



STAFF DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES

MEETING DATE: August 8, 2018
TIME: 10:00AM-11:00AM
LOCATION: CITY HALL COMMUNITY DEVELOPMENT
2ND FLOOR CONFERENCE ROOM
CITY HALL, 1000 CITY CENTER CIRCLE

PROJECT: Site Plan/Lazul at Crystal Lake
ADDRESS: 1270 Reed Canal Road
CASE NO. 18-80000004

ATTENDING CITY STAFF REPRESENTATIVES

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

ATTENDING REPRESENTATIVES FOR APPLICANT

Jerry Aguirre, Eden Multifamily
Harry Newkirk, P.E., Newkirk Engineering, 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 checked="" type="checkbox"/> Right-of-way	<input checked="" type="checkbox"/> City Attorney	<input checked="" type="checkbox"/> Public Works

Resubmittal Date:

Required resubmittal day: October 11, 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 AUGUST 8, 2018

SITE PLAN/LAZUL AT CRYSTAL LAKE
(FKA RESERVE AT CRYSTAL LAKE LOT 14 TRACT 2)

CASE NO. 18-80000004

OUTSTANDING TECHNICAL COMMENTS AS OF AUGUST 6, 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, Planning Manager (386) 506-5671/pcruz@port-orange.org):

1. Boundary Survey, Sheet 2:
 - a. Remove single-family dimensional requirements that do not apply to the subject site.
 - b. Revised the title to reflect the current project name.
 - c. Verify if the date of the tree survey is accurate.
2. Sheet 6, Site Development Usage Table:
 - a. Setbacks – Add the 20 ft. building separate requirement
 - b. Site Coverage – Add the 35% maximum building coverage and 70% maximum lot coverage requirements of the PUD.
 - c. Bicycle parking is required by the LDC as a rate of 0.10 per required parking space, so 59 bicycle spaces are required. Revise the requirement standard and provide additional spaces to meet this requirement.
 - d. Bicycle parking must be located in convenient, highly-visible, active, well-lighted areas and as near the principal entrance of the building as practicable [LDC, Ch. 12, Sec. 4(c)(2)].
3. Parking Calculations: The bedroom count data is not consistent on Sheets 6, 9, and 10. Revise the bedroom count breakdown per EOR email sent on July 31, 2018 to be consistent on all sheets.
4. Are the 37 proposed stabilized grass parking spaces included in the total parking provided count (588)? Grass parking is only allowed as overflow parking where the number of spaces desired is greater than the code minimums [LDC, Ch. 12, Sec. 6(d)]. Since the only the minimum parking required is being provided, all of the spaces must be paved pursuant to the City's Standard Paving and Drainage Details [LDC, Ch. 12, Sec. 6(f)].
5. Revise all pertinent sheets to show the required 8'-wide sidewalk along the entire frontage of Reed Canal Road (Crystal Lake PUD MDA).
6. The Crystal Lake PUD MDA requires Lot 12 have access through Lot 14 to Reed Canal Road and that Lot 14 have access to Clyde Morris through Lot 12. The proposed gated access drives must provide access to residents of Lot 12.
7. Show the extension of the paved driveway through Lot 11 connecting to the Lot 12 access drive
8. Clarify how the proposed location of the trash compactor complies with the requirement to be located where it is most convenient for residents and with a separate drive that serves as a drop-off area [LDC, Ch.11, Sec. 7(a)(1)].
9. Chain link fencing is not permitted for multifamily developments (e.g. dog park, playground, etc.) [LDC, Ch. 14, Sec. 4(h)].

10. The Crystal Lake PUD requires decorative pavers at the crosswalk for the main driveway that connects to Reed Canal Road. Revise the proposed imprinted asphalt crosswalk to decorative pavers and provide said detail.
11. Add a note that site lighting shall not emit more than 0.5 foot-candles at the property line and that glare guards will be installed if needed [CoO, Ch. 42, Article IV, Sec. 42-81(14); LDC, Ch. 12, Sec. 6(l)].
12. Suggestion: Add a pedestrian access gate and internal extend sidewalk to meet the Reed Canal sidewalk by Building 7 [LDC, Ch. 12, Sec. 8(c)(1)(a) and (b)].
13. Verify that there will not be any overhead utility and service lines associated with this project. All utility lines and services are required to be installed underground at the owner's, developer's, or builder's expense [LDC, Chapter 11, Section 8(a)]. This apply to all cables, conduits, or wires forming part of an electrical distribution system, including service lines to individual properties necessary to serve new development, or existing development where new or upgraded service is being installed.
14. Wall-mounted equipment such as electric meters, irrigation meters, phone/cable boxes, external vents and louvers, etc., must 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)].
15. Provide a bicycle rack detail [LDC, Ch. 12, Sec. 4(c)(2)].
16. Label colors and material on the mail kiosk and trash compactor enclosure elevations [LDC, Ch. 14, Sec. 4(d)].
17. Provide an elevation for the clubhouse with all colors and material labeled [LDC, Ch. 14, Sec. 4, and Ch. 6, Sec. 5(a)(3)].
18. Will there be downspouts on any buildings? External downspouts visible from any rights-of-way are not permitted, unless they are decorative [LDC, Ch. 14, Sec. 4(i)]. Identify where any downspouts will be uses on the architectural plans and either enclose any proposed downspouts within the building structure or provide a detail or product information for decorative downspouts.

LANDSCAPING REVIEW COMMENTS:

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

1. Provide tabulations which clearly show relevant statistical information necessary to evaluate compliance with the tree preservation provisions of this code [LDC, Ch. 9, Art. II, Sec. 16 and 16.5].
2. Sheet 7: The data in the tree legend conflicts with the data in the tree legend on Sheet 2 of the Boundary Survey. Please confirm accurate data.
3. The 6' median near Building 8 is not wide enough to accommodate the minimum 5' width and the 2' overhang required for the 18' long parking spaces [LDC, Ch. 13, Sec. 4(c) and Ch. 12, Sec. 6(c)(2)(b)].
4. Revise the landscape plan to address various utility conflicts.
 - a. Relocate the trees in the medians on the east boundary into the 20 ft. landscape buffer. Add a note to the plan that the median trees required by LDC, Ch. 13, Sec. 4(e) are being relocated into the landscape buffer to avoid conflicts with existing utilizes pursuant to LDC, Ch. 13, Sec. 4(g).

- b. Adjust the Reed Canal Road roadway buffer as generally shown on the attached mark-up.
5. All parking areas which are visible from any public or private street or right-of-way must be screened with any combination of hedge, fence, walls or berms which provide a minimum three-foot high visual barrier within a maximum of two years after installation. The location of such screening features shall be adjacent to the entire area perimeter. Add this screening, in addition to the required buffer plantings, along the east perimeter parking [LDC, Ch. 13, Sec. 4(f)].
6. All service areas and mechanical equipment (ground, wall, or roof), including, but not limited to, air conditioning condensers, heating units, irrigation pumps, etc., must 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)]. Show all above-ground equipment and screening on the landscape plan.
7. Sheet 47: Provide tabulation to verify compliance with the planting requirements for outdoor activity areas such as the pool area (one shrub per two feet and one understory tree per 20 feet of perimeter of the activity area) [LDC, Ch. 13, Sec. 5(b)].
8. Sheet 47: Provide tabulation to verify compliance with the planting requirements for the trash compactor enclosure (one shrub per two linear feet) [LDC, Ch. 13, Sec. 5(c)].
9. Sheet 47: Provide tabulation to verify compliance with building foundation planting requirements (one foundation plant per foot and one understory tree per 30 feet of the exterior building perimeter) [LDC, Ch. 13, Sec. 5(a)(1)(c)].
10. Sheet 47: Understory trees must be eight feet in height at the time of planting. [LDC, Ch. 13, Sec. 6(b)(2)]. Revise the plant list accordingly.
11. Sheet 47: Verify all tabulations for what is being provided as some of the quantities appear to be off by a few.
12. Resubmit the irrigation plan to be reviewed in conjunction with the revised landscape plan.
13. **Advisory:** One mylar and copies of the as-built of the landscape plan shall be provided to the city prior to the release or acceptance of any project. Such as-built plan shall be signed and sealed by a landscape architect licensed in the State of Florida. [LDC, Ch. 13, Sec. 8(b)]
14. **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. Page 10 – Provide at least 3 speed limit signs – one at entrance, one at each branch.
2. At north connection to existing apartments-provide signage/barricades or show improvements to connect to existing access road.

3. Stormwater Report - The report references Lot 14 on existing permit which was established as a master permit. The existing SJRWMD Permit allows for 73.4% Impervious for lot 13 not Lot 14. This should be corrected in the report. The overall impervious area is below 73.4% according to plans.
4. The applicant should provide documentation that the control structure(s) established in the above referenced existing master permit are in proper working condition.
5. Provide culvert design calculations for internal drainage system.

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 buildings will be performed at the time of permit submittal.
3. **Advisory:** Separate permit applications are required for: new buildings, clubhouse, trash compactor, retaining wall, fence, swimming pool, gazebo, playground, light poles, and signs. 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, pool, light poles, etc. Unless otherwise noted in this report.
5. **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 all applicable sheets of the site plan.
2. There are notes indicating an intent to vacate some easements. The submitted site plan interferes with certain easements of record and MUST be vacated or the site plan redrawn to accommodate.
3. There appears to be an outstanding obligation to the sewer lift station. See OR Bk 6248 Pg 4418, PRVCF.
4. City Attorney's office reserves the right to make additional comments pending further review of revised plans and additional documents submitted.

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. Pre-development flow from the back of sidewalk appears to be predominantly north onto the property. This flow will be blocked by the proposed elevation along the pond (22') and buildings (25'). Management of the runoff between the sidewalk and site is needed to prevent ponding and/or sidewalk flooding.

2. Drawings Number 14 and 15: Connect proposed to existing contours to confirm grade layout.
3. Drawing Number 14: The proposed westerly sidewalk connecting the site to the existing sidewalk is at elevation 23.60. Review the need for runoff management under the sidewalk based on comment 1 above.
4. Drawing Number 14: Elevations at the property west of the site appear to be higher than proposed site elevations. Management of off-site runoff is needed.
5. Drawing Number 15: The existing swale at the west side of the proposed entrance is at invert 19.4. Runoff at this location will be blocked by the proposed entrance (elevation 20.74) and will need to be managed.
6. Drawing Number 15: Runoff management along the northeast and southeast property corners is needed to match pre-development flow.
7. Confirm compactor model. The compactor dimension of 20.42' appears to be for a Marathon RJ250-SC Compactor. If that specific compactor will be used, the area sizing is appropriate. However, if a compactor is rented through the city's exclusive contractor, Waste Pro, the dimension will need to be a minimum length of 25'. Also, ensure a truck minimum clearance of 35'.
8. **Advisory:** Coordinate access through the gate for the refuse management vehicles.

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

1. Utility Easement over Master Meter, Plan Sheet 23, Northeast of Building 12. Graphically depict "proposed utility easement" over master meter, 20-ft. wide and extending 35 feet (+/-) west of existing 26-ft wide utility easement; sufficient to cover the master meter and extending a minimum of 10 feet beyond (west) structure, to be specified by City Public Utilities Engineer.

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):

No comments provided.

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

No comments.