



STAFF DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES

MEETING DATE: July 31, 2019

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

PROJECT REVIEW #1:
9:00AM- 9:43AM

APPLICATION: Site Plan/Palms at Ashton Lakes
CASE NO.: 19-80000004
LOCATION: S. Williamson Boulevard and Oakwater Lane

ATTENDING CITY STAFF REPRESENTATIVES

Penelope Cruz, Planning Manager
Melanie Schmotzer, Development Review Technician
Gwen Perney, Senior Planner
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
Beau Gardner, Fire Marshall
Valerie Duhl, Community Development Engineer

ATTENDING REPRESENTATIVES FOR APPLICANT

(conference call) Bill Maggard, NX Port Orange Owner LLC
Roger Strcula, P.E., Upham Inc.

ATTENDING CITIZENS

Sarah Jones

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

7-31-19

DATE

SDRC MEETING DATE OF JULY 31, 2019

SITE PLAN
PALMS AT ASHTON LAKES
CASE NO. 19-80000004
OUTSTANDING TECHNICAL COMMENTS AS OF JULY 26, 2019

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

TRANSPORTATION CONCURRENCY REVIEW COMMENTS: (Tim Burman, Community Development Director (386) 506-5675/tburman@port-orange.org):

1. Comments will be provided upon receipt of the Transportation Impact Analysis (TIA). Provide a hard copy and electronic file of the TIA to the City of Port Orange Community Development Department and Melissa K. Winsett (mwinsett@volusia.org), Transportation Planner/Planner III, Volusia County Traffic Engineering - 123 W. Indiana Ave., Room 400 DeLand, FL 32720.

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

1. **Advisory:** Verify if the future commercial outparcel is to be subdivided into a separate lot or developed as a site plan modification to the subject site plan. If a future subdivision plat is proposed, ensure the current site plan provides for the minimum dimensional requirements, access, utilities, landscaping and buffers, and stormwater retention for a future lot.
2. Provide a sidewalk connection to the sidewalk on S. Williamson Blvd. [LDC, Ch. 12, Sec. 8(c)(1)(b)].
3. Provide additional warning signs and pavement markings for the sidewalk crossings at the driveways on Oakwater Ln. and Williamson Blvd. alerting motorists to the pedestrian crossings [LDC, Ch. 12, Sec. 6(j)].
4. Add stop signs and stop bars at the intersection of drive aisles within the parking lot and directional arrows on the pavement to direct traffic. Add directional signage directing commercial service vehicles to the back of the building [LDC, Ch. 12, Sec. 6(j)].
5. **Recommendation:** Add a bike rack for employees, residents, and visitors. Bike racks are not required for nursing homes in the LDC, however, installing a rack may encourage alternate modes of transportation and provide a secure location for people who choose to ride their bike to the development.
6. There are some inconsistencies between the tree survey (SU-3) and the tree mitigation plan (L-1). The symbols for bay and cypress do not appear on SU-3. Bay trees may only be considered a specimen if 12" or larger and cypress at 18" or larger. The symbols for bay and pine trees are similar on L-1. Verify if specimen trees to be saved are bay trees. Pine trees are not considered to be specimen trees and cannot count toward the minimum number of specimen trees [LDC, Ch. 9, Sec. 16]. Adjust calculations in tree preservation table if tree counts change.
7. Tree mitigation will be required for all specimen trees to be removed. Mitigation may a tree bank contribution, replacement trees, or a combination thereof. Replacement trees are in addition to required planting and must be a minimum four-inch caliper and 14 feet high at the time of planting. Staff recommends

- incorporating as many existing specimen trees into the plan as possible. For example, potentially shifting storm drains and landscape islands to accommodate the trees located near the proposed parking areas, as well as the two specimen trees located on the future commercial outparcel [LDC, Ch. 9, Sec. 16, Ordinance 2019-15].
8. Tree mitigation will be required for all trees 6 inches and larger that are removed from the required right-of-way and perimeter buffers. Mitigation may be a tree bank contribution, replacement trees, or a combination thereof. Replacement trees are in addition to required planting and must be a minimum four-inch caliper and 14 feet high at the time of planting. Replacements may be located in the buffers or elsewhere on site as long as the trees have access to irrigation or hand watering to ensure survival [LDC, Ch. 9, Sec. 16, Ordinance 2019-15]. Based on feedback from the Planning Commission meeting, staff recommends retaining as many existing trees in the right-of-way buffer as possible.
 9. Sheet L-1. The note regarding preservation of a minimum 65% of existing trees in the right-of-way buffer applies to both Oakwater Ln. and Williamson Blvd. No more than 50% of the under canopy may be removed. Please revise the note [LDC, Ch. 13, Sec. 3(g)(3)].
 10. Sheet L-2. Landscaping will be required to be continued along Williamson in front of the future commercial outparcel and in the 10-foot south buffer because this
 11. site is being developed prior to subdivision of any future lots. Revise tabulations and plans to include this area [LDC, Ch. 13, Sec. 3(b)].
 12. Sheet L-2. Calculate the linear feet of buffer from conservation easement line to the easement line of the amenities for both Oakwater Ln. and Williamson Blvd. (minus driveway width) [LDC, Ch. 13, Sec. 3(d)(2)].
 13. Sheet L-2. The landscape buffer tabulations must meet the LDC requirements for right-of-way buffers. The 50-foot buffer for Williamson must include 8 shade trees, 8 understory trees, and 60 shrubs per 100 linear feet. The 25-foot buffer for Oakwater must include 4 shade trees, 4 understory trees, and 30 shrubs per 100 linear feet. Please revise [LDC, Ch. 13, Sec. 3(d)].
 14. Sheet L-2. In the buffer tabulations, there are some inconsistencies between what is listed as being provided in the buffer and what is actually shown. For instance, there are additional shade trees shown as being provided in the Williamson buffer, but not listed in the buffer table. Coordinate the drawing with the table [LDC, Ch. 13, Sec. 3(d)].
 15. Sheet L-2. Provide a tabulation and diagram for the required 10% vehicular use landscaping [LDC, Ch. 13, Sec. 4].
 16. Add vehicular use screening around the back-up aisle for service trucks at the rear of the building to provide additional screening from Oakwater Ln. [LDC, Ch. 13, Sec. 4(f)].
 17. Sheets L-3 and L-4 are missing from the package. Please provide an irrigation plan for the landscaping including the irrigation source [LDC, Ch. 13, Sec. 7].
 18. Provide location of gopher tortoise burrows on the site plan. [Ch. 9, Art. IV, Sec. 32 (a), LDC]
 19. Provide description, notes and details on site plan outlining the approach to be used in protecting the species. [Ch. 9, Art. IV, Sec. 32 (b), LDC]

20. **Advisory:** Gopher tortoise relocation permits from FWC, if applicable, shall be required prior to any land clearing.
21. **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]
22. Sheet CV-2. The MDA provides a 30% minimum open space requirement. The table states 31%. Please review and revise table accordingly.
23. Sheet CV-2. The MDA provides a 45' maximum building height with an additional 10' for architectural features and the proposed building elevations show a 55' building height to the midpoint of the trusses, which complies with the MDA. The table states 57' and 56.75'. Please revise table.
24. On the architectural elevations add a note that all mechanical equipment (ground, wall, or roof), including, but not limited to, air conditioning condensers, heating units, satellite dishes, and irrigation pumps, shall be screened using architectural features consistent with the structure, or landscaping of sufficient density and maturity at planting to provide opaque screening. 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)].
25. Provide a detail of the proposed downspouts. 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, downspouts may be installed externally only 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 above, but must be painted to match the building exterior on which they are mounted [LDC, Ch. 14, Sec. 4(i)].
26. Any proposed monument signage must be set back a minimum 5 feet from the right-of-way and outside of any vehicular use sight clearance angles. **Advisory:** The monument sign on Oakwater Ln. cannot exceed 12 square feet, maximum [LDC, Ch. 15, Sec. 4].

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. Enlarge radii of southeast driveway to 20' minimum. [LDC, Ch.12, Sec. 3(f) for Light Commercial]
2. Revise plans to provide the required 24' wide minimum drive aisle where parking spaces are at a 90° angle. The northwest facing parking spaces opposite the building entrance are 18' leaving 22' for the drive aisle. Similarly, 4 of the 10 south facing parking spaces on the north side of the building have a drive aisle of

- 22'. [LDC, Ch. 12, Sec. 6, Figure 12.2] **Suggestion:** Angle the parking spaces opposite the entry and widen the drive aisle for the others.
3. **Suggestion:** The potential stacking issues that may occur in the parking lot's intersection on the south side of the property can be mitigated if the parking spaces on the south side of the building are changed to be one way with the aisle eastbound. The aisle width may be reduced to allow more landscaping or other site adjustments.
 4. Consider redesign of Commercial Phase 2 parking lot entrance to eliminate conflict between outbound left turn and non-stop inbound movements. Provide for pedestrian crosswalk if sidewalk between commercial area and S. Williamson is intended through this intersection.
 5. Comparison of the Wet Season Water Table Level and the proposed dry detention basin bottom suggest the dry detention basin may become wet and not afford the planned nutrient removal. Provide assurance that the pond will recover within 72 hours and remain dry between storm events for long term service. [LDC, Ch. 10, Art. II, Sec. 11(b)(2)] **Suggestion:** Convert storm sewers to single-pipe exfiltration trenches to reduce loading on the storm pond.
 6. Add the City's Standard Construction Detail ST-9 that requires installation of impervious soils or other materials to prevent transmission of water.
 7. Add a skimmer on the Outfall Structure Detail to screen floatables from the water column. **Suggestion:** Check for conflicts between the skimmer, outfall pipe, and pond bank.
 8. **Suggestion:** For maintenance, replace exfiltration trench pipe fittings and manholes with Type H 6'7" x3'0" Inlets.
 9. **Suggestion:** Show screened Storm Pipes with labels on Grading Plan.
 10. **Suggestion:** Show screened Exfiltration Trench on Grading Plan.
 11. **Suggestion:** On CV-2, add General Note: "Contractor to use City-approved Roll Off Dumpster from the Approved list."
<https://www.port-orange.org/DocumentCenter/View/3592/Approved-Roll-Off-Vendors-Port-Orange>
 12. Because Sheet C-22 shows the Standard Construction Detail for a Temporary Construction Fence, show where the fence will be located. **Advisory:** A separate building permit is required for the temporary construction fence.
 13. Sheet C-1 shows Tree Protection Fences not as a standard symbol but in a shape around trees. The City's Standard Construction Detail R-23 on C-18 requires the fence to be at the extent of the dripline. Add a note on C-1 referencing C-18 Detail R-23. **Suggestions:**
 - a. Add C-18 reference note to Legend.
 - b. Screen the tree symbols and lettering on C-1 for clarity.

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. Drawing index on cover sheet does not have sheets: C-4, L-3, L-4, also sheet # C-25 does not indicate the applicable sheets C-26, and C27 for FDOT maintenance of traffic indices.

3. Provide a floor plan showing all exits with a life safety plan.
4. **Advisory:** Review for applicable code requirements for proposed building will be performed at the time of permit submittal.
5. **Advisory:** Separate permit applications are required for: New Buildings, Light Poles, Fencing, and Signs. Contact the building division if there are any questions or concerns about permit requirements for work specifically mentioned.
6. **Advisory:** SDRC review does not include: Buildings, Accessory 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.

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):

1. Sheet C-9: For design crossings of potable water mains, gravity sanitary sewers, or storm sewers, please clearly indicate which utilities are located over or under other utilities. Namely, where water services (fire & potable) cross sanitary sewer near SM-3 and the sanitary sewer crossing 30in storm downstream of SM-4 [Re. Detail S-18 & M-1, Note 1]
2. Sheet C-10: Please include vertical separation between sanitary sewer and 4in potable service on the Sanitary Sewer Profile & callout or verify 36in (min.) of cover is provided over water services. Additionally, the distance between SM-3 and 8in fire line appears to be greater than the 6ft called out while the horizontal separation between the fire & potable water services appears to be less than the 9ft called out (4ft shown). Please advise and/or revise accordingly.
3. Sheet C-10: Please include NGVD elevations on the vertical axis of the Sanitary Sewer Profile in 2 or 4ft increments and include a Plan View above Profile provided at a scale of 1in equal to 40ft Horizontal [City Detail M-1, note 1]
4. Sheet C-9 & C-10 (Plan/Profile): City only allows manholes located at intervals not exceeding 350ft. Please revise the upstream most 396ft sewer main parallel to Williamson Blvd. accordingly [Standard Detail S-1, note 8]
5. Sheet C-10: Please revise the fire service Backflow Preventer to be a Reduced Pressure type and painted Red per City detail [Standard Detail W-15]
6. Sheet C-10: Please include/show the two (2) 3in Gate Valves before and after the reduced pressure backflow preventer on the potable line. Additionally, please be advised the device shall be painted blue per City detail [Standard Detail W-15]
7. Sheet C-9: Please remove proposed fire hydrant, fire line and associated tap at the Williamson driveway. Instead show hydrant via a tee connection on the north side of the proposed 4in commercial water service.
8. Sheet C-9: Please cap end of the Phase II commercial service along Williamson Blvd. within the utility easement at back of sidewalk.
9. Sheet C-9 & C-10: Similar to comment #3 above, please provide only one (1) single tap for the fire service, potable service, and fire hydrant there. For example, a series of tee fittings may be used past the single Tapping Sleeve & Valve to replace the need for three (3) separate taps. Please revise sheet C-10 detail accordingly.

10. Sheet C-10: Please revise the Private/City delineation line on the "Enlarged Water Service Detail". For the fire service the Private section will begin just after the 1st OS&Y closest to the Oakwater Ln right-of-way while the Private section for potable service will begin just after the downstream (service) side of the meter.
11. Sheet C-9 & C-10: Show all existing and proposed utilities (size, depth and type) on and adjacent to the development. Gravity sewer pipe material to be SDR 26. The fire line and 4in potable service is to be C-900 PVC. [Standard Detail W-2, note 14]
12. **Suggestion:** (Sheet C-9 & C-10) Relocate the Siamese FDC behind curb adjacent to roadway (just south of the Oakwater Ln driveway inlet) to provide better visibility and access by City fire personnel. Please dimension and note that City of Port Orange requires 75ft (max.) separation from FDC to a hydrant. Additionally, provide adequate FDC signage and reorient connection towards roadway.
13. Reclaimed water is available to this site. When reclaimed water service is determined to be "available" site development plans shall construct the required irrigation systems connected to reclaimed water mains. All site developments over five acres shall be interruptible customers and have a backup source of irrigation water. Please indicate your proposed backup source of irrigation. [LDC, Ch. 11, Sec. 5 (b)(2)]
14. **Advisory:** Permits for wells and irrigation systems must be obtained from Volusia County. Approvals by Volusia County must be provided to City of Port Orange prior to the release or acceptance of any project. [Volusia County Water-wise Landscape Irrigation Ordinance]
15. Provide copies of the FDEP Sanitary Sewer Collection/Transmission System Construction & Health Dept. Potable Water Distribution System Construction Permit applications. FDEP/County DOH water permit is not anticipated, however, please provide City with letters of determination from respective agencies stating that no permitting is necessary for this project.
16. **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].
17. **Advisory:** Each owner and customer shall be responsible for the inspection and maintenance of backflow prevention device(s) and shall file a test an 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 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]

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 (improvements to be constructed on public property, or within a public right-of-way or easement) in the

- course of development will be required prior to issuance of a Development Order [LDC, Ch. 6 Sec. 5(b)].
2. Transportation Concurrency and Fair share Agreement will be required [LDC, Ch. 4, Sec. 4(a)(4)].
 3. Tree conservation easements required [LDC, Ch.6, Sec. 4(b)(3)(b)].
 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 [LDC, Ch. 6, Sec. 4(b)(1)].
 5. Standard lot easement to the City shall be 12 feet across the fronts of all lots adjacent to any street [LDC, Ch. 6, Sec. (4)(b)(4)].
 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).]
 7. *Additional comments may be provided under a separate cover.*

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

1. No comments.

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

1. 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):

1. No comments.