

City of Palmetto  
Development Review Committee  
Meeting Minutes  
September 24, 2008

**PRESENT**

Bob Schmitt, City Planner  
Duane Kinn, Deputy Director of Operation  
Frank Woodard, Deputy Director Engineering  
Dick Clarke, ZNS Engineering  
Butch David, Sewer Supervisor  
Rusty Tona, Fire Inspector  
Ken Hawkins, Planner I  
Linda Butler, Planning Tech

Meeting started at 9:00 am

**ORDER OF BUSINESS:**

1. Discussion/Distribution of Plan:

- a. Taylor-Fulton DeGreen (08-577) As-Built & Letter of Certification
  - No objection to TCO
  - NRFD issue with width of fence has been resolved, will be changed from 12ft wide to 15ft wide

2. Comments Due

- a. None

3. Plan Revision/Pre-Application Meeting:

- a. None.

4. Plan Sign Off Review

- a. Sanctuary Cove Community Center (3<sup>rd</sup> Submittal 08-580)
  - Done

b. Sanctuary Cove –BOMA Revision (05-443Rev)

- Done

c. Spacebox @ palmetto (05-434)

- Driveway permit with FDOT and DEP permit issue
- Stip: When utilities are available an easement will be provided to the city
- NRRFD will sign as submitted. Sprinkler issue being discussed

d. MCAT Transit Station (06-499)

- Need trip generation table

5. Team Inspection

a. South Pullen Tract (04-431) 9-26-08

- Scheduled for 9:00 am Friday, September 26, 2008

b. Taylor-Fulton (08-577)

- Scheduled immediately after South Pullen inspection Friday, September 26, 2008

6. New Business

a. Construction/Final Site Plan Application

- An electronic file requirement by DRC has been incorporated into the application on the web site. The language reads as follows:

**Note:** upon each plan submittal a .dwf copy on CD will be submitted. When the DRC asks for the seven sets of the Final Plan submittal, the

following will also be submitted on separate disks: one CD of a .dwf copy, and two CDs of .pdf copies. Upon submittal of the As-builts one CD of a .dwf copy and one CD of a .dwg copy with a copyright of the Project Engineer and/or firm on the CD will be submitted.

7. Old Business follow-up Discussions

a. Sanctuary Cove Final Plat master meter issue

- Two easements for two separate meters
- Need to go before City Commission

b. Sanctuary Cove Sales Center (08-581)

- NFRD issue with stairway is being resolved
- Wait until work is complete before installing any signs

c. Shute Rezone/Comp Plan Amendment

- Revised plans are going to be submitted

d. Memphis Road Industrial Park (07-551) Utility Connection follow-up

- When will tie-in be available
- Can install footer and foundation
- Per NFRD hydrants needs to be operational

8. Adjourned: 10:15 a.m.

