

# INTEROFFICE MEMORANDUM CITY OF NEW SMYRNA BEACH

TO: Mike Knotek, Chief Building Official  
Bill Drossman, Police Department  
Kyle Fegley, City Engineer  
Randy Walter, Utilities Commission  
Khalid Resheidat, Public Works  
Fire Marshal  
Horticulturist  
Postmaster

FROM: Gail Henrikson AICP, Planning Manager *GAH*

RE: Agenda Package for Plan Review Committee Meeting

DATE: December 19, 2011

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

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THIS SHALL SERVE AS YOUR OFFICIAL NOTIFICATION that the regular meeting of the PLAN REVIEW COMMITTEE will be on FRIDAY, January 6, 2012 at **9:00 A.M.**, at the **City Commission Chambers, 210 Sams Avenue**, New Smyrna Beach, Florida.

## ROLL CALL

## APPROVAL OF MINUTES

Regular meeting held October 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 plans are to be reviewed:

**SP-7-11: McDonalds/The Shoppes at Coronado (Class II)**

**SP-8-11: ABC Fine Wine and Spirits/State Road 44 (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:

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

PLAN REVIEW COMMITTEE  
MINUTES  
OCTOBER 7, 2011

The Plan Review Committee met in regular session on Friday, October 7, 2011, at City Hall in the City Commission Chambers, 210 Sams Avenue, New Smyrna Beach, Florida. The meeting was called to order at 9:05 a.m. by Gail Henrikson

The following members were present and introduced themselves for the record:

Mike Bosse  
Gail Henrikson  
Randy Walter  
Kyle Fegley

Marissa Moore, Planner, was absent.  
Bill Drossman, Police Commander, was absent.  
Mike Knotek, Chief Building Official, was absent.  
Khalid Resheidat, Public Works Director, was absent.

Ursula Moccia, Recording Secretary, was also present.

APPROVAL OF MINUTES

Regular Meeting held August 5, 2011

**A motion was made by Randy Walter to approve the minutes of the regular meeting held August 5, 2011; seconded by Kyle Fegley. Motion passed unanimously.**

Gail Henrikson swore in the staff and the applicants.

Jay A. Lovett, P.O. Box 2056, New Smyrna Beach, FL 32170, and Daniel Johns, 3869 S. Nova Road, Suite #4, Port Orange, Florida, 32127, addressed the board.

**SP-5-11: LOVETT OFFICE (CLASS II)**

Ms. Henrikson, Planning Manager, addressed the applicant for the case and reviewed the Planning Department comments. She asked Mr. Lovett if he intends to install pavers or shell.

Mr. Lovett stated pavers.

Ms. Henrikson asked Mr. Lovett if the electric will be run underground.

Mr. Lovett stated underground.

Mr. Fegley addressed the applicant and reviewed his comments. He stated 2.e. is not applicable since pavers will be used.

Ms. Henrikson addressed the comments for Landscaping and stated that the applicant can work with Ms. Moore on those.

Mr. Lovett commented on a variance that had been approved for the property.

Ms. Henrikson stated that is only for setbacks.

A discussion was held regarding the setbacks.

Mr. Johns asked if the driveway would be counted as part of the required landscape buffer.

Ms. Henrikson stated no. She continued to review the comments.

Mr. Lovett asked if the upstairs area had to be a storage room.

Ms. Henrikson stated no and explained the reason.

Mr. Bosse addressed the applicant and reviewed his comments.

Mr. Walter addressed the applicant and reviewed his comments.

Mr. Walter asked if the source of water would come from a well or an irrigation system.

Mr. Lovett stated from a well.

Ms. Henrikson advised Mr. Johns that the regulations for resubmitting site plans have changed. With no further questions, Ms. Henrikson called the next case.

Robert Dahl, 820 Magnolia Street, New Smyrna Beach, Florida, 32168, and Daniel Johns, 3869 S. Nova Road, Suite #4, Port Orange, Florida, 32127, addressed the board.

#### **SP-4-11: LAKEVIEW EAST APARTMENTS**

Ms. Henrikson, Planning Manager, addressed the applicant for the case and reviewed the Planning Department comments. She stated that the case is no longer a Class III, but now a Class II site plan.

Mr. Dahl asked a question regarding landscaping and fencing.

Ms. Henrikson responded by stating that the fence can be four feet tall in the required front yard setback.

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Mr. Dahl stated his concerns for security.

Ms. Henrikson stated that it is harder to support with regard to a variance, but staff could support a variance request to reduce parking.

Mr. Dahl addressed Ms. Moore's sidewalk comment and whether he would be eligible to make an in-lieu of payment into the sidewalk fund.

Ms. Henrikson stated that Mr. Fegley would have to make that determination.

Mr. Dahl asked about crosswalks.

Ms. Henrikson stated that the crosswalks would be needed.

Mr. Dahl commented on increased traffic.

Ms. Henrikson stated that they can work on that further. She inquired about the garden area and asked if it will be a raised bed.

Mr. Dahl stated yes.

Ms. Henrikson advised Mr. Dahl to not raise it above eighteen inches in order to avoid setback issues. She asked if a fountain or an aerator would be installed in the retention area.

Mr. Dahl stated yes.

Ms. Henrikson discussed setback concerns in relation to the dumpster location. She asked Mr. Dahl to clarify the dumpster set up.

Mr. Johns inquired about the type of fence that is allowed around the dumpster.

Ms. Henrikson stated that the dumpster has to be enclosed and that the materials of the enclosure should match the building.

Mr. Fegley discussed his comments and asked about the sidewalks.

Mr. Dahl asked if a buffer is required.

Mr. Fegley stated yes.

Mr. Dahl stated that the sidewalk from the building would be covered.

There was additional discussion between Mr. Fegley and Mr. Dahl regarding the dumpster and possible conflicts with the workshop roof.

Mr. Fegley continued to review his comments.

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Ms. Henrikson stated that Mr. Johns and Mr. Dahl would need to work with Ms. Moore in regards to her comments.

Mr. Bosse reviewed his comments and stated that he had concerns regarding emergency access. He stated that he will require a letter addressing the comments that were reviewed.

Ms. Henrikson reviewed the new regulations concerning resubmittal of site plans.

A discussion regarding fees was held.

No further questions from the applicant.

No further questions or comments for the applicant from the Board Members.

COMMENTS FROM THE STAFF OR BOARD

There were no comments from staff.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:58 a.m.