



**AGENDA**  
**STAFF DEVELOPMENT REVIEW COMMITTEE**  
**CITY OF PORT ORANGE**

**Meeting Date:** Wednesday, December 17,  
2025

**Time:** 9:00 AM

**Location:** 2<sup>nd</sup> Floor Conference Room  
City Hall, 1000 City Center Circle

**PROJECT REVIEW #1.:**  
**9:00 AM**

APPLICATION: SITE PLAN/Willow Run Park

CASE NO.: SPIN-25-0006

LOCATION: 1351 School House Drive

STAFF PLANNER: Suzette Cameron, Senior Planner, (386) 506-5676,  
scameron@port-orange.org

APPLICANTS: Susan Lovallo, Parks and Recreation Director, City of Port Orange,  
1395 Dunlawton Avenue, Port Orange, FL 32129, (386) 506-5851

PROJECT ENGINEER: Robert J. Ball, P.E., Zev Cohen & Associates, Inc., 300  
Interchange Blvd., Suite C, Ormond Beach, FL, 32174, (386) 677-2482,  
bball@zevcohen.com

A site plan for the renovation of the existing park area, including new restrooms, outdoor gathering spaces, playground, basketball court, bicycle track, and associated site improvements.

**PROJECT REVIEW #2.:**  
**10:00 AM**

APPLICATION: SITE PLAN/City Center Sports Complex Soccer Fields Expansion

CASE NO.: SPIN-25-0007

LOCATION: 4625 City Center Drive

STAFF PLANNER: Suzette Cameron, Senior Planner, (386) 506-5676,  
scameron@port-orange.org

APPLICANTS: Susan Lovallo, Parks and Recreation Director, City of Port Orange,  
1395 Dunlawton Avenue, Port Orange, FL 32129, (386) 506-5851

PROJECT ENGINEER: Robert J. Ball, P.E., Zev Cohen & Associates, Inc., 300  
Interchange Blvd., Suite C, Ormond Beach, FL, 32174, (386) 677-2482,  
bball@zevcohen.com

A site plan for the construction of a two new soccer fields, parking, restroom, and associated site improvements.

**NOTICES** – PURSUANT TO SECTION 286.0105 OF THE FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE DISTRICTING COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS PUBLIC MEETING OR HEARING, SUCH PERSON WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT, FOR SUCH PURPOSE, SUCH PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE CITY DOES NOT PREPARE OR PROVIDE SUCH A RECORD.



FOR SPECIAL ACCOMMODATIONS, PLEASE NOTIFY THE CITY CLERK'S OFFICE (PHONE: 386-506-5563) AS FAR IN ADVANCE AS POSSIBLE, BUT PREFERABLY WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING OR HEARING DATE.



HELP FOR THE HEARING IMPAIRED IS AVAILABLE THROUGH THE ASSISTIVE LISTENING SYSTEM RECEIVERS CAN BE OBTAINED FROM THE CITY CLERKS' OFFICE.

**IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA)**, IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE CITY CLERK FOR THE CITY OF PORT ORANGE, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129, TELEPHONE NUMBER 386-506-5563, [CITYCLERK@PORT-ORANGE.ORG](mailto:CITYCLERK@PORT-ORANGE.ORG), AS FAR IN ADVANCE AS POSSIBLE, BUT PREFERABLY WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING OR HEARING DATE. IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 7-1-1 or 1-800-955-8771.

UPON REQUEST BY A QUALIFIED INDIVIDUAL WITH A DISABILITY, THIS DOCUMENT WILL BE MADE AVAILABLE IN AN ALTERNATE FORMAT. IF YOU NEED TO REQUEST THIS DOCUMENT IN AN ALTERNATE FORMAT, PLEASE CONTACT THE CITY CLERK WHOSE CONTACT INFORMATION IS PROVIDED ABOVE.