



City of Alachua

Planning & Community Development Department

Staff Report

Planning & Zoning Board Hearing Date: Quasi-Judicial Hearing

June 14, 2022

SUBJECT:	A request for a Special Exception Permit to allow an automobile repair and servicing use in the CI (Commercial Intensive) zoning district
APPLICANT/AGENT:	Ryan Thompson, AICP
PROPERTY OWNER:	Concept Development, Inc.
LOCATION:	Northeast of intersection US Highway 441 and NW 161 st Terr
PARCEL ID NUMBER:	03049-003-000
FLUM DESIGNATION:	Commercial
ZONING:	Commercial Intensive (CI)
OVERLAY:	N/A
ACREAGE:	±0.89
PROJECT PLANNER:	Adam Hall, AICP
RECOMMENDATION:	Staff recommends that the Planning & Zoning Board approve the Special Exception Permit for an automobile repair and servicing use on Tax Parcel 03049-003-000, subject to the three (3) conditions provided in Exhibit "A" and located on page 13 of the June 14, 2022 Staff Report to the Planning and Zoning Board.
RECOMMENDED MOTION:	<i>Based upon the competent substantial evidence presented at this hearing, the presentation before this Board, and Staff's recommendation, this Board finds the application to be consistent with the City of Alachua Comprehensive Plan and in compliance with the Land Development Regulations and approves the Special Exception Permit for an automobile repair and servicing use on Tax Parcel 03049-003-000, subject to the three (3) conditions provided in Exhibit "A" and located on page 13 of the June 14, 2022 Staff Report to the Planning and Zoning Board.</i>

SUMMARY

The proposed Special Exception Permit is a request by Ryan Thompson, AICP of CHW, Inc., applicant and agent for Concept Development, LLC, property owner, for consideration of a Special Exception Permit for to allow an automobile repair and servicing use within the CI (Commercial Intensive) zoning district.

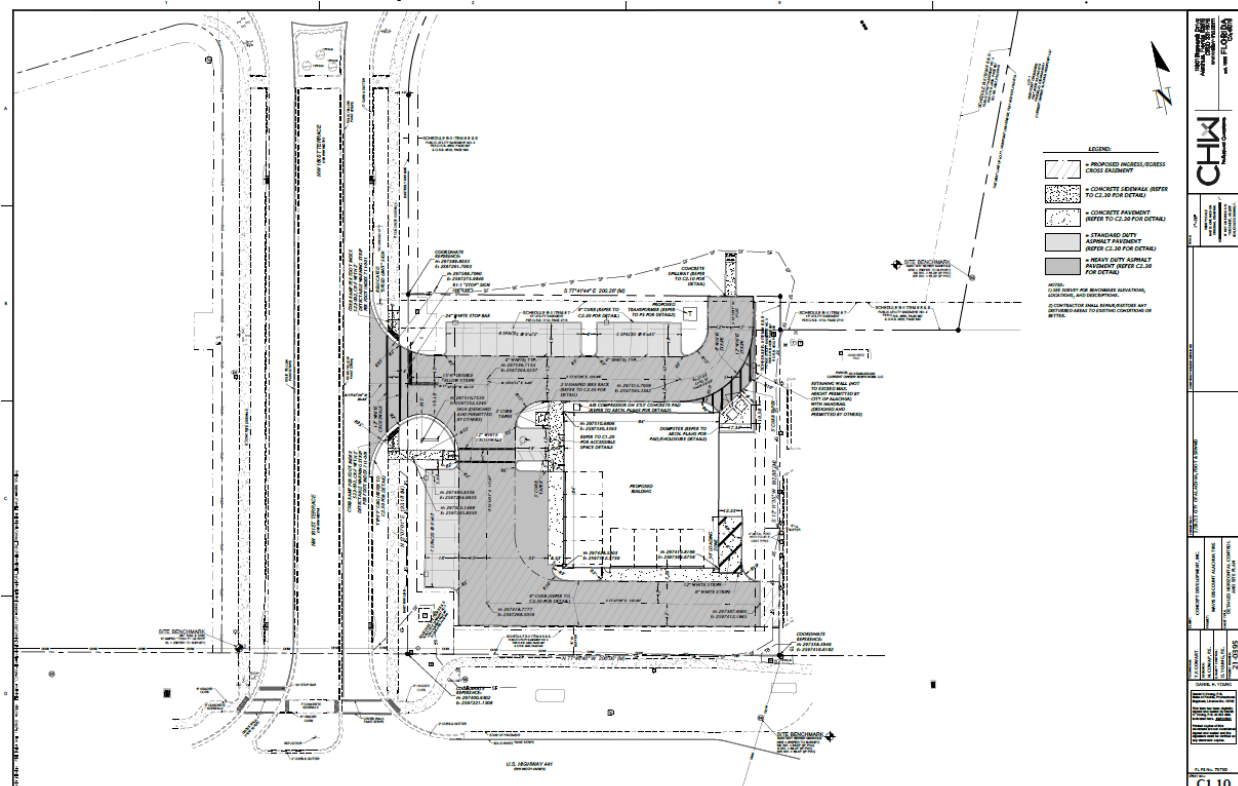
Table 4.1-1 of the City's Land Development Regulations (LDRs) establishes the uses permitted within each zoning district. Automobile repair and servicing uses are permitted by Special Exception Permit in the CI zoning district.

Section 2.4.4(A) of the City's LDRs states that uses that require a Special Exception Permit are those which are, "...generally compatible with the other uses permitted in a zone district, but require individual review of their location, design, configuration, density, intensity, and public facility impact to determine the appropriateness of the use on any particular site in the district and their compatibility with adjacent uses." Once a Special Exception is granted, the approval shall run with the land and shall not be affected by a change in ownership, unless specifically conditioned as part of the approval.

Automobile repair and servicing uses are subject to Use-Specific Standards provided in Section 4.3.4(A)(2) of the City's LDRs. An analysis of this application's compliance with the standards established in Section 4.3.4(A)(2) is provided within this report.

This Special Exception Permit application is a companion application to an application for the Alachua Tire site plan application. The Alachua Tire Site Plan is included with the Special Exception Permit application to demonstrate compliance with the standards for a Special Exception Permit. The propose site plan indicates that the primary use of the site will be tire sales and installation, which is permitted within the CI zoning district. However, the use will also include repair and servicing of non-tire related automotive uses.

Illustration 1. Alachua Tire Proposed Site Plan



SURROUNDING USES

The existing uses, Future Land Use Map (FLUM) Designations, and zoning districts of the surrounding area are identified in Table 1. Map 1 provides an overview of the vicinity of the subject property. (NOTE: The information below is intended to provide a general overview of the area surrounding the subject property and to generally orient the reader. It is not intended to be all-inclusive, and may not identify all existing uses, FLUM Designations, and/or zoning districts surrounding the subject property.)

Map 1. Vicinity Map



Table 1. Surrounding Land Uses

Direction	Existing Use(s)	FLUM Designation(s)	Zoning District(s)
North	Vacant Commercial	Commercial	CI
South	Commercial / US 441	Commercial	CI
East	Commercial	Commercial	CI
West	Vacant Commercial / NW 161 st Terr	Commercial	CI

NEIGHBORHOOD MEETING

The purpose of a Neighborhood Meeting is to educate the owners of nearby land and any other interested members of the public about the project and to receive comments regarding the project. As required by Section 2.2.4 of the LDRs, all property owners within 400 feet of the

subject property were notified of the meeting and notice of the meeting was published in a newspaper of general circulation.

A Neighborhood Meeting was held on January 25, 2022 at the offices of CHW, Inc located in Progress Park (11801 Research Drive). The applicant was available to answer questions. Materials submitted by the applicant indicate that the meeting was not attended by any members of the public.

CONSISTENCY WITH THE COMPREHENSIVE PLAN

The Goals, Objectives, and Policies (GOPs) identified below are provided to establish a basis of the application's consistency with the Comprehensive Plan. There may be additional GOPs which the application is consistent with that are not identified within this report. An evaluation and findings of consistency with the identified GOPs is also provided below.

Future Land Use Element

Goal 1: Future Land Use Map 2035

The City shall maintain a Future Land Use Map in order to effectively guide development in a sustainable manner and to ensure economic prosperity and stability while maintaining a high quality of life for all of its present and future citizens, businesses, and visitors.

Objective 1.3: Commercial

The City shall establish three commercial land use categories: Community Commercial, Commercial, and Central Business District. These land use categories shall provide a broad range of commercial uses, including retail sales and services, personal services, offices, and tourist-oriented uses, in order to provide for the availability of goods and services, both to the citizens and visitors of Alachua and to the citizens of the North Central Florida region.

Policy 1.3.b: *Commercial*: The Commercial land use category is established to provide for general commercial uses, as well as more intense commercial and highway commercial uses. This is the land use category in which large-scale, regional commercial uses may locate. The following uses are allowed within the Commercial land use category:

1. Retail sales and services;
2. Personal services;
3. Financial institutions;
4. Outdoor recreation and entertainment;
5. Tourist-related uses;
6. Hotels and motels;
7. Commercial shopping centers;
8. **Auto-oriented uses;**
9. Traditional Neighborhood Planned Developments;
10. Employment Center Planned Developments;
11. Commercial recreation centers;

12. Office/business parks;
13. Limited industrial services; and,
14. Eating establishments.

Analysis of Consistency with Goal 1, Objective 1.2, and Policy 1.2.a: The proposed site plan would be consistent with permitting an auto-oriented use. There is no proposed change of future land use designation or zoning designation.

- Objective 5.1: Natural features: The City shall coordinate Future Land Use designations with appropriate topography, soils, areas of seasonal flooding, wetlands and habitat during review of proposed amendments to the Future Land Use Map and the development review process. Natural features may be included as amenities within a development project.
- Policy 5.1.a: Topography: The City shall protect the natural topography of the City, including steep and seepage slopes, by requiring new development to include techniques to minimize negative impacts on the natural terrain. An emphasis will be placed on retaining the natural function of seepage slopes during development. Additionally, retention of existing native vegetation will be encouraged as one method of protecting slopes.
- Policy 5.1.b: Soils: The City shall ensure soil protection and intervention measures are included in the development review process.
- 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.
- 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.
- Policy 5.1.e: Habitat: The City shall require as part of the development review process, an inventory of listed species for all new developments in areas identified as known habitat for listed species if listed species are known to exist in close proximity to the development. The survey shall include detailed information regarding type, quantity, location, and habitat requirements for any listed species identified. A de minimus threshold for properties required to complete the inventory shall be established in the City's Land Development Regulations.

Analysis of Consistency with Objective 5.1 and Policies 5.1.a - e: Based on the best available data, there are no significant environmental resources that would limit or impact development.

Objective 5.2: Availability of facilities and services: All new development shall be planned and constructed concurrently with the availability of facilities and services necessary for the development.

Analysis of Consistency with Objective 5.2: The subject property is located within the City's potable water and wastewater service areas, as defined in Policies 1.2.a and 4.2.a of the Community Facilities and Natural Groundwater Aquifer Recharge Element of the Comprehensive Plan, and will be required to connect to the City of Alachua's potable water and wastewater system.

Objective 9.1: Connections to Water and Wastewater Systems

The City will require new development and significant redevelopment projects to connect to the City's potable water and wastewater systems when such connections can be made to such systems.

Policy 9.1: Any new development or redevelopment within a Commercial or Industrial land use category within the corporate limits, where potable water and wastewater service are available, as defined in Policy 1.2.a and Policy 4.2.b of the Community Facilities Element of the City's Comprehensive Plan, shall connect to the City's potable water and wastewater system.

Analysis of Consistency with Goal 9 and Policy 9.1: The subject property is within the potable water and wastewater service area. Any development of the subject property will be required to connect to the potable water and wastewater systems at the time of development.

Transportation Element

Objective 1.1: Level of Service: The City shall establish a safe, convenient and efficient level of service standard for all motorized and non-motorized transportation systems.

Analysis of Consistency with Objective 1.1: An analysis of the impacts to transportation facilities has been provided within this report. The proposed development would not result in a decrease in the level of service for transportation facilities monitored for concurrency.

Community Facilities & Natural Groundwater Aquifer Recharge Element

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 wastewater system, wastewater pumping station, or force main exists within ½ 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.

Analysis of Consistency with Policy 1.2.a: The subject property is located within the wastewater service area, and any future development on the subject property will be required to connect to the wastewater system.

Policy 2.1.a: The City hereby establishes the following level of service standards for solid waste disposal facilities:

<u>FACILITY TYPE</u>	<u>LEVEL OF SERVICE STANDARD</u>
Solid Waste Landfill	.73 tons per capita per year

Analysis of Consistency with Objective 2.1.a: An analysis of the impacts to solid waste facilities has been provided within this report. The proposed amendment would not result in a decrease in the level of service for solid waste disposal facilities.

Policy 4.1.b: The City shall establish a Community Potable Water Service Area, which includes all areas where potable water service is available. Water service shall be deemed available if:

1. A water main exists within ½ 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.

Analysis of Consistency with Policy 4.1.b: The subject property is located within the potable water service area, and any future development on the subject property will be required to connect to the potable water system.

FINDINGS OF FACT: COMPLIANCE WITH LAND DEVELOPMENT REGULATIONS

SECTION 2.4.4(D), SPECIAL EXCEPTION STANDARDS

Section 2.4.4(D) of the City's Land Development Regulations (LDRs) establishes the standards with which all applications for a Special Exception Permit must be found to be compliant. The application has been reviewed for compliance with the standards of Section 2.4.4(D). An evaluation and findings of the application's compliance with the standards of Section 2.4.4(D) is provided below. The applicant has also provided an analysis of the application's compliance with Section 2.4.4(D) in the supporting application materials.

(D) *Special exception standards.* A special exception permit shall be approved only upon a finding the applicant demonstrates all the following standards are met:

- (1) *Complies with use specific regulations.* The proposed special exception complies with all relevant standards in Section 4.3, Use specific standards.

Evaluation & Findings: Sections 4.3.4(J)(3) establishes use-specific standards which are applicable to automobile repair and servicing uses. An analysis of the application's compliance with Section 4.3.4(J)(3) is provided in this Staff Report. The applicant has also provided an analysis of the application's compliance with Section 4.3.4(J)(3) within the supporting application materials.

- (2) *Compatibility.* The proposed special exception is appropriate for its location and compatible with the character of surrounding lands and the uses permitted in the zone district.

Evaluation & Findings: Compatibility is defined by the City's Comprehensive Plan as, "*a condition in which land uses or conditions can coexist in relative proximity to each other in a stable fashion over time such that no use or condition is unduly negatively impacted directly or indirectly by another use or condition.*"

The proposed automobile repair and servicing use is located along US Highway 441 near Interstate - 75.

The property has a Commercial Future Land Use Map (FLUM) Designation and is zoned CI (Commercial Intensive).

The Corporate Park FLUM Designation is described as follows in Policy 1.4.d of the Comprehensive Plan Future Land Use Element:

"The Commercial land use category is established to provide for general commercial uses, as well as more intense commercial and highway commercial uses. This is the land use category in which large-scale, regional commercial uses may locate. The following uses are allowed within the Commercial land use category:

1. Retail sales and services;
2. Personal services;
3. Financial institutions;
4. Outdoor recreation and entertainment;
5. Tourist-related uses;
6. Hotels and motels;
7. Commercial shopping centers;

8. Auto-oriented uses;
9. Traditional Neighborhood Planned Developments;
10. Employment Center Planned Developments;
11. Commercial recreation centers;
12. Office/business parks;
13. Limited industrial services; and,
14. Eating establishments.

Auto-oriented uses are permitted within the Commercial Future Land Use Designation.

The CI zoning district is described as follows in Section 3.5.2(F)(1) of the City's LDRs:

"The CI District is established and intended to provide lands and facilitate highway-oriented development opportunities within the City, for uses that require high public visibility and an accessible location. The CI district should be located along major arterials or highways and at the US 441/Interstate-75 interchange."

The existing uses, Future Land Use Map (FLUM) Designations, and zoning districts of the surrounding area are identified in Table 2.

Table 2. Surrounding Land Uses

Direction	Existing Use(s)	FLUM Designation(s)	Zoning District(s)
North	Vacant Commercial	Commercial	CI
South	Commercial / US 441	Commercial	CI
East	Commercial	Commercial	CI
West	Vacant Commercial / NW 16 th Terr	Commercial	CI

The proposed automobile repair and servicing station will be located adjacent to planned and existing auto-oriented uses including, gasoline sales, car wash, and restaurants with drive-through service.

- (3) *Design minimizes adverse impact.* The design of the proposed special exception minimizes adverse effects, including visual impacts of the proposed use on adjacent lands; furthermore, the proposed special exception avoids significant adverse impact on surrounding lands regarding service delivery, parking and loading, odors, noise, glare, and vibration, and does not create a nuisance.

Evaluation & Findings: The design of the site and location of the proposed automobile repair and servicing use will have a limited effect on any lands outside of the CI zoning district.

- (4) *Design minimizes environmental impact.* The proposed special exception minimizes environmental impacts and does not cause significant deterioration of light, water and air resources, wildlife habitat, stormwater management, scenic resources, and other natural resources.

Evaluation & Findings: There are no significant environmental impacts which would result from the special exception. The proposed site is a cleared and graded vacant commercial property. The previous use of the property was a gasoline sales use that was discontinued in 1993. The property is currently being restored via FDEP's Petroleum Restoration Program.

- (5) *Roads and other public facilities.* There is adequate public facility capacity available to serve the proposed special exception, and the proposed special exception use is designed to ensure safe ingress and egress onto the site and safe road conditions around the site.

Evaluation & Findings: No adverse effects upon existing utility service will result from the proposed use.

- (6) *Not injure neighboring land or property values.* The proposed special exception will not substantially injure the use of neighboring land for those uses that are permitted in the zone district, or reduce land values.

Evaluation & Findings: The lands surrounding the subject property are zoned for nonresidential uses. It is not expected that the proposed special exception would have any substantial impact which would injure the use of neighboring land for the uses permitted in the zoning district CI or reduce land values.

- (7) *Site plan.* A site plan (Subsection 2.4.9 of this section) has been prepared that demonstrates how the proposed special exception use complies with the other standards of this subsection.

Evaluation & Findings: A Site Plan has been submitted and reviewed concurrently with this Special Exception Permit application. The Site Plan demonstrates that the proposed use complies with the applicable requirements of the LDRs, including the standards of Section 2.4.4(D), the Use-Specific Standards established for automobile repair and servicing uses provided in Section 4.3.4(J)(3).

- (8) *Complies with all other relevant laws and ordinances.* The proposed special exception use complies with all other relevant City laws and ordinances, State and Federal laws, and regulations.

Evaluation & Findings: The application is found to comply with all other applicable City laws and ordinances, State and Federal laws, and regulations.

SECTION 4.3.4(J)(3), USE-SPECIFIC STANDARDS: RESTAURANTS WITH DRIVE THROUGH OR DRIVE IN SERVICE

Sections 4.3.4(J)(3) of the City's LDRs establish Use-Specific Standards for automobile repair and serving uses. The application has been reviewed for compliance with the standards of Sections 4.3.4(J)(3). An evaluation and findings of the application's compliance with the standards of Sections 4.3.4(J)(3) is provided below. The applicants have also provided an analysis of the application's compliance with Sections 4.3.4(J)(3) in the application materials.

4.3.4(J)(3) Automobile repair and servicing.

- (a) *Minimum separation. Lots shall be located at least 250 feet from schools, day care centers, residential uses, or vacant land in residential zone districts.*

Evaluation & Findings: The Site Plan and exhibit provided with the Special Exception Permit application demonstrates that the proposed use meets the minimum separation requirement of this section.

- (b) *Lot dimensions and area.*

(i) If located on a corner lot, have a minimum of 150 feet of frontage on each street side, and a minimum area of 20,000 square feet.

(ii) In all other instances, have a minimum width of 150 feet and a minimum area of 15,000 square feet.

Evaluation & Findings: The subject property is a corner lot that exceeds the minimum lots area of 20,000 square feet (subject property is approximately 38,630 square feet). The lot exceeds 150 feet on each street frontage (200' for US 441 street frontage and 193' for NW 161st Terrace frontage).

- (c) *On-site circulation.* Be designed to ensure proper functioning of the site as related to vehicle stacking, circulation and turning movements

Evaluation & Findings: The Site Plan and exhibit provided with the Special Exception Permit application demonstrates that the use is designed to ensure the proper function of the site.

- (d) *Ingress/egress.*

(i) Have no more than two driveways or other methods of ingress or egress located at least 150 feet apart.

(ii) Methods of ingress/egress shall:

- a. Not exceed 40 feet in width, exclusive of transitions.*
- b. Not be located closer than 15 feet to any right-of-way lines of any intersection.*
- c. Not be located closer than 15 feet to any other property line.*

Evaluation & Findings: The Site Plan and exhibit provided with the Special Exception Permit application demonstrates that the proposed use will only have one point of ingress/egress from the public right of way and will not exceed the dimensional standards provided for in this section.

- (e) *Enclosure. Repair and store all vehicles within an enclosed building. Temporary vehicle storage may be allowed in an outdoor storage area that shall be no larger than 25 percent of the total lot area. Such areas shall be located to the rear of the principal structure and be screened from off-site views. The height of materials and equipment stored shall not exceed the height of the screening fence or wall.*

Evaluation & Findings: The Site Plan and exhibit provided with the Special Exception Permit application demonstrates that the proposed use complies with the applicable standards as set forth in this Section.

- (f) *Public address systems. Have no outdoor speaker or public address system which is audible from single-family lands.*

Evaluation & Findings: The Site Plan and exhibit provided with the Special Exception Permit application demonstrates that the proposed use complies with the applicable standards as set forth in this Section.

- (g) *Trash storage. Provide adequate, enclosed trash storage facilities on the site.*

Evaluation & Findings: The Site Plan and exhibit provided with the Special Exception Permit application demonstrates that the proposed use complies with the applicable standards as set forth in this Section. The provided trash storage facility is located at the rear of the proposed structure and meets the requirements of the Gateway Overlay Standards.

- (h) *Testing. Not test vehicles on residential streets.*

Evaluation & Findings: The Site Plan and exhibit provided with the Special Exception Permit application demonstrates that the proposed use complies with the applicable standards as set forth in this Section. The applicant states in their application that no vehicle testing will occur on residential streets.

- (i) *Parked vehicles. Not park or store a vehicle as a source of parts, or park or store a vehicle for the purpose of sale or lease/rent.*

Evaluation & Findings: The Site Plan and exhibit provided with the Special Exception Permit application demonstrates that the proposed use complies with the applicable standards as set forth in this Section. This applicant states in their application that no vehicles will be parks or stored for sourcing, sale, or rent or lease.

- (j) *Vehicle storage. Not store or park a vehicle that has been repaired and is awaiting removal for more than 30 consecutive days. In cases where a vehicle has been abandoned by its lawful owner prior to or during the repair process, the vehicle may remain on site as long as is necessary after the 30 day period, provided the owner or operator of the establishment can demonstrate steps have been taken to remove the vehicle from the premises using the appropriate legal means.*

Evaluation & Findings: The Site Plan and exhibit provided with the Special Exception Permit application demonstrates that the proposed use complies with the applicable standards as set forth in this Section. The applicant has stated that abandoned vehicles will be removed if left for more than 30 days.

EXHIBIT "A"
TO
CONCEPT DEVELOPMENT, LLC
SPECIAL EXCEPTION
STAFF REPORT

CONDITIONS:

1. The Applicant agrees that no vehicles will be stored in any area between the proposed structure and the US Highway 441.
2. The Applicant agrees that no tire or other automotive parts or supplies shall be displayed outside of the structure.
3. The Applicant agrees that Conditions 1 - 2 as stated above do not inordinately burden the land and shall be binding upon the property owner, including any subsequent property owners, successors, or assigns, and that the site plan shall comply with Conditions 1 - 3 as stated herein.

EXHIBIT “B”
TO
CONCEPT DEVELOPMENT, LLC
SPECIAL EXCEPTION
STAFF REPORT

SUPPORTING APPLICATION MATERIALS
SUBMITTED BY CITY STAFF TO THE
PLANNING AND ZONING BOARD



City of Alachua

MIKE DAROZA
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

May 24, 2022

Sent by electronic mail to ryant@chw-inc.com
daniely@chw-inc.com

Ryan Thompson, AICP
Daniel Young, P.E.
CHW, Inc.
11801 Research Dr
Alachua, FL 32615

RE: Notice of Hearings to be Scheduled for Alachua Tire Special Exception and Site Plan Applications

Dear Sirs:

On April 28, 2022 the City of Alachua received your updated applications for the above referenced projects.

Based on review of the materials submitted, the City has determined that these applications can now be scheduled for a hearing before the Planning and Zoning Board.

You must provide two (2) *double-sided, three-hole punched, color sets* of each **complete** application package, seven (7) full size sets of site plans (for the site plan application), and a digital copy of all materials in PDF format on a CD *no later than 10 business days prior to the PZB Meeting at which your application is scheduled to be heard*. The application has been scheduled for the **June 14, 2022** Planning and Zoning Board meeting; therefore, the above referenced materials must be submitted to the City no later than **Tuesday, May 31, 2022**. Materials may be submitted earlier than this date.

In addition, Section 2.2.9(D) of the Land Development Regulations requires the applicant to place posted notice signs on the subject property at least 14 days prior to the public hearing, which has already occurred.

If you plan to utilize a PowerPoint presentation or would like other materials to be available for reference during the public hearing, please submit the presentation or materials no later than 12:00 PM on the last business day prior the PZB meeting (no later than Monday, June 13, 2022). Any presentation or materials may be submitted by emailing them to planning@cityofalachua.com.

Should you have any questions, please feel free to contact me at (386) 418-6100, ext. 1603 or via email at ahall@cityofalachua.com.

Sincerely,



Adam Hall, AICP
Principal Planner

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



City of Alachua

MIKE DAROZA
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

April 7, 2022

*Sent by electronic mail to ryant@chw-inc.com
daniely@chw-inc.com*

Ryan Thompson, AICP
Daniel Young, P.E.
CHW, Inc.
11801 Research Dr
Alachua, FL 32615

RE: Project Assistance Team (PAT) Comments for Alachua Tire Site Plan and Special Exception Applications

Dear Sirs:

On March 21, 2022, the City of Alachua received your revised applications for a Site Plan and Special Exception submitted on behalf of Concept Development, Inc, property owners. The applications propose the construction of a $\pm 7,300$ square foot building for use as an automobile repair and servicing establishment with associated site improvements on a ± 0.89 acre subject property, located on Tax Parcel Number 03049-003-000.

The revised applications have been reviewed for compliance with the applicable review standards, including the City's Comprehensive Plan and Land Development Regulations (LDRs). Based upon Staff's review, revisions must be made to the application before it may be scheduled for a public hearing before the City's Planning & Zoning Board (PZB). A meeting is scheduled to be held on April 12, 2022 to discuss the needed revisions to the submitted application.

Please address all insufficiencies outlined below in writing and provide an indication as to how they have been addressed by 4:00 PM on Thursday, April 28, 2022. A total of four (4) copies of the complete application packages (i.e., all application materials and attachments) and a CD (or link to cloud share website) containing a PDF of all application materials must be provided by this date. Upon receipt of your revised application, Staff will notify you of any remaining insufficiencies which must be resolved, if any, before the items may be scheduled for a public hearing before the PZB. Please note that if Staff determines that the revised submission requires outside technical review by the City, your application may be delayed in order to allow for adequate review time.

Please address the following insufficiencies (begins on next page):

Deficiencies to be Addressed

** Unless otherwise noted, references to code sections are to the City of Alachua Land Development Regulations. **

SITE PLAN**A. Land Rights**

- a. Prior to scheduling public hearing for either application, evidence of easement for improvements on adjacent property will be required.
- b. Coordinate with the City's Compliance and Risk Management Office for cross-access easements. As a condition of site plan approval, these easements will be required to be recorded prior to application for a building permit for the site.

B. Comprehensive Plan Consistency Analysis

- a. Provide analysis of consistency with Objective 1.8 of the Conservation and Open Space Element regarding Hazardous Materials.

C. Section 3.7.2 (C)- Gateway Overlay Standards

- a. Section 3.7.2 (C)(5)(a)(ii) prohibits use of metal as a finish building material. Submitted architectural elevations show the use of metal cladding as a building material.

D. Section 6.2 – Tree protection and landscaping standards

- a. Section 6.2.2 (D)(2)(b)(iv) requires four canopy trees per 100 linear feet. West parking lot perimeter is 160' which would require 6 canopy trees, however, only 2 canopy trees identified in this area. Four additional canopy trees needed for west parking lot buffer.
- b. Section 6.2.2. (D)(3) requires a Type A buffer along the property's western perimeter. The Perimeter Buffer Landscape Requirements table provided in the submitted site plan indicates that Option 2 is selected, which would result in three canopy trees being required for this buffer. However, only 2 canopy trees are shown in this area to be planted.
- c. Section 6.2.3 (E) requires 4 canopy trees per 100' linear feet of frontage along an arterial road. This would result in 8 canopy trees being required, however, only 6 provided. 2 additional canopy trees needed along arterial frontage.

E. Section 6.8- Design standards for business uses

- a. Provided architectural elevations do not provide clear glazing totals for each façade.
- b. Section 6.8.2(A)(2)(a) requires 20% glazing when a façade faces a street or publicly accessible parking area which is part of the development and consists of 15 percent or more of the development's minimum off-street parking requirement. This would apply to the north façade. No glazing calculation is provided with the architectural elevation but measurements indicate that only 19% of the façade has glazing.
- c. East façade does not appear to be meet Façade massing requirements of 6.8.2 (A)(2)(b).

F. Outside Review

- a. Please address all comments issued by Claudia Vega, P.E, of eda consultants, inc. in a letter received April 4, 2022, and attached to this letter.
- b. Please address all comments issued by Rodolfo Valladares, P.E., Public Services Director, and Tom Ridgik, P.E., Engineering Supervisor in a memo dated April 6, 2022 and attached to this letter.
- c. Please coordinate with Alachua County Fire Rescue Plans Examiner for fire flow requirements per the Florida Fire Prevention Code. Please contact project planner for contact information if needed.

G. Miscellaneous/ General Comments

- a. Survey identifies closure of existing monitoring wells. However, the Natural Attenuation Monitoring Report for Year 1- Quarter 3 dated March 1, 2022 by Terra-Com Environmental Consulting and submitted to the Florid Department of Environmental Protection appears to suggest continued remediation is needed on the site. Please

- provide analysis of proposed development on site in relation to the required soil remediation.
- b. Floor area of proposed building varies. Please review and ensure consistency throughout application.
- c. While not permitted at time of site plan approval, staff did note that on the proposed architectural elevations wall signage is shown on the north/left elevation, which would not be eligible for wall signage as it is not located on street facing façade.

SPECIAL EXCEPTION

A. Compliance with LDRs

- a. Page 11 of the Special Exception justification report states that no metal finishes are to be used, however, architectural elevations provided with site plan show metal fascia as a finish building material.

B. Proposed Conditions

- a. Vehicles shall not be stored in any area between the proposed structure and US Highway 441.
- b. Tires or other automotive parts or supplies shall not be displayed outside of the structure.

If you have any questions regarding the information above, please contact me at 386-418-6100 x 1603 or via e-mail at ahall@cityofalachua.com. We look forward to receiving your revised application.

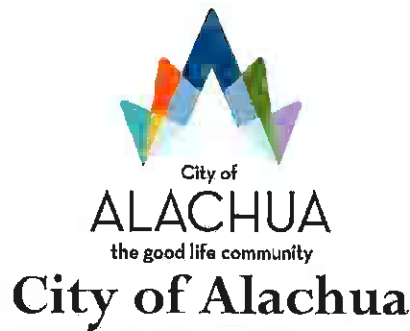
Sincerely,



Adam Hall, AICP
Principal Planner

/attachments

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



MIKE DAROZA
CITY MANAGER

RODOLFO VALLADARES, P.E.
PUBLIC SERVICES DIRECTOR

INTER-OFFICE COMMUNICATION

DATE: Apr 06, 2022

TO: Kathy Winburn, AICP
Planning & Community Development Director

FROM: Rodolfo Valladares, P.E.
Public Services Director
Tom Ridgik, P.E.
Engineering Supervisor

TR
4/5/2022
[Signature]

RE: Alachua Tire Service Site Plan

Public Services has reviewed the subject project (Mar 21, 2022 Documents) and offer the following comments. Review was specific to the Public Services Utilities.

NO.	COMMENTS
1.	Comment on Mar 21, 2022 Submittal Sheet C2.32 Please add Detail 306, which is a cross-reference. Please add Detail 139. Please re-submit this sheet.
2.	Comment on Mar 21, 2022 Submittal Sheet C3.10 Add abbreviations "FDC" & "DDC", shown on Inset A-A, to Legend sheet C0.11. Please re-submit sheet C0.11.
3	Comment on Mar 21, 2022 Submittal Sheet C3.10 P-WW: At the property line, please add a cleanout with descriptor "END CITY OF

NO.	COMMENTS
	<p>ALACHUA MAINTENANCE”.</p> <p>If there is a fence on the property line, locate the CO several feet within the property line and obtain a PUE so CoA can access the CO.</p> <p>Please re-submit this sheet.</p>
4	<p>Comment on Mar 21, 2022 Submittal</p> <p>Sheet C3.10</p> <p>Note that sheet A-100 shows a gas meter, Item 17.</p> <p>Is the design intent to show the gas line on sheet C3.10?</p> <p>Please submit response and revised sheet, if required.</p>
5.	<p>Comment on Mar 21, 2022 Submittal</p> <p>Sheet C3.10</p> <p>Inset A-A: The water service piping downstream the water meter is 2” PE (meaning polyethylene), which is acceptable as this is the property owner’s maintenance responsibility.</p> <p>However, please change the water service piping upstream of the meter to PVC. Detail 130 calls out PVC – in addition, please change the callout upstream the water meters from “2” PE” to “2” PVC WATER SERVICE”.</p> <p>Please re-submit this sheet.</p>
6.	<p>Comment on Mar 21, 2022 Submittal</p> <p>Sheet C3.10</p> <p>Please show and obtain a PUE for the P-E power circuit that supplies the transformer.</p> <p>Also show a PUE around the transformer. Space permitting, CoA preference is for the PUE to extend 10 from the transformer in all directions.</p> <p>Note: The power circuit and transformer may already be located within an easement. Please evaluate.</p> <p>If a new easement is required, please re-submit this sheet and acknowledge that the PUE will be obtained. If there is an existing easement for power circuit and transformer, please indicate such in the submitted response.</p>
7.	<p>Comment on Mar 21, 2022 Submittal</p> <p>Sheet C3.10</p> <p>This sheet refers to plumbing plans, for connection of water and wastewater service.</p> <p>Will plumbing plans be included with the site plans?</p>

NO.	COMMENTS
	Please submit response.
8.	<p>Comment on Mar 21, 2022 Submittal Sheet C3.10</p> <p>Please call out 3'0" minimum distances related to the transformer.</p> <ul style="list-style-type: none"> • Between the transformer and the corner of the parking space. • Between the transformer and the north-south road. <p>Please resubmit this sheet.</p>
9	<p>Comment on Mar 21, 2022 Submittal Sheet IR-1</p> <p>This sheet does not show any of the proposed P-IRR.</p> <p>Please clarify. Is the design intent to show such piping?</p> <p>Please submit response and revised sheet, as necessary.</p>
10.	<p>Comment on Mar 21, 2022 Submittal Sheet P3</p> <ul style="list-style-type: none"> • Suggest calling out the conductor size on the load side of the transformer. • Please confirm that all conduit sizes have been either called out or specified. • Minor comment: Replace ' (feet) with " (inches) so text now reads: "2-4" Conduits for Primary Electric". • For possible future looped connection, please add two 4-inch conduits on the north side of the transformer. Stub-out each conduit at the property line. <p>Please submit response and revised sheet, as necessary.</p>
11.	<p>Comment on Mar 21, 2022 Submittal Sheet C0.10</p> <p>TO W & WW General Notes, please add note #27, as follows:</p> <p>"27. ALL POTABLE WATER SERVICE PIPE SHALL BE NSF-61 RATED".</p> <p>Please resubmit this sheet.</p>

NO.	COMMENTS
END OF COMMENTS	

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

cc: Justin Tabor – AICP Principal Planner

Adam Hall – AICP Principal Planner

Harry Dillard – Lead Engineering Technician



March 1, 2022

Adam Hall, AICP
City of Alachua
15100 NW 142nd Terrace | PO Box 9
Alachua, Florida 32616

Ref: Alachua Tire Site Plan Application

Dear Adam:

My comments on the plans for Alachua Tire Site Plan Application are below.

Plans

Sheet C2.10

1. Portion of the type F curb onsite should be labeled to be a spill-out.
2. Driveway to the north is draining to the neighboring parcel. It should be re-graded to drain on-site and collected internally.
3. If the connection to the north is for future development, recommend being at higher elevation to prevent creating a low point between the two parcels.
4. Consider re-routing the runoff from the northeast corner of the side so water will not be directed to the existing transformers/electrical pedestals.

Feel free to call my office with any questions.

Sincerely,

Claudia S. Vega, P.E.
Director of Engineering
cvega@edafl.com
edafl.com



City of Alachua

MIKE DAROZA
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

March 23, 2022

Sent by electronic mail to ryant@chw-inc.com
daniely@chw-inc.com

Ryan Thompson, AICP
Daniel Young, P.E.
CHW, Inc.
11801 Research Dr
Alachua, FL 32615

RE: Completeness Review: Alachua Tire Site Plan and Special Exception Permits

Dear Sirs:

On March 21, 2022, the City of Alachua received your revised applications for a Site Plan and Special Exception submitted on behalf of Concept Development, Inc. property owners. The applications propose the construction of a $\pm 7,300$ square foot building for use as an automobile repair and servicing establishment with associated site improvements on a ± 0.89 acre subject property, located on Tax Parcel Number 03049-003-000.

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 revised applications for completeness and finds that the applications are complete and can be forwarded to the Project Assistance Team (PAT) for review.

An in-depth review of the content of the application will be performed, and the findings of the in-depth review will be discussed at a Project Assistance Team (PAT) Meeting, which will be scheduled separately.

If you have any questions regarding the information above, please contact me at 386-418-6100 x 1603 or via e-mail at ahall@cityofalachua.com.

Sincerely,

Adam Hall, AICP
Principal Planner

c: Mike DaRoza, City Manager (*by electronic mail*)
Kathy Winburn, AICP, Planning & Community Development Director (*by electronic mail*)
Justin Tabor, AICP, Principal Planner (*by electronic mail*)
Project File



City of Alachua

MIKE DAROZA
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

March 4, 2022

Sent by electronic mail to ryant@chw-inc.com
daniely@chw-inc.com

Ryan Thompson, AICP
Daniel Young, P.E.
CHW, Inc.
11801 Research Dr
Alachua, FL 32615

RE: Completeness Review: Alachua Tire Site Plan and Special Exception Permits

Dear Sirs:

On March 2, 2022, the City of Alachua received your applications for a Site Plan and Special Exception submitted on behalf of Concept Development, Inc, property owners. The applications propose the construction of a $\pm 7,300$ square foot building for use as an automobile repair and servicing establishment with associated site improvements on a ± 0.89 acre subject property, located on Tax Parcel Number 03049-003-000.

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 begin the review of the 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. Plans and application materials may be made available for return in order to revise and resubmit as needed.

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.

Please note that if an additional completeness review is required, a resubmittal fee equal to 10% of the application fee will be assessed for each additional completeness review and must be paid prior to further review of the application.

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, and the findings of the in-depth review will be discussed at a Project Assistance Team (PAT) Meeting, which will be scheduled after the application is determined to be complete.

Please address the following (starts next page):

1. Site Plan Attachment #1, Site Plan.
 - a. 1.y.: Landscape plan does not provide the following required calculations and/or plantings to address the following:
 - i. Required perimeter buffer areas for west and south perimeters ;
 - ii. Arterial buffer (See Section 6.2.3 (F) and 3.7.2 (C)(5)(d) of the LDRs). As a note, it appears that the canopy trees proposed for this area are crape myrtle and holly, but Section 3.7.2 (C)(5)(d) requires that Live Oak be used as canopy tree for street buffer.
 - b. #1.z.: Detail of waste receptacle screening demonstrating compliance with Section 6.2.3(B) of the LDRs has not been provided.
 - c. #1.cc.ii: Glazing calculations for all facades, including east ("rear") façade. As a note, this façade is substantially visible from US 441 and is subject to the glazing requirements of Section 3.7.2 (C)(5)(a).
 - d. #1.c.iii: Detail on architectural plan identifying façade massing or massing alternative not identified.
 - e. #1.c.iv: Identification of each material utilized in each façade and the percentage of the total area of the façade for each material not identified. As a note, it appears that metal is used as a façade material, which is inconsistent with Section 3.7.2 (C)(5)(a)(ii).
2. Site Plan Attachment #4, Concurrency Impact Analysis
 - a. Provided Tables showing impacts to affected roadway segments appear to be incorrect and do not reflect project's impact or resulting available capacity.
3. Site Plan Attachment #5, Comprehensive Plan Analysis
 - a. Analysis of Consistency with City of Alachua Comprehensive Plan is incomplete. Please provide analysis with Policy 1.3.d of the Future Land Use Element.
4. Site Plan Attachment #10, Proof of Payment of Taxes
 - a. Not provided. Please provide.
5. Land Rights
 - a. Please provide documentation regarding conveyance of private stormwater through parcel O3O49-004-001. Note on Plat for High Point Crossing appears to create easement for public use for stormwater. Please confirm developer has right to utilize the easement.
 - b. Please provide documentation regarding use of a portion of parcel O3O49-000-000 to the north of subject property. Grading and stormwater improvements (flume) appear to be constructed within this property.
6. General Comments: Please address the following general comments:
 - a. Please revise site plan application with latest version of form.
 - b. Site Plan and Special Exception Application materials must be collated.
 - c. Please provide electronic version of Special Exception permit application.
 - d. Referenced Details for retaining wall and air compressor not located in architectural plan as stated.

If you have any questions regarding the information above, please contact me at 386-418-6100 x 1603 or via e-mail at ahall@cityofalachua.com.

Sincerely,



Adam Hall, AICP
Principal Planner

c: Mike DaRoza, City Manager *(by electronic mail)*
Kathy Winburn, AICP, Planning & Community Development Director *(by electronic mail)*
Justin Tabor, AICP, Principal Planner *(by electronic mail)*
Project File