

# 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 GAU

RE: Agenda Package for Plan Review Committee Meeting

DATE: November 15, 2010

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

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THIS SHALL SERVE AS YOUR OFFICIAL NOTIFICATION of the regular meeting of the PLAN REVIEW COMMITTEE on FRIDAY, December 3, 2010 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 November 5, 2010.

## 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 plans are to be reviewed:

PUD-3-10: BISHOP'S AUTO / 1111 CANAL STREET

SP-7-10: PAT COLLADO REAL ESTATE OFFICE/ 402 FLAGLER AVENUE (Class II)

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