. Specify drainage to protect the base per Volusia County Standard. If no Volusia County standard exists, provide drainage to maintain the wet season water table a minimum of six inches below the base.
25. Specify replacement sidewalk to ADA slope standards.
26. Specify sidewalk thickness as 6" where vehicles cross, else 4".
27. Specify full depth expansion joints between the 6" thick sidewalk and other pavements.
28. Add Standard Construction Detail M-3 to the drawings [Council Resolution 09-9].

29. Specify concrete round pipe or horizontal elliptical pipe equivalent to pipe under Town West Blvd. (approximately 30" diameter) from new radius return to new radius return plus enough pipe to grade a three- foot wide shoulder and a 4 horizontal to 1 slope to existing ditch grade.
30. Specify a 12" wide thermoplastic 4' behind the sidewalk.
31. Specify a High Intensity Prismatic Stop Sign mounted seven feet above grade.
32. Show the routes for duct bundles and all junction box locations.
33. Show profiles of how duct bundles will pass safely under/over City, County, and franchise utilities.
34. Civil Engineering plans and specifications shall be signed and sealed by a Florida Licensed Engineer.

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 monopole will be performed at the time of permit submittal.
3. **Advisory:** Separate permit applications are required for: fence etc. Contact the Building Division if there are any questions or concerns about permit requirements for work specifically mentioned.
4. **Advisory:** SDRC review does not include buildings, accessory structures, signs,
5. light poles, etc. Unless otherwise noted in this report.
6. **Advisory:** Permits for wells and irrigation systems must be obtained from Volusia County.

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. 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)]
5. 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)]
6. A water supply (fire hydrant) is required to be 500 feet from any structure per 2009 NFPA 1 Annex I Table I-3. The closest fire hydrant appears to be over 500 feet away. Please revise the plans accordingly.

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. Compliance with the site development plan process as set forth in Chapter 3 of the LDC is required, *Chapter 16, Section 9(b)8.a., LDC*
2. Verify whether tower location is within a four-mile radius of the ends of the runways of the Spruce Creek Fly-In Airport and if so, applicant shall be required to meet the requirements set forth in *Chapter 16, Section 9(b)8.c, LDC*.
3. Plans are incomplete, CAO is unable to complete the review without more complete information.
4. **Advisory:** The easements conveyed to the city require sketch and legal descriptions, including acreage or square footage, signed and sealed 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 12 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):

1. See Engineering comment #12 and Public Utilities comment #6.

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

No comments provided.

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.