



## City of Alachua

TRACI L. GRESHAM  
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT  
DIRECTOR KATHY WINBURN, AICP

August 22, 2016

Thomas Bon, PSM  
Causseaux, Hewett, & Walpole, Inc.  
132 NW 76<sup>th</sup> Drive  
Gainesville, FL 32607

Also submitted electronically to [tommyb@chw-inc.com](mailto:tommyb@chw-inc.com)

**RE: Revised Application Materials, Dated August 8, 2016; Application for  
Minor Subdivision of Sanctuary Oaks, Final Plat**

Dear Mr. Bon:

On August 8, 2016 the City of Alachua received your revised application for a Final Plat for Sanctuary Oaks, Minor Subdivision, which proposes the subdivision of a ±37 acre tract (Tax Parcel No. 05936-004-000) into a total of 6 lots.

Upon review of the revised application materials, it appears that Staff's comments concerning the application have been sufficiently addressed, and the item may therefore be scheduled for public hearings before the Planning & Zoning Board (PZB.)

You must provide 13 *double-sided, three-hole punched sets* of each application package and a CD containing a PDF of all application materials *no later than 10 business days prior to the PZB Meeting at which your application is scheduled to be heard*. The next PZB Meeting is scheduled for September 13, 2016 therefore the above referenced materials must be received by August 29, 2016. You are also responsible for posting public notice signs no later than August 29, 2016. These signs will be provided to you when ready.

Should you have any questions, please feel free to contact me at (386) 418-6100, ext. 108.

Sincerely,

Adam Hall, AICP  
Planner

c: Kathy Winburn, AICP, Planning Director  
Justin Tabor, AICP, Principal Planner  
File

# City of Alachua

## PUBLIC SCHOOL STUDENT GENERATION CALCULATION FORM

**PROJECT #**

**APPLICATION DATE**

**NAME & DESCRIPTION OF PROJECT**

**PROJECT ADDRESS (Contact 911 Addressing @ 352.338.7361)**

**Tax Parcel Numbers**

**Acreage**

**DEVELOPMENT DATA** (check all that apply)

Single Family	Multi Family	Exempt (See exemptions on page 2)
Number of Units	Number of Units	

**Level of Review**

Pre-Application Conference      Preliminary      Final      Revised      Staff Administrative Review

*A determination that there is adequate school capacity for a specific project will satisfy requirements for review for school concurrency for the periods of time consistent with the Interlocal Agreement and specified in local government land development regulations; an agreement by the School Board with the developer and local government is required to extend the period for approvals for phased projects beyond the generally applicable time period*

### EXPLANATION OF STUDENT GENERATION CALCULATION

Student Generation is calculated based on the type of residential development and the type of schools. The number of student stations (by school type - Elementary, Middle and High School) used for calculating the school concurrency impacts is equal to the number of dwelling units by housing type multiplied by the student generation multiplier (for housing type & school type) established by the School Board. Calculations are rounded to the nearest whole number. Student Generation for each school type is calculated individually to assess the impact on the **School Concurrency Service Area (SCSA)** for each school type (Elementary, Middle and High School).

### SCHOOL CONCURRENCY SERVICE AREAS (SCSA) FOR PROJECT LOCATION

Based on the project location, please identify the corresponding School Concurrency Service Areas for each school type. Maps of the SCSAs can be obtained from Alachua County Growth Management Department GIS Services by clicking on the "GIS Data" link.

[http://growth-management.alachuacounty.us/gis\\_services/map\\_gallery/](http://growth-management.alachuacounty.us/gis_services/map_gallery/)

### SCHOOL CONCURRENCY SERVICE AREAS (SCSA)

**Elementary**

**Middle**

**High**

**SINGLE FAMILY RESIDENTIAL DEVELOPMENT STUDENT GENERATION CALCULATIONS**

<b>ELEMENTARY</b>	units X 0.15 Elementary School Multiplier	<b>Student Stations</b>
<b>MIDDLE</b>	units X 0.07 Middle School Multiplier	<b>Student Stations</b>
<b>HIGH</b>	units X 0.09 High School Multiplier	<b>Student Stations</b>

**MULTI FAMILY RESIDENTIAL DEVELOPMENT STUDENT GENERATION CALCULATIONS**

<b>ELEMENTARY</b>	units X 0.08 Elementary School Multiplier	<b>Student Stations</b>
<b>MIDDLE</b>	units X 0.03 Middle School Multiplier	<b>Student Stations</b>
<b>HIGH</b>	units X 0.03 High School Multiplier	<b>Student Stations</b>

Source: School Board of Alachua County 2015 Student Generation Multiplier Analysis

**EXEMPT DEVELOPMENTS (click all that apply)**

*Existing legal lots eligible for a building permit*

*Development that includes residential uses that has received final development plan approval prior to the effective date for public school concurrency, or has received development plan approval prior to June 24, 2008, provided the development approval has not expired*

*Amendments to final development orders for residential development approved prior to the effective date for public school concurrency, and which do not increase the number of students generated by the development*

*Age-restricted developments that prohibit permanent occupancy by persons of school age, provided this condition is satisfied in accordance with the standards of the Public School Facilities Element or the ILA*

*Group quarters that do not generate public school students, as described in the ILA*

**AUTHORIZED AGENT**

Name:  
Mailing Address:

Phone:  
Email:

**PROPERTY OWNER**

Name:  
Mailing Address

Phone:  
Email

# CERTIFICATION

**PROJECT NAME :**

**PROJECT #:**

This application for a determination of the adequacy of public schools to accommodate the public school students generated by the subject development has been reviewed for compliance with the school concurrency management program and in accordance with the ILA. The following determinations have been made:

**Approved** based upon the following findings (see 2015-2016 Capacity Tables)

**Elementary SCSA**

Capacity Required

Capacity Available

Available Capacity

Capacity Available in 3 yrs

Available Capacity

Capacity Available in Adjacent SCSA

Available Capacity

**Middle SCSA**

Capacity Required

Capacity Available

Available Capacity

Capacity Available in 3 yrs

Available Capacity

Capacity Available in Adjacent SCSA

Available Capacity

**High SCSA**

Capacity Available

Available Capacity

Capacity Available in 3 yrs

Available Capacity

Capacity Available in Adjacent SCSA

Available Capacity

**Denial** for reasons stated

**Approved by**

**City of Alachua**

**School Board Staff Certification**

A complete application for the development project was accepted on

Date:

**Vicki McGrath**

Community Planning Director  
School Board of Alachua County  
352.955.7400 x 1423

Signed:

Printed Name:

Date:



# City of Alachua

TRACI L. GRESHAM  
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT  
DIRECTOR KATHY WINBURN, AICP

April 11, 2016

Thomas Bon, PSM  
Causseaux, Hewett, & Walpole, Inc.  
132 NW 76<sup>th</sup> Drive  
Gainesville, FL 32607

**RE: Outstanding Items for Sanctuary Oaks Minor Subdivision, Final Plat**

Dear Mr. Bon:

This office is in receipt of your resubmital (received April 5, 2016) of the application for the final plat of the Sanctuary Oaks Minor Subdivision. After review, we have determined that there are several items previously noted that have not been sufficiently addressed. These must be addressed before the application can be submitted to the Planning and Zoning Board and the City Commission.

*Deficiencies to Address:*

**I. Compliance with Land Development Regulation 6.9.4 (C) (6)**

Because base flood elevations are available for the property, Subsection 6.9.4 (C) (6) requirements would apply. The section reads (emphasis added):

(6) Standards for streams with established base flood elevations and/or floodways. Within the areas of special flood hazard where small streams exist, but where no base flood data have been provided or where no floodways have been provided, the following standards apply:

- (a) Where a perennial stream or creek is located, **no encroachments, including fill material or buildings shall be located within a distance of the stream bank equal to five times the width of the stream at the top of the bank** or within a distance of the stream bank equal to 35 feet for all perennial rivers, streams or creeks, whichever is greater;
- (b) No encroachments, including fill material or structures shall be located within areas of special flood hazard, unless certification by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one

foot at any point within the City. The engineering certification should be supported by technical data that conforms to standard hydraulic engineering principles.

Please demonstrate a setback from the stream identified on the plat sufficient to meet this requirement. The proposed setback of 75' is less than the 80' setback required by the Land Development Regulations (width of stream = 16' x 5 = 80').

## II. Outstanding DRT Comments

### 1. Compliance with Land Development Regulations (LDRs)

- a. 7.3.7 (C) – Demonstrate compliance with provisions mandated by Alachua County Health Department for onsite sanitary sewage disposal.
- b. 7.3.8 (C) – Demonstrate compliance with provisions mandated by Alachua County Health Department for onsite private water supply.

**Action Needed to Address Deficiency:** Response cites “Alachua County Unified Land Development Code” which is not applicable to properties within the City Limits of the City of Alachua. The City of Alachua Land Development Regulations require written evidence from the Alachua County Health Department that the proposed subdivision meet the provisions mandated by the Alachua County Health Department. An email from the Health Department indicating any provisions or rules applicable to the installation of onsite sanitary sewage disposal or onsite private water supply would be sufficient to meet this requirement of the City of Alachua Land Development Regulations.

### 2. Concurrency Impact Analysis

#### **Public School Facilities**

- a. Please confirm student generation multipliers (SGM) for the concurrency impact analysis and the Student Generation Form for Residential Development.

**Action Needed to Address Deficiency:** Update Student Generation Form using latest data. Please see attached student generation multipliers from the Alachua County School Board.

## III. Outstanding Completeness Review Comments

### **Subdivision Application – Final Plat Attachment 10.**

Environmental Resource Permit (or Letter of Exemption) from the Suwannee River Water Management District.

**Issue:** The applicant has indicated that no permitting from the Suwannee River Water Management District is required for this project.

**Action Needed to Address Deficiency:** Please provide a Letter of Exemption from the Suwannee River Water Management District. Applicant response indicates that letter of exemption will be obtained and submitted to the City when construction plans are submitted. The current application is a final plat; no construction plans will be submitted as a part of this approval. The City requires a Letter of Exemption or proof of permit

application submittal from the Suwannee River Water Management District prior to approval of Final Plat.

If you have any questions regarding the information above, please contact me at 386-418-6100 x 108 or via e-mail at [ahall@cityofalachua.com](mailto:ahall@cityofalachua.com).

Sincerely,



Adam Hall, AICP  
Planner

- c: Kathy Winburn, AICP, Planning & Community Development Director (cover only)
- Justin Tabor, AICP, Principal Planner (cover only)
- Project File

## Alachua Elementary Concurrency Service Area

Alachua Elementary, Irby Elementary  
Lanier prorated, A.Q. Jones prorated

### Jurisdictions

City of Alachua, Town of LaCrosse, Alachua County

ALACHUA ELEMENTARY CSA	SGM	2015-2016	2017-2018	2019-2020
AVAILABLE CAPACITY		261	249	259
EQUIVALENT SINGLE FAMILY	0.15	1,740	1,660	1,727
EQUIVALENT MULTI FAMILY	0.08	3,263	3,113	3,238
<b>TOTAL ADJACENCY</b>		<b>791</b>	<b>717</b>	<b>851</b>
EQUIVALENT SINGLE FAMILY	0.15	5,273	4,780	5,673
EQUIVALENT MULTI FAMILY	0.08	9,888	8,963	10,638

## Mebane Middle Concurrency Service Area

Mebane Middle School  
AQ Jones & Lanier prorated

### Jurisdictions

City of Alachua, Alachua County

MEBANE MIDDLE CSA	SGM	2015-16	2017-2018	2019-2020
AVAILABLE CAPACITY		406	397	365
EQUIVALENT SINGLE FAMILY	0.07	5,800	5,671	5,214
EQUIVALENT MULTI FAMILY	0.03	13,533	13,233	12,167
<b>TOTAL ADJACENCY</b>		<b>498</b>	<b>440</b>	<b>335</b>
EQUIVALENT SINGLE FAMILY	0.07	7,114	6,286	4,786
EQUIVALENT MULTI FAMILY	0.03	16,600	14,667	11,167

## Santa Fe High Concurrency Service Area

Santa Fe High  
AQ Jones, Lanier, & Lofton High prorated

### Jurisdictions

City of Alachua, City of High Springs, Town of LaCrosse, Alachua County

SANTA FE HIGH CSA	SGM	2015-2016	2017-2018	2019-2020
AVAILABLE CAPACITY		322	357	352
EQUIVALENT SINGLE FAMILY	0.09	3,578	3,967	3,911
EQUIVALENT MULTI FAMILY	0.03	10,733	11,900	11,733
<b>TOTAL ADJACENCY</b>		<b>1,133</b>	<b>1,326</b>	<b>1,294</b>
EQUIVALENT SINGLE FAMILY	0.09	12,589	14,733	14,378
EQUIVALENT MULTI FAMILY	0.03	37,767	44,200	43,133

# DEVELOPMENT REVIEW TEAM SUMMARY

**PROJECT NAME:** Sanctuary Oaks (Minor Subdivision)

**APPLICATION TYPE:** Final Plat

**APPLICANT/AGENT:** Thomas Bon, PSM; Causseaux, Hewett, & Walpole, Inc.

**PROPERTY OWNER:** Pamela Neff

**DRT MEETING DATE:** January 28, 2016

**DRT MEETING TYPE:** Applicant

**FLUM DESIGNATION:** Agriculture

**ZONING:** A (Agricultural)

**OVERLAY:** N/A

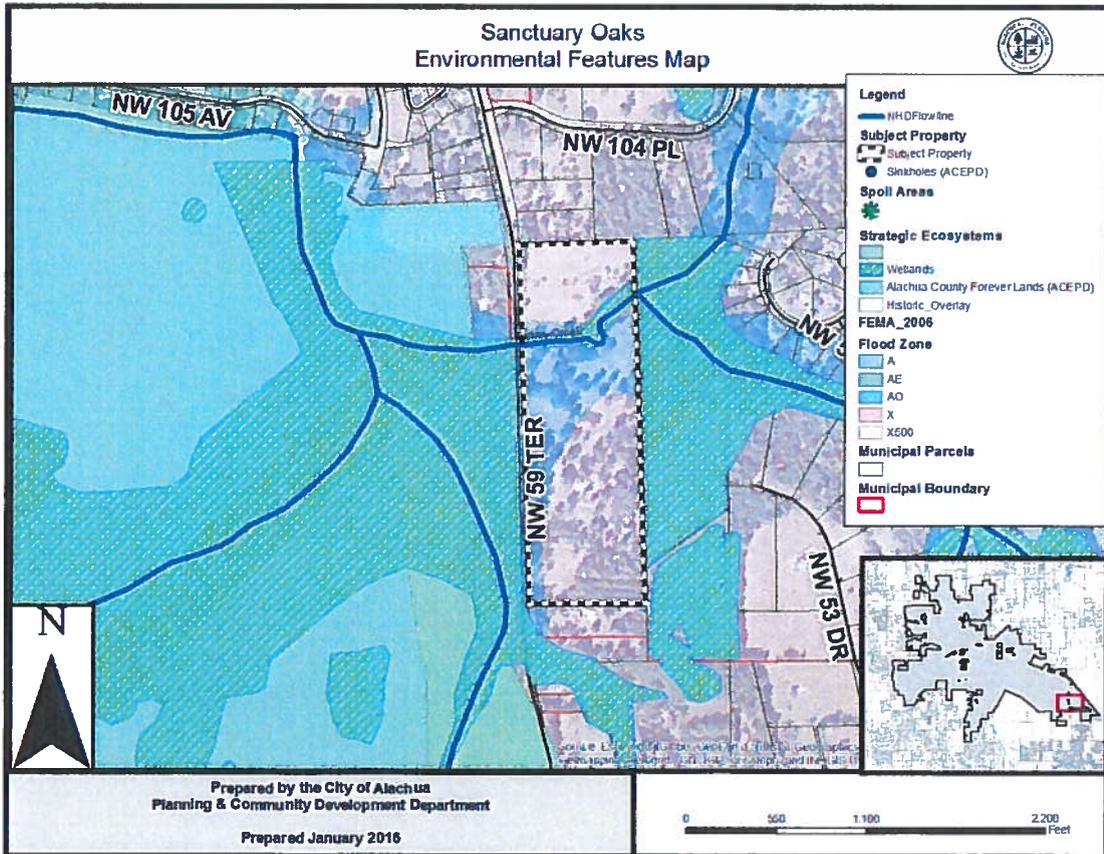
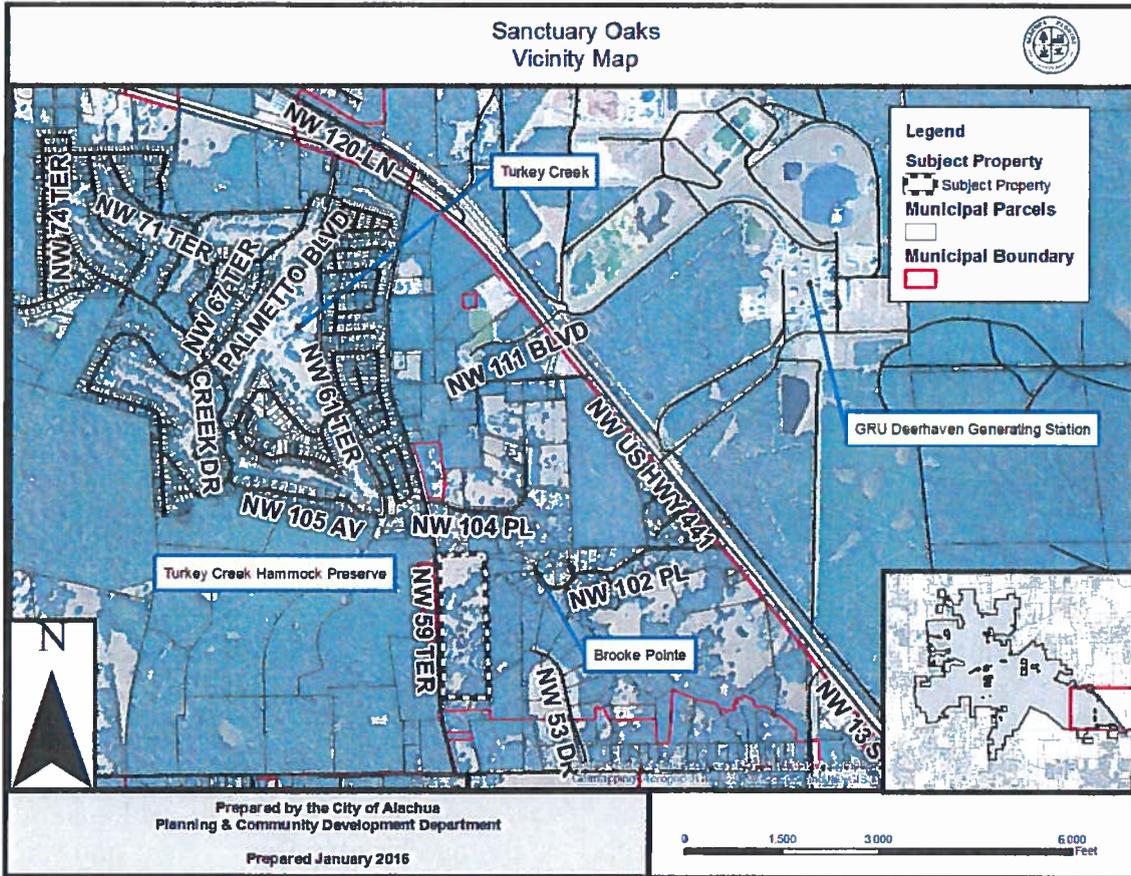
**ACREAGE:** ±37

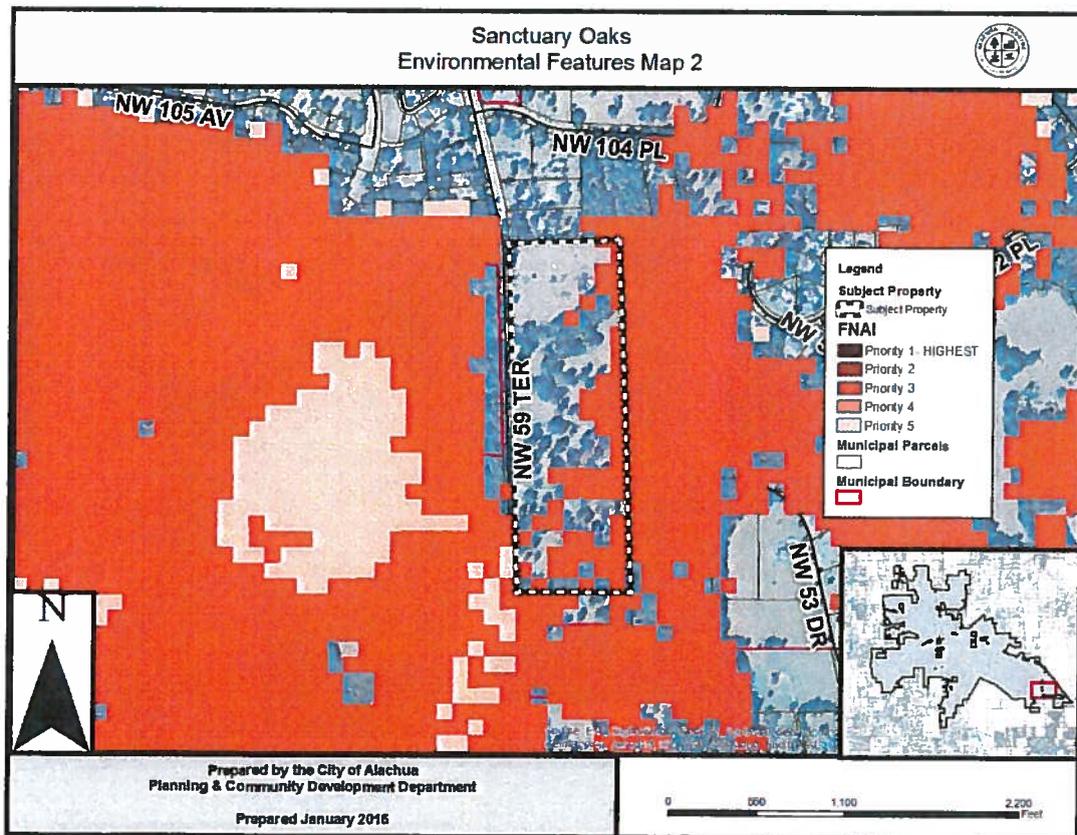
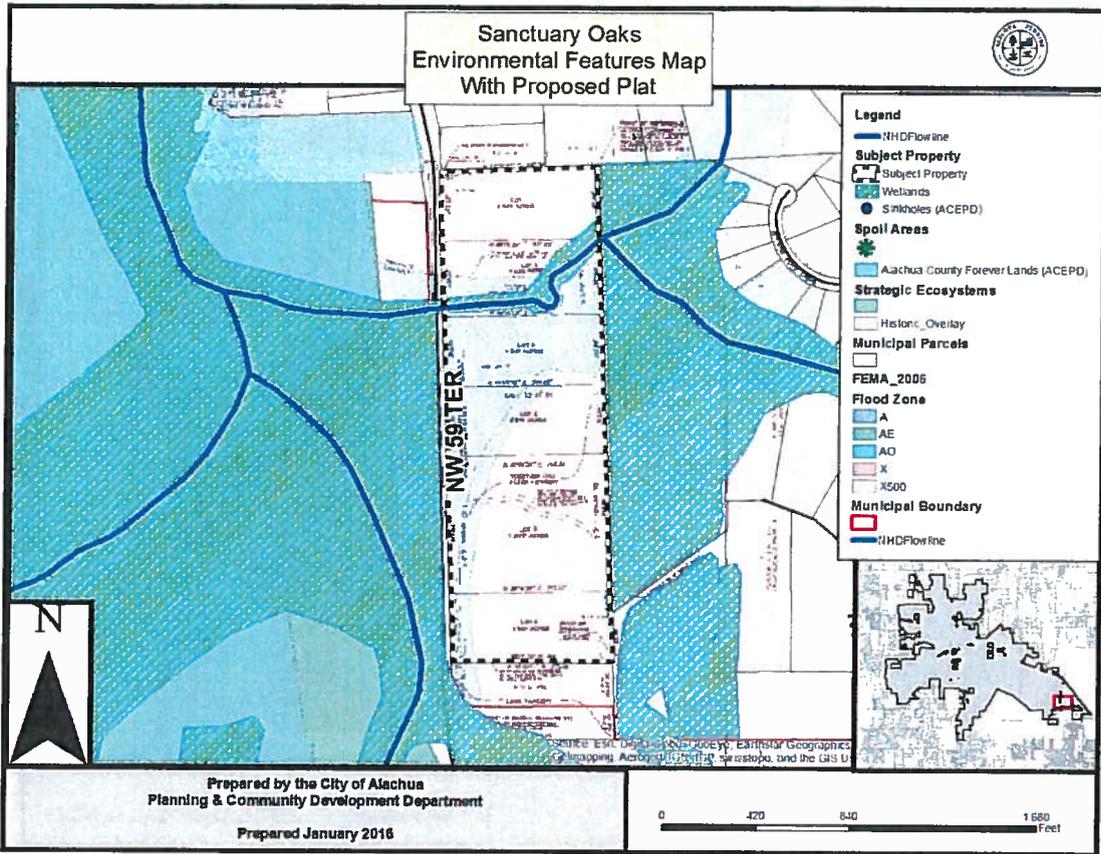
**PARCEL:** Tax Parcel No. 05936-004-000

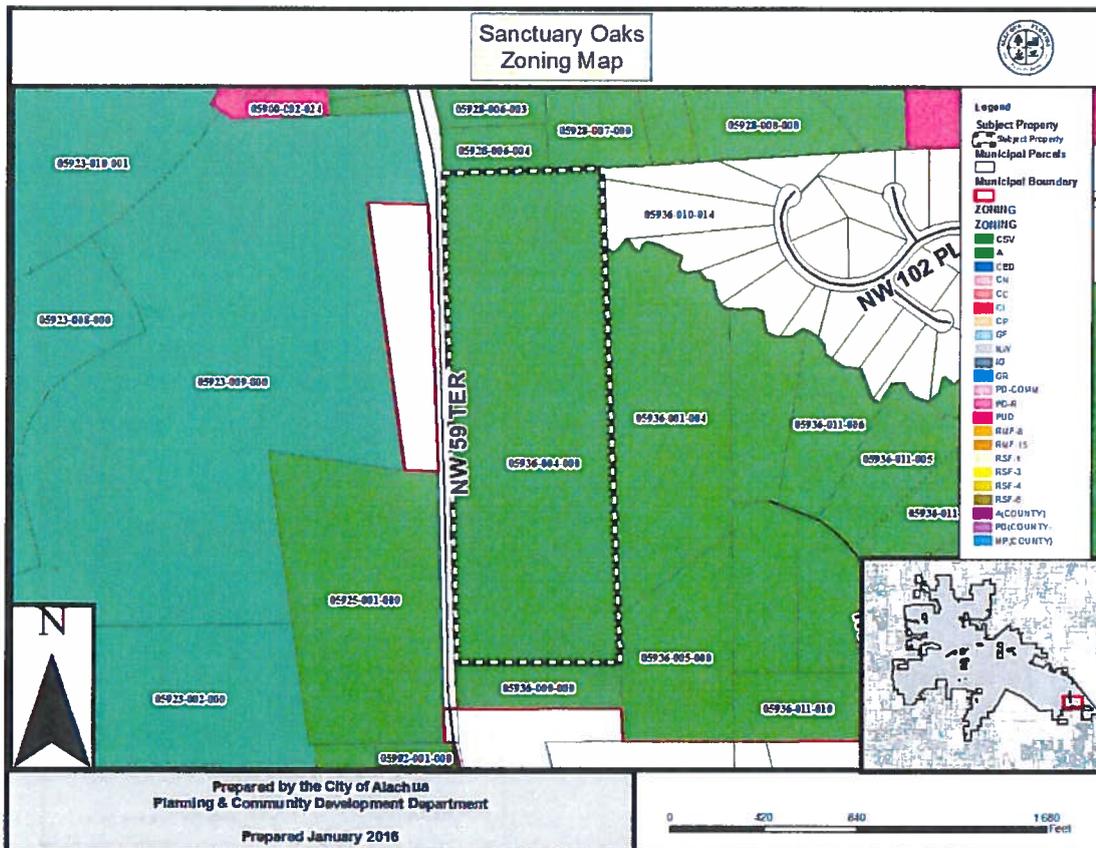
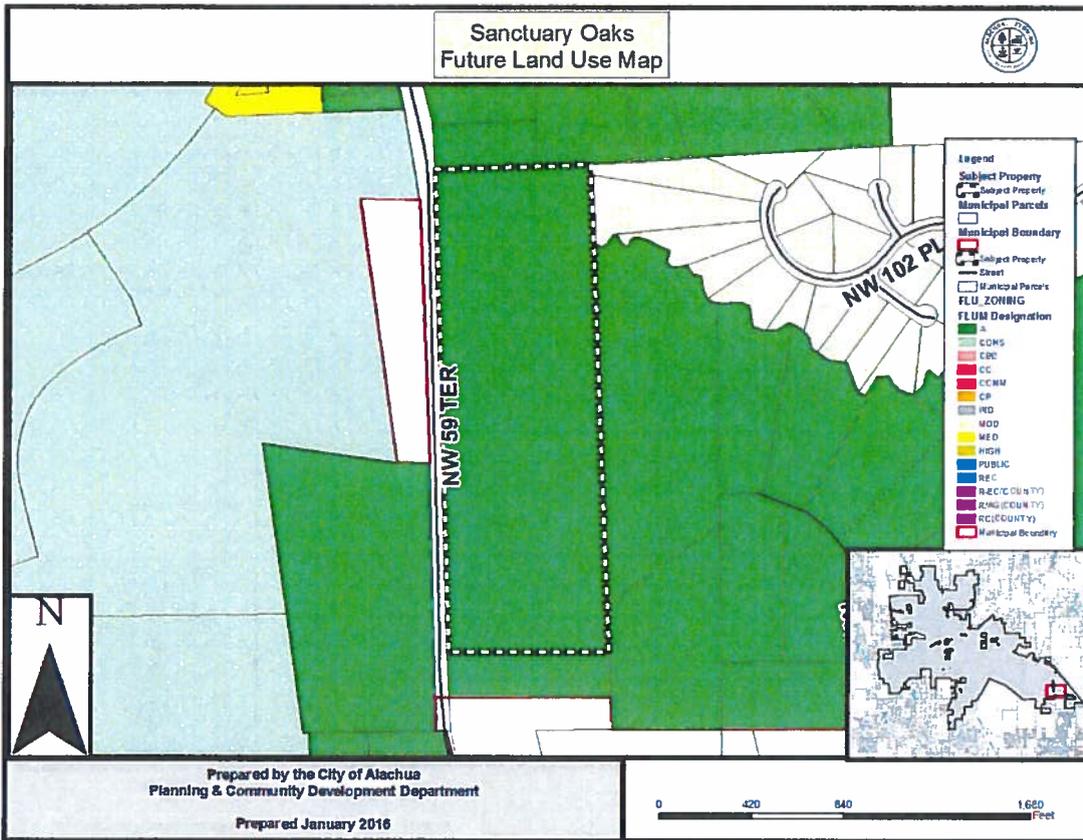
**PROJECT LOCATION:** south of US Highway 441 (ML King Boulevard), east of the Turkey Creek community and Turkey Creek Hammock Preserve, west of Brooke Pointe subdivision, and along NW 59<sup>th</sup> Terrace.

**PROJECT SUMMARY:** A request for the Final Plat for the minor subdivision of a ±37 acre tract into a total of 6 lots

**RESUBMISSION DUE DATE:** All data, plans, and documentation addressing the insufficiencies identified below must be received by the Planning Department on or before **4:00 PM on Monday, February 8, 2016.**







## ***Deficiencies to be Addressed***

### ***1. Utility Service Issues***

- a. None. Please see memo from Public Services Department dated January 26, 2016.

### ***2. Compliance with Land Development Regulations (LDRs)***

- a. 7.2.2 and 6.9.4 – Where feasible, residential structures will not be built in flood hazard areas. Place note on plat: “No structure shall be located within floodprone areas of any lot, where other alternatives for the location of such structures exist on site”.
- b. 6.9.4 (C)(7)(d)- Base flood elevations must be provided and shown on plat. “For all development projects, including mobile home parks and subdivisions, greater than five acres or 50 lots, whichever is lesser, base flood elevation information shall be provided in accordance with this subsection as part of the application for development approval”.
- c. 6.9.4 (C)(12)(f) and 6.9.4 (C)(9)- Provide finished floor elevations for all lots. 6.9.4 (C)(9) “*Required floor elevation.* No new residential building may be constructed and no substantial improvement of a residential building may take place within any floodplain unless the lowest floor (including any portion of the structure below grade) of the building or improvement is elevated to one foot above the base flood level.”  
6.9.4 (C)(12)(f) “All final subdivision plats identify the elevation of proposed structures and pads. If the site is filled above base flood, the final pad elevation shall be certified by a professional engineer or surveyor”.
- d. 6.9.4 (C)(12)(g)- Considering required setbacks from water bodies and wetlands, and all other required setbacks, please demonstrate that each lot has a site suitable for the construction.  
“Each lot includes a site suitable for constructing a structure in conformity with the standards of Article 7, Subdivision Standards, and this subsection”.
- e. 6.9.4 (C)(12)(h)- The following language must be included on the plat document: “FLOOD HAZARD WARNING: This property may be subject to flooding. You should contact the City LDR Administrator and obtain the latest information about flood elevations and restrictions before making plans for the use of this land.”
- f. 7.3.7 (C) – Demonstrate compliance with provisions mandated by Alachua County Health Department for onsite sanitary sewage disposal.
- g. 7.3.8 (C) – Demonstrate compliance with provisions mandated by Alachua County Health Department for onsite private water supply.

### ***3. Concurrency Impact Analysis***

#### ***Generally***

- a. Background information given under Concurrency Impact Analysis does not appear to apply to this application. Please address.
- b. Please use latest Development Monitoring Report entitled “COA January 2016 Development Monitoring Report”. Please contact the Planning and Community Development Department for an electronic version of this report.

**Transportation Facilities**

- c. Given land use description “Manufacturing” and associated code do not appear to apply to this application. Please address. Given rates seem to coincide with “Single- Family Detached Housing”, ITE Code 210.

**Water Facilities**

- d. No comments.

**Wastewater Facilities**

- e. No comments.

**Solid Waste Facilities**

- f. No comments.

**Recreational Facilities**

- g. No comments.

**Public School Facilities**

- h. Please confirm student generation multipliers (SGM) for the concurrency impact analysis and the Student Generation Form for Residential Development.

4. Comprehensive Plan Consistency Analysis

- a. Conservation and Open Space Element (COSE) 1.10/ Future Land Use Element (FLUE) 5.1.d – FDEP delineated wetlands must be shown on plat. GIS analysis indicates presence of FDEP delineated wetlands in proposed subdivision.

**FLUE Policy 5.1.d: Wetlands:** The City shall utilize statewide wetland delineation methodology in accordance with Florida Administrative Code (FAC) and regulations adopted by the FDEP and the Suwannee River Water Management District.

**COSE Policy 1.10.b:** The City shall conserve wetlands by prohibiting, where the alternative of clustering all structures in the non-wetland portion of the site exists, any development or dredging and filling which would alter their natural functions. If no other alternative for development exists, the City shall allow only minimal residential development activity in those areas designated as wetlands within this Comprehensive Plan and that such development activity comply with the following densities and performance standards:

- 1. Residential dwelling units not more dense than 1 dwelling unit per 5 acres subject to the following minimum performance standards:
  - a. Residences and any support buildings must be built on pilings of sufficient height to exceed by 1 foot the highest recorded flood level in the wetland. If there is not flooding data available, residences and any support buildings must be built at least 2 feet above the highest seasonal water level.
  - b. Clearing or removal of native vegetation shall not exceed 1/2 acre per 5 acres, except that where a ratio of 1 dwelling unit per 5 acres is utilized, the clearing or removal of native

vegetation shall not exceed a total of 1/4 acre per 5 acres. Exotic vegetation may be removed without regard to this limitation provided that, of the area cleared of exotic vegetation exceeds the applicable 1/2 acre or 1/4 acre limitation, or is replanted with native wetland vegetation.

- c. No dredging or filling (except for pilings to support the residence and support buildings or poles providing utility services) shall be allowed, except that a walking path or driveway to the residence may use permeable fill if it is designed with a sufficient number and size of culverts to allow the natural flow of water to continue.
- d. Drain fields for septic tanks and gray water shall be located outside the wetland.
- e. Where a ratio of 1 dwelling unit per 5 acres is employed the following provisions shall also apply;
  - (1) Clustering of units shall be located in the perimeter areas of the wetlands; and
  - (2) A restrictive or conservation easement to preserve open space shall be established.

Or:

- 2. Residential dwelling units not more dense than 1 dwelling unit per 3 acres such to the following minimum performance standards:
  - a. Residences must be built on pilings of sufficient height to exceed by 1 foot the highest recorded flood level in the wetland. If there is no flooding data available, residences must be built at least 2 feet above the highest seasonal water level.
  - b. All support buildings and other support facilities shall be constructed outside the wetland.
  - c. Clearing or removal of vegetation shall not exceed 1/4 acre per 3 acres, except that where a ratio of 1 dwelling unit per 3 acres is employed, the clearing or removal of native vegetation shall not exceed a total of 1/8 acre per 3 acres. Exotic vegetation may be removed without regard to this limitation provided that, if the area is cleared of exotic vegetation exceeds the

applicable 1/4 or 1/8 acre limitation, it is replanted with native wetland vegetation.

- d. No driveways, paths or other construction requiring fill (other than pilings for the residence or poles for utilities) will be allowed within the wetland.
- e. All residences shall be connected to a central sewage system owned and operated by the City.
- f. Where a ratio of 1 dwelling unit per 3 acres is utilized, the following provisions shall also apply:
  - (1) Clustering of units shall be located along the perimeter area of the wetland; and
  - (2) A restrictive or conservation easement to preserve the open space shall be required.

- b. FLUE 5.1.b – Soil map is required in order to ensure conformance with this policy.

**FLUE Policy 5.1.b:** Soils: The City shall ensure soil protection and intervention measures are included in the development review process.

- c. FLUE 5.1.c/ COSE 1.12.e/ COSE 1.12.f - Base flood elevations and minimum finished floor elevations are required to be established.

**FLUE Policy 5.1.c:** Flood prone areas: The City shall require as part of the development review process the identification of FEMA flood zone areas. Where necessary, base flood elevations and minimum finished floor elevations shall be established. The City shall also require finished floor elevations on subdivision plats, site plans and building permit plans when necessary to determine compliance with flood prone area regulations. The City shall establish standards for a limitation on filling in flood prone areas.

**COSE Policy 1.12.e:** The City shall protect the natural function of floodplains, recognizing the role of flood patterns in maintaining water quality and quantity. Flood plain regulations will be based on Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM).

**COSE Policy 1.12.f:** The City shall work with FEMA, SRWMD, DEP and the County to regulate development within special

flood hazard areas susceptible to the one percent (1%) annual chance flood established by FEMA. The City will require development activity to occupy only the non-floodplain portion of a site when feasible; allow dredging and filling within floodplains only if it preserves the natural function of the floodplain and adequately provides for stormwater management; require the minimum floor elevation of any structure to be at least one foot above the established base flood elevation; and will prohibit the storage of hazardous materials or waste within the floodplain, and development activity that threatens to raise the base flood elevation.

- d. COSE 1.10.g – Buffer from wetlands must be shown or listed on plat. GIS Analysis indicates size of wetlands on subject property to be greater than .5 acre. Size of wetlands on lands adjacent to subject property are greater than .5 acre.

**COSE Policy 1.10.g:** The City shall require natural vegetative buffers around wetlands to protect the fragile ecosystems they sustain. Buffers, measured from the outer edge of the wetland, shall be created as established in the following table.

Resource Addressed	Required Buffer (feet)
Wetlands less than or equal to 0.5 acre that do not support federally and/or state regulated vertebrate wetland/aquatic dependent animal species.	50' average 35' minimum
Wetlands greater than 0.5 acre that do not support the animal species described above.	75' average 50' minimum
Areas where the animal species described above have been documented within 300 feet of a Wetland.	100' average 75' minimum

- e. COSE 1.12.d- Buffer from water bodies must be shown or listed on plat. Surface water (Turkey Creek) area is greater than .5 acre.

**COSE Policy 1.12.d:** The City shall require the following buffers for development along surface water bodies. Buffers shall be measured from the outer edge of the water body, and created as established in the following table.

Resource Addressed	Required Buffer (feet)
Surface waters less than or equal to 0.5 acre that do not support federally and/or state regulated vertebrate wetland/aquatic dependent animal species.	50' average 35' minimum
Surface waters greater than 0.5 acre that do not support the animal species described above.	75' average 50' minimum
Areas where the animal species described above have been documented within 300 feet of a surface water	100' average 75' minimum

f. **CFNGR 1.2.a.3-** Statement or plan showing conformance with this Policy.

**CFNGR Policy 1.2.a:** The City shall establish a Community Wastewater Service Area, which includes all areas where wastewater service is available. Wastewater service shall be deemed available if:

1. A gravity water system exists within 100 ft of the property line of any residential subdivision lot or single family residence and wastewater service can be accessed through public utility easements or right of ways. The distance shall be measured as required for construction of the infrastructure along public utility easements and right of ways.
2. A gravity wastewater system exists with 500 ft of the property line of any residential subdivision consisting of 5 units or less and the gravity wastewater system can be accessed through public utility easements or right of ways. The distance shall be measured as required for construction of the infrastructure along public utility easements and right of ways.
3. A gravity wastewater system, wastewater pumping station, or force main exists within ¼ mile of the property line of any residential subdivision with more than 5 units, or any multi-family residential development, or any commercial development, or any industrial development and the gravity wastewater system, wastewater pumping station, or force main can be accessed through public utility easements or right of ways. The distance shall be measured as required for construction of the

infrastructure along public utility easements and right of ways.

g. CFNGR4.1.b.3- Statement or plan showing conformance with this Policy.

**CFNG Policy 1.2.a:** The City shall establish a Community Wastewater Service Area, which includes all areas where wastewater service is available. Wastewater service shall be deemed available if:

1. A gravity water system exists within 100 ft of the property line of any residential subdivision lot or single family residence and wastewater service can be accessed through public utility easements or right of ways. The distance shall be measured as required for construction of the infrastructure along public utility easements and right of ways.
2. A gravity wastewater system exists with 500 ft of the property line of any residential subdivision consisting of 5 units or less and the gravity wastewater system can be accessed through public utility easements or right of ways. The distance shall be measured as required for construction of the infrastructure along public utility easements and right of ways.
3. A gravity wastewater system, wastewater pumping station, or force main exists within ¼ mile of the property line of any residential subdivision with more than 5 units, or any multi-family residential development, or any commercial development, or any industrial development and the gravity wastewater system, wastewater pumping station, or force main can be accessed through public utility easements or right of ways. The distance shall be measured as required for construction of the infrastructure along public utility easements and right of ways.

5. Fire Marshal/Public Services/Outside Engineering Review Comments

- a. The applicant must address the comments provided by Robert W. Graver, P.S.M., of eda engineers – surveyors - planners, inc., provided in a letter dated January 16, 2016.
- b. The applicant must comply with all comments provided by the Public Services Department in a memorandum dated January 26, 2016.

6. Completeness Review Comments

- a. The applicant must address all remaining completeness review deficiencies as provided in a letter dated January 13, 2016, which are as follows:

**Subdivision Application – Final Plat Attachment 2.f.**

Plans, to include but not limited to:

- f. Exact boundary line of the tract, determined by a field survey, giving distances to the nearest one-hundredth foot and angles to the nearest minute, shall be balanced and closed with an apparent error of closure not to exceed one in 5,000.

*Issue:* Apparent error of closure has not been identified on plans.

*Action Needed to Address Deficiency:* Please provide apparent error of closure on plans or language certifying that the error of enclosure does not exceed one in 5,000.

**Subdivision Application – Final Plat Attachment 2.h.**

Plans, to include but not limited to:

- h. Names of owners of adjoining lands with their approximate acreage or, if developed, names of abutting subdivisions.

*Issue:* Names of owners and approximate acreages have not been provided for parcel numbers 05928-006-004 and 05928-007-000.

*Action Needed to Address Deficiency:* Please provide names of owners and approximate acreages for parcel numbers 05928-006-004 and 05928-007-000 on plat.

**Subdivision Application – Final Plat Attachment 2.k.**

Plans, to include but not limited to:

- k. Municipal lines shall be accurately tied to the lines of the subdivision by distance and angles when such lines traverse or are reasonably close to the subdivision.

*Issue:* Municipal lines are reasonably close to subject property, but are not shown or tied to the lines of the subdivision.

*Action Needed to Address Deficiency:* Please show location and tie municipal lines to the lines of the propose subdivision.

**Subdivision Application – Final Plat Attachment 2.n.**

Plans, to include but not limited to:

- n. Exact locations, width, and names of all streets within and immediately adjoining the proposed subdivision.

*Issue:* The applicant has not provided the exact location and width of all streets within and immediately adjoining the proposed subdivision.

*Action Needed to Address Deficiency:* Please provide the exact location and width of NW 59<sup>th</sup> Terrace. Show west line of NW 59<sup>th</sup> Terrace.

**Subdivision Application – Final Plat Attachment 3.**

Concurrency Impact Analysis showing the impact on public facilities, including potable water, sanitary sewer, transportation, solid waste, recreation, stormwater, and public schools in accordance with Article 2.4.14 of the Land Development Regulations.

*Issue:* While it appears that there is sufficient data and information to analyze the concurrency impacts of this proposed subdivision, the concurrency impact analysis report references Upland Industrial Park, industrial land uses, and a master planned stormwater management facility, which do not appear to be a part of this proposed project.

*Action Needed to Address Deficiency:* Please update concurrency impact analysis report with correct project information.

**ALL COMMENTS AND REQUIREMENTS LISTED ABOVE MUST BE COMPLIED WITH AND PROVIDED TO CITY STAFF ON OR BEFORE 4:00 PM ON THE RESUBMISSION DATE OF FEBRUARY 8, 2016 .**



engineers • surveyors • planners, inc.

January 16, 2016

City of Alachua  
Attention: Adam Hall, AICP  
15100 NW 142<sup>nd</sup> Terrace  
Alachua, Florida

RE: Review of Final Plat of "Sanctuary Oaks", for compliance to Chapter 177, Part I, Platting, Florida Statutes.

Mr. Adam Hall,

I have reviewed the Plat of "Sanctuary Oaks ", prepared by CHW, Inc. and submitted for final approval And find it in compliance with Chapter 177, Part I, Platting, Florida Statutes, with the following exceptions:

Section 177.091 (7): Permanent Reference Monuments have not been placed at a distance not exceeding 1400 feet along the Boundary. I also believe that the 2 offset corners at the southeast corner of the subdivision should be replaced with P.R.M.'s.

Section 177.091 (9): Lot corners must be placed before the transfer of any lot or Bond Expiration. I believe a statement should be added in the Surveyor's notes or Surveyor's Certification that all lot corners have or will be set as required in Section 177.091 (9), Florida Statutes.

Section 177.071 (1): In the Certificate of Approval by the City Commission, "Filed for Record On" in my opinion, should be replaced with "Date".

Section 177.091 (16): The location of and dimensions of (bearings and distances) the easement recorded in O.R. Book 2308, Pg. 1166 on lot 5, are not labeled as required when easements are not contiguous to and parallel with boundary or lot lines.

Section 177.091 (26): The South line of Section 34 is not labeled.

Section 177.091 (29): The abbreviations "O.R.B.", "M", "C.R." and "3-9-19" are not included in the legend.

In addition, the West line of Government Lot 6 is also erroneously labeled as the East line of Government Lot 6 (The Basis of Bearings).

The west line of the Less & Except parcel at the NW corner of Section 3-9-19 should also be drawn (extended to the south line of Section 34).

Robert W. Graver  
P.S.M. 4239 / LB 2389





# City of Alachua

TRACI L. GREESHAM  
CITY MANAGER

ASSISTANT CITY MANAGER  
ADAM BOUKARI

## INTER-OFFICE COMMUNICATION

**Date:** January 26, 2016

**To:** Kathy Winburn, AICP  
Planning & Community Development Director

**From:** Adam Boukari   
Assistant City Manager

**Re:** Sanctuary Oaks Development Plans

---

Public Services have reviewed the Construction Plans and offer the following comments:

**General**

**Electric:**

Not within the City of Alachua electric service territory.

**Water:**

1. The proposed development is not located within community potable water service area. Therefore no connection to potable water system is required.

**Wastewater:**

1. The proposed development is not located within community wastewater service area. Therefore no connection to wastewater system is required.

Please advise if you have any questions or require additional information.

cc: Adam Hall, Planner  
Roland Davis, Engineer  
Harry Dillard, Engineer Technician  
Melody Fontana, Engineering Technician





## **DEVELOPMENT REVIEW TEAM SUMMARY**

**PROJECT NAME:** Sanctuary Oaks (Minor Subdivision)

**APPLICATION TYPE:** Final Plat

**APPLICANT/AGENT:** Thomas Bon, PSM; Causseaux, Hewett, & Walpole, Inc.

**PROPERTY OWNER:** Pamela Neff

**DRT MEETING DATE:** January 26, 2016

**DRT MEETING TYPE:** Staff

**FLUM DESIGNATION:** Agriculture

**ZONING:** A (Agricultural)

**OVERLAY:** N/A

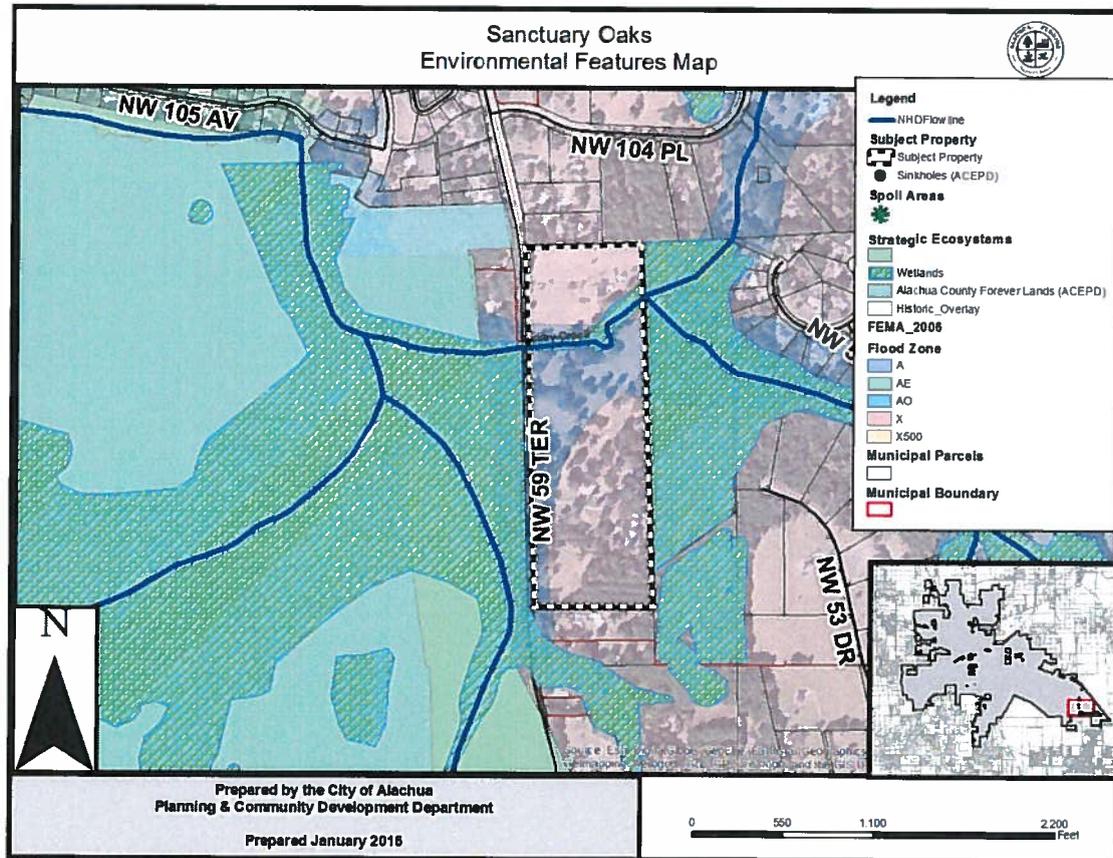
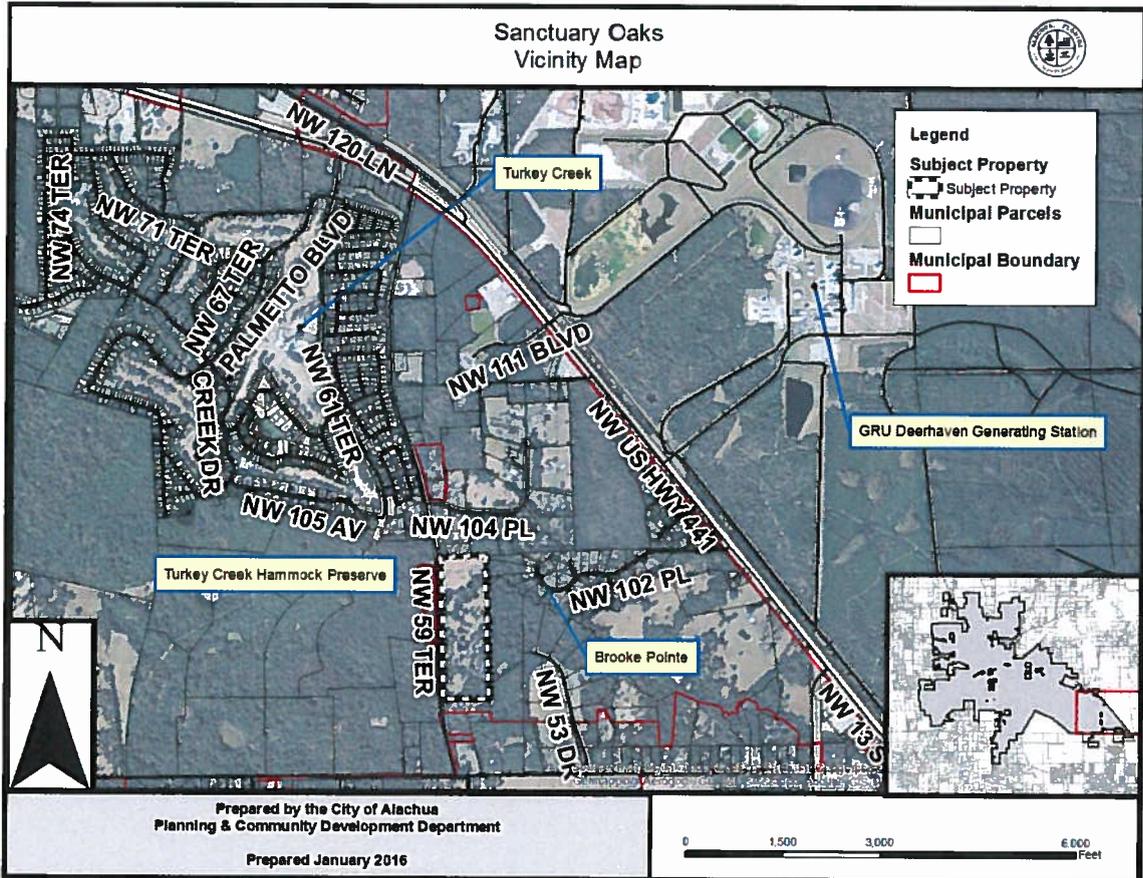
**ACREAGE:** ±37

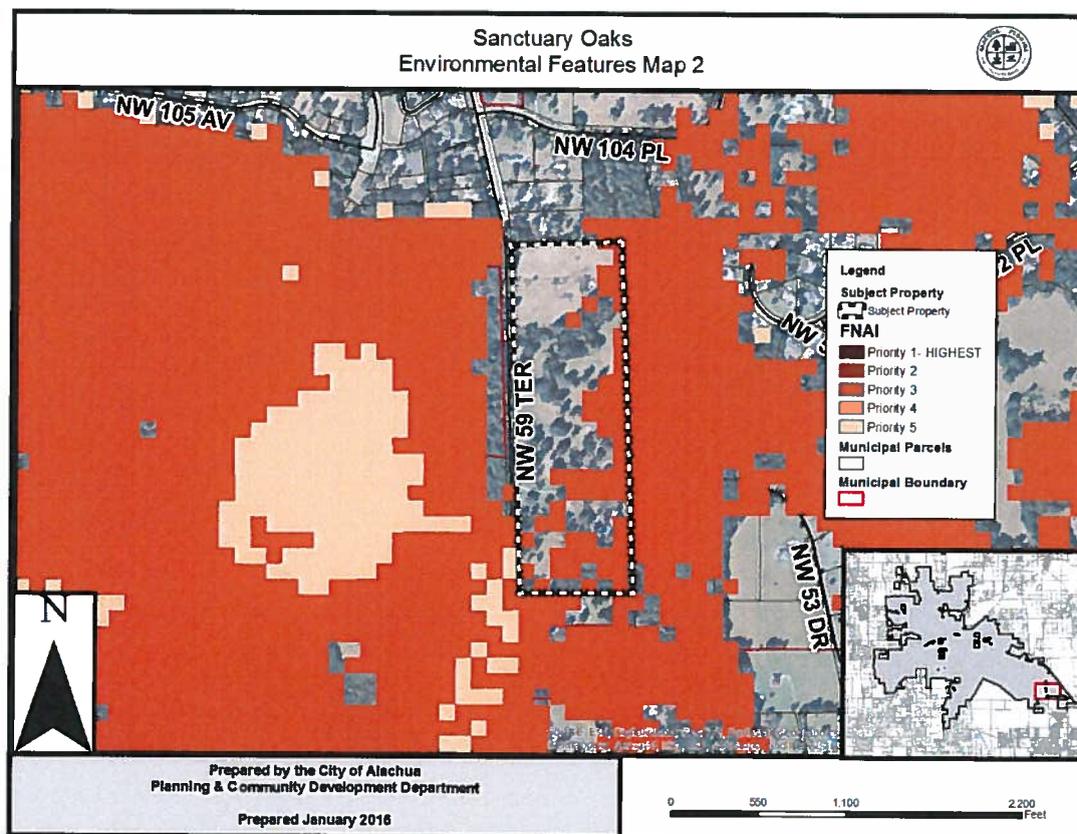
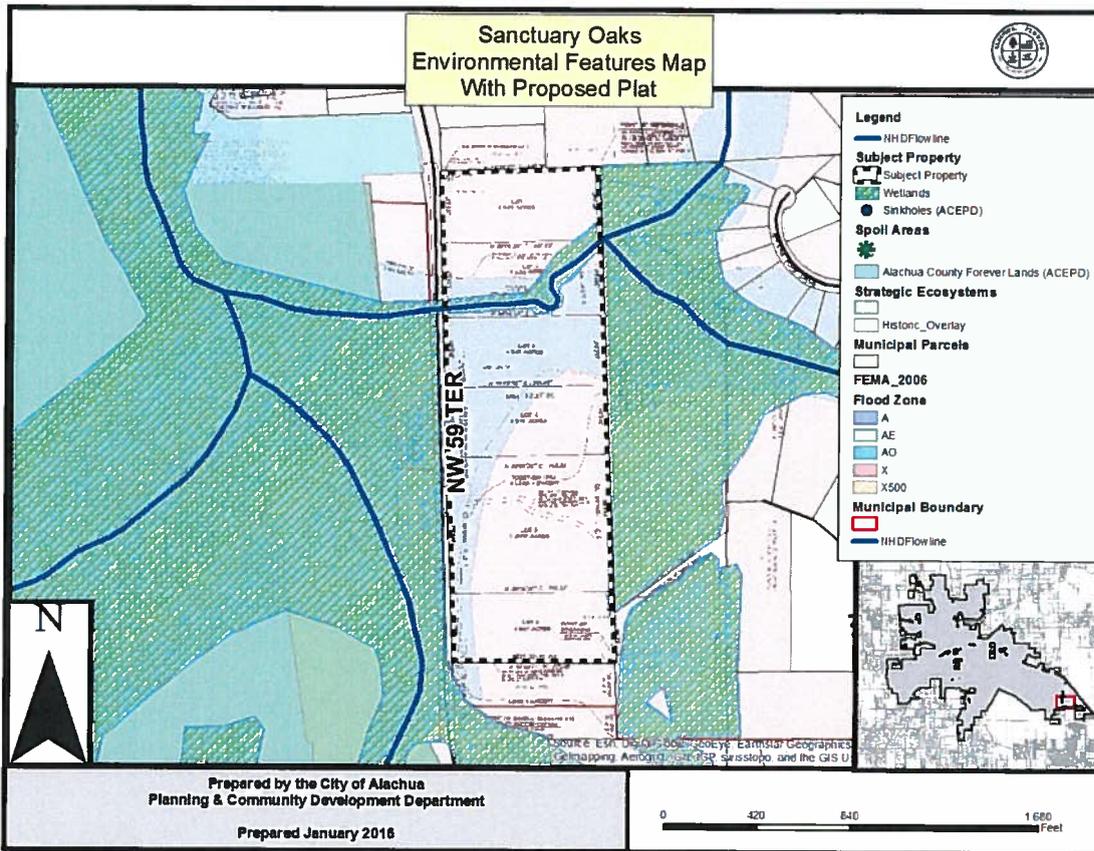
**PARCEL:** Tax Parcel No. 05936-004-000

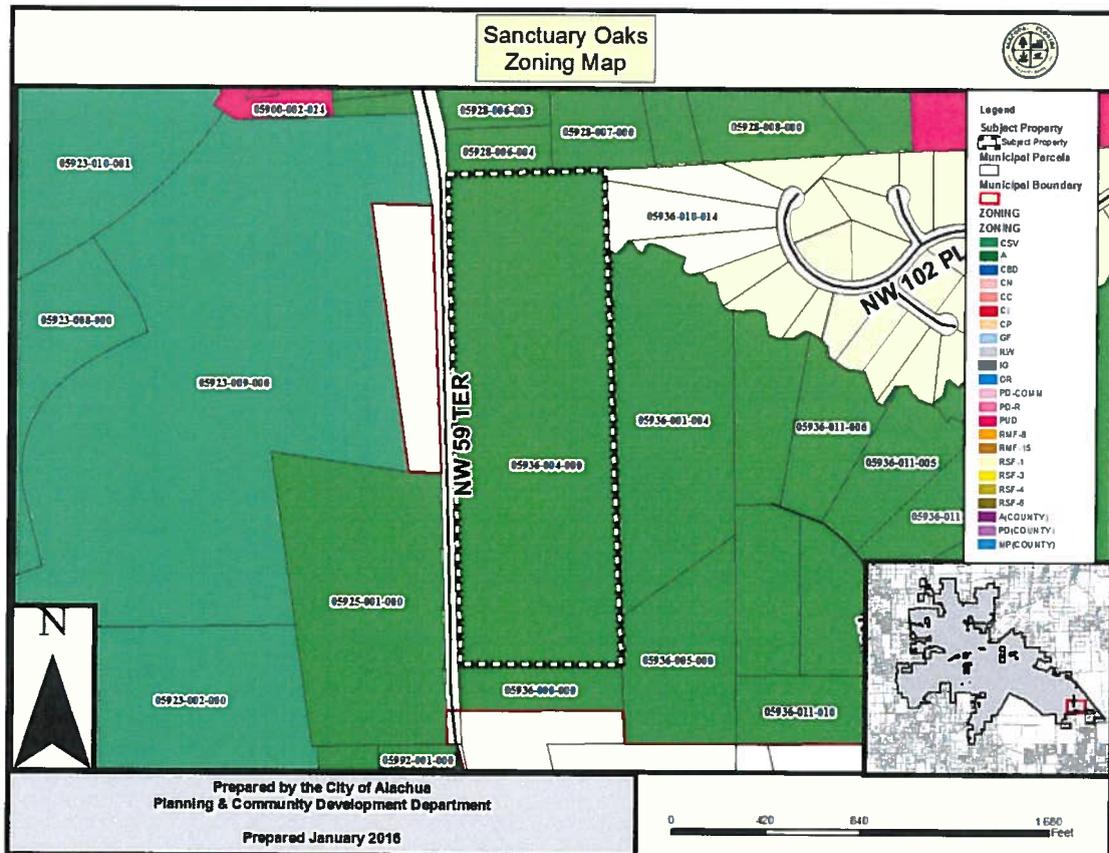
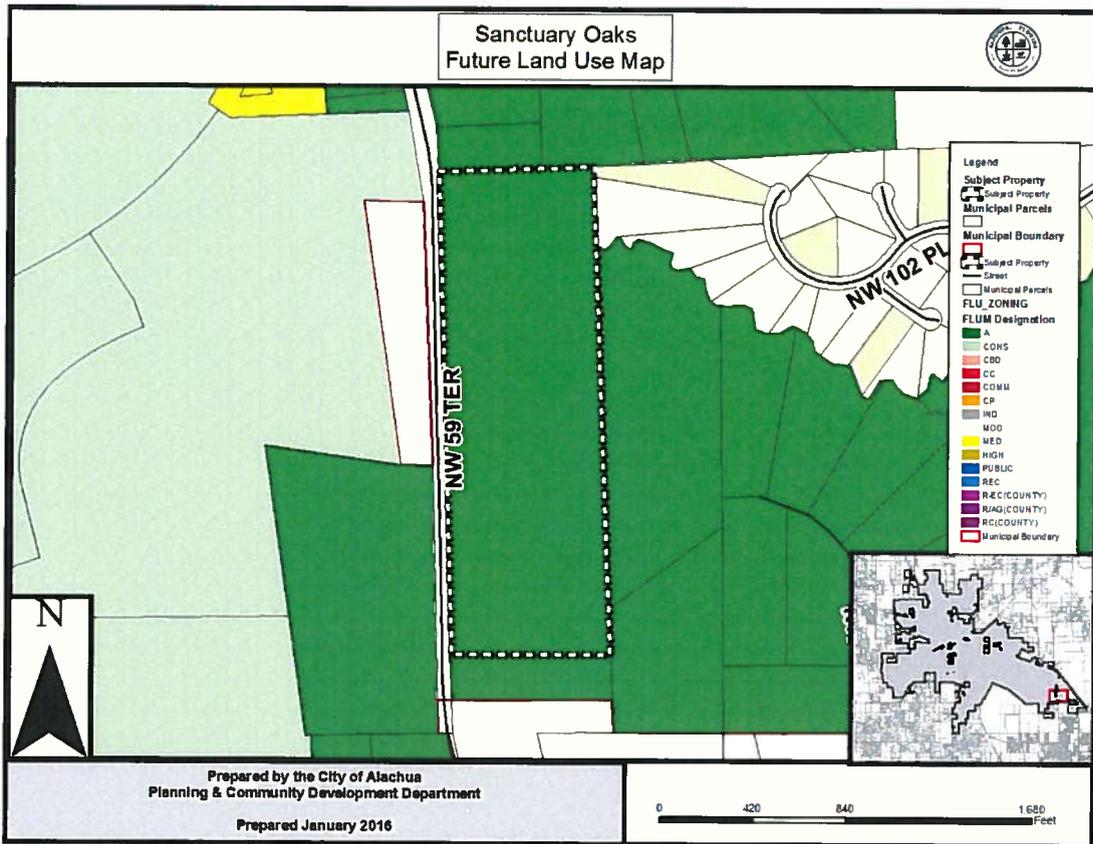
**PROJECT LOCATION:** south of US Highway 441 (ML King Boulevard), east of the Turkey Creek community and Turkey Creek Hammock Preserve, west of Brooke Pointe subdivision, and along NW 59<sup>th</sup> Terrace.

**PROJECT SUMMARY:** A request for the Final Plat for the minor subdivision of a ±37 acre tract into a total of 6 lots

**RESUBMISSION DUE DATE:** All data, plans, and documentation addressing the insufficiencies identified below must be received by the Planning Department on or before **4:00 PM on Monday, February 8, 2016.**







## ***Deficiencies to be Addressed***

### ***1. Utility Service Issues***

- a. None. Please see memo from Public Services Department dated January \_\_\_\_, 2016.

### ***2. Compliance with Land Development Regulations (LDRs)***

- a. 7.2.2 and 6.9.4 – Where feasible, residential structures will not be built in flood hazard areas. Place note on plat: “No structure shall be located within floodprone areas of any lot, where other alternatives for the location of such structures exist on site”.
- b. 6.9.4 (C)(7)(d)- Base flood elevations must be provided and shown on plat. “For all development projects, including mobile home parks and subdivisions, greater than five acres or 50 lots, whichever is lesser, base flood elevation information shall be provided in accordance with this subsection as part of the application for development approval”.
- c. 6.9.4 (C)(12)(f) and 6.9.4 (C)(9)- Provide finished floor elevation for all lots. 6.9.4 (C)(9) “*Required floor elevation.* No new residential building may be constructed and no substantial improvement of a residential building may take place within any floodplain unless the lowest floor (including any portion of the structure below grade) of the building or improvement is elevated to one foot above the base flood level.”  
6.9.4 (C)(12)(f) “All final subdivision plats identify the elevation of proposed structures and pads. If the site is filled above base flood, the final pad elevation shall be certified by a professional engineer or surveyor”.
- d. 6.9.4 (C)(12)(g)- Considering required setbacks from water bodies and wetlands, and all other required setbacks, please demonstrate that each lot has a site suitable for the construction of a single family residence.  
“Each lot includes a site suitable for constructing a structure in conformity with the standards of Article 7, Subdivision Standards, and this subsection”.
- e. 6.9.4 (C)(12)(h)- The following language must be included on the plat document: “FLOOD HAZARD WARNING: This property may be subject to flooding. You should contact the City LDR Administrator and obtain the latest information about flood elevations and restrictions before making plans for the use of this land.”
- f. 7.3.7 (C) – Demonstrate compliance with provisions mandated by Alachua County Health Department for onsite sanitary sewage disposal.
- g. 7.3.8 (C) – Demonstrate compliance with provision mandate by Alachua County Health Department for onsite private water supply.

### ***3. Concurrency Impact Analysis***

#### ***Generally***

- a. Background information given under Concurrency Impact Analysis does not appear to apply to this application. Please address.
- b. Please use latest Development Monitoring Report entitled “COA January 2016 Development Monitoring Report”. Please contact the Planning and Community Development Department for an electronic version of this report.

#### ***Transportation Facilities***

- c. Given land use description “Manufacturing” and associated code do not appear to apply to this application. Please address. Given rates seem to coincide with “Single- Family Detached Housing”, ITE Code 210.

***Water Facilities***

- d. No comments.

***Wastewater Facilities***

- e. No comments.

***Solid Waste Facilities***

- f. No comments.

***Recreational Facilities***

- g. No comments.

***Public School Facilities***

- h. Please confirm student generation multipliers (SGM) for the concurrency impact analysis and the Student Generation Form for Residential Development.

4. *Comprehensive Plan Consistency Analysis*

- a. Conservation and Open Space Element (COSE) 1.10/ Future Land Use Element (FLUE) 5.1.d – FDEP delineated wetlands must be shown on plat. GIS analysis indicates presence of FDEP delineated wetlands in proposed subdivision.

**FLUE Policy 5.1.d:** Wetlands: The City shall utilize statewide wetland delineation methodology in accordance with Florida Administrative Code (FAC) and regulations adopted by the FDEP and the Suwannee River Water Management District.

**COSE Policy 1.10.b:** The City shall conserve wetlands by prohibiting, where the alternative of clustering all structures in the non-wetland portion of the site exists, any development or dredging and filling which would alter their natural functions. If no other alternative for development exists, the City shall allow only minimal residential development activity in those areas designated as wetlands within this Comprehensive Plan and that such development activity comply with the following densities and performance standards:

- 1. Residential dwelling units not more dense than 1 dwelling unit per 5 acres subject to the following minimum performance standards:
  - a. Residences and any support buildings must be built on pilings of sufficient height to exceed by 1 foot the highest recorded flood level in the wetland. If there is not flooding data available, residences and any support buildings must be built at least 2 feet above the highest seasonal water level.
  - b. Clearing or removal of native vegetation shall not exceed 1/2 acre per 5 acres, except that where a ratio of 1 dwelling unit per 5 acres is utilized, the clearing or removal of native vegetation shall not exceed a total of 1/4 acre

per 5 acres. Exotic vegetation may be removed without regard to this limitation provided that, of the area cleared of exotic vegetation exceeds the applicable 1/2 acre or 1/4 acre limitation, or is replanted with native wetland vegetation.

- c. No dredging or filling (except for pilings to support the residence and support buildings or poles providing utility services) shall be allowed, except that a walking path or driveway to the residence may use permeable fill if it is designed with a sufficient number and size of culverts to allow the natural flow of water to continue.
- d. Drain fields for septic tanks and gray water shall be located outside the wetland.
- e. Where a ratio of 1 dwelling unit per 5 acres is employed the following provisions shall also apply;
  - (1) Clustering of units shall be located in the perimeter areas of the wetlands; and
  - (2) A restrictive or conservation easement to preserve open space shall be established.

Or:

- 2. Residential dwelling units not more dense than 1 dwelling unit per 3 acres such to the following minimum performance standards:
  - a. Residences must be built on pilings of sufficient height to exceed by 1 foot the highest recorded flood level in the wetland. If there is no flooding data available, residences must be built at least 2 feet above the highest seasonal water level.
  - b. All support buildings and other support facilities shall be constructed outside the wetland.
  - c. Clearing or removal of vegetation shall not exceed 1/4 acre per 3 acres, except that where a ratio of 1 dwelling unit per 3 acres is employed, the clearing or removal of native vegetation shall not exceed a total of 1/8 acre per 3 acres. Exotic vegetation may be removed without regard to this limitation provided that, if the area is cleared of exotic vegetation exceeds the

applicable 1/4 or 1/8 acre limitation, it is replanted with native wetland vegetation.

- d. No driveways, paths or other construction requiring fill (other than pilings for the residence or poles for utilities) will be allowed within the wetland.
- e. All residences shall be connected to a central sewage system owned and operated by the City.
- f. Where a ratio of 1 dwelling unit per 3 acres is utilized, the following provisions shall also apply:
  - (1) Clustering of units shall be located along the perimeter area of the wetland; and
  - (2) A restrictive or conservation easement to preserve the open space shall be required.

- b. FLUE 5.1.b – Soil map is required in order to ensure conformance with this policy.

**FLUE Policy 5.1.b:** Soils: The City shall ensure soil protection and intervention measures are included in the development review process.

- c. FLUE 5.1.c/ COSE 1.12.e/ COSE 1.12.f - Base flood elevations and minimum finished floor elevations are required to be established.

**FLUE Policy 5.1.c:** Flood prone areas: The City shall require as part of the development review process the identification of FEMA flood zone areas. Where necessary, base flood elevations and minimum finished floor elevations shall be established. The City shall also require finished floor elevations on subdivision plats, site plans and building permit plans when necessary to determine compliance with flood prone area regulations. The City shall establish standards for a limitation on filling in flood prone areas.

**COSE Policy 1.12.e:** The City shall protect the natural function of floodplains, recognizing the role of flood patterns in maintaining water quality and quantity. Flood plain regulations will be based on Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM).

**COSE Policy 1.12.f:** The City shall work with FEMA, SRWMD, DEP and the County to regulate development within special

flood hazard areas susceptible to the one percent (1%) annual chance flood established by FEMA. The City will require development activity to occupy only the non-floodplain portion of a site when feasible; allow dredging and filling within floodplains only if it preserves the natural function of the floodplain and adequately provides for stormwater management; require the minimum floor elevation of any structure to be at least one foot above the established base flood elevation; and will prohibit the storage of hazardous materials or waste within the floodplain, and development activity that threatens to raise the base flood elevation.

- d. COSE 1.10.g – Buffer from wetlands must be shown or listed on plat.

**COSE Policy 1.10.g:** The City shall require natural vegetative buffers around wetlands to protect the fragile ecosystems they sustain. Buffers, measured from the outer edge of the wetland, shall be created as established in the following table.

Resource Addressed	Required Buffer (feet)
Wetlands less than or equal to 0.5 acre that do not support federally and/or state regulated vertebrate wetland/aquatic dependent animal species.	50' average 35' minimum
Wetlands greater than 0.5 acre that do not support the animal species described above.	75' average 50' minimum
Areas where the animal species described above have been documented within 300 feet of a Wetland.	100' average 75' minimum

- e. COSE 1.12.d- Buffer from water bodies must be shown or listed on plat.

**COSE Policy 1.12.d:** The City shall require the following buffers for development along surface water bodies. Buffers shall be measured from the outer edge of the water body, and created as established in the following table.

Resource Addressed	Required Buffer (feet)
Surface waters less than or equal to 0.5 acre that do not support federally and/or state regulated vertebrate wetland/aquatic dependent animal species.	50' average 35' minimum

Surface waters greater than 0.5 acre that do not support the animal species described above.	75' average 50' minimum
Areas where the animal species described above have been documented within 300 feet of a surface water	100' average 75' minimum

- f. CFNGR 1.2.a.3- Statement or plan showing conformance with this Policy.

**CFNGR Policy 1.2.a:** The City shall establish a Community Wastewater Service Area, which includes all areas where wastewater service is available. Wastewater service shall be deemed available if:

1. A gravity water system exists within 100 ft of the property line of any residential subdivision lot or single family residence and wastewater service can be accessed through public utility easements or right of ways. The distance shall be measured as required for construction of the infrastructure along public utility easements and right of ways.
2. A gravity wastewater system exists with 500 ft of the property line of any residential subdivision consisting of 5 units or less and the gravity wastewater system can be accessed through public utility easements or right of ways. The distance shall be measured as required for construction of the infrastructure along public utility easements and right of ways.
3. A gravity wastewater system, wastewater pumping station, or force main exists within ¼ mile of the property line of any residential subdivision with more than 5 units, or any multi-family residential development, or any commercial development, or any industrial development and the gravity wastewater system, wastewater pumping station, or force main can be accessed through public utility easements or right of ways. The distance shall be measured as required for construction of the infrastructure along public utility easements and right of ways.

- g. CFNGR4.1.b.3- Statement or plan showing conformance with this Policy.

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5. Fire Marshal/Public Services/Outside Engineering Review Comments

- a. The applicant must comply with all comments provided by Brian Green, Fire Inspector, Alachua County Fire Rescue.
- b. The applicant must address the comments provided by Robert W. Graver, P.S.M., of eda engineers – surveyors - planners, inc., provided in a letter dated January 16, 2016.
- c. The applicant must comply with all comments provided by the Public Services Department in a memorandum dated January \_\_\_, 2016.

6. Completeness Review Comments

- a. The applicant must address all remaining completeness review deficiencies as provided in a letter dated January 13, 2016, which are as follows:

**Subdivision Application – Final Plat Attachment 2.f.**

Plans, to include but not limited to:

- f. Exact boundary line of the tract, determined by a field survey, giving distances to the nearest one-hundredth foot and angles to the nearest minute, shall be balanced and closed with an apparent error of closure not to exceed one in 5,000.

**Issue:** Apparent error of closure has not been identified on plans.

**Action Needed to Address Deficiency:** Please provide apparent error of closure on plans or language certifying that the error of enclosure does not exceed one in 5,000.

**Subdivision Application – Final Plat Attachment 2.h.**

Plans, to include but not limited to:

- h. Names of owners of adjoining lands with their approximate acreage or, if developed, names of abutting subdivisions.

**Issue:** Names of owners and approximate acreages have not been provided for parcel numbers 05928-006-004 and 05928-007-000.

**Action Needed to Address Deficiency:** Please provide names of owners and approximate acreages for parcel numbers 05928-006-004 and 05928-007-000 on plat.

**Subdivision Application – Final Plat Attachment 2.k.**

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**Action Needed to Address Deficiency:** Please show location and tie municipal lines to the lines of the propose subdivision.

**Subdivision Application – Final Plat Attachment 2.n.**

Plans, to include but not limited to:

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**Issue:** The applicant has not provided the exact location and width of all streets within and immediately adjoining the proposed subdivision.

**Action Needed to Address Deficiency:** Please provide the exact location and width of NW 59<sup>th</sup> Terrace. Show west line of NW 59<sup>th</sup> Terrace.

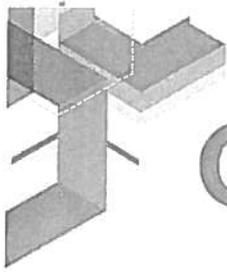
**Subdivision Application – Final Plat Attachment 3.**

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**ALL COMMENTS AND REQUIREMENTS LISTED ABOVE MUST BE COMPLIED WITH AND PROVIDED TO CITY STAFF ON OR BEFORE 4:00 PM ON THE RESUBMISSION DATE OF FEBRUARY 8, 2016 .**



eda

engineers • surveyors • planners, inc.

January 16, 2016

City of Alachua  
Attention: Adam Hall, AICP  
15100 NW 142<sup>nd</sup> Terrace  
Alachua, Florida

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Mr. Adam Hall,

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Section 177.091 (26): The South line of Section 34 is not labeled.

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In addition, the West line of Government Lot 6 is also erroneously labeled as the East line of Government Lot 6 (The Basis of Bearings).

The west line of the Less & Except parcel at the NW corner of Section 3-9-19 should also be drawn (extended to the south line of Section 34).

Robert W. Graver  
P.S.M. 4239 / LB 2389





## City of Alachua

TRACI L. GREESHAM  
CITY MANAGER

ASSISTANT CITY MANAGER  
ADAM BOUKARI

### INTER-OFFICE COMMUNICATION

**Date:** January 21, 2016

**To:** Kathy Winburn, AICP  
Planning & Community Development Director

**From:** Adam Boukari   
Assistant City Manager

**Re:** Sanctuary Oaks Development Plans

Public Services have reviewed the Construction Plans and offer the following comments:

#### General

#### Electric:

Not within the City of Alachua electric service territory.

#### Water:

1. As per the City of Alachua Comprehensive Plan, Policy 4.1.b.3;  
*A water main exists within ¼ mile of any residential subdivision with more than 5 units, or any multi-family residential development, or any commercial development, or any industrial development and water service can be accessed through public utility easements or right of ways. The distance shall be measured as required for construction of the infrastructure along public utility easements and right of ways.*
2. 2" water line within 1/4 mile distance is not adequate for servicing the 6 lots.
3. 8" / 10" water main exceeds 1/4 mile distance, no utility easements.

#### Wastewater:

1. As per the City of Alachua Comprehensive Plan, Policy 1.2.a.3;  
*A gravity wastewater system, wastewater pumping station, or force main exists within ¼ mile of the property line of any residential subdivision with more than 5 units, or any multi-family residential development, or any commercial development, or any industrial development and the gravity wastewater system, wastewater pumping station, or force main can be accessed through public utility easements or right of ways. The distance shall be measured as required for construction of the infrastructure along public utility easements and right of ways.*
2. Wastewater lines exceed 1/4 mile distance, no utility easements.

Please advise if you have any questions or require additional information.

cc: Adam Hall, Planner  
Roland Davis, Engineer  
Harry Dillard, Engineer Technician  
Melody Fontana, Engineering Technician





## City of Alachua

TRACI L. GRESHAM  
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT  
DIRECTOR KATHY WINBURN, AICP

January 13, 2016

Thomas Bon, PSM  
Causseaux, Hewett, & Walpole, Inc.  
132 NW 76<sup>th</sup> Drive  
Gainesville, FL 32607

**RE: Completeness Review of Application for Sanctuary Oaks Minor Subdivision, Final Plat**

Dear Mr. Bon:

On January 6, 2016, the City of Alachua received your application for a Final Plat for Sanctuary Oaks, Minor Subdivision, which proposes the subdivision of a ±37 acre tract (Tax Parcel No. 05936-004-000) into a total of 6 lots.

According to Section 2.2.6 of the Land Development Regulations (LDRs), upon receipt of an application, a completeness review shall be conducted to determine that the application contains all the necessary information and materials, is in proper form and of sufficient detail, and is accompanied by the appropriate fee. The Planning Department has reviewed the aforementioned application for completeness and finds that the application is complete.

While the application has been deemed to be complete, the several deficiencies have been identified and must be addressed prior to the application proceeding to the City Commission. **The comments below are based solely on a preliminary review of your application for completeness.** An in-depth review of the content of the application will now be performed, and the findings of the in-depth review will be discussed at a Development Review Team (DRT) Meeting.

*Deficiencies to Address:*

**Subdivision Application – Final Plat Attachment 2.f.**

Plans, to include but not limited to:

- f. Exact boundary line of the tract, determined by a field survey, giving distances to the nearest one-hundredth foot and angles to the nearest minute, shall be balanced and closed with an apparent error of closure not to exceed one in 5,000.

**Issue:** Apparent error of closure has not been identified on plans.

**Action Needed to Address Deficiency:** Please provide apparent error of closure on plans or language certifying that the error of enclosure does not exceed one in 5,000.

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**Action Needed to Address Deficiency:** Please show location and tie municipal lines to the lines of the propose subdivision.

**Subdivision Application – Final Plat Attachment 2.n.**

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- n. Exact locations, width, and names of all streets within and immediately adjoining the proposed subdivision.

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**Action Needed to Address Deficiency:** Please provide the exact location and width of NW 59<sup>th</sup> Terrace. Show west line of NW 59<sup>th</sup> Terrace.

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Concurrency Impact Analysis showing the impact on public facilities, including potable water, sanitary sewer, transportation, solid waste, recreation, stormwater, and public schools in accordance with Article 2.4.14 of the Land Development Regulations.

**Issue:** While it appears that there is sufficient data and information to analyze the concurrency impacts of this proposed subdivision, the concurrency impact analysis report references Upland Industrial Park, industrial land uses, and a master planned stormwater management facility, which do not appear to be a part of this proposed project.

**Action Needed to Address Deficiency:** Please update concurrency impact analysis report with correct project information.

If you have any questions regarding the information above, please contact me at 386-418-6100 x 108 or via e-mail at [ahall@cityofalachua.com](mailto:ahall@cityofalachua.com). Staff will contact you to schedule a Development Review Team meeting.

Sincerely,



Adam Hall, AICP  
Planner

c: Kathy Winburn, AICP, Planning & Community Development Director  
Justin Tabor, AICP, Principal Planner  
Project File



# City of Alachua

TRACI L. GRESHAM  
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT  
DIRECTOR KATHY WINBURN, AICP

December 2, 2015

Thomas Bon, PSM  
Causseaux, Hewett, & Walpole, Inc.  
132 NW 76<sup>th</sup> Drive  
Gainesville, FL 32607

**RE: Completeness Review of Application for Sanctuary Oaks Minor Subdivision Final Plat**

Dear Mr. Bon:

On November 30, 2015, the City of Alachua received your application for a Final Plat for Sanctuary Oaks, Minor Subdivision, which proposes the subdivision of a ±37 acre tract (Tax Parcel No. 05936-004-000) into a total of 6 lots.

According to Section 2.2.6 of the Land Development Regulations (LDRs), upon receipt of an application, a completeness review shall be conducted to determine that the application contains all the necessary information and materials, is in proper form and of sufficient detail, and is accompanied by the appropriate fee. The Planning Department has reviewed the aforementioned application for completeness and finds that the following information is needed to provide a complete application.

In accordance with Section 2.2.6(B) of the LDRs, the applicant must correct the deficiencies and resubmit the application for completeness determination. **The time frame and cycle for review shall be based upon the date the application is determined to be complete.** If the applicant fails to respond to the identified deficiencies within forty-five (45) calendar days, the application shall be considered withdrawn.

**The comments below are based solely on a preliminary review of your application for completeness.** An in-depth review of the content of the application will be performed once a completed application has been received, and the findings of the in-depth review will be discussed at a Development Review Team (DRT) Meeting.

In order to provide a complete application, you must address the following deficiencies:

## **Property Owner Affidavit**

**Issue:** The applicant has not provided a completed property owner affidavit form from the property owner, Pamela P. Neff., to act on their behalf. The submitted form does not indicate who the agent shall be, their address and contact information, and the subject property parcel number and acreage.

**Action Needed to Address Deficiency:** Provide a completed Property Owner Affidavit form.

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**Subdivision Application – Final Plat Attachment 2.e.**

Plans, to include but not limited to:

- e. Vicinity map showing location with respect to existing streets , landmarks, etc., and total acreage of subdivision and total number of lots. The vicinity map shall be drawn to show clearly the information required, but not less than one (1) inch to 2,000 feet. USGS Maps may be used as a reference guide for the vicinity map.

**Issue:** The submitted plan does provide a vicinity map; however, the parcel identified appears to be incorrect. Further, the vicinity map does not show the total acreage of the subdivision or the total number of lots.

**Action Needed to Address Deficiency:** Please provide a vicinity map as described in the subdivision application form (see requirements above).

**Subdivision Application – Final Plat Attachment 2.g.**

Legal description of the property to be subdivided.

**Issue:** The provided legal description on the proposed plat document does not appear to include the area generally covered by proposed Lots 1, 2, and 3.

**Action Needed to Address Deficiency:** Please provide a legal description on the proposed plat that describes all property proposed to be subdivided in the application.

**Subdivision Application – Final Plat Attachment 2.i.**

Plans, to include but not limited to:

- h. Location of streams, lakes, swamps, and land subject to the 100-year flood as defined by the Federal Emergency Management Agency official flood maps.

**Issue:** The submitted plan does not identify and locate Turkey Creek, which appears to run on the property.

**Action Needed to Address Deficiency:** Identify and locate Turkey Creek on the plan.

**Subdivision Application – Final Plat Attachment 2.n.**

Plans, to include but not limited to:

- n. Exact locations, width, and names of all streets within and immediately adjoining the proposed subdivision.

**Issue:** The applicant has not provided the exact location and width of all streets within and immediately adjoining the proposed subdivision.

**Action Needed to Address Deficiency:** Please provide the exact location and width of NW 59<sup>th</sup> Terrace.

**Subdivision Application – Final Plat Attachment 2.w.**

Plans, to include but not limited to:

- w. Certification that all payable taxes have been paid and all tax sales against the land redeemed.

**Issue:** The applicant has not provided certification on the plan that all payable taxes have been paid and all tax sales against the land redeemed.

**Action Needed to Address Deficiency:** Please provide, on the plan, a certification that all payable taxes have been paid and all tax sales against the land redeemed.

**Subdivision Application – Final Plat Attachment 3.**

Concurrency Impact Analysis showing the impact on public facilities, including potable water, sanitary sewer, transportation, solid waste, recreation, stormwater, and public schools in accordance with Article 2.4.14 of the Land Development Regulations.

**Issue:** The submitted concurrency impact analysis is not in sufficient detail to be accepted and analyzed by Staff. Please reference Article 2.4.14 for further guidance on required information needed for this analysis.

**Action Needed to Address Deficiency:** Please provide a concurrency impact analysis in accordance with Article 2.4.14 of the Land Development Regulations.

**Subdivision Application – Final Plat Attachment 4.**

Analysis of Consistency with the City of Alachua Comprehensive Plan (analysis must identify specific Goals, Objectives, and Policies and describe in detail how the application complies with the noted Goal, Objective, or Policy).

**Issue:** The submitted concurrency impact analysis is not in sufficient detail to be accepted and analyzed by Staff.

**Action Needed to Address Deficiency:** Please provide an analysis of Consistency with the City of Alachua Comprehensive Plan that identifies specific Goals, Objectives, and Policies and describe in detail how the application complies with the noted Goal, Objective, or Policy. Specific Goals, Objectives, and Policies that may pertain to this project include, but are not limited to the following:

- Conservation and Open Space Element, Objective 1.10
- Conservation and Open Space Element, Objective 1.12

Please review the City of Alachua Comprehensive Plan for other applicable Goals, Objectives, and Policies. The City of Alachua Comprehensive Plan can be found on the City's official website ([www.cityofalachua.com](http://www.cityofalachua.com)).

**Subdivision Application – Final Plat Attachment 8.**

Proof of ownership.

**Issue:** The provided letter of title opinion from Holden, Carpenter & Roscow, PL (dated November 20, 2015) does not appear to include the area generally covered by proposed Lots 1, 2, and 3 of the proposed subdivision.

**Action Needed to Address Deficiency:** Please provide a deed or letter of title opinion that describes all property proposed to be subdivided in the application.

**Subdivision Application – Final Plat Attachment 10.**

Environmental Resource Permit (or Letter of Exemption) from the Suwannee River Water Management District.

**Issue:** The applicant has indicated that no permitting from the Suwannee River Water Management District is required for this project.

**Action Needed to Address Deficiency:** Please provide a Letter of Exemption from the Suwannee River Water Management District.

If you have any questions regarding the information above, please contact me at 386-418-6100 x 108 or via e-mail at [ahall@cityofalachua.com](mailto:ahall@cityofalachua.com). We look forward to receiving your revised application.

Sincerely,



Adam Hall, AICP  
Planner

c: Kathy Winburn, AICP, Planning & Community Development Director  
Justin Tabor, AICP, Principal Planner  
Project File