



STAFF DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES

MEETING DATE: October 9, 2019
LOCATION: CITY HALL COMMUNITY DEVELOPMENT
2ND FLOOR CONFERENCE ROOM
CITY HALL, 1000 CITY CENTER CIRCLE

PROJECT REVIEW #1:
9:00AM- 9:23AM

APPLICATION: Planned Commercial Development Rezoning/All Aboard Storage
Taylor Road
CASE NO.: 19-65000003
LOCATION: 1673 Taylor Road

ATTENDING CITY STAFF REPRESENTATIVES

Penelope Cruz, Planning Manager
Gwen Perney, Senior Planner
Shannon Balmer, Assistant City Attorney
Alex Popovic, Public Works Engineering Intern
Junos Reed, Public Works and Utilities Engineer
Valerie Duhl, Community Development Engineer

ATTENDING REPRESENTATIVES FOR APPLICANT

Andy Clark, Crane Lakes Depot, LLC
Cody Bogart, Newkirk Engineering, Inc.

ATTENDING CITIZENS

Sarah Jones

ACCEPTED

Melanie Schmotzer
Development Review Technician

10-9-19

DATE

SDRC MEETING DATE OF OCTOBER 9, 2019

**PCD REZONING/
ALL ABOARD STORAGE TAYLOR ROAD
CASE NO. 19-65000003
OUTSTANDING TECHNICAL COMMENTS AS OF OCTOBER 4, 2019**

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

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. See revisions to MDA attached in track changes format.
2. Record a Declaration of Covenants and Restrictions requiring the provision of access for adjacent property to the east prior to the Fleur de Sol PUD being scheduled for City Council review (i.e. 11/19/19 meeting).
3. Please delineate proposed easements that are required.
4. Unity of Title or lot combination will be required prior to Site Plan submittal [*Chap. 6, Sec. (5)(c), LDC*].
5. The following easements are required for a site plan and must be illustrated on the CDP [*LDC, Ch. 17, Sec. 18(g)(2)(j)*]:
 - a. Tree conservation easements required per *Ch.6, Sec. 4(b)(3)(b), LDC*.
 - b. Easements over drainage facilities need to be shown on the site plans. Retention areas shall be covered by easement extending 10 feet beyond top of bank. Storm sewers shall be covered by easement no less than 20 feet centered on centerline of pipe (*Chap. 6, Sec. 4(b)(1), LDC*).
 - c. 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*).

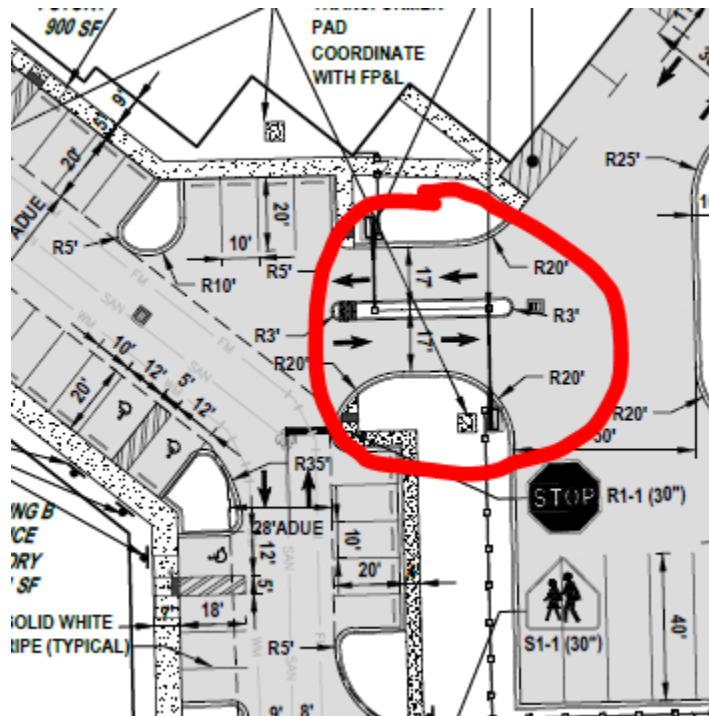
PLANNING DIVISION REVIEW COMMENTS: (Gwen Perney, Planner (386) 506-5673/gperney@port-orange.org):

1. Verify if the lot line shift was completed and recorded with Volusia County [Case No. 19-55000001].
2. In the MDA, Sections 3 and 13 and on the CDP Note #11 address phasing of the project. The access road through the property connecting to the adjacent property to the east and the lift station must be included in Phase 1 as they serve this site and the Fleur de Sol property. Create a Phasing section in the MDA and list improvements for each phase under this section. Update Note #11 on the CDP accordingly [*LDC, Ch. 6, Sec. 4*].
3. Is it the intent of the developer to combine the three parcels and develop the site under one parcel, or is there the potential to subdivide the property in the future? If so, list maximum number of lots, minimum lot size and minimum lot frontage under the Dimensional Requirement section and state property may be subdivided in the future in the Development and Construction sections if it is the intent to subdivide. Provide access, stormwater, signage requirements for subdivided lot [*LDC, Ch. 17, Sec. 18(g)(3)(g)*].
4. In the MDA, clarify which permitted uses will be allowed in which buildings by listing Building A, Building B, etc. For instance, will offices and businesses be

- permitted in the storage buildings? [LDC, Ch. 17, Sec. 18(g)(3)(a)]. If so, please not additional parking may be required.
5. In the MDA under the signage section, add a statement that a sign easement is reserved on site for the off-site entrance sign for the adjacent property to the east.
 6. An LED display screen is being shown on the sign exhibit however, this is not permitted by the LDC. A 73,000 SF multi-tenant office/warehouse complex would be allowed an 84 SF sign with a maximum of 5 tenant panels. If an LED display screen is being included in the MDA, this will be a policy issue that will need justification from the applicant to be included in the staff report [LDC, Ch. 15, Sec. 7(c)(1)(g)].
 7. Under Environmental Considerations, add a statement that compliance with the environmental preservation code may necessitate modification of the conceptual plan [LDC, Ch. 17, Sec. 18(g)(3)(k)].
 8. Under the parking section and on the CDP, the LDC provides a parking calculation for mini warehouses of 1 space per 50 cubicles, plus for a Facility with exterior access: continuous loading spaces clear of through traffic access to be provided in front of all exterior cubical doors and for a Facility with interior corridor access: 1 loading space is to be provided at all public entry doors and clear of through traffic access. Verify if it is the intent to use this calculation or if it is the intent to deviate from the LDC [LDC, Ch. 12, Sec. 4(b)(6)].
 9. On the CDP, match the driveway easement and sidewalk location to what was provided with the proposed Fleur de Sol PUD MDA and CDP. Illustrate that an easement over the access drive and sidewalk will be provided to the benefit of the property to the east.
 10. As a public benefit, provide a sidewalk connection to Taylor Rd. and show a crosswalk at the Crane Lakes Blvd and Taylor Rd intersection to connect to the existing sidewalk on the west side of Taylor Rd. This sidewalk connection will serve any customers visiting the future office building, employees of the uses on the subject property, as well as provide connection for the future residents of Fleur de Sol to the existing Taylor Rd. sidewalk [LDC, Ch. 12, Sec. 8(c)(1)].
 11. Rearrange the site layout to remove parking spaces that directly back out onto the access drive aisle. This driveway will service the property to the east and vehicles backing out of spaces may cause congestion for traffic entering the property from Taylor Rd. [LDC, Ch. 12, Sec. 6(c)(1)(f)].
 12. Revise the square footage/number of storage units on the footprint of the storage buildings. For instance, building A-2 notes indicate 1 story with 6,872 storage units.
 13. Note #7 on the CDP: revise LDC section citation [LDC, Ch. 17, Sec. 18(g)(2)(k)].
 14. There are two tables on the CDP listed as Specimen Tree Legend.
 15. Advisory: Gopher tortoise relocation permits from FWC shall be required prior to any land clearing.

1. **Advisory:** For the future Site Development Plan submittal, remove cleanouts from any and all accessible ramps.
2. On the Conceptual Development Plan:
 - a. Show and label all existing easements including 25' ingress/egress easement at north side of property, Exception per OR Box 7231, Pg 833 on Taylor Road, and existing access easement recorded in Volusia County Official Records Book 4849, Page 975. [LDC Chpt 17, Sect. 18 (g)(2)(g)]
 - b. Show all proposed easements including Drainage Easements. [LDC Chpt 17, Sect. 18 (g)(2)(j)]
 - c. Add parcel and ownership information across Taylor Road which is within 150-ft of the boundary. [LDC Chpt 17, Sect. 18 (g)(2)(i)]
3. On the Conceptual Development Plan or an exhibit, clearly demarcate the limits of the 3 proposed phases and show existing topography in 1' contours, drainage basins and natural drainage patterns. [LDC Chpt 17, Sect. 18 (g)(2)(g) & (l)]

1. Need 20' clear access into the storage area per NFPA 1, Ch. 18 (FD Access and Water Supply) states there must be a minimum of 20' clearance for FD access. See snippet below:



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. MDA Section 11. Public Utilities, revise C. under this section to read as follows; “The Owner intends to provide sanitary sewer service to the Property by constructing the proposed lift station as shown on CDP in Phase 1. The lift station shall be constructed by Owner in compliance with the City’s specifications. Prior to final acceptance, Owner shall convey ownership of all public utilities to the City of Port Orange, at this time the City shall assume maintenance of the lift station and all other public utilities.”
2. Note 11 on the CDP states that the paving of the access road to the eastern property will occur during Phase Three. This road provides access to the proposed lift station. At a minimum a stabilized access road with the ability to support heavy vehicle traffic must be constructed in Phase One to allow operation, maintenance, and repairs to the lift station. Revise note accordingly.

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.

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.