



STAFF DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES

MEETING DATE: January 8, 2020
LOCATION: CITY HALL COMMUNITY DEVELOPMENT
2ND FLOOR CONFERENCE ROOM
CITY HALL, 1000 CITY CENTER CIRCLE

PROJECT REVIEW #1:
9:00AM- 9:19AM

APPLICATION: Modification to an Approved Site Plan/Lowe's Home Centers
CASE NO.: 19-82000006
LOCATION: 1751 Dunlawton Avenue

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
Junos Reed, Public Works and Utilities Engineer

ATTENDING REPRESENTATIVES FOR APPLICANT

Roger Strcula, Upham, Inc.

ATTENDING CITIZENS

Sarah Jones

ACCEPTED

Melanie Schmotzer
Development Review Technician

1-8-20

DATE

SDRC MEETING DATE OF JANUARY 8, 2020

MODIFICATION TO APPROVED SITE PLAN/
LOWE'S HOME CENTERS
CASE NO. 19-82000006
OUTSTANDING TECHNICAL COMMENTS AS OF JANUARY 2, 2020

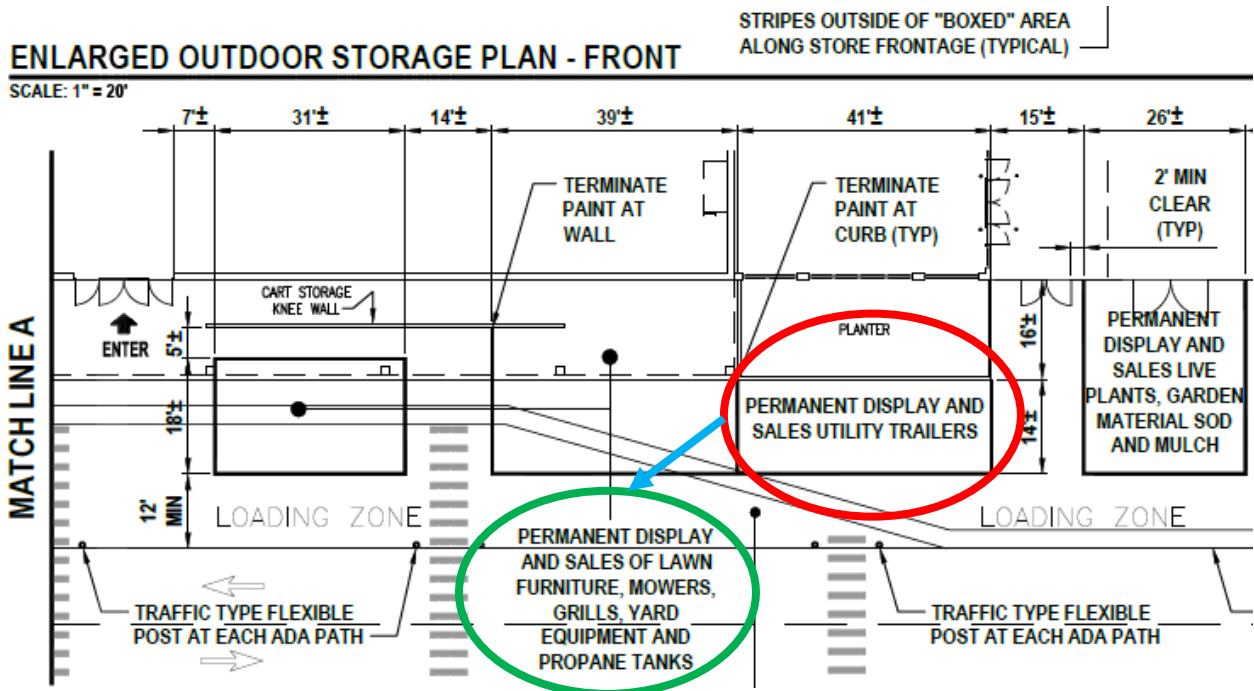
The comments below may be revised and/or supplemented following staff discussion with the development team at SDRC meeting.

PLANNING DIVISION REVIEW COMMENTS:

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

1. Provide a Cover Sheet that includes the following:
 - a. Title of project, "Lowe's Home Centers, Case No. 19-82000006" – Modification to an approved Final Site Plan Case No. 98-80000025" [LDC Ch. 6, Sec. 5].
 - b. A zoning map of the subject property "Planned Commercial Development (PCD)" and the zoning of the surrounding properties [LDC Ch. 6, Sec. 5(a)(1)(h)].
 - c. Provide the parking calculations for this lot (Lot 6) based on new Garden Center Expansion and Temporary Sales location as addressed in the 9th Amendment to the Port Orange Gateway Center MDA.
 - d. Include a site data table that identifies the dimensional requirements (building setbacks, maximum building height) pervious and impervious area, open space, landscape buffers, provided based on the previously approved site plan and the proposed site plan modification [LDC Ch. 6, Sec. 5(a)(6); Exhibit "C" of the Port Orange Gateway Center MDA.].
2. Label parking space dimensions and provide the drive aisle width [Exhibit C, Port Orange Gateway Center MDA].
3. Provide a note that states, "Flexible traffic posts will be used to identify the loading zones and create a physical separation from travel lanes and pedestrian traffic" [9th Amendment to the Port Orange Gateway Center MDA; LDC, Ch. 12, Sec. 5(c)].
4. Provide a demolition and erosion control plan for the garden center expansion [LDC Ch. 6, Sec. 5(a)(7)].
5. Provide a note that states: "The development site is exempt from the 15% tree preservation requirement, as the requirements were already met in Case No. 98-80000025, according to Chapter 9, Article II, Section 17 of the LDC."
6. Provide a landscape plan that includes all site landscaping and landscaping within required landscape buffers [LDC, Ch. 6, Sec. 5(a)(2)].
7. Indicate and label the landscape buffers on all sheets [LDC Ch. 6, Sec. 5(a)(2)].
8. Foundation plantings are required around the garden center expansion. Provide a table that identifies the required foundation plantings. Two foundation plants for every three feet 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)(b)]. Understory trees must be a minimum eight feet in height at the time of planting and shrubs must be a minimum 18 to 24-inches in height at the time of planting [LDC, Ch. 13, Sec. 6(b)(1-3)].
 - a. Along the east side of building 101 shrubs and 5 understory trees are required and zero (0) understory trees and shrubs were provided;

- b. Along the south side of building 83 shrubs and 4 understory trees are required and zero (0) understory trees and shrubs were provided.
- 9. Provide a note on the Landscape Plans that states, "Any required site landscaping installed as part of the initial site development in 1999 that has died or failed to meet reasonable growth will need to be replaced per the 1999 plans [Commercial Property Maintenance Criteria, Sec. 14-314 & 315]."
- 10. 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 including irrigation sources.
- 11. **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]
- 12. **Advisory:** 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 [LDC, Ch. 14, Sec. 4(g)].
- 13. Provide a detail for the black chain-link fence and the black chain-link 24-foot gate at the rear of the garden center expansion [9th Amendment to the Port Orange Gateway Center MDA].
- 14. Sheet C-1: Provide a note that states, "Display of landscape or garden supplies, outdoor recreational equipment, and lawn equipment shall only be located in designated areas approved for such display as part of a development plan. [LDC Ch. 16, Sec. 1(e)(3)(a); 9th Amendment to the Port Orange Gateway Center MDA]".
- 15. Sheet C-2: Revise the labeling of the "permanent display and sales utility trailers" to the language as indicated on the CDP 9th Amendment to the Port Orange Gateway Center MDA to "Permanent display and sales of lawn, furniture, mowers, grills, yard, equipment and propane tanks (see below).



ENGINEERING DIVISION REVIEW COMMENTS: (Larry A. Roberts, Engineer (386) 506-5665 lroberts@port-orange.org; Lisa Epstein, Project Manager (386) 506-5662 lepstein@port-orange.org; Valerie Duhl, Civil Engineer (386) 506-5664 vduhl@port-orange.org):

1. On Sheet C-2, Enlarged Garden Center Expansion Plan, remove three parking spaces immediately adjacent to the fence enclosure which do not have adequate space to back out. Dead-end aisles with adjoining parking spaces shall have an extension of the aisle a minimum of five feet beyond the last space to provide for vehicular maneuvering. [LDC Chpt 12 Sect 6 (c)(1)(k)]
2. On Sheet C-2, Enlarged Garden Center Expansion Plan, for wheel stops to be relocated, reference and add to plans, the City Standard Construction Detail for Wheel Stops and Curb Layout, M-12, Rev. 12/18.
3. On Sheet C-2, Enlarged Garden Center Expansion Plan, dimension parking spaces north of expansion along with wheel stop location as the layout is not the City's standard. Reference LDC, Ch. 12 Sec. 6(b)(1) and City Standard Construction Detail - Private Parking Lot, R-15, Rev. 12/19 for standard dimensions.
4. On Sheet C-2, Enlarged Garden Center Expansion Plan, label striped areas as "Existing to Remain" or "New" and provide details for striping.
5. On Sheet C-2, Enlarged Garden Center Expansion Plan, detail removal of 2 stop bars no longer required by new layout.
6. On Sheet C-2, Enlarged Garden Center Expansion Plan, detail how drainage inlet within enclosure will remain free and clear from blockage.

7. There is an additional inlet not shown on the MDA Site Plan. On Sheet C-2, Enlarged Garden Center Expansion Plan, show and label all drainage easements. As drawn, one column is shown on top of a storm inlet. Place columns away from inlet and outside of drainage easement. **Advisory:** A Construction in Easement Agreement shall be required for construction of permanent structures in public easements.
8. On Sheet C-2, Garden Center Fence Detail, dimension distance between knee wall drainage holes.
9. On Sheet C-2, Enlarged Outdoor Storage Plan – Rear, show drainage easement and adjust “Permanent Outdoor Product Storage and/or Drop Off of Trailers” area north of FDC to prevent permanent material storage on and blockage of stormwater manhole.
10. Show parking lot light pole in the Garden Center Expansion, labeling whether it is to remain or be relocated. **Suggestion:** Protect the pole with bollards if it will remain.

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. If a structure is contemplated within the drainage easement, a note shall be required on the plans stamped “Approved for Construction” saying substantially that the owner is responsible and liable for any repairs and replacement associated with structures that may be removed due to work within the easement area.
2. CAO reserves the right to make additional comments upon further review.

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

MODIFICATION TO APPROVED SITE PLAN/
LOWE'S HOME CENTERS
CASE NO. 19-82000006
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FIRE DEPARTMENT REVIEW COMMENTS: (Beau Gardner, Fire Marshal (386) 506-5905/bgardner@port-orange.org):
No Comments



STAFF DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES

MEETING DATE: January 8, 2020
LOCATION: CITY HALL COMMUNITY DEVELOPMENT
2ND FLOOR CONFERENCE ROOM
CITY HALL, 1000 CITY CENTER CIRCLE

PROJECT REVIEW #2:
10:00AM- 10:06AM

APPLICATION: Subdivision Replat/Altamira Shopping Village
CASE NO.: 19-50000002
LOCATION: Located on the north and south side of Taylor Road with the majority of the subject property located north of Taylor Road and east of Dunlawton Avenue

ATTENDING CITY STAFF REPRESENTATIVES
Penelope Cruz, Planning Manager

ATTENDING REPRESENTATIVES FOR APPLICANT
Nika Hosseini, Cobb Cole
Michael O. Sznajstajler, Cobb Cole

ATTENDING CITIZENS
Sarah Jones

ACCEPTED

Melanie Schmotzer
Development Review Technician

1-8-20

DATE

SDRC MEETING DATE OF JANUARY 8, 2020

SUBDIVISION REPLAT/ALTAMIRA SHOPPING VILLAGE
CASE NO. 19-50000002
OUTSTANDING TECHNICAL COMMENTS AS OF JANUARY 2, 2020

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

PLANNING DIVISION REVIEW COMMENTS:

(Tim Burman, Principal Planner (386) 506-5675/tburman@port-orange.org):

1. On Sheet 7, the Utility and Access Easement layer needs to be turned on so these easements are visible [LDC, Ch. 5, Sec 6(d)].
2. Provided an updated opinion of title conducted within the last calendar year and issue to the city [LDC, Ch 5, Sec 7(a)(3)].
3. Provide an updated boundary survey conducted within the last calendar year and certified to the city [LDC., Ch 5, Sec 7(a)(2)].
4. With the creation of the new lots, the numerous tenant signs located at the access points into Lot 5 from the adjacent roadways will need to be removed as these will now be off-site signage [LDC, Ch 15, Sec 3(b)].
5. **Advisory:** With the creation of the new lots, all shopping carts for BJ's Wholesale are to be retained on the "new" real property boundary for the business. With the replat, BJ's will be located on its own lot and will need to comply with Chapter 18, Article XIV of the Code of Ordinance related to shopping cart storage.

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

1. The December, 2019 submittal provides a "Draft Title Opinion" from March of 2018 and Boundary Survey certified to the City on December 23, 2013. Due to the complexity of the property holdings and encumbrances, this reviewer respectfully requests the opportunity to review and issue comments upon receipt of a title opinion issued within the past calendar year and corresponding survey reflecting all plottable items from the title work.

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. Provide a title opinion for Altamira replat. A title opinion of an attorney at law licensed in Florida or a certification by an abstractor or a title company showing that record title to the land as described and shown on the plat is in the name of the person, persons, corporation, or entity executing the dedication. The title opinion or certification shall also show all mortgages not satisfied or released or record nor otherwise terminated by law. [F.S. 177.041] [LDC Ch. 5, Sect 7]
2. Update the Title Opinion to no more than two (2) weeks prior to the proposed date for recording of the plat. [LDC, Ch. 3 § 6 (h)(2)].
3. An updated boundary survey conducted within the last calendar year and certified to the city. [LDC, Ch. 5 § 7 (a)(2)].
4. **Advisory:** The easements conveyed to the city require sketch and legal descriptions 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 10.5 or larger. (E-Mail copy or other duplication of the legal description will not be accepted).]

5. **Advisory:** Easements granted in favor of any party other than the City need not be created by plat and may be completed by separate or recorded instrument.
6. **Advisory:** Prior to approval by the appropriate governing body, the plat shall be reviewed for conformity to this chapter by a professional surveyor and mapper either employed by or under contract to the local governing body, the costs of which shall be borne by the legal entity offering the plat for recordation, and evidence of the review must be shown on the plat. [F.S. 177.081]
7. **Advisory:** Completion of improvements prior to recording the plat. A final plat shall not be signed by the mayor and City Clerk in order to allow it to be recorded, until required improvements have been accepted by the department, or an agreement and acceptable performance bond have been accepted and executed by the City and Developer.
8. CAO reserves right to make additional comments.

ENGINEERING DIVISION REVIEW COMMENTS: (Larry A. Roberts, Engineer (386) 506-5665 lroberts@port-orange.org; Lisa Epstein, Project Manager (386) 506-5662 lepstein@port-orange.org; Valerie Duhl, Civil Engineer (386) 506-5664 vduhl@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.

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.

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

No comments.