INTEROFFICE MEMORANDUM
CITY OF NEW SMYRNA BEACH

TO: Amye King, Planning Director
Mike Knotek, Chief Building Official
Mark Severance, Police Department
Kyle Fegley, City Engineer
Randy Walter, Utilities Commission
Don Snell, Fire Marshal
Bob Mathen, Planner
Faith Miller, Maintenance Operations Director
Postmaster

FROM: Jeff Gove, Chief Planner/Horticulturist

RE: PRC Agenda

DATE: March 10, 2016

CC: Members of the Press
Saralee Morrissey, Volusia County School Board
Tony Otte, CRA and Economic Development Director
Greg McDole, Asst. City Attorney

THIS SHALL SERVE AS YOUR OFFICIAL NOTIFICATION that the regular meeting of the PLAN REVIEW COMMITTEE will be on FRIDAY, April 1, 2016 at **9:00 A.M.**, at the **City Building/Planning/Engineering Building, 2650 No. Dixie**, New Smyrna Beach, FL **(PLEASE NOTE NEW LOCATION).**

ROLL CALL

APPROVAL OF MINUTES

Minutes for March 4, 2016 will be provided at the May 6, 2016 meeting.

Please review the following plan(s) attached to this memo:

PLANS

SP-5-16: Messina By The Lake / Ven. Bay MF (CLASS III)

Please type your comments and/or questions to be presented to the applicant(s) at the above referenced meeting. You will need your original copy of the comments plus an additional copy to provide the applicant at the time the project is reviewed and discussed.

After the plans have been reviewed, please submit your original copy of the comments to the Planning

and Zoning Division to be placed in the case file. Written comments from each PRC member are provided to the applicant and are available for review at City Hall. Your signature will be required on the final sets of plans submitted prior to the plans being approved.

Pursuant to Florida Statutes 286.01015, if an individual decides to appeal any decision made by the Plan Review Committee with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. Such person must provide a method for recording the proceedings.

In accordance with the Americans With Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the Board Secretary listed below prior to the meeting:

Ursula Moccia, Development Services Secretary
City of New Smyrna Beach
2650 North Dixie Frwy.
New Smyrna Beach, FL 32168
(386) 410-2800