



STAFF DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES

MEETING DATE: AUGUST 26, 2020
LOCATION: CITY HALL COMMUNITY DEVELOPMENT
2ND FLOOR CONFERENCE ROOM
CITY HALL, 1000 CITY CENTER CIRCLE

PROJECT REVIEW #1:
9:00AM

APPLICATION: PCD Amendment/Sixth Amendment to the Clark Professional Center and Wedding Chapel Planned Commercial Development Master Development Agreement and Conceptual Development Plan
CASE NO.: 20-65000001
LOCATION: East of US1, south of Katherine St., west of Riverside Dr.

ATTENDING CITY STAFF REPRESENTATIVES

Penelope Cruz, Planning Manager
Gwen Perney, Senior Planner
Valerie Duel, Community Development Engineer
Shannon Balmer, Assistant City Attorney
Linda Johnson, Right-of-Way Agent
Alex Popovic, Engineering Intern
Junos Reed, Construction and Engineering Manager Public Utilities
Gregg Marino, Public Utilities Engineer
Al Tischler, Building Official

ATTENDING REPRESENTATIVES FOR APPLICANT

Craig Gittner
Cody Bogart
Joey Posey

ATTENDING CITIZENS

n/a

PROJECT REVIEW #2:
10:00AM

APPLICATION: Site Plan/Dairy Queen Restaurant
CASE NO.: 20-80000004
LOCATION: 3817 S. Clyde Morris Blvd

ATTENDING CITY STAFF REPRESENTATIVES

Penelope Cruz, Planning Manager
Gwen Perney, Senior Planner
Valerie Duel, Community Development Engineer
Shannon Balmer, Assistant City Attorney
Linda Johnson, Right-of-Way Agent
Gregg Marino, Public Utilities Engineer
Al Tischler, Building Official

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Max Garcia, Planner

ATTENDING REPRESENTATIVES FOR APPLICANT

Shamus Schroeder

ATTENDING CITIZENS

n/a

PROJECT REVIEW #3:

11:00

APPLICATION: Site Plan/Halifax Health Port Orange

CASE NO.: 20-80000005

LOCATION: 5440 S. Williamson Blvd

ATTENDING CITY STAFF REPRESENTATIVES

Penelope Cruz, Planning Manager

Valerie Duel, Community Development Engineer

Shannon Balmer, Assistant City Attorney

Linda Johnson, Right-of-Way Agent

Alex Popovic, Engineering Intern

Gregg Marino, Public Utilities Engineer

Al Tischler, Building Official

Max Garcia, Planner

ATTENDING REPRESENTATIVES FOR APPLICANT

Parker Mynchenberg

Brian Friendly

Bill Griffin

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

8-26-20

DATE

SDRC MEETING DATE OF AUGUST 26, 2020

PCD AMENDMENT/SIXTH AMENDMENT TO THE CLARK PROFESSIONAL CENTER
AND WEDDING CHAPEL PCD MDA AND CDP
CASE NO. 20-65000001
OUTSTANDING TECHNICAL COMMENTS AS OF AUGUST 21, 2020

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. Need all affected owners of PCD to sign off on MDA.
2. May require supplemental documents to bring new property under the covenants and restrictions of record.
3. City Attorney reserves right to make additional comments.

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

1. A Unity of Title is required to tie the three lots into the PCD area. The Unity of Title 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 [LDC, Ch. 6, Sec. 5(c)].
2. Provide Exhibit "B" to the MDA.
3. Add a section regarding any future subdivision of lots and depict and label future lots on the CDP. Add minimum lot width, minimum lot area, and maximum number of lots to the proposed dimensional requirements table [LDC, Ch. 17, Sec. 18(g)(3)(g)].
4. Provide a section addressing any proposed project phasing [LDC, Ch. 17, Sec. 18(g)(3)(e)].
5. Provide a section addressing access to any future lots created within the PCD area requiring a cross-access easement to guarantee access to any new lots that would otherwise not have direct access to an adjacent street. Refer to language in Section 4 of the 5th Amendment for guidance [LDC, Ch. 17, Sec. 18(g)(3)(c)].
6. In the Permitted Uses section in the MDA consider deleting reference to the ORT zoning district and rather list the desired permitted uses from that category that would be able to be applied to the 6th Amendment area, and that would be consistent with the proposed Commercial FLU designation. For example, some of the uses listed for ORT would not be able to be applied to these properties as they would not meet the locational, size or FLU category requirements of the special development requirements [LDC, Ch. 17, Sec. 31].
7. Review definitions in LDC Chapter 2 for Brewery and Craft food and beverage producer. Staff recommends adding Craft food and beverage producer to the list of permitted uses for the PCD based on pre-application discussion for uses within the future event building.
8. Add an asterisk next to single-family residence in the permitted uses table with a note to reference section e.i. in the proposed Amendment and add to section e.i.

- that a change of use will also require the structure to come into compliance with the LDC. Add a note that any change of use will require a site plan to be reviewed and approved by the City [LDC, Ch. 3, Sec. 8 and Ch. 6, Sec. 3(d)].
9. For the proposed Off-site parking use, add language for development requirements for the off-site parking. Refer to Section 5 in the 5th Amendment for guidance [LDC, Ch. 17, Sec. 18(g)(3)(c)].
 10. Revise front building setback (along Riverside Drive) in the MDA and on the CDP from the proposed 10' to 25' in order to maintain the current front setback and consistency with the adjacent properties [LDC, Ch. 17, Sec. 27].
 11. There is no commercial zoning district with a side building setback of less than 10 feet. The proposed 5-foot setback is a deviation from the LDC and will need Council approval. Provide justification of public benefit for a building setback of less than 10 feet [LDC, Ch. 17, Sec. 27].
 12. Add a section to address the use of the existing docks or addition of any future proposed docks. Refer to LDC Chapter 9, Sections 26 and 27 and the related sections in the 4th MDA Amendment for guidance [LDC, Ch. 17, Sec. 18(g)(3)(c)].
 13. Add a section to the MDA to address parking within the 6th Amendment area. The section needs to address shared parking between the three lots and the existing PCD and provide parking calculations for any proposed uses. Refer to LDC, Chapter 12, Section 4 and the related section 8 in the 5th MDA Amendment for guidance [LDC, Ch. 17, Sec. 18(g)(3)(c)].
 14. Provide a section addressing stormwater retention for the three lots to be added into the PCD area regarding any on-site and off-site pond and improvements [LDC, Ch. 17, Sec. 18(g)(3)(j)].
 15. Provide a section addressing architectural controls or verify if there will be any deviations from those provided in the original MDA [LDC, Ch. 17, Sec. 18(g)(3)(d)].
 16. Add a section addressing the formation of a Property Owner's Association for the Amendment area or address incorporation of the three lots into an existing POA for the PCD [LDC, Ch. 17, Sec. 18(g)(3)(f)].
 17. Add a section to the MDA that states, "compliance with the environmental preservation code may necessitate modification of the conceptual plan." [LDC, Ch. 18, Sec. 17(g)(3)(k)].
 18. It was discussed at the pre-application meeting that off-site signage would be proposed for the new event building lot, which does not have direct access to a street frontage. If that is still desired, add a section in the MDA to address the ability to have an off-site sign and specifications for said sign. Provide justification for the requested off-site sign with the resubmittal. Please note that this is a deviation for the LDC and will require Council approval.
 19. Correct the spelling of Florida in MDA Amendment section 4.

CDP

20. Add to title of CDP Clark Professional Center "6th Amendment" [LDC, Ch. 17, Sec. 18(g)(2)(a)].
21. Label CDP as Exhibit "C".
22. Add all property owners to the CDP [LDC, Ch. 17, Sec. 18(g)(2)(b)].

23. Add a vicinity map drawn to scale showing the zoning of the area and the relationship of the proposed PCD to surrounding development [LDC, Ch. 17, Sec. 18(g)(2)(c)].
24. Depict the three lots to be added into the PCD area with a bold outline and the existing PCD lots with a lighter outline to show the 6th Amendment area only pertains to the three lots. Show existing parcel lines of the three lots. Label existing lots as shown on the Clark Professional Center Phase 2 subdivision plat (Map Book 58, Page 93) [LDC, Ch. 17, Sec. 18(g)(2)(d)].
25. Add lot dimensions along the lot lines to the CDP and add building setbacks table [LDC, Ch. 17, Sec. 18(g)(2)(d) and (n)].
26. Add acreage in lots, acreage of drainage areas, acreage in common areas, minimum lot size, and minimum lot width to CDP [LDC, Ch. 17, Sec. 18(g)(2)(f)].
27. Depict on the CDP where the properties along Riverside Drive could potentially be accessed by vehicles internally within the PCD. It appears there is an existing driveway south of the proposed event building. Or verify if vehicular access to the three lots will only be along Riverside Dr. [LDC, Ch. 17, Sec. 18(g)(2)(i)].
28. Delete the overhead line shown on the CDP. Overhead utilities are not permitted [LDC, Ch. 11, Sec. 8].
29. Revise Note #2 on the CDP to provide the acreage breakdown of only the three lots proposed to be added into the PCD area; then provide an total breakdown of overall PCD including the three lots [LDC, Ch. 17, Sec. 18(g)(2)(n)].
30. Revise Note #9 to read "Compliance with the Land Development Code may necessitate modification of the conceptual plan." [LDC, Ch. 17, Sec. 18(g)(2)(k)].
31. Note #12 on CDP states signage will be in accordance with the LDC, however; it was discussed at the pre-application meeting that off-site signage would be proposed for the new event building lot, which does not have direct access to a street frontage. Show location of any proposed off-site signage on the CDP [LDC, Ch. 17, Sec. 18(g)(2)(m)].
32. Revise Note #13 to be consistent with the term Open Space used in the MDA. Check the acreage against Note #2 for consistency. Verify if a new lot is proposed to be created for the proposed event building, that minimum open space and maximum building coverage as provided in MDA can be met [LDC, Ch. 17, Sec. 18(g)(2)(n)].

ENGINEERING DIVISION REVIEW COMMENTS:

Larry A. Roberts, Engineer (386) 506-5665 lroberts@port-orange.org

Valerie Duhl, Civil Engineer (386) 506-5664 vduhl@port-orange.org

Lisa Epstein, Project Manager (386) 506-5662 Lepstein@port-orange.org

Greg Holden, Engineering Specialist (386) 506-5662 gholden@port-orange.org:

1. Provide one-foot contours to the CDP as required [LDC, Ch. 17, Sec. 18(g)(2)(g)]
2. Provide a legal description of the proposed PCD to both CDP and MDA. [LDC, Ch. 17, Sec. 18(g)(2)(a) and Sec. 18(g)(3)(m)].
3. Adjust the Vested Structures language to account for Substantial Improvements/Damages for existing structures in the Special Flood Hazard Area (SFHA). If Existing Buildings within the SFHA are substantially damaged or substantially improved, they shall be either raised so that the lowest floor is one-

foot above the Base Flood Elevation or the entire respective building shall be floodproofed to an elevation one-foot above the Base Flood Elevation.

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):

1. **Advisory:** Review for applicable code requirements for proposed building will be performed at the time of permit submittal.
2. **Advisory:** Proposed building may require some fire assembly ratings due to the proposed setbacks.

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

SDRC MEETING DATE OF AUGUST 26, 2020

SITE PLAN/DAIRY QUEEN

CASE NO. 20-80000004

OUTSTANDING TECHNICAL COMMENTS AS OF AUGUST 21, 2020

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. Site Improvement Agreement for public improvements in the course of development *may* be required pursuant to *Ch. 6 Sec. 5(b), LDC*.
2. Delineate all existing and proposed easements on the site plan.
3. 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 [LDC, Ch. 6, Sec. 4(b)(1)].
4. 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)].
5. **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).]

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

1. **Advisory:** The Traffic Impact Analysis for the Palmetto Pointe Marketplace site plan (Case No. 14-80000007) vested trips for one 4,000 square foot fast food restaurant. No further transportation analysis is required for the Dairy Queen site plan. Please note that City Traffic Impact Fees are estimated at \$11,166.35 for Dairy Queen and \$3,161.44 for the vacant tenant space. Payment of Transportation Impact Fees is due prior to Certificate of Occupancy (C/O).
2. Add "Do Not Enter" signs at the east end of the Tract B driveway as well as a "No Turn" sign to the Stop sign for traffic travelling south along the main cross-access drive to prevent traffic from turning the wrong way down the Tract B one-way entrance drive. Staff has received numerous complaints with wrong-way traffic at this driveway. The existing signs are too small for drivers to read.
3. The Palmetto Pointe Marketplace plat requires a 2-foot non-vehicular access easement along the Tract B driveway adjacent to Lot 5. Relocate the driveway east outside of the 2-foot non-vehicular access easement, approximately 75 feet from the right-of-way line.

4. Provide a 5-foot sidewalk along the rear drive aisle with stubbed-out connections to future sidewalks at Lots 4 and 6 and to the Dairy Queen internal sidewalk network. See Cumberland Farms' sidewalk at Lot 3 for an example [LDC, Ch. 12, Sec. 8(c)(1)(a)].
5. If compact spaces are to be used, add a calculation for the percentage of compact spaces to regular spaces. A maximum 25% of the required parking spaces may be compact [LDC, Ch. 12, Sec. 4(b)(6)].
6. Use the shopping center parking ratio of 1 space per 250 square feet for the unknown tenant [LDC, Ch. 12, Sec. 4(b)(6)].
7. One loading space is required for restaurants. Provide one designated loading space [LDC, Ch. 12, Sec. 5(b) and Sec. 6(b)(2)].
8. Revise the required number of shrubs for the Clyde Morris Blvd. landscaping buffer to 30 shrubs per 100 linear feet (labeled on plans as West Property Line) [LDC, Ch. 13, Sec. 3(d)(3)].
9. Remove "Peterson Lane" label from South buffer label.
10. The required vehicular use screening hedge cannot be counted toward the required buffer plantings. Remove tabulations for vehicular screening from the provided shrubs for the buffers and retabulate shrubs provided [LDC, Ch. 13, Sec. 4].
11. Revise the required planting requirements for the 5-foot perimeter buffers to 1 shade tree per 50 feet [LDC, Ch. 13, Sec. 3(e)].
12. Tabulate the number of understory trees and shrubs being provided around the perimeter of the building for the foundation plantings requirement [LDC, Sec. 5(a)(1)(b)].
13. Provide landscaping screening around the existing backflow device along Clyde Morris Blvd., such as podocarpus [LDC, Ch. 13, Sec. 5(a)(2)(b)(1)].
14. The legend indicates St. Augustine sod is proposed but the landscape notes also indicate Bahia. Verify if Bahia is to be used and label area on the Landscape plan [LDC, Ch. 13, Sec. 6(d)(5)].
15. **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]
16. Relabel the rear elevation of the dumpster enclosure with the Q1 color label. Add a base course of stone to match the building [LDC, Ch. 14, Sec. 4(j)].
17. 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, Sec. 5(a)(4)].
18. Provide copies of letters notifying all franchised utilities of the size, location, and layout of the proposed development [LDC, Ch. 6, Sec. 5(a)(5)].

ENGINEERING DIVISION REVIEW COMMENTS:

Larry A. Roberts, Engineer (386) 506-5665 Lroberts@port-orange.org

Valerie Duhl, Civil Engineer (386) 506-5664 vduhl@port-orange.org

Lisa Epstein, Project Manager (386) 506-5662 Lepstein@port-orange.org

Greg Holden, Engineering Specialist (386) 506-5662 gholden@port-orange.org:

1. On Sheet 3 General Construction Note 23, revise note to prohibit not only burial of organic material, but also construction debris.
2. On Sheet 4 Erosion Control Notes #9 change "of Nightfall" to "or nightfall".
3. On Sheet 6, add Do Not Enter sign on the back of the Drive Through bypass lane stop sign on the south side of the parcel to avoid accidental entry into one-way traffic approaching from the west side of the site.
4. On Sheet 6, add driveway skip striping and a straight inbound arrow at curve near the southern entrance to ensure one-way traffic approaching from the west understands there is two-way traffic on the east side of the site.
5. On Sheet 6, show that dumpster gates can open a full 120 degrees and not be blocked by curb.
6. On Sheet 6, update the angle of the chevron markings to indicate how they will be painted rather than just shown as a hatch.
7. On Sheet 6 General Note 11, specify Type F Curb to conform with plan call-outs.
8. On Sheet 7 General Drainage Note 5, revise "a debris" to "and debris".
9. On Sheet 7 and in the Stormwater Report, storm drain pipe velocity in the run from I-04 to I-05 is reported at 1.20 feet per second, well below Code required 3 feet per second. Update storm schedule to provide pipe self-cleansing velocity.
10. On Sheet 8, update Curb Notch Detail curb from Type D curb to type F to match the site.
11. On Sheet 12 Sidewalk Detail, add City required number 4 metal rebar set 3-inches from edge.
12. Update Sheet 13 Standard Construction Details with revision dates 12/08 to the 12/18 revision for M2, M3, M4, and R1.
13. Add Sheet showing all Easements.
14. **Suggestion:** On Sheet 3, General Construction Notes #19, add reference to City Standard Detail rebar requirements to ensure this is included in the bid.
15. **Suggestion:** On Sheet 3 General Construction Notes, add City's approved roll off dumpster franchise vendors for equal bidding. <https://fl-portorange.civicplus.com/DocumentCenter/View/1063/Approved-Roll-Off-Vendors-Port-Orange?bidId=>
16. **Suggestion:** On Sheet 3 General Construction Notes, advise if a temporary construction fence is proposed for use with this project to ensure it is included in the bid and note that it requires a separate Building Permit. A temporary construction fence is not required for the project since there are no adjacent residential land uses.
17. **Suggestion:** On Sheet 6, add two pavement messages to the inbound lane only at the southeast combination entry and exit drive: a straight-ahead arrow and the word "ONLY".
18. **Suggestion:** On Sheet 6, at the West facing Stop Signpost near the site's southeast combination entry and exit drive, add an advisory sign (black on yellow) "Cross Traffic Does Not Stop".

19. **Suggestion:** On Sheet 6, revise the pavement markings to be DRIVE THRU rather than THRU DRIVE.
20. **Suggestion:** On Sheet 7 General Drainage Note 11, specify brass tops and hubs. As an alternate: "Do not thread brass tops into PVC hubs".
21. **Suggestion:** On Sheet 8, entire drive-through lane has a single flow arrow pointed away from the building. Add an additional flow arrow to the drive-through lane pointed away from the building.
22. **Advisory:** All storm drain pipe velocities are determined close enough to 3 feet per second to warrant approval for this privately maintained storm sewer conveyance system.

BUILDING DIVISION REVIEW COMMENTS: Allan Tischler, Chief Building Official (386) 506-5627/atischler@port-orange.org):

1. **Advisory:** Review for applicable code requirements for proposed building will be performed at the time of permit submittal.
2. **Advisory:** Separate permit applications are required for: New Buildings, Light Poles, Fencing, Dumpster Enclosure and Signs. Contact the building division if there are any questions or concerns about permit requirements for work specifically mentioned.
3. **Advisory:** SDRC review does not include: Buildings, Accessory Structures, Signs, Light Poles, etc., unless otherwise noted in this report.
4. **Advisory:** Approved city of Port Orange dumpster vendor must be used for debris removal; this information is listed on the city of Port Orange's web site.
5. **Advisory:** Division of Hotels and Restaurant will need to be notified on the proposed building.
6. **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. Site Plan Drawing Number 10:
 - a. Per LDC and City Standard Details, all commercial sewer laterals are to be designed with a minimum 2% slope. Please label the sanitary sewer exiting the structure as having minimum 2% slope. A min. 1% is satisfactory on the 45 LF and 87 LF pipe runs. The sewer inverts were designed at the maximum 48in depth. Consider using shallower inverts of 42in (3.5ft) to satisfy desired slope requirements (i.e. adjust invert from 29.50 to 30.00) [Std. Construction Detail S-11]
 - b. Show leader on plans at building water service entry to reference "Re. Arch/MEP plans for continuation" or similar.
 - c. Existing tie-in manhole callout "SW" Invert 27.60 "Prop." & "Re. S-10 Sheet 14" for joint connection or similar note.
 - d. Utilize a single water tap for all water services. There are two (2) taps currently proposed. Provide a 2x2in tee on the dairy queen line to provide for the retail water service

- e. Add a 6in valve for the fire hydrant assembly per City standard detail. It will be necessary to isolate the hydrant from the rest of the system. The intent is to not affect the water service when the hydrant requires repair, maintenance, or replacement [Std. Construction Detail W-20]
2. Site Plan Drawing Number 14: Add Std. Construction Detail S-10 "Rubber Boot & Precast Joint Connection" Detail.
3. Site Plan Drawing Number 15: Remove/Replace Detail W-5 with W-7 for a 2in potable water service connection as proposed.

PUBLIC WORKS REVIEW COMMENTS: (Alex Popovic, Engineering Intern (386) 506-5572/apopovic@port-orange.org; Mick Neals, Solid Waste Manager (386) 506-5571/mneals@port-orange.org):

1. Site Plan Drawing Number 6: Adjust Parking Space Overhang Detail to reflect proposed 7' sidewalk width from end of 18' parking space instead of 20' Effective Parking Space.
2. Site Plan Drawing Number 6: Mark pavement with Do Not Enter at west side of 24" white stop bar (Striping Keynote No. 5).
3. Site Plan Drawing Number 6: Install Do Not Enter R5-1 sign facing east at back of Stop sign and mark pavement with directional arrow east of 24" white stop bar at end of bypass lane.
4. Architectural Sheet Number A3.2: Revise dumpster enclosure gates and access door to match 8' enclosure height and add anchor holes for gates in open position.

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 AUGUST 26, 2020

SITE PLAN/HALIFAX HEALTH PORT ORANGE

CASE NO. 20-80000005

OUTSTANDING TECHNICAL COMMENTS AS OF AUGUST 21, 2020

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, Planning Manager (386) 506-5675/tburman@port-orange.org):

1. The TIA that was submitted in January 2020 and will need to be updated as it was prepared in late 2019 and based on a project completion date in late 2020. Update the TIA based on the new project timeframe and resubmit for staff to review. Reference the latest vested trip database that was provided via email as there have been projects approved over the last 8 months in this area. Also, while it is not much the site indicates that the building is 19,567 SF vs the 20,000 SF indicated in the TIA.

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. Please provide an updated survey that is consistent with current site conditions and addresses the platted lot in question.
2. **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).]

PLANNING DIVISION REVIEW COMMENTS:

(Penelope Cruz, Planning Manager (386) 506-5671/pcruz@port-orange.org):

1. Cover: Add Case No. 20-80000005
2. Cover/General Note 12: Correct address to be 5440 S. Williamson
3. Cover: Correct parcel ID to be 631810000030
4. Cover/Parking Requirements: Correct the parking requirement to only be the 1 space/200 sq.ft. There is no space per employee requirement for this use. [LDC, Ch. 12, Sec. 4(b)(6)]
5. Survey: The survey should reflect current site conditions, including the existing trees planted by the Springs Apartments, and the adjacent roadway conditions after the off-site improvements. Verify legal description as it could simply be LOT 3 SPRINGS AT PORT ORANGE MB 61 PGS 20-21 PER OR 7789 PG 1344 [LDC, Chp. 6, Sec. 5 and Ch. 9, Art. II, Sec. 16 (d)]
6. Sheet 4: Show and label the current conditions and the existing trees planted by the Springs Apartments. These should not be removed as they are part of the tree preservation area for the overall subdivision.

7. Sheet 4-7: Show all existing easements. It appears the DME easement along the rear property boundary is not shown.
8. Sheet 8: Revise landscape plan and planting calculations to accurately account for and identify existing plantings to remain installed by the Springs Apartments (e.g. existing vs. proposed planting data). [LDC, Ch. 13, Sec 2(b)(11)] Additional landscape plan comment may be provided once an updated plan is submitted.
9. Sheet 8: Provide calculations for side and rear buffers, foundation plantings, and the 10% Vehicular Use area plantings [LDC, Ch. 13, Sec 2(b)(11)].
10. Sheet 8: Tree preservation plat note 15 should be documented on the landscape plan to address how tree preservation requirements are being met [LDC, Ch. 9, Art. II, Sec. 17].
11. Sheet 8: Verify that compliance with the landscaping requirements around the monument sign [LDC, Ch. 15, Sec. 4(a)(4)(d)].
12. **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].
13. With the next submittal provide the 24x36 architecture plans as only 11x17 plans were provided for the file.

ENGINEERING DIVISION REVIEW COMMENTS:

Larry A. Roberts, Engineer (386) 506-5665 lroberts@port-orange.org

Valerie Duhl, Civil Engineer (386) 506-5664 vduhl@port-orange.org

Lisa Epstein, Project Manager (386) 506-5662 Lepstein@port-orange.org

Greg Holden, Engineering Specialist (386) 506-5662 gholden@port-orange.org:

1. Replace the Standard Construction Details shown on Sheets 14 through 17 with the current details dated 12/18 [LDC, Ch. 6, Sec. 3(b)]; [*port-orange.org/251/Standard-Construction-Details*]
2. Remove the Tree Protection Barricade Detail from Sheet 9 and insert Standard Construction Detail M-25 [LDC, Ch. 6, Sec. 3(b)]
3. Remove the Root Aeration Detail from Sheet 9 [LDC, Ch. 6, Sec. 3(b)]; [Standard Construction Detail M-25]
4. Steepen the earthen slope to a 3:1 ratio adjacent the grove of trees since the City Staff finds it necessary to meet environmental objectives. Elsewhere cut and fill slopes shall be a minimum 4:1 ratio. [LDC, Ch. 10, Sec. 5(d)(1)]
5. End the 3:1 earthen slope at the dripline of the grove of trees [Standard Construction Detail M-25]
6. Provide opaque, temporary construction fence along the west boundary from the access driveway to the NW property corner [LDC, Ch. 16, Sec. 3(a)(1)(c)(1-9); [Standard Construction Detail M-22]
7. Provide opaque, temporary construction fence along the north boundary from the grove of trees to the NW property corner [LDC, Ch. 16, Sec. 3(a)(1)(c)(1-9); [Standard Construction Detail M-22]
8. Provide stormwater calculations showing culverts sloped to maintain a minimum self-cleaning velocity of 3' per second using Manning's 'n' corresponding to the pipe material and storm inlet spacing designed to accept 100% of the runoff from

- a rainfall intensity of 4" per hour without resulting in ponding of water around the inlet. [Standard Construction Detail ST-1 #6 & #7]
9. On Sheet 5, show directional arrows. [LDC, Ch.12, Sec. 6(i)]
 10. Add City Standard Construction Detail ST-3 Storm Inlet Apron and reference on Sheet 6 for Inlets 1, 2, 3, 4, 5, 7.
 11. Add City Standard Construction Detail M-20 for dumpster bollards.
 12. **Suggestion:** On Sheet 4, reference Standard Construction Detail M-21 at Temporary Construction Entrance.
 13. **Suggestion:** Shorten perimeter parking spaces from 20' to 18' in accordance with LDC, Chapter 12, Section 6(c)(2)(b) and move entire development four feet away from the grove of trees to allow more room for 3:1 earthen slope construction.
 14. **Suggestion:** Provide a double dumpster enclosure in lieu of the proposed single dumpster enclosure to allow one container for solid waste and one container for either recycling or solid waste as the medical center matures.
 15. **Suggestion:** On Sheet 4, call out filter fabric covering removed RCP end until permanent structure is installed.
 16. **Suggestion:** Provide SWPPP showing storm grates covered with filter fabric until after landscaping is installed.
 17. **Suggestion:** Add storm pipe slopes on Sheet 6.
 18. **Advisory:** A check of the Drainage Analysis presented for parent tract White Palm/Springs Apartments determined that the White Palm/Springs designers estimated the impervious cover for the Halifax Health lot would be 80% impervious. The impervious area reported for Halifax Health in this submittal is 66%. Therefore, the stormwater management system constructed for White Palm/Springs development will exceed the Code Requirements for Halifax Health without additional stormwater ponds or control structures.

BUILDING DIVISION REVIEW COMMENTS: Allan Tischler, Chief Building Official (386) 506-5627/atischler@port-orange.org):

1. Drawings do not have appropriate title block for engineer as required per 61G15-23.001 of Florida Administrative Code. (Note each sheet shall contain the printed name, address, and license number of the engineer who has sealed signed and dated the plans or prints.)
2. Parking provided on cover sheet indicates 113 standard spaces. A minimum Number of five (5) handicapped spaces shall be provided in accordance to Section 208.2 of FBCA.
3. Revise sheets 5, 6, 7, 8, and 10 to show correct amount of handicap spaces.
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, Dumpster Enclosure 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:** Approved city of Port Orange dumpster vendor must be used for debris removal; this information is listed on the city of Port Orange's web site.
8. **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 Number 7: Provide a Fire Flow Report at the next submittal. Provide Signed & Sealed calculations by a licensed Engineer using existing flows and pressure at or near the point of connection. Please note that commercial buildings greater than 10,000sq.ft. require 1,500GPM @ 20 PSI be maintained during maximum demand on the system [LDC, Ch. 11, Sec. 3 Table 11-1 & Ch. 11, Sec. 3(b)(6)]
2. Sheet 7: Demonstrate that proper fire hydrant spacing is being met on-site per LDC requirements. The development is required to have a sufficient number of hydrants on-site [LDC, Ch. 11, Sec. 3(c)(3) & Table 11-1 Group IV]
3. Sheet 7: Utilize a single water tap for all potable water services. There are four (4) taps currently proposed. Refer to Std. Construction Detail W-6 revised 12/18
4. Sheet 7: For design crossings of potable water mains, gravity sanitary sewers, or storm sewers, clearly indicate which utilities are located over or under other utilities. Provide conflict cross sections on plans to verify required vertical clearances are met. Show Storm Sewer piping on Utility Plan.
5. Sheet 7: Callout potable water service pipe size and material
6. Sheet 7: All sewer lines constructed outside of Right-of-Ways within yards, backyards, other poorly accessible areas shall be constructed of green C-900 PVC. Callout for that portion of the downstream sanitary sewer north of "M.H.#1" to point of connection [Std. Detail S-1.3, Note 1]
7. Sheet 7: 8in gravity san. Sewer minimum sewer slope shall be 0.40%. There appears to be a typo on the plans indicating a slope of 0.04% [Std. Detail S-1.4, Note 6]
8. Sheet 7: Label 12-ft drainage and utility easement along street frontages of Williamson Blvd & Summer Trees Rd [LDC, Ch. 6, Sec. 4(b)(4)]
9. Sheet 8: Landscape plans shall clearly depict the location of plantings relative to the location of public utilities and stormwater infrastructure. Some layers appear to be off [Std. Detail W-1.1, Note 15]
10. Sheet 8: There is currently a conflict with the downstream san. sewer with landscaping and plantings in Williamson Blvd right-of-way. It is recommended to provide a clear space of ten (10) feet from plantings to outside of the san. sewer main.

PUBLIC WORKS REVIEW COMMENTS: (Alex Popovic, Engineering Intern (386) 506-5572/apopovic@port-orange.org; Mick Neals, Solid Waste Manager (386) 506-5571/mneals@port-orange.org):

1. Sheet Number 5: Dimension screened single dumpster. The inside clear dimensions should be 11-ft wide and 10-feet deep (Refer to current detail M-16).

2. Sheet Numbers 12 to 17: Update plans using current City of Port Orange Standard Details.
3. **Suggestion:** Installation of a double dumpster enclosure may be better suited for the size/use of proposed facility.

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.