

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
Jeff Gove, Horticulturist
Fire Marshal
Postmaster

FROM: Gail Henrikson AICP, Planning Manager *GAH*

RE: Agenda Package for Plan Review Committee Meeting

DATE: March 20, 2012

CC: Members of the Press
Helen LaValley, Volusia County School Board
Tony Otte, CRA and Economic Development Director

THIS SHALL SERVE AS YOUR OFFICIAL NOTIFICATION that the regular meeting of the PLAN REVIEW COMMITTEE will be on FRIDAY, April 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 March 2, 2012.

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:

SP-4-12: 545 Washington Street (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
MARCH 2, 2012

The Plan Review Committee met in regular session on Friday, March 2, 2012, at City Hall in the City Commission Chambers, 210 Sams Avenue, New Smyrna Beach, Florida. The meeting was called to order at 9:03 a.m. by Gail Henrikson

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

Gail Henrikson
Randy Walter
Kyle Fegley
Bill Drossman
Jeff Gove

Khalid Resheidat, Public Works Director, and Mike Knotek, Chief Building Official were absent.

Kevin Jameson, Planner, and Ursula Moccia, Recording Secretary were also present.

APPROVAL OF MINUTES

Regular Meeting held February 3, 2012

A motion was made by Randy Walter to approve the minutes of the regular meeting held February 3, 2012; seconded by Bill Drossman. Motion passed unanimously.

Gail Henrikson swore in the staff and the applicant and representatives for the case.

SP-2-12: HAMPTON INN PARKING LOT EXTENSION (CLASS II)

Daniel Johns, 3669 S. Nova Road, Suite 4, Port Orange, FL 32129, representative, was present.

Ms. Henrikson, Planning Manager, addressed the representative for the case and reviewed the Planning Department comments. She stated that she had no significant comments.

Mr. Fegley, City Engineer, addressed the representative for the case and reviewed the Engineering Department comments. He stated that the comments are straight forward.

Jeff Gove, Planner, addressed the representative for the case and reviewed the Landscaping comments. He stated that there were no calculations on tree removal and replacement.

Mr. Johns asked if the Loquat trees need to be replaced.

Mr. Gove stated yes for anything that is six inches or greater. He suggested that if there are any revisions made to the landscape plans then make the revisions on the site plan as well.

PLAN REVIEW
MARCH 2, 2012
MEETING MINUTES

Mr. Walter, Utilities Commission Representative, addressed the representative for the case and stated that he had no comments..

Bill Drossman, Police Department, addressed the representative for the case and stated that he had no comments.

Ms. Henrikson addressed the representative for the case and reviewed the administrative comments. She asked if there were any questions.

SP-3-12: LITTLE THEATER OF NEW SMYRNA/OFF-SITE PARKING LOT (CLASS II)

Ms. Henrikson addressed the applicant and representative for this case and asked them to state their name and address for the record.

Rick Dixon, 102 S. Orange Street, New Smyrna Beach, FL 32168, applicant, was present to represent the case.

Bill Roehrborn, 205 Ocean Drive, New Smyrna Beach, FL, 32169, representative, was also present to represent the case.

Mr. Dixon addressed the committee and stated that he reviewed the comments and that the environmental curb would be changed back to the regular raised curb.

Ms. Henrikson, Planning Manager, addressed the representative for the case and reviewed item 2d of the planning comments.

Mr. Fegley, City Engineer, addressed the representative for the case and reviewed the Engineering Department comments.

Jeff Gove, Planner, addressed the representative for the case and reviewed the Landscaping comments.

Mr. Walter, Utilities Commission Representative, addressed the representative for the case and reviewed his comments.

Bill Drossman, Police Department, addressed the representative for the case and stated that he had no comments.

No further questions or comments for the applicant and representatives for the case from the Committee.

COMMENTS FROM THE STAFF OR BOARD

There were no comments from staff.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:38 a.m.