



City of Alachua

TRACI L. GRESHAM
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

June 12, 2017

R. McDaniel
PO Box 451
Alachua, FL 32616

Also submitted electronically to dolly770@hotmail.com

RE: Vanessa's Hair Salon Application for Site Plan; June 8th, 2017 Submittal

Dear Mrs. McDaniel:

On June 8, 2017 the City of Alachua received your updated application for the approval of a Site Plan for the development located at 15417 NW 140th Street (Tax Parcel 03221-000-000), consisting of new impervious coverage exceeding 10% of existing impervious.

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

You must provide 13 *double-sided, three-hole punched, color sets* of the **complete** application package 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 July 11, 2017 Planning and Zoning Board meeting; therefore, the above referenced materials must be submitted to the City no later than **Monday, June 26, 2017.** Materials may be submitted earlier than this date.

Should you have any questions, please feel free to contact me at (386) 418-6100, ext. 108 or via email at ahall@cityofalachua.com.

Sincerely,

Adam Hall, AICP
Planner

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

DEVELOPMENT REVIEW TEAM SUMMARY

PROJECT NAME: Vanessa's Hair Studio

APPLICATION TYPE: Site Plan

APPLICANT/PROPERTY OWNER: Rosa McDaniel, Property Owner

AGENT: N/A

DRT MEETING DATE: May 24, 2017

DRT MEETING TYPE: Applicant

FLUM DESIGNATION: Commercial

ZONING: CC

OVERLAY: N/A

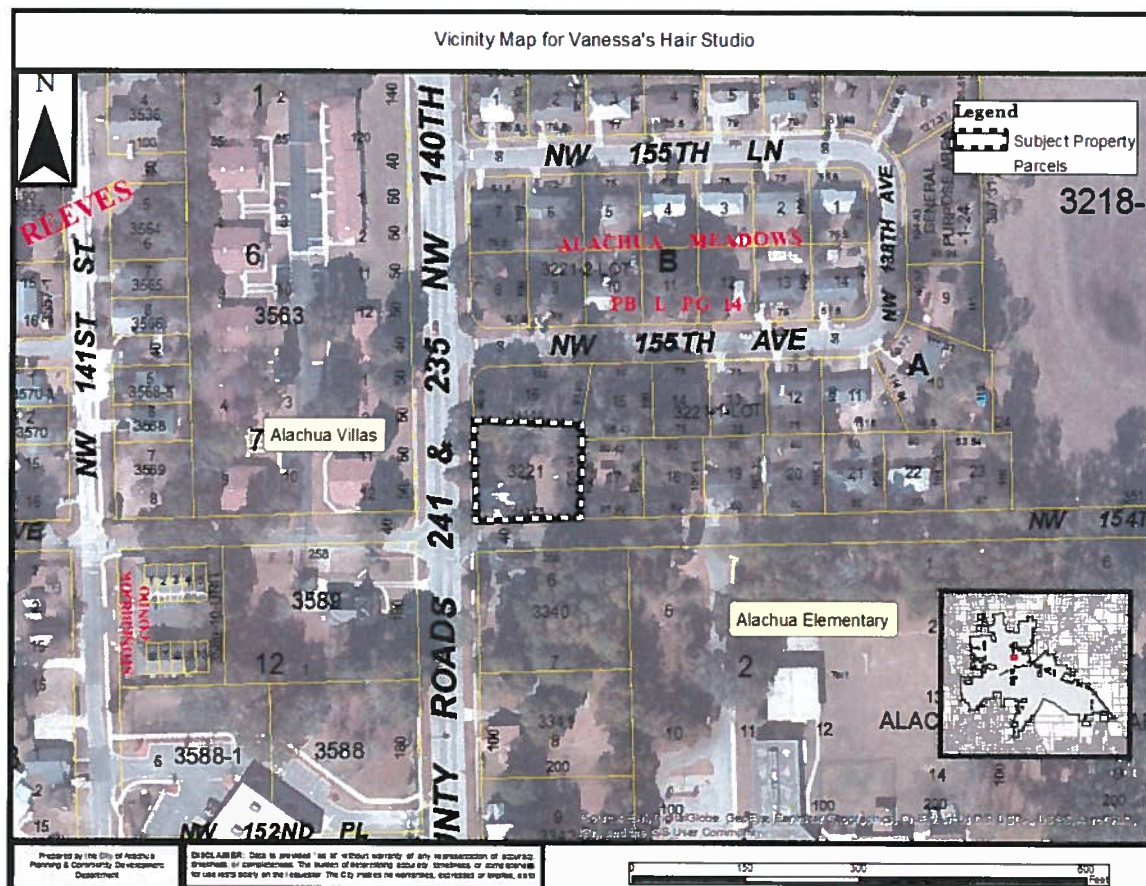
DEVELOPMENT AREA ACREAGE: .42

PARCEL: 0321-000-000

PROJECT LOCATION: 15417 NW 140th Street (CR 235), east of Alachua Villas apartment complex, northwest of Alachua Elementary School

PROJECT SUMMARY: Construction of 1 handicap space and 2 grass parking spaces with associated ingress/egress

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, June 5, 2017.**



Deficiencies to be Addressed

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

A. Comprehensive Plan Consistency

1. Statement of Proposed Uses on the site plan and in comprehensive plan consistency analysis submission should clarify that the proposed use is a live/work unit that includes a residence and hair salon.

B. Concurrency Analysis

1. Concurrency impact analysis indicates that the average daily trips will be .4 trips. This appears to be the peak hour generation and not total average daily trips. Please revise to demonstrate that the total daily trips for this use will be less than 10, which is the threshold for determining if a proposed use's impact will be *de minimis*.

C. Development Standards

1. Section 5.1- Dimensional Standards
 - a. Show distance between proposed ramp/deck and side property line. Minimum setback is 5'.
2. Section 6.1- Off-street parking and loading standards
 - a. Section 6.1.3 (J) requires that parking areas be designed so that no vehicle backs onto a public street. Current design may not allow enough space to permit reversing of vehicles without going onto public street. Consider extending drive aisle to accommodate.
3. Section 6.2 – Tree protection/landscape/ xeriscape standards
 - a. All trees potentially impacted by development should be identified by size and species.
 - b. Please include note demonstrating appropriate tree protective measures will be taken in accordance with Section 6.2.1 (D)(2), City of Alachua Land Development Regulations.
4. Section 6.6.3 – Residential Protection Standards
 - a. Location and proximity of residential uses create potential for adverse impacts from proposed use (noise and glare from parked vehicles). A vegetative hedge along east and south perimeters of identified parking area required. Vegetative hedge must attain a minimum height of three feet within 2 years of planting. Planting area may count towards open space requirement (See Comment C.5 below). Proposed hedge and any other proposed landscape materials must be identified as to location, quantity, and species.
 - b. As a condition of site plan approval and in accordance with Section 6.6.3 (A) (1) the, hours of commercial operation will be limited to between 7:00 a.m. and 9:00 p.m.
5. Section 6.7- Open Space Standards
 - a. Section 6.7.3 (A) requires a minimum of 10% open space for business uses. Landscaped areas such as those required for residential protection standards count towards this minimum open space requirement. Minimum open space area required is 1,830 square feet, and must be identified on site plan.

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

1. Applicant must address all comments provided by the Public Services Department in a memo dated May 22, 2017 (attached to this letter).

E. Completeness Review Comments:

1. The applicant must address all completeness review deficiencies as provided in correspondence dated April 3, 2017 and noted below (items which have been addressed or discussed elsewhere in this memo have been removed from this list):
5. **Required Attachment D.1.e:** Statement of Proposed Use.
Action Needed to Address Deficiency: On the Site Plan, include a Statement of the proposed use and square footages for each/all uses.
6. **Required Attachment D.1.j:** Location of all utilities.
Action Needed to Address Deficiency: On the Site Plan, identify the location of all utilities and points of connection.
8. **Required Attachment D.6:** Mailing Labels.
Action Needed to Address Deficiency: Mailing labels for all property owners within 400 feet of the subject property and those registered receive public notice of development applications must be submitted.
9. **Required Attachment D.8:** Legal Description with Parcel Number.
Action Needed to Address Deficiency: Submitted legal description on separate sheet does not include parcel number. Please address.
10. **Required Attachment D.9:** Proof of Ownership.
Action Needed to Address Deficiency: Please submit a copy of the deed for the property.
11. **Required Attachment D.10:** Proof of Payment of Taxes.
Action Needed to Address Deficiency: Please submit proof of payment of 2016 taxes for the subject property.

F. Miscellaneous/General Issues

1. For any future submittals, **all** information, documents, and plans must be submitted in the appropriate form and number. Each application copy must include **all** information, not just updated information or documents.
2. Sidewalks must be at least 5' in width, and the connection from public right-of-way should include an accessible ramp to entrance to salon.
3. Please ensure legibility in future submissions. Additional information on a single 11" x 17" site plan sheet may not be possible.

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 JUNE 5, 2017.



City of Alachua

TRACI L. GRESHAM
CITY MANAGER

RODOLFO VALLADARES, P.E.
PUBLIC SERVICES DIRECTOR

INTER-OFFICE COMMUNICATION

DATE: May 22nd, 2017

TO: Kathy Winburn, AICP
Planning & Community Development Director

FROM: Rodolfo Valladares, P.E. *RTV*
Public Services Director

RE: Vanessa's Hair Studio Site Plan

Public Services have reviewed the Vanessa's Hair Studio Site Plans and offer the following comments. Review was specific to the Public Services Utilities.

| NO. | COMMENTS |
|-----------------|--|
| 1. | <u>A1.0 – Engineering:</u> Driveway – saw cut edge of roadway. Construct 6-inch wide x 8-inch deep footer. |
| 2 | <u>A1.0 – Electric</u> Over head service cable has been removed from structure. A 30' lift pole will have to be set on South side of property (by City of Alachua), East or West of driveway off of NW154th Avenue, prior to re-install of electric service. |
| END OF COMMENTS | |

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

cc: Adam Hall – AICP Planner
Harry Dillard – Lead Engineering Technician

Development Review Team (DRT) Meeting

Project Name: Vanessa's Hair Salon

Meeting Date: May 24, 2017 (Applicant)

PLEASE PRINT CLEARLY

[illegible]



City of Alachua

TRACI L. GRESHAM
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

April 3, 2017

R. McDaniel
PO Box 451
Alachua, FL 32616

RE: Completeness Review for Vanessa's Hair Studio Site Plan Application

Dear Ms McDaniel:

On March 30, 2017 the City of Alachua received your application, including the site plan application fee, for the approval of a Site Plan for the development located at 15417 NW 140th Street (Tax Parcel 03221-000-000), consisting of new impervious coverage exceeding 10% of existing impervious.

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.

The comments below are based solely on a preliminary review of your application for completeness. Detailed comments will be provided at the Development Review Team (DRT) Meeting. A DRT Meeting will be scheduled upon satisfaction of the application's completeness review deficiencies, as indicated below.

Please address the following:

- 1. Site Plan Application, Sections A.4, A.5, A.6, A.7, C.1.**
Action Needed to Address Deficiency: Complete the above referenced sections on the Site Plan application.
- 2. Required Attachment D.1.a:** Name of owner.
Action Needed to Address Deficiency: On the Site Plan, include the name of the property owner.
- 3. Required Attachment D.1.b:** Zoning designation for property.
Action Needed to Address Deficiency: On the Site Plan, include the zoning designation of the property.

4. **Required Attachment D.1.d:** Legal Description.
Action Needed to Address Deficiency: On the Site Plan, include the legal description of the subject property.
5. **Required Attachment D.1.e:** Statement of Proposed Use.
Action Needed to Address Deficiency: On the Site Plan, include a Statement of the proposed use and square footages for each/all uses.
6. **Required Attachment D.1.j:** Location of all utilities.
Action Needed to Address Deficiency: On the Site Plan, identify the location of all utilities and points of connection.
7. **Required Attachment D.1.n:** Dimensional requirements.
Action Needed to Address Deficiency: Show property setbacks, unpaved parking spaces (if any) and design (e.g., stabilized sod), total size of existing structure in square feet and overall size of property in square feet to show calculation for floor-to-area ratio, total existing impervious in square feet, and total proposed impervious in square feet.
8. **Required Attachment D.6:** Mailing Labels.
Action Needed to Address Deficiency: Mailing labels for all property owners within 400 feet of the subject property and those registered receive public notice of development applications must be submitted.
9. **Required Attachment D.8:** Legal Description with Parcel Number.
Action Needed to Address Deficiency: Submitted legal description on separate sheet does not include parcel number. Please address.
10. **Required Attachment D.9:** Proof of Ownership.
Action Needed to Address Deficiency: Please submit a copy of the deed for the property.
11. **Required Attachment D.10:** Proof of Payment of Taxes.
Action Needed to Address Deficiency: Please submit proof of payment of taxes for the subject property.

It should be noted, the contents of the applications have not been thoroughly reviewed. An in-depth review of the content of the application will be performed subsequently and any issues with content will be addressed at DRT.

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 applications shall be considered withdrawn.

Should you have any questions, please feel free to contact me at (386) 418-6100, ext. 108 or via email at ahall@cityofalachua.com.

Sincerely,

A handwritten signature in blue ink, appearing to read "Adam Hall".

Adam Hall, AICP
Planner

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