INTEROFFICE MEMORANDUM
CITY OF NEW SMYRNA BEACH

TO: Mike Bosse, Fire Marshal
Marissa Moore, Horticulturist
David Mims, Police Department
Kyle Fegley, City Engineer
Postmaster
Mike Knotek, Chief Building Official
Randy Walter, Utilities Commission
Khalid Resheidat, Public Works

FROM: Gail Henrikson AICP, Planning Manager GAH

RE: Agenda Package for Plan Review Committee Meeting

DATE: January 19, 2011

CC: Members of the Press
Helen LaValley, Volusia County School Board

THIS SHALL SERVE AS YOUR OFFICIAL NOTIFICATION of the regular meeting of the PLAN REVIEW COMMITTEE on FRIDAY, February 4, 2011 at **9:00 A.M.**, at the **City Commission Chambers, 210 Sams Avenue**, New Smyrna Beach, Florida, for consideration of the following:

ROLL CALL

APPROVAL OF MINUTES

Regular meeting held January 7, 2011.

PLANS

Please review the plans attached to this memo.

Also, please type your comments and/or questions to be presented at the above referenced meeting. You will need your original copy of the comments plus an additional copy for the applicant to use 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. Your signature will be required on the final sets of plans submitted prior to the plans being approved. Written comments from each PRC member are provided to the applicant and are available for review at City Hall.

The following plan is to be reviewed:

PUD -1-11: COLONY PARK CENTER/ SR 44 AND COLONY PARK RD

Pursuant to Florida Statutes 286.01015, if an individual decides to appeal any decision made by the Planning & Zoning Board 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:

Debbie Jenkins, Development Services Secretary
City of New Smyrna Beach
210 Sams Avenue
New Smyrna Beach, FL 32168
(386) 424-2132