



City of Alachua

TRACI L. GRESHAM
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

March 29, 2017

Michael Freidin
George & Associates Consulting Engineers, Inc.
1967 Commonwealth Lane, Suite 200
Tallahassee, FL 32303

Also sent electronically to: mfreidin@gaceng.net

RE: Completeness Review of San Felasco Hammock State Park Shop Building Site Plan Application

Dear Mr. Freidin:

On March 23, 2017, the City of Alachua received your application for a Site Plan for San Felasco Hammock State Park Shop Building which proposes the construction of a $\pm 2,030$ square foot building, with associated paving, grading, and utility infrastructure improvements on a $\pm .33$ acre project area, located north of San Felasco Farms subdivision, east of NW 143rd Street (CR 241), and south of the Alachua Hills subdivision, consisting of a portion of Tax Parcel Number 04033-000-000.

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 complete our initial review. This information must be submitted by **Wednesday, April 5, 2017**:

- 1. Site Plan Application, Signature Section:** The submitted site plan application was not signed. An authorized agent form was submitted giving signature authorization to Mr Michael Freidin by the property owner, the Florida Department of Environmental Protection.
Action Needed to Address Deficiency: Submit signed application sheet for Site Plan application.
- 2. Site Plan Application, Section C:** The submitted site plan application does not indicate if any sale of the property is included as a part of this site plan.
Action Needed to Address Deficiency: Complete section C of the Site Plan application.
- 3. Site Plan Application, Section D.4., Concurrency Impact Analysis:** The Site Plan application does not include any information or data pertaining to impacts to any public facilities. If the applicant feels that the project falls under an exempt category as established by Section 2.4.14 (C), City of Alachua Land Development Regulations, a justification of such exemption must be provided.

Action Needed to Address Deficiency: Submit Concurrency Impact Analysis or justification for exemption from such analysis.

4. **Site Plan Application, Section D.5., Comprehensive Plan Consistency Analysis:** The Site Plan application does not include an analysis of the applications consistency with the City of Alachua's Comprehensive Plan.

Action Needed to Address Deficiency: Submit Analysis of application's consistency with the City of Alachua's Comprehensive Plan.

5. **Site Plan Application, Section D.8., Legal Description:** The Site Plan application does not include a legal description of either the project area or overall property.

Action Needed to Address Deficiency: Submit legal description of property and/or project area .

6. **Site Plan Application, Section D.9., Proof of Ownership:** The Site Plan application does not include proof of ownership.

Action Needed to Address Deficiency: Submit Analysis of application's consistency with the City of Alachua's Comprehensive Plan.

The above comments must be addressed and submitted to the City no later than **Wednesday, April 5, 2017**. If this information is not received by this date, the application may be deemed incomplete. This information may be submitted electronically.

The comments below are based solely on a preliminary review of your application and may be addressed after the Development Review Team (DRT) Meeting. 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 Development Review Team (DRT) Meeting, which will be scheduled separately.

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

1. **Site Plan Application, Section D.1.b., Zoning Designation:** The submitted plan set does not identify the current zoning of the subject property.

Action Needed to Address Deficiency: Provide the zoning designation on the plan set.

2. **Site Plan Application, Section D.1.c., Vicinity Map:** The submitted plan set does not show the overall property (parcel) and the relative location of the project area on the property, and means of access.

Action Needed to Address Deficiency: Provide a vicinity map on the site plan that shows the project area and its location on the overall property (parcel) and the means by which the project area will be accessed.

3. **Site Plan Application, Section D.1.d., Legal Description:** The submitted plan set does not include a legal description of the project area or the overall property.

Action Needed to Address Deficiency: Provide a legal description on the site plan of the project area or the overall property.

4. **Site Plan Application, Section D.1.e., Statement of Proposed Uses:** The submitted plan set does not include a statement of the proposed use(s).

Action Needed to Address Deficiency: Provide a statement of proposed use(s).

5. **Site Plan Application, Section D.1.j.:** Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.)

Action Needed to Address Deficiency: Electric plans not provided. Provide electric system plans which show the existing electric system, points of connection to existing electric system, and proposed electric infrastructure.

6. **Site Plan Application, Section D.1.l.:** Proposed landscape plan indicates removal of three trees, but only identifies species for two of the three trees.
Action Needed to Address Deficiency: Identify species of tree proposed to be removed and, if required, mitigation required for replacement of this tree.
7. **Site Plan Application, Section D.1.n.:** Distance from property lines and other structures
Action Needed to Address Deficiency: Show distance between proposed structure and property lines, and between proposed structure and nearby structures shown on plans.
8. **Site Plan Application, Section D.11:** Environmental Resource Permit (or Letter of Exemption) from the Suwannee River Water Management District or Self-Certification for a Stormwater Management System in Uplands Serving Less than 10 Acres of Total Project Area and Less than 2 Acres of Impervious Surfaces from the Florida Department of Environmental Protection pursuant to Section 403.814(12), Florida Statutes.
Action Needed to Address Deficiency: Provide ERP, Letter of Exemption, Self-Certification, or proof that an application for one or more of these has been applied for to the SRWMD.

These comments are based on a preliminary review of your application. An in-depth review of your application will be performed and any additional comments will be provided to you at the Development Review Team (DRT) meeting.

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. 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

DEVELOPMENT REVIEW TEAM SUMMARY

PROJECT NAME: San Felasco Hammock State Park Shop Building

APPLICATION TYPE: Site Plan

APPLICANT/PROPERTY OWNER: State of Florida (FDEP)

AGENT: Michael Freidin, George & Associates Consulting Engineers, Inc.

DRT MEETING DATE: April 11, 2017

DRT MEETING TYPE: Applicant

FLUM DESIGNATION: Conservation

ZONING: CSV

OVERLAY: NA

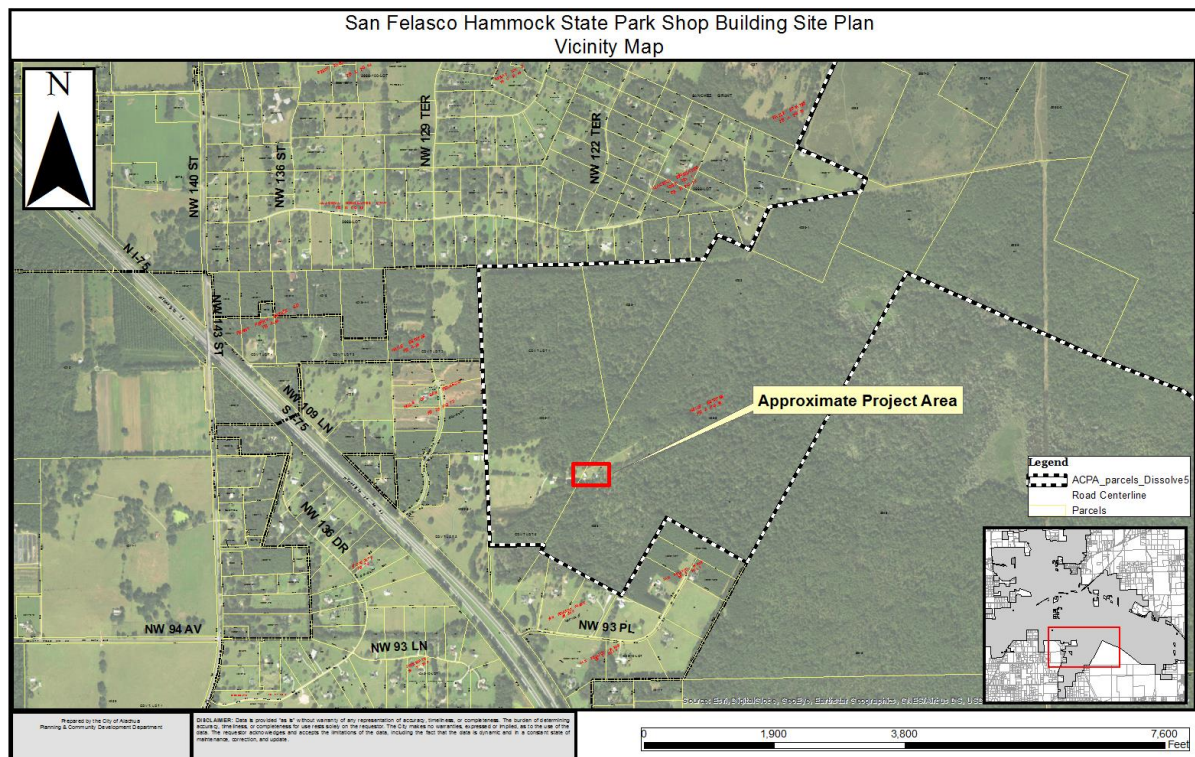
DEVELOPMENT AREA ACREAGE: ± .33 acres

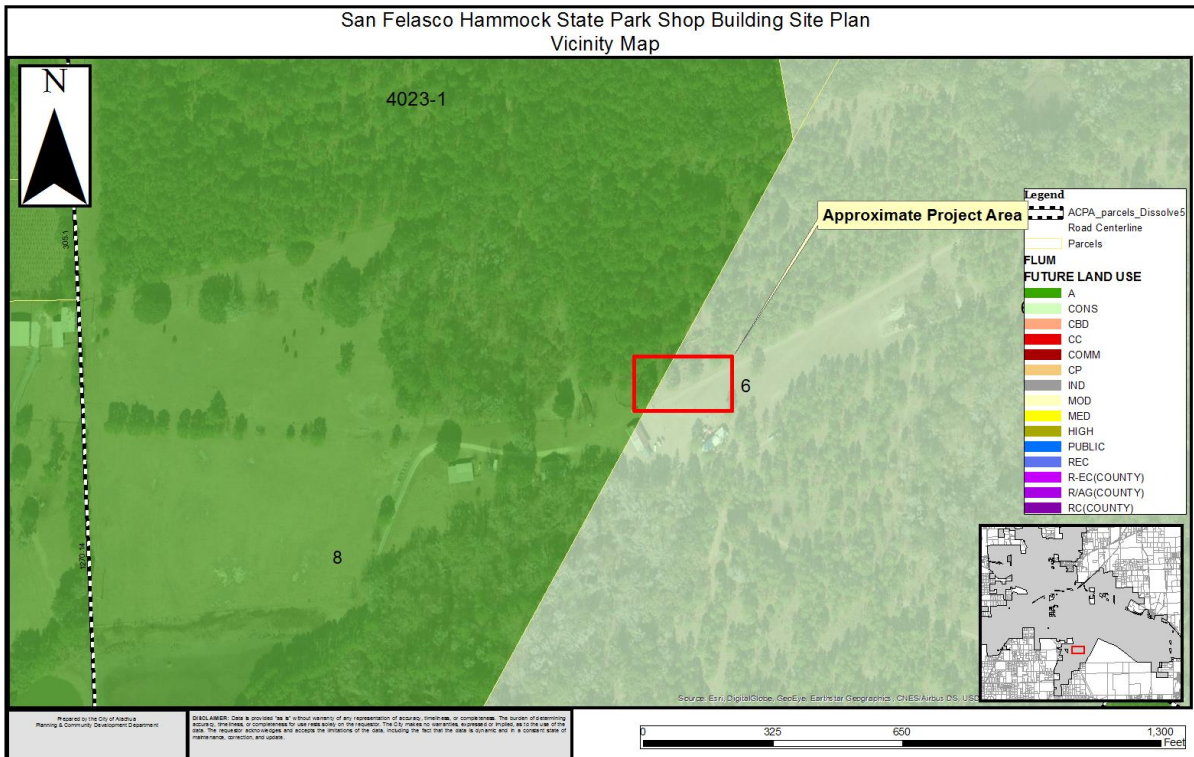
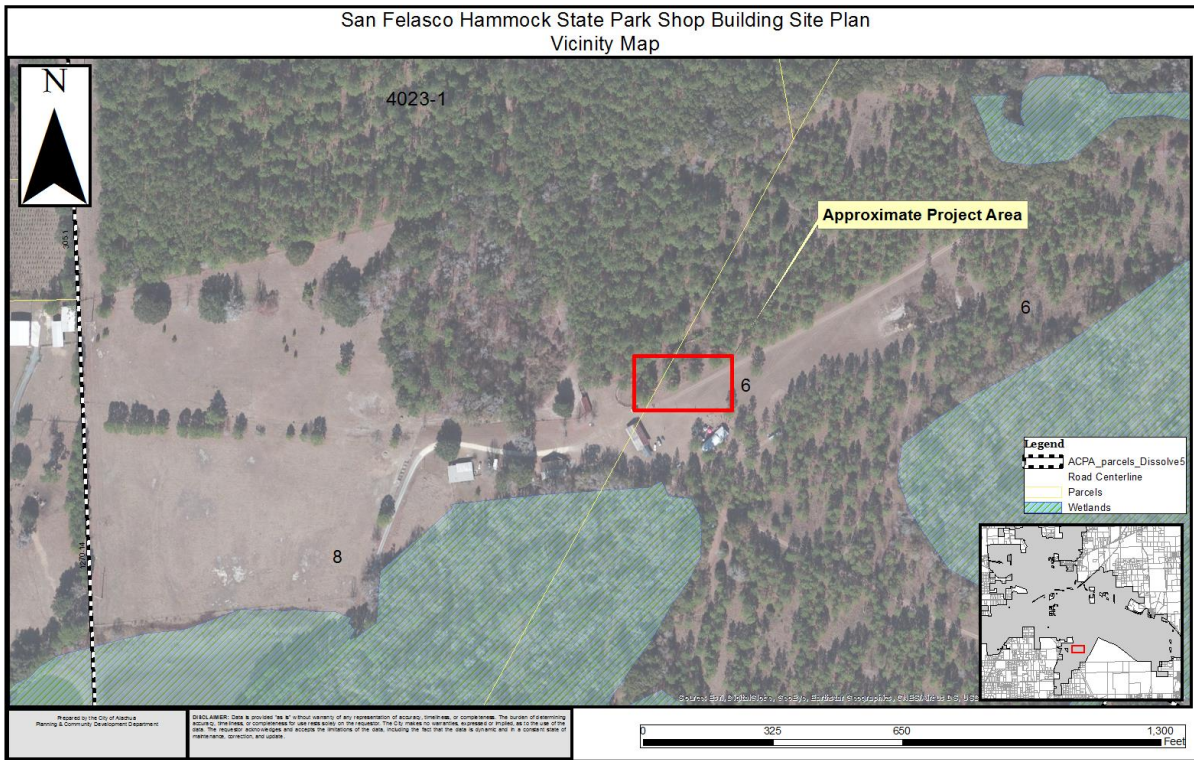
PARCEL: 04033-000-000

PROJECT LOCATION: North of NW 109th Lane, I-75 and San Felasco Farms subdivision, east of SR 241, south of the Alachua Highlands subdivision, southwest section of the San Felasco Hammock State Park property.

PROJECT SUMMARY: Construction of a ±2,030 square foot building and associated private infrastructure, parking, and landscaping.

RESUBMISSION DUE DATE: All data, plans, and documentation addressing the insufficiencies identified below must be received by the Planning Department on or before **5:00 PM on Monday, April 17, 2017.**





[illegible]

San Felasco Hammock State Park Shop Building Site Plan
Vicinity Map

Legend

- ACPA_parcels_Dissolve5
- Road Centerline
- Parcels

Pages from 16-5312 San Felasco Shop Building_Civil_Permit set.jpg

RGB

- Red: Band_1
- Green: Band_2
- Blue: Band_3

Scale: 0 80 160 320 Feet

Deficiencies to be Addressed

Unless otherwise noted, references to code Sections refer to City of Alachua Land Development Regulations.

A. Comprehensive Plan Consistency

1. Analysis of consistency with the Comprehensive Plan should also address Objective 1.8 of the City of Alachua Comprehensive Plan, Future Land Use Element.
2. Please provide a description of soils located within the project area to demonstrate compliance with Objective 1.5 of the Conservation and Open Space Element of the City of Alachua Comprehensive Plan.
3. GIS analysis indicates presence of wetlands in the vicinity, please verify applications consistency with Objective 1.10 of the Conservation and Open Space Element of the City of Alachua Comprehensive Plan.

B. Concurrency Impact Analysis

1. Please address solid waste impacts to public facilities in request for exemption from concurrency compliance.

C. Development Standards

1. Section 6.2- Tree protection/landscape/xeriscape standards
 - a. Section 6.2.3(D) requires screening of mechanical equipment. Show mechanical equipment on landscape plan and method of screening that complies with this Section.
 - b. Section 6.2.2(D) (1) (b) (iii) requires a row of shrubs or shrub masses planted along all facades of building. No such shrubs identified on landscape plans. Please address.
 - c. Assuming 10 inch tree (species not identified) to be removed is a regulated tree, mitigation will be required in accordance with 6.2.1 (D) (1).
 - d. Additional understory/ ornamental tree required on east side of building (Code Reference 6.2.2 (D) (1) (b) ii).
 - e. Additional three (3) canopy tree required on south (front) façade (Code reference 6.2.2 (D) (1) (b) i).
 - f. Section 6.2.2 (D)(8)(v) limits the number of plantings that can be from any one type. Additional planting types required (may be able to meet compliance through the addition of the shrubs (see above comment C.1.b. above).
2. Section 6.3- Fencing
 - a. Fence detail must show maximum height.

D. Fire Marshal/Public Services/ Review Comments

1. None.

E. Completeness Review Comments:

1. The applicant must address all completeness review deficiencies as provided in correspondence dated March 29, 2017 and noted below:
 - **Site Plan Application, Section C:** The submitted site plan application does not indicate if any sale of the property is included as a part of this site plan.
Action Needed to Address Deficiency: Complete section C of the Site Plan application.
 - **Site Plan Application, Section D.9., Proof of Ownership:** The Site Plan application does not include proof of ownership.

Action Needed to Address Deficiency: Submit proof of ownership (i.e., deed or other verification such as a title opinion).

F. Miscellaneous/General Issues

1. Sheet C 101 references “Fernandex” Grant in legal description. Verify legal description on this sheet. It also appears that the “project area” may include a portion of an adjacent parcel. Please confirm that legal description includes all portions of the “project area”.
2. Required Application attachment D.6, Mailing labels for all property owners within 400’ and those listed to receive public notice have not been submitted.
3. Evidence of permit or application for permit for septic system from Alachua County Health Department.
4. Zoning and Future Land Use designations must be shown on site plan.
5. Exact project location must be shown in relation to existing tax parcel lines, as a zoning district boundary appears to transect development activities and development area.
6. Statement of proposed uses must be included on site plan.

ALL COMMENTS AND REQUIREMENTS LISTED ABOVE MUST BE COMPLIED WITH AND PROVIDED TO CITY STAFF ON OR BEFORE 5:00 PM ON THE RESUBMISSION DATE OF APRIL 17, 2017.