



Technical Review Committee

**CITY OF DELAND
THURSDAY APRIL 17, 2025 AT 1:30 P.M.
CITY OF DELAND TRC MEETING ROOM
DELAND, FLORIDA**

A. CALL TO ORDER

B. ROLL CALL

C. OLD BUSINESS

1. Review of March 20, 2025 TRC Meeting Minutes
2. **Applicant Name:** Mark Watts – Cobb Cole
Project Name: Z24-153 – Rezoning from R-1B to North Hill Villas PD
Project Location: 1.46 acres located at E Church St and N Hill Ave
Description: Residential Townhomes
Project Manager: Kendall Story

D. NEW BUSINESS

1. **Applicant Name:** Michael Woods – Cobb Cole
Project Name: Z25-038 – Rezoning for Taylor Ridge PD 1st Amendment
Project Location: 26.011 acres located at 1289 E. Taylor Rd
Description: Amendment to the Existing Taylor Ridge PD
Project Manager: Kendall Story
2. **Applicant Name:** Russell Skinner Sr. - Deland Arborcultural Partnership Ltd
Project Name: SSB25-048 – Subdivision Sketch Plan for DeLand Airport Parcel Subdivision
Project Location: 18.54 acres located at 2500 Eidson Dr
Description: Commercial Subdivision of Two Lots into Four
Project Manager: Emily Kunkel

E. ADJOURNMENT

OLD BUSINESS

1



CITY OF DELAND
TECHNICAL REVIEW COMMITTEE MEETING
MEETING MINUTES
THURSDAY, MARCH 20, 2025 -1:30 P.M.
CITY HALL

OPENING OF MEETING:

Call to Order: **1:30 pm**

Members Present:

Carol Kuhn, Chairperson
Debi Glick
Kendall Story
Sam Nelson
Emily Kunkel
Belinda Collins
Chris Carson
Kristian Logan
Jamie Lunsford
Steven Danskine
Jim Ailes
Scott Zender
Kit Dennis

OLD BUSINESS:

1. Review of February 20, 2025 TRC Meeting Minutes

*Samuel Nelson moved to approve the minutes as presented,
Jim Ailes seconded the motion.
The TRC Committee voted unanimously in favor of motion.*

2. **Applicant Name:** Shanda Turner – 2816 DeLand LLC
Project Name: SP24-198 – Class III Site Plan for DeLand Dupont Warehouse
Project Location 16.11 acres located at 2500 Eidson Dr
Description: 41,800 square foot warehouse
Project Manager: Emily Kunkel

Applicants Present:

Kris Rowley – Zev and Cohen
Madison Hazen – Zev and Cohen
Spencer Kershaw – Zev and Cohen

*Emily Kunkel moved to continue the application to the May 15th TRC meeting, subject to revisions being
received by April 14th,
Jerry Hindman seconded the motion.
The TRC Committee voted unanimously in favor of motion.*

3. **Applicant Name:** Scott Adams – Zev Cohen & Associates, Inc
Project Name: SP25-007 – Class II Site Plan for Stetson’s Hulley Tower
Project Location 21.7 acres located at 513 N. Woodland Ave
Description: A 116-foot Tower to Replicate the Original
Project Manager: Emily Kunkel

Applicants Present:

Madison Hazen – Zev and Cohen
Bobby Ball – Zev Cohen
Steve Glaze – Zev Cohen
Taylor Samsil – Williams Company
James Meldrum – Williams Company
Scott Thacker – Stetson University
Ethan Burrowes – Stetson University

*Emily Kunkel moved to conditionally approve the application, subject to all comments being satisfied,
Kit Dennis seconded the motion.*

The TRC Committee voted unanimously in favor of motion.

4. **Applicant Name:** Herb Green – Cadjazz Engineering
Project Name: Z24-214 – Planned Development Rezoning for Orange Camp Commercial PD
Project Location 19.6 acres located at the south of Orange Camp Rd and I4 ramp
Description: Commercial Development
Project Manager: Chris Carson

Applicants Present:

None.

Chris Carson moved to continue the application, to the May 15th TRC meeting, subject to revisions being received by April 14th,

Jim Ailes seconded the motion.

The TRC Committee voted unanimously in favor of motion.

**Applicant arrived after TRC review and motion. Steven Danskine motioned to reopen this application to allow applicant questions/comments,*

Chris Carson seconded the motion.

*The TRC Committee voted unanimously in favor of motion.**

Applicants Present:

Herb Green – Cadjazz

Chris Carson moved to continue the application, to the May 15th TRC meeting, subject to revisions being received by April 14th,

Scott Zender seconded the motion.

The TRC Committee voted unanimously in favor of motion.

NEW BUSINESS:

1. **Applicant Name:** Jim Paytas – Vic Reserve Holdings LLC
Project Name: CSB25-001 – Combined Preliminary and Final Plat of Reserve at Victoria Phase 4
Project Location: 21 acres located at Dr. Martin Luther King Jr Beltway
Description: Combined Preliminary and Final Plat of Reserve at Victoria Phase 4
Project Manager: Belinda Williams-Collins

Applicants Present:

Trey Paytas – AJP I of Volusia LLC
Jim Paytas – AJP I of Volusia LLC
Justin Vanlandingham – AJP I of Volusia LLC
Harry Newkirk – NEI
James Paytas – AJP I of Volusia LLC

Belinda Collins moved to forward the application to Planning Board, subject to all comments being satisfied,

Steven Danskine seconded the motion.

The TRC Committee voted unanimously in favor of motion.

2. **Applicant Name:** Matt Stolz - DR Horton
Project Name: PSB25-015 – Preliminary Plat for Beresford Reserve
Project Location: 138.72 acres located at 800 E Beresford Ave
Description: 408 single-family residential lots with a clubhouse, pocket parks, and city park
Project Manager: Chris Carson/Belinda Williams Collins

Applicants Present:

Michael Mansour – Kimley Horn
Matt Stolz – DRH
Sydney Kendrick – DRH
Mike McManamey – DRH

Chris Carson moved to continue the application, to the May 15th TRC meeting, subject to revisions being received by April 14th,

Jamie Lunsford seconded the motion.

The TRC Committee voted unanimously in favor of motion.

3. **Applicant Name:** Jimmy Dumbauld – Kimley Horn
Project Name: SP25-021 – Class II Site Plan for The Towns at Summit
Project Location: 0.54 acres located at 2748 M Summit Ave
Description: Amenity Center
Project Manager: Emily Kunkel

Applicants Present:

Sydney Kendrick – DRH
Mike McManamey – DRH
James Dumbauld – Kimley Horn

*Emily Kunkel moved to conditionally approve the application, subject to all comments being satisfied,
Jim Ailes seconded this motion.*

The TRC Committee voted unanimously in favor of motion.

4. **Applicant Name:** TM BTR OF FLORIDA LLC
Project Name: FSB25-022 – Final Plat for Yardly DeLand Crossing
Project Location: 28.64 acres located at 2800 Viceroy Pl
Description: Platting to dedicate Ulysses Dr and Lift Station parcel to the City
Project Manager: Belinda Williams-Collins

Applicants Present:

Natalie Marinuzzi – THBTR

Belinda Collins moved to forward the application to City Commission, pending all staff, legal and surveyor comments being satisfied,

Steven Danskine seconded the motion.

The TRC Committee voted unanimously in favor of motion.

5. **Applicant Name:** Mark Watts – Cobb Cole
Project Name: Z25-024 – Planned Development Rezoning for Pulte 472 PD
Project Location: 39.24 acres located at 2051 State Road 472
Description: Residential PD for subdivision with VC approvals
Project Manager: Chris Carson/Emily Kunkel

Applicants Present:

Mark Watts – Cobb Cole

Chris Wrenn – Pulte

Chris Carson moved to continue the application, to the May 15th TRC meeting, subject to revisions being received by April 14th,

Jim Ailes seconded the motion.

The TRC Committee voted unanimously in favor of motion.

OTHER BUSINESS:

None.

ADJOURNMENT:

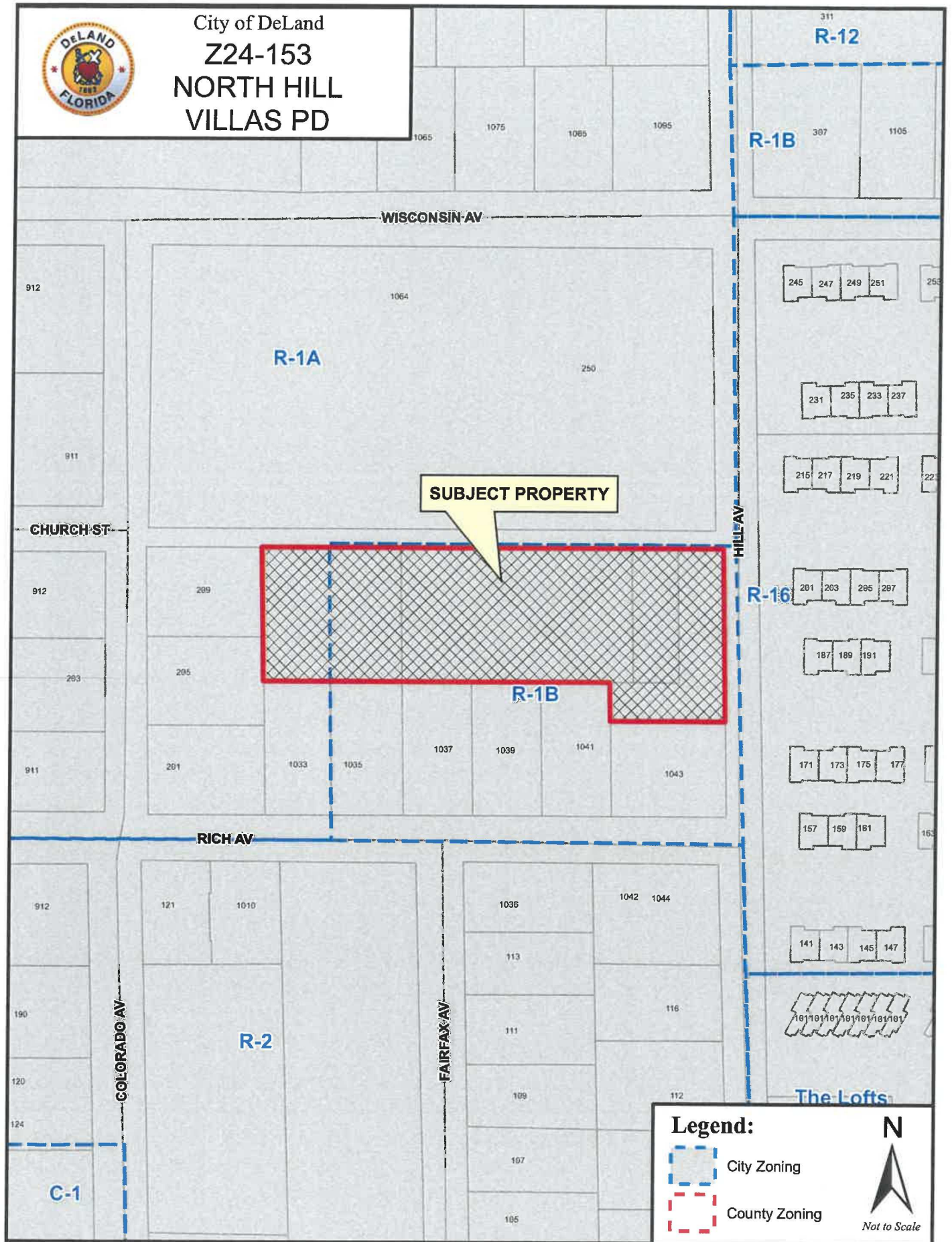
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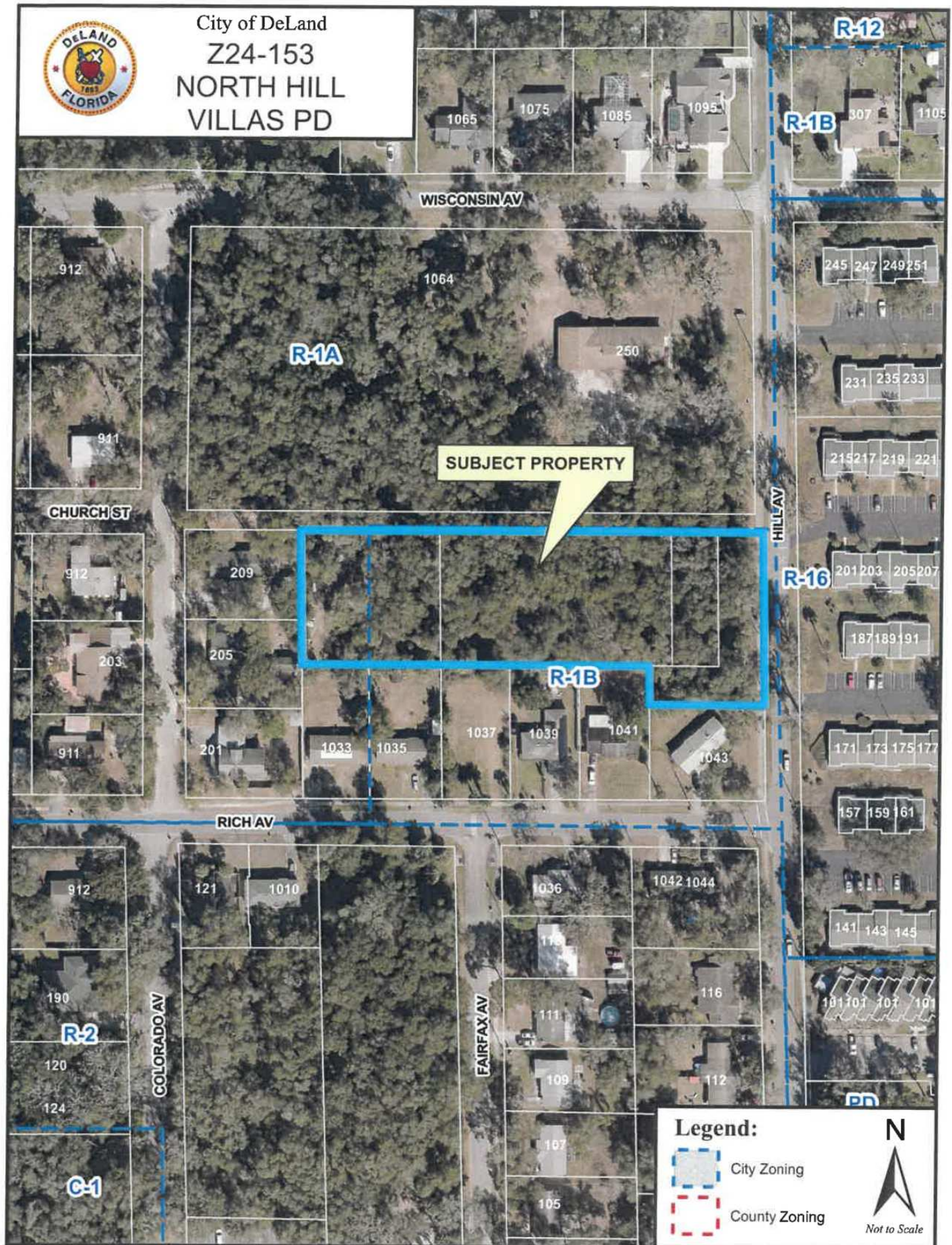
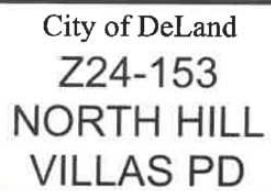
OLD BUSINESS

2



City of DeLand
Z24-153
NORTH HILL
VILLAS PD





Issues for record Z24-153**Job Address: 0 E CHURCH ST, DELAND FL 32724****Job Description: To rezone the property from R-1B to PD for residential townhomes**

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Forestry	Draft	Tree Protection Area Please include the widths of the TPA's. The minimum width for newly planted TPA's is 20'. The minimum width for TPA's with existing trees that are to be preserved is 30'. Also, please identify the lot lines. TPA cannot be provided within individual lots.	Site Plan & Elevations Package-North Hill Villas PD (rev 2025-02-13).pdf	Kit Dennis	Kit Dennis	Yes
Forestry	Draft	Proposed Tree Protection Area Clearly identify the tree protection areas (TPA). It appears that you are calculating all of the green space as TPA. Retention ponds and City right of way cannot be counted as TPA. The minimum width for TPA that is going to consist of newly planted trees is 20'. You seem to show several areas that would not meet this requirement (strip between the sidewalk and roadway, areas between driveways, etc.). TPA cannot be provided within the individual lots. Please clearly identify the lot lines.	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kit Dennis	Kit Dennis	Yes
Forestry	Draft	"Preservation Area" Relabel the "preservation area" as "tree protection area" to be consistent with the language in our code.	Site Plan & Elevations Package-North Hill Villas PD (rev 2025-02-13).pdf	Kit Dennis	Kit Dennis	Yes
Planning	Draft	Remove unit specifics Please remove this sheet.	Site Plan & Elevations Package-North Hill Villas PD (rev 2025-02-13).pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	More space for street trees Street trees should have a minimum of 5' of space (width) to work with, but it does not appear that they do. Please check.	Site Plan & Elevations Package-North Hill Villas PD (rev 2025-02-13).pdf	Kendall Story	Kendall Story	Yes

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Planning	Draft	TPA width of 30' for Replantings Are the TPA areas existing or are they replantings? If they are replantings, they are required to be a minimum of 30' wide.	Site Plan & Elevations Package-North Hill Villas PD (rev 2025-02-13).pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Must match the PD Space between buildings does not match the PD.	Site Plan & Elevations Package-North Hill Villas PD (rev 2025-02-13).pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Enhanced building sides & Vertical Elements Add roof overhangs and faux window treatments such as shutters to the sides of the buildings and additional vertical elements.	Site Plan & Elevations Package-North Hill Villas PD (rev 2025-02-13).pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Enhanced Architectural Details 1. Please include additional architectural details, vertical elements and enhancements for the sides of the buildings that are facing the ROW. 2. Rear elevations: add roof overhang over the back doors. 3. Please add additional vertical elements	Site Plan & Elevations Package-North Hill Villas PD (rev 2025-02-13).pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Show Additional ROW Please revise to demonstrate inclusion of the additional right of way.	Site Plan & Elevations Package-North Hill Villas PD (rev 2025-02-13).pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Remove Specifics The purpose of a PD is to set performance standards for minimums and maximums, not specifics. Please remove superfluous details.	Site Plan & Elevations Package-North Hill Villas PD (rev 2025-02-13).pdf	Kendall Story	Kendall Story	Yes

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Planning	Draft	Solid Waste/trash Please add a section explaining that how the garbage collection will work and that the cannisters will be stored inside the garages.	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Remove ROW language Section N. Internal Roadways: Please remove verbiage referencing "rights-of-way", as this will be a private community and does not apply.	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Model Homes & Phasing Is the Model Homes section necessary? Remove references to phasing.	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	North Buffer Deviation A 20' Type C LS buffer is required to the north. Please update narrative to include all deviations that are being requested.	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Between buildings Between buildings (front to front or rear to rear): revise to a min. of 50'.	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Residential Area Standards The purpose of a PD is to set performance standards, minimums and maximums. a. min lot area: revise to 1600SF b. min. lot width should match the plan d. min. individual unit size: revise to 1500SF e. remove min. # of bedrooms f. min. building height: must match the plan g. max. unit count per building: must match the plan h. min. side yard setbacks: change "External" to "End Unit"	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kendall Story	Kendall Story	Yes

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Planning	Draft	Date of Development Plan Please be sure to revise the date of the new Development Plan Map to match with your next resubmittal.	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Acreage Please confirm that the 1.46 acres includes the additional ROW.	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Secondary Access 1. Sec. N Internal Roadways: remove all references to the project being gated. 2. Where is the secondary access?	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Comp Plan Ordinance 2024-39 References to Comp Plan ordinances should all refer to the most current Ord. 2024-39. Please revise.	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	LID & Street Trees Please add LID standards and Street Tree standards. Specify street trees will be owner and maintained by the HOA.	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	"Preservation", not "Protection" TPA is a "Tree Preservation Area" per the code.	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kendall Story	Kendall Story	Yes

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Planning	Draft	Space Between Buildings The plan only shows 14.11 feet between buildings.	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	# of Units/Building Max. unit count per building needs to match the plan, with 4-5 units permitted per building.	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Single-phased The project will be developed in one phase. Please revise section "Phases of Development".	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Cannot be gated This subdivision may NOT be gated, as there is not enough room for stacking.	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Secondary access waiver This should be a statement, not a waiver.	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	8' Wall Based on comments from the City, an 8' wall would be more appropriate, especially along the north side, adjacent to the food pantry operations of the Wesleyan Church. Please revert back to the 8' tall wall.	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kendall Story	Kendall Story	Yes

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Planning	Draft	West buffer The buffer cannot be broken up. A 10'.6" buffer on the west is shown.	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Specialty Setbacks What are they setbacks from? Each other? I lot line?	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	No minor amendments Remove language regarding minor amendments.	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Year 2025 Year should say 2025	PD Agreement with exhibits - North Hill Villas - rev 3-19-2025.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	TPA new comment Per the legend, the TPA area appears to be on individual lots and along the ROW for N. Hill Ave., outside of the property boundaries. Please see markups.	Site Plan & Elevations Package- North Hill Villas PD (rev 2025-02-13).pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Gated Staff does not support this being a gated community, because there is not space for adequate stacking.	PD Agreement with exhibits (North Hill Villas) - 7.15.2024.pdf	Kendall Story	Kendall Story	Yes

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Planning	Draft	15% TPA/TPA width Tree protection issues need to be addressed. How will the minimum TPA width (20' where planting needs to occur) be addressed, as all buffers proposed are less than 20' wide? Also, please include 15% TPA.	PD Agreement with exhibits (North Hill Villas) - 7.15.2024.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Page 10, lines 12-13 Page 10, line 12 after the word "habitat" add the word "and"; Page 10, line 13 remove " ...and directing traffic flow onto and with the community..."	PD Agreement with exhibits (North Hill Villas) - 7.15.2024.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Page 9, lines 19-20 Page 9, line 19 remove the word "after" and replace with "prior to" Page 9, line 19-20 "contingent upon" . the sentence should read " ...contingent upon all the infrastructure..."	PD Agreement with exhibits (North Hill Villas) - 7.15.2024.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Driveway dimension Page 8, line 8: the typical residential parking space is 20' long. Staff's concern is that cars will be parked across the sidewalk area. Please address.	PD Agreement with exhibits (North Hill Villas) - 7.15.2024.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Impervious area clarification Page 8, line 1 (i) please clarify the 60% impervious area is per lot or entire PD area.	PD Agreement with exhibits (North Hill Villas) - 7.15.2024.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Perimeter setback Please provide the perimeter building setback.	PD Agreement with exhibits (North Hill Villas) - 7.15.2024.pdf	Kendall Story	Kendall Story	Yes

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Planning	Draft	Pg. 7, line 10 (d) Min. unit size Page 7, line 10 (d) - please clarify that the minimum individual unit size is "living space"	PD Agreement with exhibits (North Hill Villas) - 7.15.2024.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Page 6, line 11 Page 6, section F. change to "The Applicant or its successors shall maintain unified ownership of the individual phases of the subject parcels until after the recordation of the Final Subdivision Plat."	PD Agreement with exhibits (North Hill Villas) - 7.15.2024.pdf	Kendall Story	Deborah Glick	Yes
Planning	Draft	Page 6, line 14 add "only" Page 6, line 14, insert the word "only" after the word "may". The sentence should read: "Grading may only occur per phase."	PD Agreement with exhibits (North Hill Villas) - 7.15.2024.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Page 6, line 2 Page 6, line 2, remove "final" and replace with "preliminary"	PD Agreement with exhibits (North Hill Villas) - 7.15.2024.pdf	Kendall Story	Kendall Story	Yes
Planning	Draft	Add date Please add the date July 15, 2024	PD Agreement with exhibits (North Hill Villas) - 7.15.2024.pdf	Kendall Story	Kendall Story	Yes
Planning	Not Accepted	Setbacks vs. landscape buffers Please clearly identify and give dimensions to the location of the property lines for the buildings (per PD, depths should be a min. of 70') - in relation to the perimeter landscape buffers. It is unclear where the property lines end and the buffers begin. Last comment from reviewer: The width of the LS buffers is clear. Where do the property lines begin and end and what is that length? I don't see where this is shown on the new plan. What is a "lot backyard limit"? If it is the property line, that is not clear. Last response: Please see the attached revised Overall Site Plan that shows lot depth.	Site Plans & Elevations North Hill Villas-SD-20240712 (7-15-2024).pdf	Kendall Story	Kendall Story	Yes

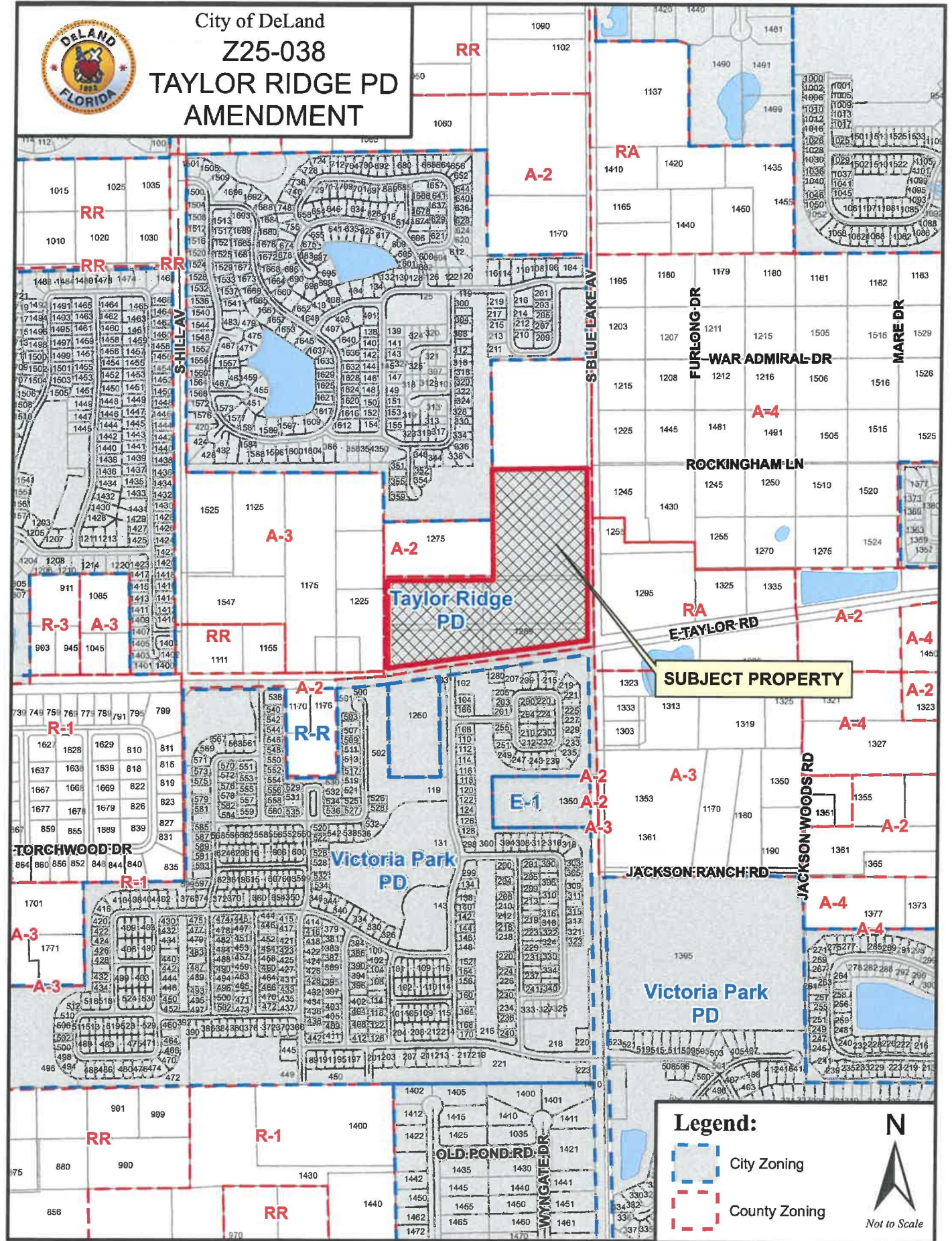
Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Building Dimensions Please provide the building dimensions.						
Planning	Not Accepted	Last comment from reviewer: I do not see where the building dimensions are shown on the revised plan. Last response: Please see the attached revised Overall Site Plan. Add standards for: 1. dark sky lighting design 2. architectural design - awnings over the garages; add gables or decorative feature to roof line of each unit; sconce or similar fixtures on the buildings (on either side of the garage) 3. screened mechanical equipment (AC units) 4. painted utility boxes 5. Street trees - to be owned and maintained by the HOA.	Site Plans & Elevations North Hill Villas-SD-20240712 (7-15-2024).pdf	Kendall Story	Kendall Story	Yes
Planning	Not Accepted	Last comment from reviewer: The street trees on not referenced in the document. It should clearly state that the HOA will be responsible for their maintenance. Last response: 1) Please see the attached revised Development Agreement. Dark Sky Lighting language has been added under Section J. 2) Please see the attached revised Concept Plan Sheet A-300 showing these features. 3) Please see the attached revised Concept Plan showing landscape screening added around mechanical equipment (AC units). 4) Please see the attached revised Concept Plan Sheets for utility boxes. 5) Noted. Please see the attached revised Concept Plan Sheets showing street trees.	PD Agreement with exhibits (North Hill Villas) - 7.15.2024.pdf	Kendall Story	Kendall Story	Yes

NEW BUSINESS

1



City of DeLand
Z25-038
TAYLOR RIDGE PD
AMENDMENT





City of DeLand
Z25-038
TAYLOR RIDGE PD
AMENDMENT

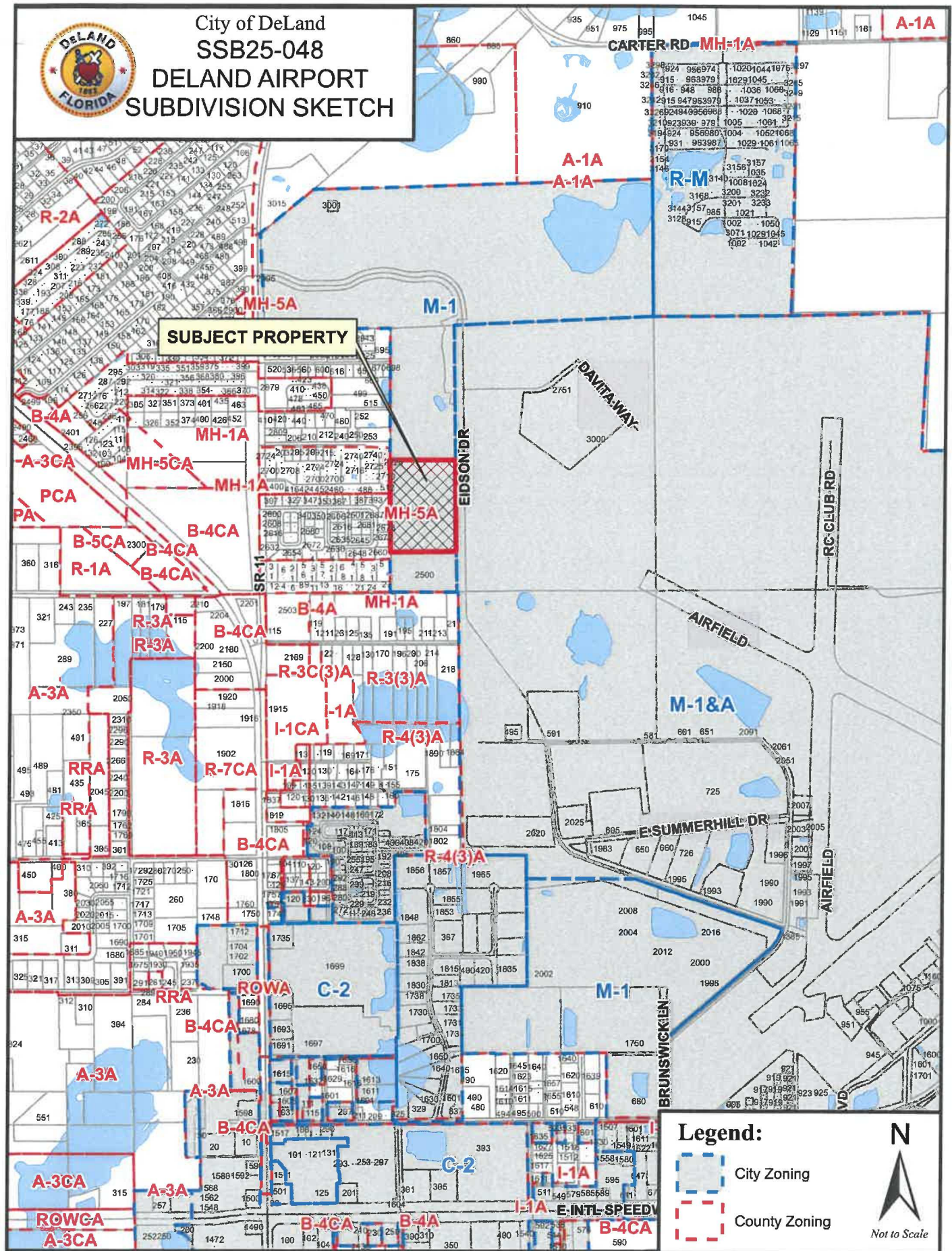
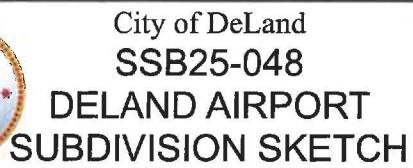


Issues for record Z25-038
Job Address: 1289 E TAYLOR RD, DELAND FL 32724
Job Description: To amend the existing Taylor Ridge PD Agreement

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Forestry	Draft	PD Tree Mitigation Amendment You are proposing that "dead dying or diseased trees shall be excluded from calculations determining total tree removal mitigation". The tree spreadsheet that you have provided with PSB24-090 does not identify trees as "dead, dying, or diseased". It identifies them as "poor, moderate, and good". The language in the PD and plan should be the same and align with the information provided by your arborist. The tree spreadsheet also rates trees based on structure. There are many trees that have been identified as "poor" based on structure alone. Many structural defects can be improved with pruning. Staff would not support removing mitigation for trees that have been rated as "poor" or "dead, dying, diseased" due to structure alone.		Kit Dennis	Kit Dennis	Yes

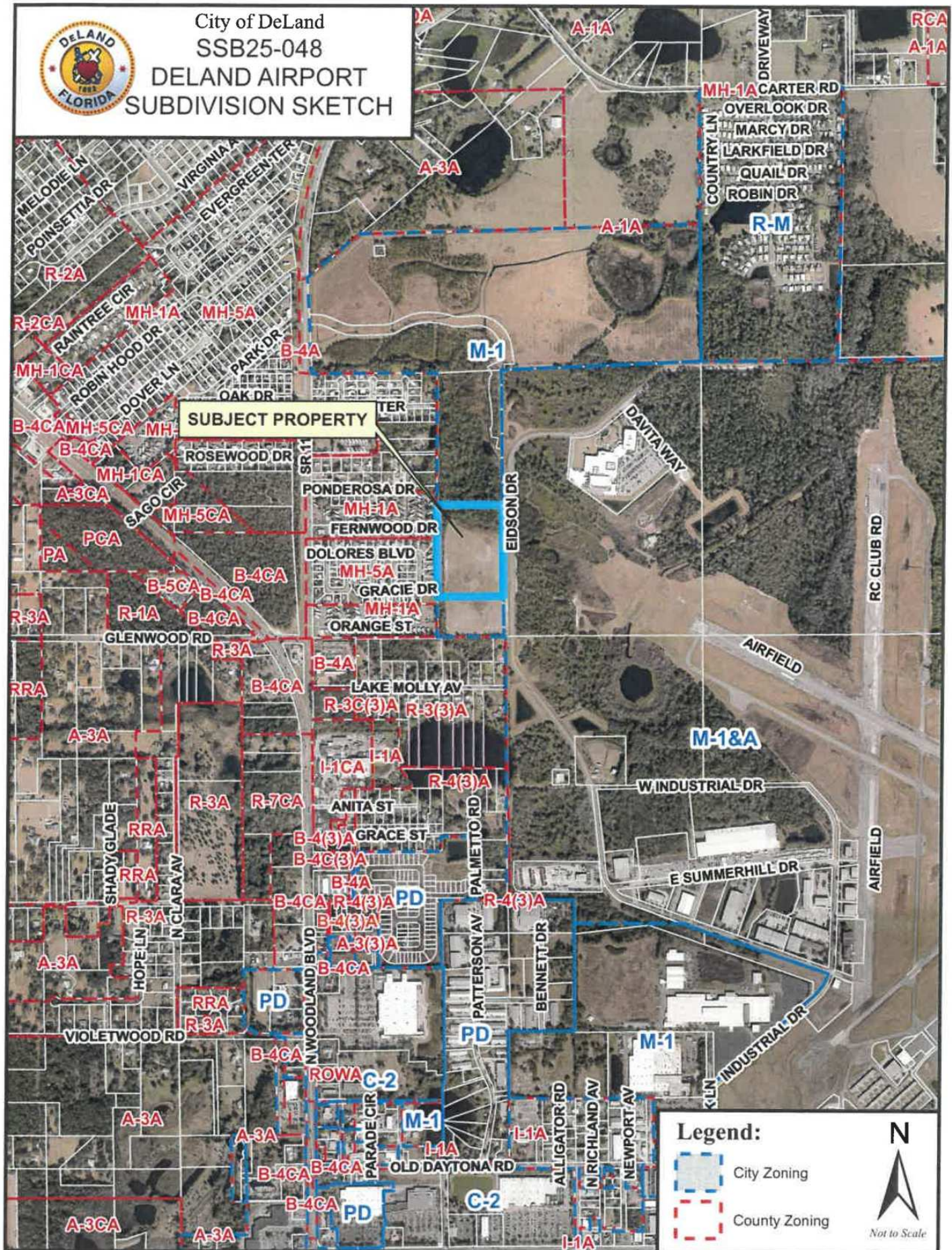
NEW BUSINESS

2





City of DeLand
SSB25-048
DELAND AIRPORT
SUBDIVISION SKETCH



Issues for record SSB25-048
Job Address: 2500 EIDSON DR, DELAND FL 32724
Job Description: Commercial subdivision of parcels

Discipline	Status	Details	Attached To	Created By	Last Updated By	Modifications Required
Forestry	Draft	Tree Preservation Tract Please change the "Tree Preservation Tract" to "Tree Protection Area Tract" to be consistent with the language in our code.	OF1	Kit Dennis	Kit Dennis	Yes
Planning	Draft	Cover sheet Provide a general cover sheet that outlines the project description, location, dedications, and a legend.	OF1	Emily Ragusa	Emily Ragusa	Yes
Planning	Draft	Sketch Plan Please note, the sketch plan is the first phase of a plat, and shall look a preliminary plat.	OF1	Emily Ragusa	Emily Ragusa	Yes
Planning	Draft	Data Table Provide a data table that outlines the purpose, ownership and maintenance of all the tracts and lots, also include the size (in acres and square footage)	OF1	Emily Ragusa	Emily Ragusa	Yes
Planning	Draft	Lot Lines The lot/tract lines need to be solid lines and any easement lines need to be dashed	OF1	Emily Ragusa	Emily Ragusa	Yes
Planning	Draft	Tracts Clearly define the tract boundary lines, make multiple tree and storm tracts if necessary.	OF1	Emily Ragusa	Emily Ragusa	Yes
Planning	Draft	Project Narrative or Letter of Intent Include a letter of intent with the Preliminary/Final plat that clearly outlines the project proposal, ensuring it meets the LDR requirements and the requirements in the Comprehensive Plan.		Emily Ragusa	Emily Ragusa	Yes
Planning	Draft	Wetlands Any activity within wetland areas will require mitigation through the SJRWMD or a 25' buffer from wetland edge will be required.		Emily Ragusa	Emily Ragusa	Yes
Planning	Draft	Burning No burning of land clearing debris is allowed within the City of Deland, and a statement shall be added to the Preliminary and Final Plat.		Emily Ragusa	Emily Ragusa	Yes
Planning	Draft	Zoning Include the zoning classification of each lot	OF1	Emily Ragusa	Emily Ragusa	Yes

Discipline		Status	Details		Attached To	Created By	Last Updated By	Modifications Required
Planning	Draft	ROW	Include the dimensions of existing and proposed right-of-ways		OF1	Emily Ragusa	Emily Ragusa	Yes
Planning	Draft	Advisory Comments for Preliminary Plat Please refer to Section 33-146.03 for Preliminary Plat requirements.			OF1	Emily Ragusa	Emily Ragusa	Yes