



STAFF DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES

MEETING DATE: June 11, 2019

**LOCATION: CITY HALL COMMUNITY DEVELOPMENT
2ND FLOOR CONFERENCE ROOM
CITY HALL, 1000 CITY CENTER CIRCLE**

**PROJECT REVIEW #1:
1:00PM- 1:28PM**

APPLICATION: PCD Rezoning/The Palms at Ashton Lakes PCD

CASE NO.: 19-65000001

LOCATION: Southeast corner of S. Williamson Boulevard and Oakwater Lane

ATTENDING CITY STAFF REPRESENTATIVES

Penelope Cruz, Planning Manager
Melanie Schmotzer, Development Review Technician
Gwen Perney, Senior Planner
Shannon Balmer, Assistant City Attorney
Alex Popovic, Public Works Engineering Intern
Linda Johnson, Right-of-Way Agent
Junos Reed, Public Works and Utilities Engineer
Larry Roberts, Community Development Engineer
Greg Marino, Public Utilities Engineer

ATTENDING REPRESENTATIVES FOR APPLICANT

Hunter MacLeod, NexCore Group
Bill Maggard, NexCore Group
Roger Strcula, P.E., Upham, Inc.

ATTENDING CITIZENS

N/A

**PROJECT REVIEW #2:
2:00PM - 2:50PM**

APPLICATION: Site Plan/New Port Apartments

CASE NO.: 19-80000003

LOCATION: 1400 Reed Canal Road

ATTENDING CITY STAFF REPRESENTATIVES

Penelope Cruz, Planning Manager
Melanie Schmotzer, Development Review Technician
Briana Conlan-King, Senior Planner
Shannon Balmer, Assistant City Attorney
Alex Popovic, Public Works Engineering Intern
Linda Johnson, Right-of-Way Agent
Junos Reed, Public Works and Utilities Engineer

Greg Marino, Public Utilities Engineer

ATTENDING REPRESENTATIVES FOR APPLICANT

Timothy Schiappucci, Collier Companies

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

ATTENDING CITIZENS

N/A

COMMENTS/OTHER DISCUSSION ITEMS:

- See attached SDRC staff comments discussed at the meeting for more detailed information on the discussion item(s).

ACCEPTED



Melanie Schmotzer
Development Review Technician

6-12-19

DATE

SDRC MEETING DATE OF JUNE 11, 2019

PCD REZONING/
THE PALMS AT ASHTON LAKES PCD
CASE NO. 19-65000001
OUTSTANDING TECHNICAL COMMENTS AS OF JUNE 7, 2019

The comments below may be revised and/or supplemented following staff discussion with the development team at SDRC meeting.

PLANNING DIVISION REVIEW COMMENTS: (Gwen Perney, Planner (386) 506-5673/gperney@port-orange.org):

1. Revise the code reference in Section 1 of the MDA. The code section for the PCD zoning district is Chapter 17, Section 18, LDC.
2. In Section 4A, state the maximum number of beds in the proposed ALF.
3. Delete the date of the CDP from Section 4A of the MDA.
4. Replace the phrase "retail outlet" and replace with "commercial outparcel" beginning in Section 4A in the MDA.
5. Section 4B in the MDA revise to state Developer may subdivide the future commercial outparcel in compliance with the dimensional requirements provided in this MDA and with the subdivision requirements of the Land Development Code.
6. Section 7 in the MDA remove "(b) customary uses associated with the same." Revise the list of permitted uses to state the permitted uses for the property are those listed in the LDC for the Community Commercial "CC" zoning district. Delete references to the NC zoning district.
7. Section 8 in the MDA, provide the minimum dimensional requirements for the property including perimeter setbacks, internal property line setbacks, maximum number of building lots, minimum lot size, minimum lot width, maximum building coverage, and minimum open space. Remove reference of Chapter 27, Section 27.
8. Section 9 in the MDA, as per Exhibit D in the original Spruce Hammocks PUD MDA, the minimum buffer width along both Williamson Blvd. and Oakwater Ln. is 50 feet. Revise minimum buffer width to 50 feet along Oakwater.
9. Section 9 in the MDA, revise the "Ashton Lakes Apartment Homes" buffer to the "south perimeter buffer." Revise the "Ashton Lakes Subdivision" buffer to the "east perimeter buffer." Revise the minimum width to "equal to the width of the Conservation Easement per O.R. Book 3772, Page 4532 and any required wetland buffer."
10. Section 9 in the MDA, remove paragraph C. Chapter 17, Section 29 only applies to properties within the PC-A zoning district.
11. Section 10, add a statement that buildings within the PCD will be designed to be consistent and compatible with each other, as determined by which structure is developed first. Coordination of appearance may include roof design and materials, wall finishes and colors, and other significant architectural details and elements. Accessory structures such as dumpster enclosures, canopies, and freestanding signs shall be designed to be compatible with the primary structures [LDC, Ch. 17, Sec. 18(g)(3)(d)]. Attach proposed exterior building elevations as a separate exhibit to the MDA to demonstrate guidelines for the appearance of the structures within the PCD.
12. Section 11 in the MDA, the parking ratio requested for the ALF use is different than the LDC therefore, the proposed parking ratio will be a policy issue that will require CC approval. The LDC provides a parking ratio for nursing homes of 1 space per employee on the largest shift, plus 1 space per 2 beds [LDC, Ch. 12, Sec. 4].
13. Section 11B states parking shall be designed as per the LDC. However, there is an asterisk below the parking ratio table that states spaces will be a minimum 9 feet wide. The standard parking space size as per the LDC is 10 feet wide [LDC, Ch. 12, Sec. 6(b)]. Remove asterisk below the table or state in section 11B spaces are to be a

- minimum 9 feet wide. If parking spaces less than 10 feet wide are proposed, the request will be a policy issue that will require justification from the developer and approval by the City Council.
14. The letter provided for the parking calculations references grass overflow parking. Overflow parking must be designed and shown on the site plan as per Chapter 12, Section 6(d). Show general location of proposed grass parking on the CDP.
 15. Section 13, if the developer intends to follow the standard LDC requirements for signage, reword to state, "Signage for the property shall be provided in compliance with the Land Development Code, as amended from time to time."
 16. Section 15, add the sentence, "Both during and after construction, the developer will use reasonable efforts to preserve trees and natural vegetation within the Property and maximize protection of natural drainage pathways. Compliance with the environmental preservation code may necessitate modification of the conceptual plan." [LDC, Ch. 17, Sec. 18(g)(3)(k)].
 17. On the Conceptual Development Plan, relocate the driveway access on Oakwater Lane to the west, toward the median, and align with the Central Park at Oakwater site plan driveway (currently under review) to reduce traffic conflicts in turning movements and to further distance the commercial traffic from the residential neighborhood.
 18. Add the legal description and boundary dimensions to the CDP [LDC, Ch. 17, Sec. 18(g)(2)(a)].
 19. On the CDP, coordinate the correct building setbacks and landscape buffers required in the MDA. Add information for minimum dimensional requirements including minimum lot size, minimum open space, and maximum buildings coverage as provided in the MDA [LDC, Ch. 17, Sec. 18(g)(2)(n)].
 20. As per Exhibit D in the original Spruce Hammocks PUD MDA, the minimum buffer width along both Williamson Blvd. and Oakwater Ln. is 50 feet. Revise minimum buffer width to 50 feet along Oakwater on the CDP.
 21. The Ashton Lakes Phase I plat shows the conservation easement and 25-foot upland buffer. Coordinate location on the CDP. Show linear dimensions of all existing easements [LDC, CH. 17, Sec. 18(g)(2)(i)].

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; Valerie Duhl, Engineering Intern (386) 506-5664 vduhl@port-orange.org):

1. **Advisory:** Cut and fill slopes shall not exceed a 4:1 slope ratio, except as approved by the city to meet other community or environmental objectives. [LDC Chpt 10, Sect 5 (d) (1)]

PUBLIC UTILITIES DEPARTMENT REVIEW COMMENTS: (Junos Reed (386) 506-5754; jureed@port-orange.org):

1. Section 12, Public Utilities and Stormwater Management, revise A. to read as follows;

It is anticipated that Developer will extend water and sewer lines to serve the Property and the development authorized herein. If City desires to extend the water and sewer lines prior to Developer's need for installation of Developer's lines, Developer shall grant the necessary utility easements to City and City shall, at its sole cost, install and pay for such lines. All utilities shall be designed and constructed to meet the latest Code of Ordinance Land Development Code and City Standard Construction Details. Reclaimed water is owned and maintained by the City and is available for use at the proposed site. Reclaimed service is an interruptible service and since this development is greater than five acres a back

up source of irrigation water is required. The Property will be developed as a single, unified site without regard to platted lot lines; and, as such, Developer will not be required to construct stub-outs to property boundaries or unserved open space within the Property.

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. Minor formatting on City signature page.

BUILDING DIVISION REVIEW COMMENTS: (Robert Harrell, Building Inspector/Plans Examiner (386) 506-5621/rharrell@port-orange.org; Allan Tischler, Chief Building Official (386) 506-5627/atischler@port-orange.org):
No comments.

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):
No comments.

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.

SDRC MEETING DATE OF JUNE 11, 2019

SITE PLAN/NEW PORT APARTMENTS

CASE NO. 19-80000003

OUTSTANDING TECHNICAL COMMENTS AS OF JUNE 7, 2019

The comments below may be revised and/or supplemented following staff discussion with the development team at SDRC meeting.

PLANNING DIVISION REVIEW COMMENTS:

(Briana Conlan-King, Planner (386) 506-5676/brking@port-orange.org):

1. Revise the Cover Sheet as follows:
 - a. Include in the Case Number in the title of project, "New Port Apartments, Case No. 19-80000003" [LDC Ch. 6, Sec. 5].
 - b. The address for the subject site plan is: 1400 Reed Canal Rd.
 - c. Update the zoning map to reflect the subject property's zoning "PUD".
2. Revise the Cover sheet site information table to include:
 - a. Provide the maximum building height and the proposed building height for each building style
 - b. Provide the proposed building setbacks
 - c. Provide the required and proposed landscape buffers [New Port PUD MDA].
3. Revise the location of the bicycle parking racks to 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)].
4. Clarify the intent of the layout adjacent to buildings 7 and 8 (style V) where the 7' sidewalk stops, but adjacent to buildings 2, 15, and 16 (style V) the 7' side walk is remaining.
5. Provide a detail in the next submittal for the 6-foot ornamental aluminum or PVC fence. The fence must be decorative and architecturally compatible with the building [New Port PUD MDA]. Add a label to clearly identify the 6-foot ornamental aluminum or PVC fence on both the site plan and landscape plan.
6. Revise the type of fencing around the Dog Walk. The use of chain-link is not permitted by the LDC [LDC, Ch. 14, Sec. 4(h)].
7. Provide a detail for the security gate. The security gate must be decorative and architecturally compatible with the building. Include specification on how the security gate will open (e.g. sliding, swing in/out, double swing, single swing, etc.) [LDC, Ch. 14, Sec. 4(h)].
8. Identify the location of all parking lot light poles on the site plan, including the landscape plan, irrigation plan, and utility plan. Provide a photometric plan identifying compliance with the requirement that site lighting emits no more than 0.5 footcandles at the property line [Code of Ordinances, Ch. 42, Art. IV, Sec. 42-81(14)] and add a note on the site plan and the site lighting detail that states, "The lighting from the parking lot lights must not shine directly upon any adjacent residence and must not produce excessive glare. Glare guards will be installed if needed." [LDC, Ch. 12, Sec. 6(l)].
9. Architectural comments are to be addressed during the site plan review and not deferred to building plans:
 - a. Provide architectural building elevations for all sides of each apartment building type as well as the garages, clubhouse, maintenance building, mail kiosk and trash compactor enclosure. Include and label all colors and materials and all roof slopes [LDC Ch. 6, Sec. 5(a)(3)] [LDC, Ch. 14, Sec. 4].
 - b. The site plan and building elevations did not indicate where the A/C units would be located. Provide the location of the A/C units (ground or rooftops) on the site and landscape plans with the next submittal and verify compliance with the requirements listed below. All service areas and mechanical equipment (ground,

- wall, or roof), including, but not limited to, air conditioning condensers, heating units, satellite dishes, pool equipment, irrigation pumps, and propane tanks, displays and refilling areas, 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)].
- a. External downspouts must be enclosed within the building structure on the front and side elevations or any other building elevation visible from a public right-of-way, unless designed to be architecturally compatible with the building in terms of color, material, and location. In locations that are clearly visible from a public right-of-way (e.g. clubhouse), downspouts may be installed externally if they have a high-quality, decorative design and appearance of copper, steel, tin, or silver or similar natural metallic material. In locations that are mostly or completely screened from a public right-of-way, external downspouts are not required to be decorative (as described above) but must be painted to match the building exterior on which they are mounted [LDC, Ch. 14, Sec. 4(i)].
 - b. Provide a note on the site plan and architectural plans that, "All wall-mounted equipment including, but not limited to, electric boxes, meters, and vents must be painted to match the building [LDC, Ch. 14, Sec. 4(g)]".
 - c. Provide a note on the site plan and architectural plans that, "All rooftop mechanical equipment, including but not limited to, a/c units, exhaust vents, and pipes must be screened by a parapet wall or other architectural feature compatible with the building [LDC, Ch. 14, Sec. 4(g)]. If at any time mechanical equipment is visible from any right-of-way, additional screening may be requested to be provided."
 - d. The design of the trash compactor enclosure must be consistent with each building (i.e. materials, colors, etc.). The enclosure must have an opaque gate, such as PVC fencing, to match the style of the building [LDC, Ch. 14, Sec. 4(j)]. According to the LDC, the opaque gate must be decorative and architecturally compatible with the building. The use of chain-link is not permitted by the LDC [LDC, Ch. 14, Sec. 4(h)].
10. 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 applies 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.
 11. Provide SJRWMD approval of wetland mitigation for the impact to the existing wetland onsite. Confirm that the wetland boundary shown on the survey provided is the current boundary. If not, the survey should be updated to show any change in the size of the wetland areas [LDC, Ch. 9, Art. I, Sec. 4].
 12. **Suggestion:** At the main entrance off Reed Canal Rd., close the 12' drive aisle and remove the pavement to make a complete circular landscaped island before the main entrance gate, as it could create vehicular movement confusion.
 13. **Suggestion:** Offer a courtesy valet trash pick-up service for residents as an amenity due to the location and number of trash compactor.
 14. **Suggestion:** Relocate the western access gate near the trash compactor to the outside of the round-about circle closest to Clyde Morris Blvd. to provide a completely gated apartment complex and ensure the trash compactor is for residents of the apartment complex only.
 15. Provide an updated tree survey for the site. The survey provided with the submittal package is incomplete. The LDC requires a tree survey locate all trees having a caliper

- of 6" or greater at DBH which are species of specimen trees and identify all other trees having a caliper of 6" or greater at DBH which are located within required landscape buffers, along rights-of-way, and within required perimeter buffers [LDC Ch. 9, Art. II, Sec 16(d)]. The landscape plan indicates 207 existing trees will remain on site, while the tree survey identified 23 palm trees, all of which will be removed. Tree conservation
16. Specimen trees must be protected by tree conservation easements dedicated to the City [LDC, Ch. 9, Sec. 16(b)]. 23. Label all the tree conservation easements on the landscape plan and site plan. The minimum size of such easement must be one-foot diameter for every one-inch diameter at breast height or the dripline of the tree, whichever is greater [LDC, Ch. 9, Art. II, Sec. 16 (b)].
 17. Mitigation will be required for the removal of 16 palm trees within the 20' Reed Canal right-of-way landscape buffer [LDC Ch. 9, Art. II, Sec. 19(f)].
 18. Fifteen percent (15%) of the square footage of any development must be designated for the protection of existing trees. On the landscape plan, depict the 15% tree preservation areas and provide the area calculation. [LDC, Ch. 9, Sec. 17].
 19. Provide calculations to demonstrate that 50% of the number of existing trees to remain are located within the 15% tree preservation area [LDC, Ch. 9, Art. II, Sec 17].
 20. Provide a table that includes: 1) the number of specimen trees that are currently on site; 2) the number of specimen trees that are proposed to be removed; 3) the number that are required to remain; and 4) the number that will remain [LDC, Ch. 9, Sec. 16(b)]. If no specimen trees are located onsite, provide a note stating, "none of the trees located within the subject property limits are specimen trees".
 21. Provide tabulations to verify that 65% of any landscape buffer over ten feet in width is set aside for the preservation of existing trees [LDC, Ch. 13, Sec. 3(g)(3)(a)].
 22. Provide the buffer calculations for all buffers on the landscape plan (west (New Port Subdivision), east (Atlantic High School), and Richel Drive) [New Port Apartments PUD MDA]. The 20' right-of-way buffer along is required to have 4 shade trees, 4 understory trees, and 30 shrubs per 100 lineal feet [LDC Ch. 13, Sec.3(b)(2)]. Existing trees and shrubs to remain can be included towards the buffer requirements.
 23. Delineate the right-of-way landscaping buffers on the site and landscape plans [New Port Apartments PUD MDA].
 24. Shade trees must be a minimum, ten feet in height at the time of planting; understory trees must be a minimum eight feet in height at the time of planting; shrubs must be a minimum three-gallon container 18 to 24-inches in height at the time of planting [LDC, Ch. 13, Sec. 6(b)(1-3)]. Revise the plant list accordingly.
 25. Revise the minimum height of the required shade and understory tree plantings in the Reed Canal landscape buffer (see above). The Reed Canal landscape buffer does not meet the minimum requirements due the height of the proposed shade and understory trees and the location of the podocarpus (not all are located within the 20' buffer).
 26. To verify the foundation planting tabulations are correct, provide the dimensions of each building style footprint, as well as, the clubhouse, mail kiosk, maintenance building, garages and trash compactor enclosure.
 27. Revise the foundation planting table for each building style. One foundation plant for every one foot of the exterior building perimeter and one understory tree for every 30 feet of the exterior building perimeter [LDC, Ch. 13, Sec. 5(a)(1)(c)].
 28. Provide a table to identify the required foundation plantings around the trash compactor enclosure. One shrub per two lineal feet [LDC Ch. 13, Sec. 5(c)].
 29. Provide a table to identify the required foundation plantings for the outdoor activity areas (clubhouse/pool and all recreation areas). One shrub is required for each two feet of perimeter of the activity area, and one understory tree is required for every 20 feet of perimeter of the activity area [LDC, Ch. 13, Sec. 5(b)].

30. Provide a table to identify the required foundation plantings around the maintenance building and the garage buildings. One foundation plant for every one foot of the exterior building perimeter and one understory tree for every 30 feet of the exterior building perimeter [LDC, Ch. 13, Sec. 5(a)(1)(c)].
31. Provide a table to identify the required foundation plantings around the mail kiosk. One shrub per two lineal feet [LDC Ch. 13, Sec. 5(c)].
32. Landscaping adjacent to fencing visible from adjacent rights-of-way will need to be landscaped with one shrub per four lineal feet of fence, one understory tree per 25 lineal feet of fence, and one shade tree per 50 lineal feet of fence/wall. Based on the 119' of screening wall 30 shrubs, 5 understory trees and 2 shade trees are required [LDC Ch. 13, Sec. 5(c)].
33. Verify a continuous 3'-high vehicular use screening hedge is provided along the access drives and parking areas which are visible from any right-of-way. The 3'-high hedges can be located within the landscape buffer, but the required right-of-way buffer plantings must also be in said buffer. The hedge must provide a minimum three-foot high visual barrier within a maximum of two years after installation [LDC, Ch. 13, Sec. 4(f)]. Add the following note on the landscape plans, "A continuous 3'-high vehicular use screening hedge will be provided along all parking areas visible from any right-of-way [LDC, Ch. 13, Sec. 4(f)]. Areas where existing vegetation is to be preserved may require supplemental plantings if sufficient vehicular screening is not provided."
34. Add the following note on the landscape plans, "Landscape materials adjacent to parking spaces must be setback a minimum of 2' behind the back of the curb to provide for vehicle access" [LDC, Ch. 13, Sec. 4(e)(4)(a)].
35. Provide a diagram of the vehicular use area to verify that the 10% vehicular use area landscaping requirement is met [LDC, Ch. 13, Sec. 4].
36. Indicate if a monument sign is proposed. If so, the sign must be set back a minimum of 5' from the property/right-of-way line and outside of the required 10-foot sight-distance triangle required along the private access drive and Reed Canal Rd. and the private access drive and Richel Dr. [LDC, Ch. 16, Sec. 6(a)(2)].
 - a. The height of the sign along Reed Canal Rd. cannot exceed 8' and the sign area cannot exceed, 32-square feet. The base of the sign must be landscaped in accordance with the LDC [LDC Ch. 15, Sec. 4(a)(4)].
 - b. The sign area along Richel Dr. may not exceed 8-square-feet and 8-feet in height. A secondary sign along a local road, (Richel Dr.), is allowed 25% of the primary sign square footage [LDC Ch. 15, Sec. 3(c)].
37. Pursuant to the Newport Apartments PUD MDA and the LDC a cross access easement to Clyde Morris Blvd. is required between the subject property and the Newport Subdivision [LDC Ch. 6, Sec. 4(b)(5)].
38. A Site Improvement Agreement (SIA) will be required for public improvements that are proposed to be constructed on public property, or within a public right-of-way or easement, a site improvement agreement (SIA) between the property owner/developer and the city is required to guarantee completion. The agreement shall be approved by staff and on a form furnished or currently approved by the city and shall be executed by the mayor and attested by the city clerk prior to issuance of a development order. The guarantee, in a form acceptable to the city, shall be in the amount of 110 percent of an engineer's signed and sealed estimated construction costs or of the sum of the actual construction contracts. The agreement shall provide for a one-year warranty on all improvements from the time of city acceptance, to be submitted prior to acceptance, in the amount of ten percent of the actual construction cost. [LDC Ch. 6, Sec.5(b)]

39. **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].
40. **Advisory:** Gopher tortoise relocation permits from FWC, if applicable, shall be required prior to any land clearing.

BUILDING DIVISION REVIEW COMMENTS: (Allan Tischler, Chief Building Official (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, Mail kiosk, Fence, Swimming Pool, Pavilion, Light Poles, 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.

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; Valerie Duhl, Engineering Intern (386) 506-5664 vduhl@port-orange.org):

1. Drainage Analysis (DA) pdf 18: Runoff Curve Value of Predeveloped Conditions unrealistically exceeds Curve Value for Proposed Conditions: 49 exceeds 39.
2. DA pdf 20: Retention Pond Recovery Input: Horizontal Saturated Hydraulic Conductivity of 6.17 ft/day exceeds Geotech recommended values of 0-4 ft/day (DA pdf 110).
3. DA: Show Pond Recovery calculations for all ponds. [only one pond recovery is shown for an unidentified pond whose equivalent length and width is determined on pdf 15]
4. DA pdf 36: Storm distribution is reported as Type II. [appropriate storm distribution is Type II Florida Modified]
5. Provide slope, elevation, and cross-section outfall information for all basins which have a positive outfall.
6. Identify typical parking space width on each geometric plan sheet.
7. If any spaces are not typical 20' x _____, then dimension those spaces.
8. Project-wide: Specify minimum radii at intersections equal 20-feet. [LDC Chapter 12, Section 3 (f) for Light Commercial]
9. Project-wide: Specify color of detectable warnings: Suggestions: Colonial Red on concrete surfaces and Federal Yellow on asphalt surfaces.
10. Project-wide: Suggestion: eliminate crosswalk special emphasis bars.
11. New Port Apartments will be reviewed and inspected under the 2017 Florida Building Code Building. Clearance between wood sheathing and earth on the exterior of a building shall not be less than six-inches (or less than two-inches vertical from concrete steps, porch slabs, patio slabs and similar horizontal surfaces exposed to the weather). Provide grading elevations around perimeter of buildings to ensure appropriate six-inch or two-inch separation. [FBCB 2304.12.1.5]
 - a. Fiberboard (Hardie Plank) must conform to ASTM C208. Within the ASTM standard, the installer is to follow the manufacturer's installation instructions. The published James Hardie best installation practice requires minimum six-inch clearance from ground to bottom of lowest plank. Provide grading elevations around perimeter of buildings to ensure appropriate six-inch separation.

- b. It is the practice of the Port Orange Building Department to require installers of cultured stone sheathing to provide manufacturer's installation instructions. Building Official advises that cultured stone manufacturers normally specify a minimum of six-inches clearance from the ground to the bottom of the cultured stone sheathing. Provide grading elevations around perimeter of the clubhouse building to ensure appropriate six-inch separation.
 - c. The ground immediately adjacent to the foundation shall be sloped away from the building at a slope of not less than one-unit vertical in 20-units horizontal (5-percent slope) for a minimum of ten feet measured perpendicular to the face of the wall. Other grading criteria also apply. Provide grading elevations to meet Code. [FBCB 1804.4]
- 12. Provide an easement 10-feet from top of bank of Detention Pond. [LDC Chpt 6, Sect. 4 (b)(1)(a)]
- 13. Provide an easement at least 10' each side of storm sewer centerlines [LDC Chpt 6, Sect 4 (b)(1)(e)]
- 14. Add Port Orange Stormwater General Notes and wet retention pond Standard Details.
- 15. Sheet 10:
 - a. Eight spaces serve mail kiosk, each with a wheel stop. **Suggestion:** Construct bollards in lieu of wheel stops.
 - b. Restripe parking at mail kiosk to provide at least one accessible space.
 - c. Specify storm inlets 7, 9, 10, 11, 12, 17, 18, 21, 22, 26, 38, and 40 as City Standard Construction Detail ST-1.
 - d. Specify Inlet 29 to be constructed with a curb surround best seen in City Standard Construction Detail ST-1.
- 16. Sheet 11:
 - a. Berm parallel Richel Road is drawn much steeper than 4H:1V. Draft no steeper than 3H: 1V to meet Community Objectives [LDC Chapter 10, Section 5 (d) (1)].
 - b. Building 9 is a relatively long distance from Dry Pond between Bldgs. 9 & 12. **Suggestion:** widen pond through the pinch point to eliminate the bottom hump.
 - c. Specify emergency access gate access control minimums after consultation with Port Orange Fire Marshall and Police Lieutenant.
 - d. Specify storm inlets 34, 35, 36, 39, 43, 44, 47, 53, 55, 56, 60, 61, 62, and 63 as City Standard Construction Detail ST-1.
 - e. Revise lettering identifying 20-yr DHW to 25-yr DHW (lower left portion of the sheet).
- 17. Sheets 11A and 11B:
 - a. Identify the street name at the site driveway origin.
 - b. Specify a three-foot wide, minimum, valley gutter at the driveway origin.
 - c. Specify curb inlets at ST-1 inlets from the Port Orange Std Construction Details In lieu of Type C inlets.
 - d. Specify a minimum 4-foot x 4-foot common landing where new sidewalk intersects apparent Clyde Morris Blvd. sidewalk.
 - e. Specify standard crosswalk lines at the mid-block crossing.
 - f. Specify S1-1 five sided ped signs each way in combination with one W16-7pL and one W16-7pR sign at the mid-block crossing.
 - g. Identify direction of existing outfall to receive drainage from existing inlets
 - a. 9 thru 11.
 - h. Letter existing storm drains between inlets 9 thru 11 with 10 pt. high font, minimum.

- 18. Sheet 27:

- a. Conform Combination Bollard and Handicap Sign Detail to Standard Construction Detail M-15
 - b. Letter "\$100 Fine" penalty sign information in 10 pt. font, minimum.
 - c. Draft the protective 6-inch diameter schedule 40 galvanized steel pipe to a height of 36-inches above finished grade.
 - d. Draft lowest sign clearance as 60-inches minimum.
 - e. Detail M-11: Add a wheel stop between painted accessibility symbol and accessible identification sign.
 - f. Detail M-3: Change fiberglass rebar to deformed metal rebar in three separate notes.
19. Sheet 28: Replace the "Down Light Detail" with Standard Construction Detail M-16 for LED lighting.
 20. Sheet 29A:
 - a. Increase font size on stormwater pond lettering to 10 pt., minimum.
 - b. Revise 20-yr pond elevation identification to 25-yr.
 21. Roof drain clean-outs are specified in the sidewalks serving buildings 2, 4, 5, and 6. **Suggestion**: Specify in the grassy areas instead.
 22. **Advisory**: City Legal Department needs 60-days to check and record easement documents prior to first Certificate of Occupancy.
 23. **Advisory**: No path of travel is required for this project to the public right-of-way. [28 CFR Part 36, Paragraph 36.104]

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

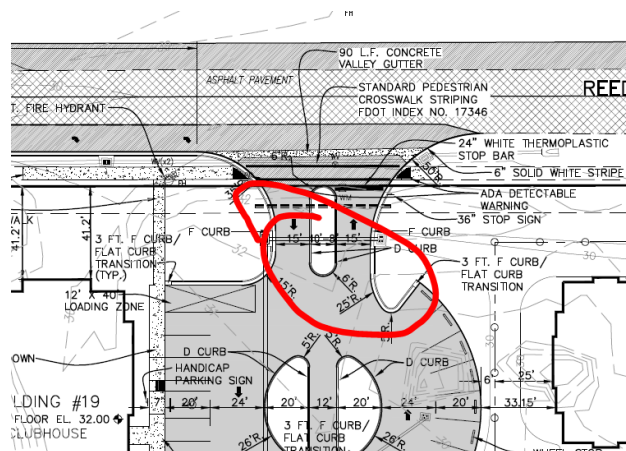
1. Provide a detail for the proposed Knox Box with the next submittal for the Fire Department and emergency services to grant minimum access in case of an emergency. **Suggestion**: Knox Box padlock (<http://www.knoxbox.com/store/Knox-Padlocks.cfm>).
2. On Sht. 8 of the Site plan, revise the entrance and exit drives from Reed Canal to be 20' instead of 15'. NFPA 1, Ch. 18 (Fire Department Access) states the following:

18.2.3.4 Specifications.

18.2.3.4.1 Dimensions.

18.2.3.4.1.1 Fire department access roads shall have an unobstructed width of not less than 20 ft (6.1 m).

18.2.3.4.1.2 Fire department access roads shall have an unobstructed vertical clearance of not less than 13 ft 6 in. (4.1 m).



PUBLIC UTILITIES DEPARTMENT REVIEW COMMENTS: (Junos Reed (386) 506-5754; jureed@port-orange.org):

1. For design crossings of potable water mains, gravity sanitary sewers, force mains, reclaimed water mains, or storm sewers, clearly indicate which utilities are located over or under other utilities. This is also a requirement of the as-built drawings. Provide conflict cross sections on plans and/or provide on required sewer main profiles (see comment #30 below). 20-ft total length (10-ft o.c.) sewer concrete encasement is required where vertical separation cannot be maintained at crossing with potable pressure piping. Only 10-ft total length (5-ft o.c.) is required at gravity storm pipe crossings (Re. Detail S-18 & M-1, Note 1)
2. **Advisory:** All large commercial water meters greater than 3-in take a minimum of 6 weeks for delivery after fees are paid to City. In addition, all meters greater than 3-in shall be installed by owner/developer/contractor. The fee collected by the City is for materials only [Detail W-2, Note 23]
3. Sheet 12/13: Callout 8-in Meter “w/ Strainer” per City Details [W-12]
4. Sheet 12/13: Note on the utility plans the following general notes from Standard Construction Detail, W-2: Note 1, 2, 5, 6, 9, 10, 13, 17, 19, 22, 26, 27 and 29. Reference should be made to underground contractors to City details (Sheet XX) for additional information and detail). Add note at water tapping callout to be “(by City of Port Orange Re. W-2, Sheet XX)”
5. Sheet 12/13: Note on the utility plans the following general notes from Standard Construction Detail, S-2: Note 1, 3, 4, 5, 8, 9, 10, 13, 19, 20, 21, 24, 29, 31, 34, 35, 36, 37, 38, 39, 40, 41, and 42. Reference should be made to underground contractors to City details (Sheet XX) for additional information and detail). Add note at sewer manhole core(s) to be “(by City of Port Orange Re. S-2 & S-13, Sheet XX)”
6. Sheet 12/13: Note that fire hydrants shall not be installed within 20-ft of any electrical transformer. Show proposed transformer locations on the utility plans [Detail W-2, Note 32]
7. **Advisory:** Each owner and customer shall be responsible for the inspection and maintenance of backflow prevention device(s) and shall file a test and annual certification from a certified tester for each device. Additionally, all pressure testing, and sewer televising shall be performed in the presence of City personnel with reports of satisfactory reports provided to the City prior to final acceptance and prior to any paving operations [Ordinance Ch. 74 Utilities, Article VIII, Sec. 74-249] & [S-2, Note 21, 39 & 40]
8. Indicate developer’s intent to provide on-site lighting. Show locations of such fixtures on all site plans including landscape, irrigation, site, and utility plans.
9. Note Richel Dr. is City O&M while Reed Canal Road is County O&M. As such, provide Maintenance of Traffic (MOT) plan for sewer connection activities at Richel (i.e. signage/lane closures) and Pedestrian MOT for water tapping at Reed Canal (i.e. additional “sidewalk closed” signage along with railing and any other devices will be anticipated). Volusia County permits will be required for that utility work proposed within Reed Canal Road right-of-way. Additionally, provide profile view of proposed Jack & Bore.
10. Sheet 12/13: Revise 8-in backflow preventers to be Reduced Pressure BFP’s and not “Double Check” at both driveway accesses and painted blue [Detail W-12]
11. Sheet 12/13: As onsite water is proposed as a private system to be owned and maintained by property owner (will NOT be conveyed to City of Port Orange) and cross connection protection is provided via the two (2) 8-in RPZ’s it is not necessary to provide individual reduced pressure zone (RPZ) protection at each building water services. However, City standards require that all dedicated fire lines shall be independent of all

- other domestic water services, an 8-in RPZ backflow preventer will be required on each building fire line service. Additionally, City does NOT require use of PIV's on fire lines, however Staff does not object to use if desired. Revise plans accordingly [Detail W-1, Note 9]
12. Sheet 12/13: Reference appropriately designed "FDC" signage per NFPA, building code, etc on plan sheets. Similarly, to use of "Blue RPM" to locate hydrants consider "Red RPM" or other per code to help locate FDC locations. Re-orient FDC's to be shown open toward roadway/curbing. Some FDC's terminate within landscape islands and should extend to roadway/curbing to greatest extent possible. Building #11 FDC needs to be relocated to nearest landscape island and out of parking stall.
 13. Sheet 12/13: Per LDC, where a sprinkler or standpipe system is provided, a fire hydrant shall be located at least 50-ft (may be more per NFPA code requirements based on max. building height) away from structure, but not more than 75-ft away from FDC system connection. As such, an additional fire hydrant is required in the island between the two (2) garage building across from Building #11, The prop. Hydrant at Building #13 needs to be relocated across walk just south of prop. Location. Relocate prop. hydrant across the driveway at Building #4 within landscape island near the drainage inlet there, relocate the prop. hydrant at Building #17 across walk to the south of prop. location away from structure there and relocate prop. hydrant to adjacent island across parking drive at Building #1, south of prop. hydrant location near the FDC. [LDC Ch 11 Sec 3 (c)(2)]
 14. Sheet 12/13 and wherever applicable: Show all existing and proposed easements. Namely, those City required pond/swale, drainage, etc. Label easements as "proposed" [LDC Ch 6 Sec 4(b)(4)]
 15. Sheet 12/13: Note that per City's standard construction details, meters are to be located within an easement. If meters are proposed outside of the 12 ft Utility & Drainage Easement(s), it will be necessary to provide easement(s) to encompass meters. Revise meters to be shown within 12 ft Utility Easement(s). Call out this 12 ft "Utility & Drainage Easement(s)" on the Utility plans.
 16. Sheet 12/13: All system design and fire flow calculations shall maintain a 20 PSI residual pressure in the system [LDC Sec 3 (b)(6)]. Multifamily buildings, three or more stories or over 12 units per building require 1,200 GPM @ 20 PSI Residual to be provided (1,000 GPM @ 20 PSI Residual less than 3 stories and no more than 12 units per building). Provide City with required signed & sealed Fire Flow Calculations with results provided on utility plans noting any current NFPA reductions in requirement given proposed building sprinkler protection. Also, note only 8-in minimum dia. water main is required per code [LDC Ch 11 Table 11-1]
 17. Sheet 13: According to City records the Richel Dr. water main is an 8-in PVC. Revise plans and confirm/update Survey data to note existing 8-in PVC water main in right-of-way and callout 8x6-in tapping saddle/valve with 6x8 expander before the 8-in master meter at the Richel Dr. drive access.
 18. Sheet 12: According to City records the Reed Canal Rd. water main is a 12-in PVC. Revise plans and confirm/update Survey data and revise plans/tapping call-out as necessary.
 19. Indicate if the 2 Story (2 Unit) and Maintenance Buildings are to utilize any fire protection systems (i.e. sprinkler)
 20. **Suggestion**: Has developer considered a back-up source of irrigation water (i.e. well and/or potable)? Indicate the back-up irrigation source, if any, to serve the site. City staff has no objection to use of wet pond as source for site irrigation, however, coordinate with SJRWMD to ensure all requirements are met and provide City with documentation when complete. Additionally, provide "irrigation by non-potable water" signage on irrigation plans.

21. Landscape plans shall clearly depict the design location of plantings relative to the location of utilities and stormwater infrastructure to evaluate potential conflicts. Show proposed utilities and onsite lighting (pole bases) [Standard Construction Detail S-1, Note 23]
22. **Advisory:** Have a design engineer prepare and submit to the City, for review, flotation calculations to size the proposed manholes. High water table is anticipated at the site. Thicker manhole walls and bases may be required [S-1, Note 13 & S-2, Note 39]
23. Sheet 13: All sewer lines constructed outside of right-of-way within yards, backyards, other poorly accessible areas shall be constructed of green C-900 PVC. No use of plastic styrene fittings shall be allowed. Revise plans to show callout for the 68 LF 8in PVC sewer main downstream of structure "MH #13" to be "Green C-900 PVC". [Detail S-1, note 19]
24. Sheet 12/13: Per LDC, multifamily having 9 more units requires sewer laterals to be 8-in inside diameter. The 6-in sewer laterals are appropriately sized for the 2-unit structures and Clubhouse. 8-in size-on-size wye fittings with 6-in Clean-outs are allowed so that minimum required 8-in sewer mains can still be used. Revise plans accordingly [LDC Ch 11 Sec 4 (a)(2)]
25. Sheet 12: Building #18 appears to only have one (1) sewer service where other similarly sized building have two (2). Advise and/or revise plans accordingly.
26. Individual sanitary service on new construction shall NOT be connected directly into manholes and must connect to sewer main lines by use of wye connections, unless otherwise approved by the City. Staff does not object to service(s) entering "terminal" (end-of-line) manholes where buildings are perpendicular to sewer main. There are a few locations where sewer main should be extended to meet requirements, namely at: Building #18 (MH #5) and at Building #11 (MH #11)
27. As onsite sewer is proposed as a private system to be owned and maintained by property owner, either provide additional manhole at the Richel Dr. Property Line prior to entering "SSMH #5" OR provide dedicated 20-ft sewer easement (10-ft o.c.) to encompass the 68 LF 8" PVC sewer line from "MH #13" to "SSMH #5". Note, an additional manhole constructed in side yards, backyards, and easements outside of right-of-way shall be outfitted with fiberglass or epoxy liners in accordance with ASTM-3753 or other types of liners approved by the city. [Detail S-1 note 18]
28. Sheet 12/13: Profile views shall be provided for all sewer mains and shall be on same sheet as the associated plan view. Provide a profile view on the construction drawings at a Horizontal scale 1:40 and Vertical at 1:4 [Standard Detail S-1, note 28].
29. Sheet 12/13: 0.1 ft drop across manholes required for new construction. Revise plans accordingly. [Std. Manhole Detail S-6, Note 4]
30. **Advisory/Suggestion:** Sheet 12/13: FDEP requires drop pipes to be provided for sewers entering manholes at elevations of 24 inches or more above invert. Less than 24 inches elevation difference b/w incoming sewer and manhole invert requires fillet to prevent solids deposition. Furthermore, since City only allows sewer drop manholes under special conditions and given maintenance issues for drop manholes, revise those proposed sewer manholes to minimize the invert elevation difference (i.e. to 0.1 Ft drop). Sewer mains/services are proposed at minimum slopes. Slopes greater than minimum required are encouraged.
31. Sheet 12: The SSMH #2 proposed South Invert (19.50 elev.) at Reed Canal Road does not appear to be designed correctly. There is a low point 10-ft south (upstream) called out at 19.30 elev. It appears the 19.50 elev. Should be revised to be 19.30 elev. to provide adequate slope greater than minimum and operate sufficiently in this portion of sewer crossing Reed Canal. Revise plans accordingly.

32. Provide a construction cost estimate signed and sealed by the engineer of record and/or landscape architect, as appropriate, detailing the tabulation of quantities and costs of any proposed site improvements including landscaping and irrigation but not including buildings or similar structures. [LDC Ch 6, Section 5]

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. Sheet 11: Richel Drive driveway centerline elevation of 29.25 appears to be higher than existing asphalt elevations estimated at 28.7; ribbon curb is needed along east and west edge of Richel Drive driveway; show proposed contours connecting to existing contours - contour 32.0 at south-west corner of property, contour 30.0 at Richel Drive westerly sidewalk (proposed elevation 29.10 is lower and runoff would drain to site), contours 30.0 and 29.0 along Richel Drive and pond (pond bank at 31.0 and sidewalk at 26 to 28 appear to exceed 4:1 slope), contours 27.0 and 26.0 along Richel Drive and earth mound (proposed sidewalk at 26 to 25 is lower than existing 27.0 and 26.0 contours); show flow arrow along Richel Drive indicating runoff pathways.
2. Sheet 12: Show proposed contours connecting to existing contours - contour 30.0 and 31.0 at westerly sidewalk around the pond (proposed elevation 31.20 is higher than existing 29.0 contour), contour 30 at the north east corner and east side of property intersects existing contours 28 to 32.0; confirm intent of grading north of building #1, east of building #2 and maintenance building and south of parking area – 30.0 contours are repeated within a narrow area along with spot grades and it can't be determine if a swale is proposed; confirm spot grade of 28.20 immediately east of Inlet #9, which is lower than it's TC of 29.00; call out capping of twin 6" conduits under Reed Canal Road driveway.
3. Extend proposed sidewalk on Richel Drive to existing westerly sidewalk.
4. **Suggestions:** Confirm TC at inlet #4 of 28.40 and INV of MES #6 at 28.00 being lower than connected dry pond having the 100 YR DHW EL. of 28.90 and 20 YR DHW EL. of 28.60. It appears structure #4 could be elevated and MES #6 replaced with a drop structure with a TC of 28.90. Note City of Port Orange requires design for the 25 year-24 hour storm event instead of the 20 year.

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

1. 12-ft. street frontage easements are intended for drainage and utilities. Revise labeling along Reed Canal and Richel frontages to include both drainage and utilities.

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. Site Improvement Agreement for public improvements in the course of development will be required pursuant to *Ch. 6 Sec. 5(b), LDC*.
2. Transportation Concurrency and Fair share Agreement will be required.
3. Tree conservation easements required per *Ch.6, Sec. 4(b)(3)(b), LDC*.
4. Easements over drainage facilities need to be shown on the site plans.
 - a. Retention areas shall be covered by easement extending 10 feet beyond top of bank.
 - b. Storm sewers shall be covered by easement no less than 20 feet centered on centerline of pipe (*Chap. 6, Sec. 4(b)(1), LDC*).

5. Standard lot easement to the City shall be 12 feet across the fronts of all lots adjacent to any street (*Chap. 6, Sec. (4)(b)(4), LDC*).
6. **Advisory:** The easements conveyed to the city require sketch and legal descriptions, including acreage or square footage, 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 12 or larger. (E-Mail copy or other duplication of the legal description will not be accepted).]