
CITY OF ALTAMONTE SPRINGS

TYPICAL AGENDA FOR A DEVELOPMENT REVIEW COMMITTEE PRE-APPLICATION CONFERENCE

(Pre-application meetings are scheduled for one hour).

I Introduction.

- a) Explanation of purpose of pre-application meetings (Orient staff to the project, identify potential issues, discuss review process needed. Won't necessarily have answers to all issues brought up - intent is to get issues on the table).
- b) Introduction of DRC staff.
- c) Introduction of the applicant team.

II Project Overview by Applicant.

III Results of Staff Research / Identification of Issues.

- a) Planning Services (Concurrency Management, Traffic Impacts, Open Space, DRI's, Activity Center Requirements, etc.).
- b) Development Services (Zoning, Landscaping/Tree Protection, Developer's Agreements, Cross Access, Permitting Coordination, Signs).
- c) Public Works Department (Engineering, Utilities, Paving, Roadways, Drainage, etc.).
- d) Building /Fire Safety Division.
- e) Police Department.
- f) Conclusion / Coordination Issues.

IV Approval Process Timelines and Submittal Requirements.

- a) Preliminary plan submittal, final plan submittal, or combined preliminary/final plan submittal process and dates.
- b) Waiver and variance applications.
- c) Expedited plan review is an option that relies on the applicant providing a complete application.
- d) Architectural (building) plan submittal.
- e) Request for Fee Estimate Form.
- f) Developer's Guide.
- g) Contact with individual staff members.

V Question and Answer Period.

DEVELOPMENT REVIEW COMMITTEE MEMBERS

Victoria Bogle, Project Manager/Utilities Coordinator (Plat Reviews) 407.571.8332
Public Works / Administration..... vlbogle@altamonte.org

Lisa Brunetto, Development Specialist..... 407.571.8150, ext. 8147
Growth Management / Planning & Development lbrunetto@altamonte.org

Jamie Coker, AICP, LEED AP, Senior Planner..... 407.571.8150, ext. 8146
Growth Management / Planning & Development..... jcoker@altamonte.org

Cathleen Craft, AICP, Principal Planner..... 407.571.8150, ext. 8161
Growth Management / Planning & Development cacaft@altamonte.org

Dan Goodling, Development Coordinator 407.571.8346
Public Works / Administration..... djgoodling@altamonte.org

Steve Peavey, Deputy Fire Marshall 407. 571. 8432
Growth Management / Building/Fire Safety speavey@altamonte.org

Derrick Becton, Watch Commander 407.571.8315
Police Department/Operations Division dwbecton@altamonte.org

Nanette Harris, Administrative Assistant..... 407.571.8150, ext. 8435
Growth Management nharris@altamonte.org
(For Application Receipt and Processing)

ADDITIONAL REVIEW PERSONNEL

Jay V. Diceglie, P.E. 407.571.8340
Public Works / Administration jvdiceglie@altamonte.org

Lauren Schulenberg, Development Specialist 407.571.8150, ext. 8152
Growth Management / Planning & Development ljschulenberg@altamonte.org
(For Developer's Agreement Drafting and Coordination)