

# 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

FROM: Jeff Gove, Chief Planner/Horticulturist

RE: PRC Agenda

DATE: May 12, 2016

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THIS SHALL SERVE AS YOUR OFFICIAL NOTIFICATION that the regular meeting of the PLAN REVIEW COMMITTEE will be on FRIDAY, June 3, 2016 at **9:00 A.M.**, at the **City Building/Planning/Engineering Building, 2650 North Dixie Freeway**, New Smyrna Beach, FL **(PLEASE NOTE NEW LOCATION)**.

## ROLL CALL

## APPROVAL OF MINUTES

Regular meetings held on May 6, 2016.

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

## PLANS

**SP-7-16: Village St. Condominiums (Class II)**

**SP-8-16: Chrysler 44/ SR44 & No. Glencoe (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