



STAFF DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES

MEETING DATE: June 27, 2018
TIME: 9:15AM-10:10AM
LOCATION: CITY HALL COMMUNITY DEVELOPMENT
2ND FLOOR CONFERENCE ROOM
CITY HALL, 1000 CITY CENTER CIRCLE

PROJECT: Development Order Modification/Westport Reserve Phase 4
ADDRESS: North side of Town West Boulevard, west of Coraci Boulevard
CASE NO. 18-52000001

ATTENDING CITY STAFF REPRESENTATIVES

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

ATTENDING REPRESENTATIVES FOR APPLICANT

Danielle Van De Loo, P.E., Dewberry Engineers, Inc.
Scott Stearns, Westport Reserve, LLC

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 checked="" type="checkbox"/> Public Works

Resubmittal Date:

Required resubmittal day: August 29, 2018

Number of Plans to be Resubmitted:

Four (4) sets of the revised Subdivision Plat and Plans
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.

SDRC MEETING DATE OF JUNE 27, 2018

DEVELOPMENT ORDER MODIFICATION/
WESTPORT RESERVE PHASE 4
CASE NO. 18-52000001
OUTSTANDING TECHNICAL COMMENTS AS OF 6-25-18

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. Revise Plat note 27. The fence is a subdivision buffer requirement. In order to ensure the 6-foot fence remains across the rear of the lots, the HOA must maintain & replace the fence in the event the fence is destroyed as required by the LDC. The homeowners can maintain their side of the fence, but are not responsible for the replacement of the fence [LDC, Ch. 13, Sec. 3.5(b)(5)].
2. Revise Plat note 22 regarding maintenance of trees and shrubs Tracts 4C and 4G. The definition of open space is, "The land area within a development which is retained in its natural condition or improved in a manner for the enjoyment of all persons owning property within the development." [LDC, Ch. 2]. The HOA must be responsible for maintaining the open space within the subdivision.

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. Add six sidewalk extensions to Cove Point Road per Standard Construction Detail M-19.
2. Provide a signed and sealed Engineer's Opinion of Probable Cost to Ms. Epstein prior to Approved for Construction drawings.
3. Sheet 39: Change asphalt specification from S-9.5 to SP-9.5.
4. Sheet 39: Specify prime coat of emulsified asphalt when base is used to serve construction traffic. Else, take roadway out of service until wearing course is placed.
5. **Advisory:** A building permit is required for the retaining wall adjacent Lots 209-215.
6. **Advisory:** Provide a Letter of Map Revision based on Fill prior to first Certificate of Occupancy.

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. There are multiple lots that are missing reclaimed water service, it appears that service is being provided along the lot line without showing a double service. 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. Revise plat note 8 to be consistent with City's required plat notes.
2. Revise plat note 17 back to a form as previously approved:
LOTS 209-286 AND TRACTS 4A, 4B, 4C, 4D, 4E, 4F, 4G, 4H, 4J, 4K AND 4L AS SHOWN HEREON, ARE SUBJECT TO THE FOURTH AMENDED AND RESTATED DECLARATION OF COVENANTS, CONDITIONS, EASEMENTS AND RESTRICTIONS FOR WESTPORT RESERVE RESIDENTIAL PROPERTIES, RECORDED IN OFFICIAL RECORDS BOOK _____, PAGE _____, et seq., OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, ATTACHED TO WHICH, AS EXHIBIT "B", ARE THE ARTICLES OF INCORPORATION OF THE HOMEOWNERS ASSOCIATION OF WESTPORT RESERVE, INC.
3. Plat note 22 should include Tract H and should read as previously approved:
TRACTS 4A, 4B, 4C, 4D, 4E, 4F, 4G, 4K AND 4L AND OTHER AREAS SHOWN OR DEPICTED HEREON AS OPEN SPACE AND/OR COMMON OPEN SPACE AREAS ARE TO BE CONVEYED BY SEPARATE INSTRUMENT (TO BE RECORDED COINCIDENT WITH THIS PLAT TO THE HOMEOWNERS ASSOCIATION OF WESTPORT RESERVE, INC., ITS SUCCESSORS AND/OR ASSIGNS FOR THE PURPOSE OF COMMON OPEN SPACE.
4. Why is plat note 23 adding in favor Westport Reserve, LLC?
5. The SJRWMD easement in ORB 7492 – 2192, PRVCF should be identified and labeled on the plat.
6. Revise plat notes 27 and 28 as previously approved:
27. THE HOMEOWNERS ASSOCIATION OF WESTPORT RESERVE INC., ITS SUCCESSORS AND/OR ASSIGNS IS RESPONSIBLE FOR MAINTAINING THE 6' FENCE ON THE REAR OF LOTS 240-246.
28. THE HOMEOWNERS ASSOCIATION OF WESTPORT RESERVE INC., ITS SUCCESSORS AND/OR ASSIGNS IS RESPONSIBLE FOR MAINTAINING THE RETAINING WALL ON THE REAR OF LOTS 209-215.
7. Add back the plat note referencing the off site conservation easement:
THERE IS AN OFFSITE CONSERVATION EASEMENT RECORDED IN OFFICIAL RECORDS BOOK _____, PAGE _____ THAT HAS BEEN GRANTED TO MEET THE 15 PERCENT TREE PRESERVATION AREA REQUIREMENT OF THE CITY OF PORT ORANGE LAND DEVELOPMENT CODE.
8. Update the Title Opinion to no more than two (2) weeks prior to the proposed date for recording of the plat. [LDC, Ch. 3 § 6 (g)(2)].
9. **Advisory:** Easements via separate instrument required for this plat need to be submitted for review and approval for recording and are to be recorded coincident with the plat.
10. **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).]
11. **Advisory:** Prior to approval by the appropriate governing body, the plat shall be reviewed for conformity to this chapter by a professional surveyor and mapper either employed by or under contract to the local governing body, the costs of which shall be borne by the legal entity offering the plat for recordation, and evidence of the review must be shown on the plat. [F.S. 177.081]
12. **Advisory:** Completion of improvements prior to recording the plat. A final plat shall not be signed by the mayor and City Clerk in order to allow it to be recorded, until required improvements have been accepted by the department, or an agreement and acceptable performance bond have been accepted and executed by the City and Developer.

PUBLIC WORKS REVIEW COMMENTS: (Alex Popovic, Engineer (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 C16 - revise grading between lots 209 to 215 and Coquina Cove Phase I to promote drainage. Proposed grade at lots is 23.7 to 24.0 and natural grade at Coquina Cove is 22.5 to 23.5, but the elevation at Town West Boulevard is 25.9 and at Cove Point Road is 24.7. Pathway is needed to channel runoff out of the low area.

BUILDING DIVISION REVIEW COMMENTS: Allan Tischler, Building Inspector/Plans Examiner (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 UTILITIES/RIGHT-OF-WAY REVIEW COMMENTS: (Linda Johnson, Right-of-Way Agent (386) 506-5755/ljohnson@port-orange.org):
No comments.