

SDRC MEETING DATE OF JULY 25, 2018

SITE PLAN/HOLIDAY INN EXPRESS HOTEL  
CASE NO. 18-8000003  
OUTSTANDING TECHNICAL COMMENTS AS OF JULY 23, 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. Confirm that the 15% tree protection area is in the I-95/Taylor Road buffer [LDC, Ch. 9, Sec. 17].
2. Sheet L-4 was missing from the submittal. 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.
3. **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]
4. All rooftop mechanical equipment must be screened from view with architectural features that match the building [LDC, Ch. 14, Sec. 4(g)].
5. Wall-mounted equipment such as electric meters, irrigation meters, phone/cable boxes, external vents and louvers, etc., shall be painted to match the wall on which it is mounted or otherwise consistent with the color(s) of the building [LDC, Ch. 14, Sec. 4(g)].
6. **Advisory:** Maximum wall sign area is calculated as the length of the building front foot by two feet. Sign area may be transferred to the sides and rear of the building if that side has a public or customer entrance. Maximum vertical dimension of the wall sign is 25% of the building height [LDC, Ch. 15, Sec. 4(a)(4)(b)].

**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. Demonstrate compliance with LDC, Chapter 8, Article III, Section 9(c)(6): Hydraulically equivalent compensatory storage shall be required. Any fill placed in the special flood hazard area...a minimum of an equivalent volume of soil shall be excavated and the area designed to drain freely to the watercourse. A restriction against modification of the compensatory storage area shall be recorded on the deed of the property where it is located and the restriction shall be binding on future owners.
2. Sheet 7: Remove sidewalk detail.
3. Sheet 7: Specify stabilization under 6" Header Curb and 18" Curb & Gutter.
4. **Advisory:** Both topographic survey and Flood Insurance Rate Map dated Sept. 29, 2017 are based on 1988 datum.

**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 otherwise noted.
2. Sheet C1: Sheet index revise construction details to indicate sheet C7.
3. **Advisory:** This is a threshold building and requires a special inspector.
4. **Advisory:** Review for applicable code requirements for proposed building will be performed at the time of permit submittal.
5. **Advisory:** Separate permits are required for: New building, Enclosed dumpster, Retaining wall, Lighting poles, Signs. Contact the building division if there are any questions or concerns about permit requirements for work specifically mentioned.
6. **Advisory:** SDRC does not include buildings, advisory structures, signs, light poles, etc. unless otherwise noted in this report.
7. **Advisory:** Permits for wells and irrigation systems must be obtained from Volusia County.

**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. Label ALL existing and proposed easements on the applicable site plan sheets.
2. Provide a copy of the easement in ORB 1328 Pg 670, PRVCF.
3. Label the cross access easement that allows access to subject property across other property.
4. Reference the *Cross Easement and Restrictive Covenant Agreement* that affects subject property.
5. Label setbacks to ensure meeting the restrictions set forth in the above referenced document.
6. The City Attorney's office reserves the right to make additional comments as requested documents are provided for review.

**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):

General Utilities:

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 plan & profile sheets for all sanitary sewers with manholes, line sizes, length, material, slope, inverts, top elevations, existing and proposed ground surface, utility crossings, etc. [LDC Ch 5 Sec 8 2(b)]
4. For design crossings of potable water mains and gravity sanitary sewers storm sewers, 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)]
5. 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. 6, Sec. 5(a)(1)]
6. 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.
  7. City Code requires pigging of all potable mains and reclaimed water mains larger than 8" in diameter and force mains larger than 6" in diameter. Add a note to the plans indicating that the contractor shall schedule a City Representative to be present to observe pigging of water lines. [Standard Construction Details W-2 (26) and RW-2 (13)]
  8. Provide copies of the FDEP Sanitary Sewer Collection/Transmission System Construction Permit application. [DEP Biosolids rule 62-640 FAC]
  9. Provide copies of the Health Department Potable Water Distribution System Construction Permit application. [DEP Biosolids rule 62-640 FAC]
  10. Provide copies of permits from FDEP and the Health Department to the Public Utilities Department prior to the commencement of construction of any public utilities improvements. [DEP Biosolids rule 62-640 FAC]
  11. Relocate all proposed fire hydrants outside of the proposed building collapse zone.
  12. Relocate all proposed landscaping/trees at least 10' from and existing or proposed utilities.

#### Hydraulic Calculations

13. Provide hydraulic network calculations for all potable water mains, and sanitary sewer collection systems, and sewage pumping stations. Calculations must justify sizes for proposed lines, pumps, and operating conditions, and must be signed and sealed by a registered professional engineer. Calculations shall substantiate that existing water, reclaimed, and sewer force mains are adequately sized. [LDC Ch11 Sec 3(6)] Provide hydraulic calculations to demonstrate the existing or proposed pump station serving this project has adequate pumping capacity to accommodate the additional flow from the proposed development. [Standard Construction Detail S-1(13)]
14. For development of this character, Table 11-1 of the Land Development Code requires a minimum design fire flow of 1,500 gpm while maintaining a residual pressure of 20 psi. Revise the calculations accordingly and correct main sizes on the plans, if necessary. [LDC Ch 11 Sec 3 Table 11-1]

#### Potable Water:

15. For non-looped water distribution systems, dead end water mains supplied by a looped system of equal or larger size may be extended up to 250 feet for required 6" mains and up to 500 feet for mains 8" and larger. Revise the plans accordingly. [LDC Ch 11 Sec 3 (5)(a)]
16. Where longer dead end mains are requested, the lengths may be extended where the main is increased in size by at least 2" in diameter, providing that hydraulic calculations and actual field testing after construction demonstrate the ability to comply with LDC requirements for fire flow and system pressure. Revise the plans and calculations accordingly. [LDC Ch 11 Sec 3 (5)(b) and (c)]

17. For developments of this character, Table 11-1 of the Land Development Code requires a minimum main size of 10 inches and a maximum hydrant spacing of 400 feet. Revise the plans accordingly. [LDC Ch 11 Table 11-1]
18. Relocate the proposed domestic water meters, backflow preventer and fire line backflow preventer to the green space by the water connection point. Each service line will need individual isolation gate valve.

Sanitary Sewer:

19. Will the proposed site require a grease interceptor? If so, grease interceptors should be sized according to the FAC 64-E-6. Submit calculations supporting sizing in accordance with this reference and depict the interceptor on the plans. Installation of an inspection manhole is required immediately downstream from the grease interceptor discharge. See <http://.fac.dos.state.fl.us/> for more information on interceptors. [LDC Ch 11, Sec 4(a)(2)]

Reclaimed Water:

20. 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)]

**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. Show proposed contours along perimeter of project, in particular, from proposed parking areas to property line.
2. Show elevations at top and base of proposed retaining wall.
3. Remediation of existing two westerly overflow structures and one westerly catch basin needed for proper operation of detention pond.

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

No comments.

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

No comments.



# STAFF DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES

**MEETING DATE:** July 25, 2018  
**TIME:** 9:00AM-9:30AM  
**LOCATION:** CITY HALL COMMUNITY DEVELOPMENT  
2<sup>ND</sup> FLOOR CONFERENCE ROOM  
CITY HALL, 1000 CITY CENTER CIRCLE

**PROJECT:** Site Plan/Holiday Inn Express Hotel  
**ADDRESS:** 1630 Taylor Road  
**CASE NO.** 18-80000003

ATTENDING CITY STAFF REPRESENTATIVES

Penelope Cruz, Planning Manager  
Melanie Schmotzer, Development Review Technician  
Gwen Perney, Senior Planner  
Larry Roberts, Community Development Engineer  
Kenny Ho, Public Utilities Engineer  
Lynn Carter, Public Utilities Intern  
Linda Johnson, Public Utilities Right-of-Way Agent  
Alex Popovic, Public Works Engineering Intern  
Shannon Balmer, Assistant City Attorney  
Beau Gardner, Fire Marshall

ATTENDING REPRESENTATIVES FOR APPLICANT

Matthew Dowst, Mark Dowst & Associates, Inc.

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

Resubmittal Date:

Required resubmittal day: September 28, 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.



# STAFF DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES

**MEETING DATE:** July 25, 2018  
**TIME:** 10:03AM-10:30AM  
**LOCATION:** CITY HALL COMMUNITY DEVELOPMENT  
2<sup>ND</sup> FLOOR CONFERENCE ROOM  
CITY HALL, 1000 CITY CENTER CIRCLE

**PROJECT:** Rezoning with MDA and CDP/New Port Apartments  
**ADDRESS:** 1400 Reed Canal Rd.  
**CASE NO.** 18-65000002

ATTENDING CITY STAFF REPRESENTATIVES

Penelope Cruz, Planning Manager  
Melanie Schmotzer, Development Review Technician  
Larry Roberts, Community Development Engineer  
Lynn Carter, Public Utilities Intern  
Linda Johnson, Public Utilities Right-of-Way Agent  
Alex Popovic, Public Works Engineering Intern  
Shannon Balmer, Assistant City Attorney  
Beau Gardner, Fire Marshall

ATTENDING REPRESENTATIVES FOR APPLICANT

Steve Buswell, P.E., Parker Mynchenberg & Associates, Inc.

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

Resubmittal Date:

Required resubmittal day: September 28, 2018

Number of Plans to be Resubmitted:

Four (4) sets of the revised MDA CDP  
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 JULY 25, 2018

REZONING WITH MDA CDP/NEW PORT APARTMENTS  
CASE NO. 18-6500002  
DRAFT OUTSTANDING TECHNICAL COMMENTS AS OF JULY 20, 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):

#### **Master Development Agreement**

1. Revise the first paragraph and section 1 of the MDA to accurately reflect the correct property owner: POA Development, LLC.
2. Section 4C: It is unclear why lot dimensions and configuration would change for an overall site plan. Is a future subdivision anticipated? Rather, if the separate lots are not to be combined, then a Unity of Title Agreement will be required and should be addressed in the MDA.
3. Section 4E: The LDC requires a PUD to have 60% open space of which 20% must be common open space [LDC, Ch. 17, Sec. 17(d)]. The nearest like conventional zoning districts require a minimum open space of 50 – 60% [LDC, Ch. 17, Sec. 27]. Anything below this minimum standard will be addressed as a Policy Issue to be reviewed and approved by the Planning Commission and City Council.
4. Section 4E: Reword as, “The Newport Apartment PUD ~~complies with the LDC requirement~~ shall have...” as the listed open space does not meet the LDC minimum standards (see comment 3).
5. Section 4F: The minimum open space for a PUD is 60%, which would allow for a maximum impervious coverage of 40% [LDC, Ch. 17, Sec. 17(d)]. The nearest like conventional zoning districts require a minimum open space of 50 – 60% [LDC, Ch. 17, Sec. 27], which would allow for a maximum impervious coverage of 40 - 50%. Anything above this maximum coverage standard will be addressed as a Policy Issue to be reviewed and approved by the Planning Commission and City Council.
6. Reorganize current Sections 4H, 4I, and 4J into one subsection titled Dimensional Requirements.
7. Section 4H: The nearest like conventional zoning districts require a minimum front building setback of 30-ft., and a minimum side and rear setback of 25-ft. or equal to or greater than the building height [LDC, Ch. 17, Sec. 27], which would allow for a maximum impervious coverage of 40 - 50%. Anything below these minimum standards will be addressed as a Policy Issues to be reviewed and approved by the Planning Commission and City Council.
8. Section 4I: Revise second sentence as follows, “A fence or wall is ~~Fence-Gate~~ are permitted...”
9. Section 4J: The nearest like conventional zoning districts requires a minimum lot width of 150-ft. [LDC, Ch. 17, Sec. 27]. If the separate lots are not to be combined, then a Unity of Title Agreement will be required in order to meet this minimum standard and should be addressed in the MDA.

10. Section 5: Revise this sentence as follows: The overall architectural theme of the project shall be consistent with preliminary architectural plans as illustrated in "Exhibit C". ~~style and all~~ All colors, and materials, signage, building orientation, and architectural styles shall be consistent with "Exhibit C."
11. Section 8: A sidewalk already exists along Reed Canal Road. Revise this section to confirm the sidewalk along Reed Canal Road may need to be rebuilt to comply with ADA requirements, and include the requirement to build a sidewalk along Richel Drive for the entire length of the PUD [Comprehensive Plan, Transportation Mobility Element; LDC, Ch. 12, Sec. 8(c)].
12. Section 11: Staff suggests clarifying that a perimeter fence is allowed in the landscape buffer.
13. Section 12: Revise to state that, "A six foot (6') high ornamental aluminum or ~~wood~~ PVC fence shall be constructed along the ~~right-of-way line~~ roadway landscape buffers of..." and replace "wood" with "PVC" throughout this section.

#### Conceptual Development Plan

14. Revise the Conceptual Development plan to remove unnecessary site plan level detail and to be more of a concept plan in order to not create the need for MDA Amendments during the Site Plan review process.
15. The address for the subject site will be: 1401 Reed Canal Road. Revise the CDP and general note<sup>12</sup> accordingly.
16. Cover: Revise the CDP title to read: Exhibit B – New Port Apartments PUD Conceptual Development Plan (CDP).
17. Cover: Revise to reflect accurate owner information.
18. Cover/Site Information: Revise proposed zoning to be PUD. Revise proposed FLU to be commercial, Urban High Density (8-16 units/acre) and Urban Medium Density (4-8 units/acre). List acreage by category for current and proposed FLU.
19. Cover/Site Information: Revise building setback requirements per Planning Comment 7.
20. The vicinity map and zoning map must be drawn to scale [LDC, Ch. 17, Sec. 17(h)(2)(c)].
21. The CDP must include proposed common areas, drainage areas, and conservation areas [LDC, Ch. 17, Sec. 17(h)(2)(d)].
22. The CDP must include tabulations for acreage in drainage areas, common areas, streets and other uses [LDC, Ch. 17, Sec. 17(h)(2)(f)].
23. The PUD must include an environmental assessment and a tree survey, and the CDP must delineate of all wetlands, wooded areas, vegetative communities and listed species habitats, soil types, drainage basins and natural drainage patterns [LDC, Ch. 17, Sec. 17(h)(2)(h)].
24. The CDP must include the general location, size (acreage tabulations) and function of open space (general open space and common open space) areas to verify that requirements of the master development agreement and the LDC have been satisfied [LDC, Ch. 17, Sec. 17(h)(2)(o)].



25. The CDP must include the location of existing and proposed buildings, utilities, roads, easements or other improvements on the property, and all roads, lot lines, and abutting property owners within 150 feet of the PCD boundary [LDC, Ch. 17, Sec. 17(h)(2)(i)]; however, the proposed location of buildings, parking, plantings, etc. should not be at the level of detail of a site plan.

**LANDSCAPING REVIEW COMMENTS:**

(Penelope Cruz, Interim Planning Manager (386) 506-5671/pcruz@port-orange.org):

1. No Comments.

**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. Richel Road, a 50-foot Right-of-Way requires a four-foot sidewalk across entire ownership frontage in combination with a curb and gutter section and closed drainage system [LDC Chpt 12, Sect 8 (c) in combination with Council Resolution 09-9 Detail R-1].
2. Identify cross-hatched buildings and near building perimeters.
3. **Advisory:** Soil & permeabilities must be site specific for Development Order drainage report & plans.
4. **Advisory:** Show drainage system with zero increase in peak flow and volume for 25-year storm. Show drainage system with zero increase in peak flow for 100-year storm. [LDC Chpt 10, Sect 11 (b)]
5. **Advisory:** Relocate compactor, its pedestrian and vehicular circulation, to an on-site location.
6. Amend Cover Sheet Note 8 to specify six-foot maximum height.
7. Amend Cover Sheet Note 16 to specify date of Flood Insurance Rate Map as Feb. 19, 2014.

**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. Owner name referenced in MDA is incorrect per VCPA. Please correct.
2. Unity of Title will be required for the project.
3. Open space requirements are not met for PUD per LDC.
4. Subsection 4.J. does not seem to apply, revise accordingly.
5. MDA subject to further review upon additional revisions.

**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. Staff reserves the right to review the 2<sup>nd</sup> submittal as the 1<sup>st</sup> submittal due to lack of utilities plan.
2. The conceptual utility plan sheets (12 and 13) are missing from this submittal.
3. Note that reclaimed water is currently not available for the proposed site, delete on MDA.

4. On the MDA, Section 7, state that the potable water system inside the development is private. Call out that two potable water master meters will serve this development, one off Reed Canal Rd. and one off Richel Dr.
5. On the MDA, Section 7, add: All utilities shall be designed and constructed to meet the latest Code of Ordinance, Land Development Code and City Standard Construction Details.
6. **Advisory:** There is another development proposed to discharge into an existing lift station where this development may be proposed to discharge to. Capacity of the existing wet well is reserved as first comes first served. If a private lift station is proposed, clearly state on the MDA and the conceptual plan.

**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. **Advisory:** Show elevations at existing sidewalk along Reed Canal Road for compliance with maximum cross slope requirement. Grading along Reed Canal Road needs to alleviate sheet flow from property across existing and proposed sidewalk. Proposed contours need to tie into existing contours along the perimeter of the project. Swale along Richel Drive is not connected to the site stormwater system. Yard drains or other runoff management is needed along Richel Drive to manage from site onto Richel Drive. Sidewalk is needed along Richel Drive.

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

1. **Advisory:** The site is comprised of multiple platted Lots. Recommendation to Development Team is to include in the MDA a provision that the property owner will apply for partial plat vacation of Lots 3, 4, 5, Bennett Subdivision, Map Book 15, Page 44, PRVCF so as to create a clean site without concern of building setbacks or encroachments over lot lines.

**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 provided.