



STAFF DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES

MEETING DATE: January 15, 2020
LOCATION: CITY HALL COMMUNITY DEVELOPMENT
2ND FLOOR CONFERENCE ROOM
CITY HALL, 1000 CITY CENTER CIRCLE

PROJECT REVIEW #1:
9:00AM- 9:22AM

APPLICATION: Modification to an Approved Site Plan/Palmer College Parking Lot
Expansion
CASE NO.: 19-82000007
LOCATION: 4777 City Center Parkway

ATTENDING CITY STAFF REPRESENTATIVES

Penelope Cruz, Planning Manager
Melanie Schmotzer, Development Review Technician
Gwen Perney, Senior Planner
Valerie Duhl, Community Development Engineer
Alex Popovic, Public Works Engineering Intern
Greg Marino, Public Utilities Engineer

ATTENDING REPRESENTATIVES FOR APPLICANT

Mark Dowst, P.E., Mark Dowst & 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

1-15-20

DATE

SDRC MEETING DATE OF JANUARY 15, 2020

MODIFICATION TO APPROVED SITE PLAN/
PALMER COLLEGE PARKING LOT EXPANSION
CASE NO. 19-82000007

OUTSTANDING TECHNICAL COMMENTS AS OF JANUARY 10, 2020

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. As per the developer's arborist's suggestions, please include the following on the demolition plan and landscaping plans:
 - The Critical Root Zone (CRZ) of the tree should be protected at a minimum to the dripline with tree protection barricade. If construction activities must be performed within the dripline, the area of impact should be protected with 3" to 5" of mulch to help cushion roots from construction equipment. The mulch should be removed when the activated are complete and the tree protection barricade is reinstalled.
 - Ensure no excess change in soil grade occurs within the tree's dripline.
 - Site development should not direct impervious water flow towards the tree.
 - Signage on the tree protection barricade around the 51" oak that reads: Tree Protection – Critical Root Zone. No vehicles, equipment, soil or building material are to be stored within this boundary.
 - Post development – Apply a Cambistat drench to help recover root mass and feeder roots that were lost during development.
2. A tree conservation easement is required over the 62" and 33" live oaks being saved. The minimum size of such easement shall be one-foot diameter for every one-inch diameter at breast height or the dripline of the tree, whichever is greater [Ch. 9, Art. II, Sec. 16 (b), LDC]. Provide a sketch and legal description for the City Attorney to draft the easement document.
3. Mitigation payment into the City's tree bank is required for the removal of the specimen 30" Hickory, 22" Oak and 18" Oak. The mitigation payment for the removal of the specimen trees is \$3,393.90. Payment is due prior to the issuance of the ABC Clearing permit.
4. Ten percent of the area designed for vehicular use must be designed for interior landscaping. On the landscape plan, provide the calculation for the 10% interior landscaping for vehicular use area. [Ch. 13, Sec. 4(a), LDC]
5. 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.
6. **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]
7. **Advisory:** Gopher tortoise relocation permits from FWC, if applicable, shall be required prior to any land clearing.

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. On Sheet C1, update the General Notes SCS Soil Types to reflect the soils found on this site per the Geotechnical Report.
2. On Sheet C3, change the survey and vertical datum to NAVD 88.
3. For Sheet C4 General Notes, compare against new City Standard Site Clearing, Grading, and Erosion Control Notes M-3. Suggestion: Because this detail will be added to the plans in the details section, replace the notes with a reference to the detail.
4. On Sheet C4, call out relocation or removal of existing light pole at north end of crosswalk.
5. On Sheet C4, the special emphasis striping is not required for the crosswalk.
6. On Sheet C5, Paving and Drainage Note 9, revise to Temporary Fill Stockpiling cannot exceed 6' in height measured from the original grade.
7. On Sheet C5, add drainage flow arrows as shown on existing parking lot.
8. On Sheet C6 delete the Silt Fence detail and replace it with the City's Standard Construction Detail M-23 Silt Fence.
9. Comments on the Sheet C7, Outflow Structure:
 - a. Provide solution to prevent grate and plate from being reversed and having weir bypassed
 - b. The top of the skimmer elevation should be 6" above the weir top, 25.0.
10. On Sheet C7 and in the Site Plan, update Sections with Curb and Gutter, to show 24" width rather than 18".
11. Conform Sheet C5 retaining wall design and Sheet C7 Section C-C. There are not enough details to construct the retaining wall. Provide design intent including provide top of wall/bottom of wall elevations, retaining wall type, and wall thickness. Sheet C5 has the top of wall at 23.0 although that is below existing grade.
12. Revise slope ratio to 4:1 (H:V) for all areas where trees are not being preserved. Variances requested shall be prominently noted on the site plans themselves. [LDC Chpt. 6, Sec. 6 (b)] An administrative variance may be granted for limited 3:1 slopes, but this only applies to slopes immediately adjacent to tree conservation easements. For clarity, add all tree barricades to Grading Plan. Clearly show on the plans where a 3:1 slope is required and show contours. Revise Sections A and B on Sheet C7 to show a 4:1 slope.
13. On Sheet C7 delete the following details which will be replaced by the City's Standard Construction Detail:
 - a. Inlet Grading Detail
 - b. Type C Inlet Detail
 - c. Type E Inlet Detail

- d. Curb and Gutter Detail (Note: City's standard is 24", not 18". Variances requested shall be prominently noted on the site plans themselves. [LDC Chpt. 6, Sec. 6 (b)])
- 14. On Sheet C8, replace Standard Construction Details with the new versions dated 12/18:
 - a. R-11-> R-13
 - b. R-23 -> M-25
 - c. R-25 -> M-3
 - d. R-26 -> M-3
 - e. M-3 -> M-5
 - f. M-1 -> M-5
- 15. Add the City's Standard Construction Details:
 - a. R-1 Parking Area Design and Construction Notes
 - b. R-11 Standard Curb Construction
 - c. R-15 Private Parking Lot
 - d. ST-1 Storm Drainage Construction Notes
 - e. ST-3 Storm Inlet Apron
 - f. ST-4 Type C Inlet
 - g. ST-5 Type E Inlet
 - h. M-4 Sodding, Seeding and Mulching Notes
 - i. M-21 Temporary Gravel Construction Entrance Notes
- 16. On Sheet C7, revise Section A-A to meet the Geotechnical Engineer's Recommendations for thicknesses as well as the City's Standard Construction Detail requirements found in R-15.
- 17. The Geotechnical Engineer's report stated that "The measured permeability rates should not be construed to represent the actual stormwater exfiltration rates." Provide Geotechnical Engineer's exfiltration evaluation including borings where the exfiltration is being proposed.

CITY ATTORNEY REVIEW COMMENTS: (Shannon Balmer, Assistant City Attorney (386) 506-5535/sbalmer@port-orange.org; or Matthew Jones, City Attorney (386) 506-5525):

- 1. Payment and Performance bond may be required due to work on city property.

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 UTILITIES DEPARTMENT REVIEW COMMENTS: (Junos Reed, P.E. Engineering & Construction Manager (386) 506-5754/jureed@port-orange.org; Gregg Marino, Engineering Intern (386) 506-5756/gmarino@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.