

June 14, 2017

Justin Tabor, Planner
Planning & Community Development Department
City of Alachua
PO Box 9
Alachua, FL 32616

RE: **Khanh Dinh Property Rezoning.** Review of rezoning petition of 1.2 acres from RSF-3 to RMF-8 resulting in a net increase of six (6) multi family residential units. Tax Parcel 03131-103-000.

Dear Mr. Tabor:

Based on data provided by the City of Alachua, we have completed an updated School Capacity Review for the above referenced project. The review was conducted in accordance with the City of Alachua Public School Facilities Element as follows:

POLICY 1.1.b: Coordinating School Capacity with Planning Decisions

The City shall coordinate land use decisions with the School Board's Long Range Facilities Plans over the 5-year, 10-year and 20-year periods by requesting School Board review of proposed comprehensive plan amendments and rezonings that would increase residential density. This shall be done as part of a planning assessment of the impact of a development proposal on school capacity.

POLICY 1.1.c: Geographic Basis for School Capacity Planning.

For purposes of coordinating land use decisions with school capacity planning, the School Concurrency Service Areas (SCSAs) that are established for high, middle and elementary schools as part of the Interlocal Agreement for Public School Facility Planning shall be used for school capacity planning. The relationship of high, middle and elementary capacity and students anticipated to be generated as a result of land use decisions shall be assessed in terms of its impact (1) on the school system as a whole and (2) on the applicable SCSA(s). For purposes of this planning assessment, existing or planned capacity in adjacent SCSAs shall not be considered.

POLICY 1.1.e: SBAC Report to City

The SBAC shall report its findings and recommendations regarding the land use decision to the City. If the SBAC determines that capacity is insufficient to support the proposed land use decision, the SBAC shall include its recommendations to remedy the capacity deficiency including estimated cost and financial feasibility. The SBAC shall forward the Report to all municipalities within the County.

POLICY 1.1.f City to Consider SBAC Report

The City shall consider and review the SBAC's comments and findings regarding the availability of school capacity in the evaluation of land use decisions.

This review does not constitute a “concurrency determination” and may not be construed to relieve the development of such review at the final subdivision or final site plan stages as required by the City of Alachua Comprehensive Plan. It is intended to provide an assessment of the relationship between the project proposed and school capacity – both existing and planned.

Table 1: Khanh Dinh Property– Projected Student Generation at Buildout

	Elementary	Middle	High	Total
Multi Family	6			
Multiplier	0.08	0.03	0.03	0.31
Students	1	1	1	3

Elementary Schools. Khanh Dinh Property is situated in the Alachua Concurrency Service Area. The Alachua Concurrency Service Area currently contains two elementary schools with a combined capacity of 1,061 seats. The current enrollment is 791 students representing a 75% utilization compared to an adopted LOS standard of 100%. This utilization rate is projected to increase to 77% in five years and to 85% in ten years.

Student generation estimates for the **Khanh Dinh Property** indicate that 1 elementary seat would be required at buildout. Capacity and level of service projections indicate that this demand can be reasonably accommodated during the five year planning period and into the ten year planning period.

Middle Schools. Khanh Dinh Property is situated in the Mebane Concurrency Service Area. The Mebane Concurrency Service Area contains one middle school (Mebane) with a capacity of 792 seats. The current enrollment is 384 students representing a 49% utilization compared to an adopted LOS standard of 100%. This utilization rate is projected to increase to 55% in five years and remain constant during the ten year planning period

Student generation estimates for the **Khanh Dinh Property** indicate that 1 middle seat would be required at buildout. Capacity and level of service projections indicate that this demand can be reasonably accommodated during the five, ten and twenty year planning period.

High Schools. Khanh Dinh Property is situated in the Santa Fe Concurrency Service Area. The Santa Fe Concurrency Service Area currently has a capacity of 1,404 seats. The current enrollment is 1,095 students representing a 75% utilization compared to an adopted LOS standard of 100%. This utilization rate is projected to increase to 83% in five years and to be 94% in ten years.

Student generation estimates for the **Khanh Dinh Property** indicate that 1 high school seat would be required at buildout. Capacity and level of service projections indicate that this demand can be reasonably accommodated during the five, ten and twenty year planning period.

Summary Conclusion. Students generated by the **Khanh Dinh Property** at the elementary, middle levels can be reasonably accommodated for the five, ten and twenty year planning periods.

This evaluation is based on best projections and upon the 2016-2017 Five Year District Facilities Plan adopted by the School Board of Alachua County. **Khanh Dinh Property** is subject to concurrency review and determination at the final subdivision for single family and the final site plan for multi-family and the availability of school capacity at the time of such review.

If you have any questions, please contact me.

Regards,

Vicki McGrath



City of Alachua

TRACI L. GRESHAM
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

June 8, 2017

Also sent by electronic mail to karlkristoff@gmail.com

Karl Kristoff
919 NW 23rd Avenue
Gainesville, FL 32609

RE: Revised Application Materials, Submitted on June 7, 2017
Site-Specific Amendment to the Official Zoning Atlas (Rezoning): 15803 NW 140th Street

Dear Mr. Kristoff:

On June 7, 2017, the City of Alachua received your revised application for the rezoning of a ± 1.2 acre subject property, located at 15803 NW 140th Street (Tax Parcel Number 03131-103-000), which proposes to amend the zoning of the subject property from Residential Single Family – 3 (RSF-3) to Residential Multiple Family – 8 (RMF-8).

Upon review of the revised application materials, it appears that Staff's comments concerning the application, as issued at the Development Review Team (DRT) Meeting, have been sufficiently addressed. The item may therefore be scheduled for a public hearing before the Planning & Zoning Board (PZB).

You must provide 13 *double-sided, three-hole punched sets* of the 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 July 11, 2017; therefore **the above referenced materials must be received by June 27, 2017.** You are also responsible for posting public notice signs (providing public notice the PZB Meeting) on the subject property **no later than June 26, 2017.** These signs will be provided to you when ready.

If you have any questions regarding the information above, please contact me at 386-418-6100 x 107 or via e-mail at jtabor@cityofalachua.com.

Sincerely,

Justin Tabor, AICP
Principal Planner

c: Kathy Winburn, AICP, Planning & Community Development Director (*by electronic mail*)
Adam Hall, AICP, Planner (*by electronic mail*)
Project File



City of Alachua

TRACI L. GRESHAM
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

May 31, 2017

Also sent by electronic mail to karlkristoff@gmail.com

Karl Kristoff
919 NW 23rd Avenue
Gainesville, FL 32609

RE: Development Review Team (DRT) Summary for:
Site-Specific Amendment to the Official Zoning Atlas (Rezoning): 15803 NW 140th Street

Dear Mr. Kristoff:

The application referenced above was reviewed at our May 31, 2017, Development Review Team (DRT) Meeting. Please address all insufficiencies outlined below in writing and provide an indication as to how they have been addressed by **5:00 PM on Thursday, June 8, 2017**. A total of three (3) copies of the **complete** application package (i.e., all application materials and attachments) and a CD 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 before the item may be scheduled for a public hearing before the Planning & Zoning Board (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.

You must provide 13 *double-sided, three-hole punched sets* of each application package, 13 sets of plans, 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*. If your revised application is received by the date specified above, and if your response adequately addresses the following comments, a hearing before the PZB may be scheduled for July 11, 2017.

As discussed at the DRT Meeting, please address the following insufficiencies:

1. **Comprehensive Plan Consistency Analysis**

- a. The Concurrency Impact Analysis uses a standard from Chapter 64E-6, Florida Administrative Code, for the demand generated per unit for water and wastewater facilities (300 gallons per day). Policies 1.1.d and 4.1.c establish a demand of 250 gallons per day and 275 gallons per day for wastewater and water facilities, respectively. The Comprehensive Plan Consistency Analysis must be revised to calculate demand using the standards adopted within the City's Comprehensive Plan.

2. Concurrency Impact Analysis

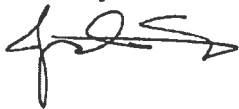
- a. Section 2.4.14(H) of the City's LDRs states that for the purposes of making concurrency determinations, affected roadway facilities for proposed developments generating less than or equal to 1,000 external average daily trips (ADT), affected roadway segments are all those wholly or partially located within one-half mile of the development's ingress/egress, or to the nearest intersecting major street, whichever is greater. Comprehensive Plan Segment 3/4 and Segment 5 are within one-half mile of the developments ingress/egress, and are therefore affected roadway segments. Revise the Concurrency Impact Analysis to consider potential impacts to these roadway segments.

3. Miscellaneous

- a. The applicant has stated an intention to convert the existing industrial building for multi-family residential use. The review of this rezoning application, and any correspondence that has occurred between the City and the applicant, pertain only to land use/zoning matters. The applicant is encourage to seek the opinion(s) of professionals practicing in fields such as architecture, engineering, and/or construction to further assess the feasibility of such conversion.

If you have any questions regarding the information above, please contact me at 386-418-6100 x 107 or via e-mail at jtabor@cityofalachua.com. We look forward to receiving your revised application.

Sincerely,



Justin Tabor, AICP
Principal Planner

cc: Kathy Winburn, AICP, Planning & Community Development Director (*by electronic mail*)
Adam Hall, AICP, Planner (*by electronic mail*)
Project File

Development Review Team (DRT) Meeting

Project Name: 15803 NW 140th Street Rezoning

Meeting Date: May 31, 2017 (Applicant DRT)

PLEASE PRINT CLEARLY

[illegible]

DEVELOPMENT REVIEW TEAM SUMMARY

PROJECT NAME: 15803 NW 140th Street

APPLICATION TYPE: Site-Specific Amendment to the Official Zoning Atlas (Rezoning)

APPLICANT/AGENT: Karl Kristoff

PROPERTY OWNER: Khanh Dinh

DRT MEETING DATE: May 31, 2017

DRT MEETING TYPE: Applicant

FLUM DESIGNATION: Medium Density Residential (4 – 8 units/acre)

CURRENT ZONING: Residential Single Family – 3 (RSF-3)

PROPOSED ZONING: Residential Multiple Family – 8 (RMF-8)

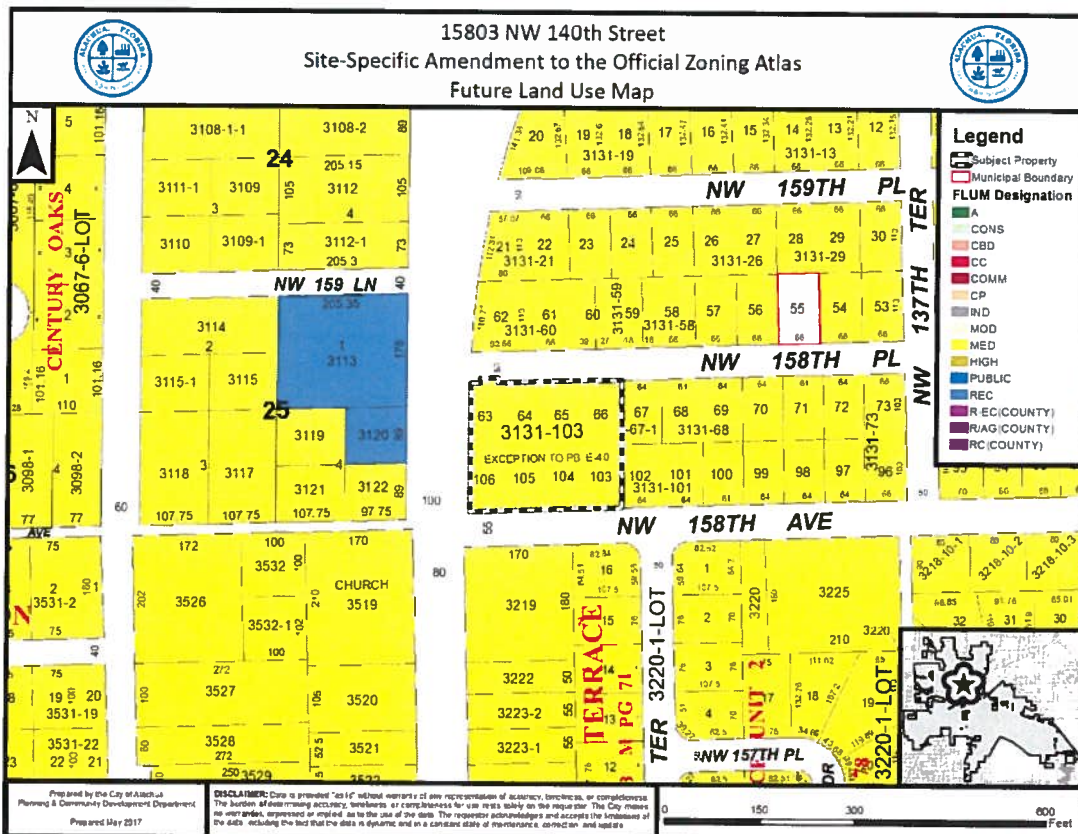
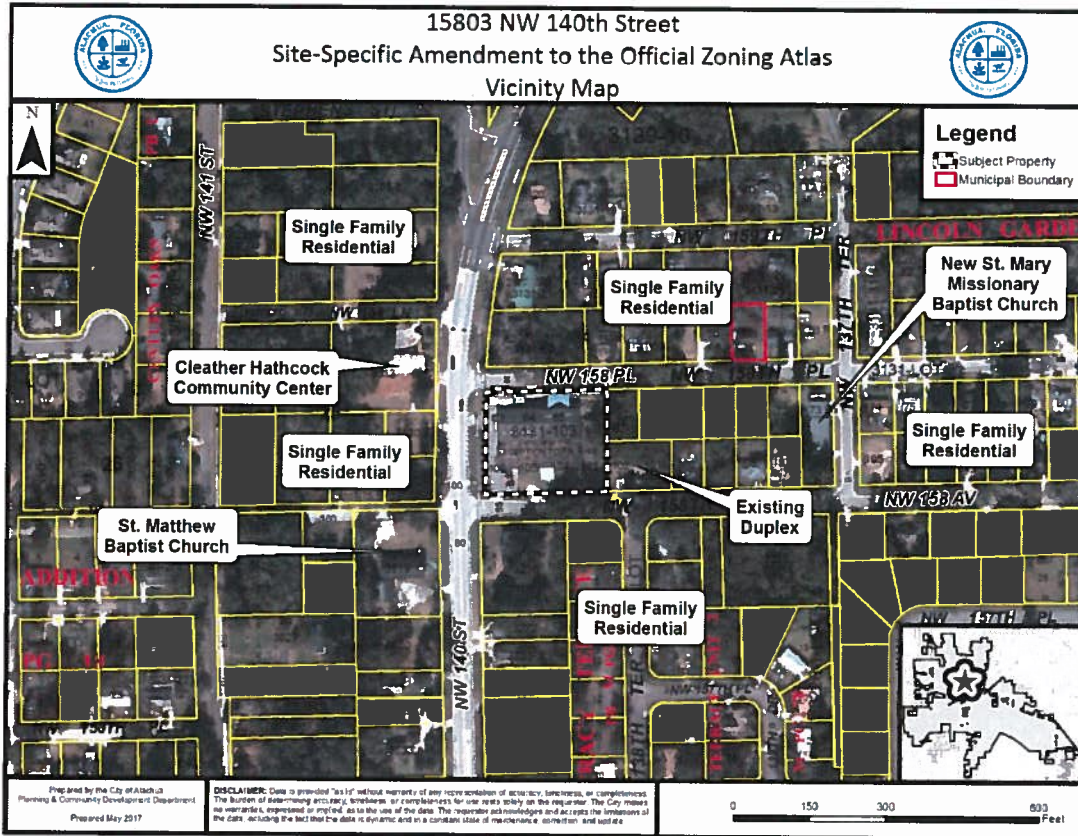
OVERLAY: N/A

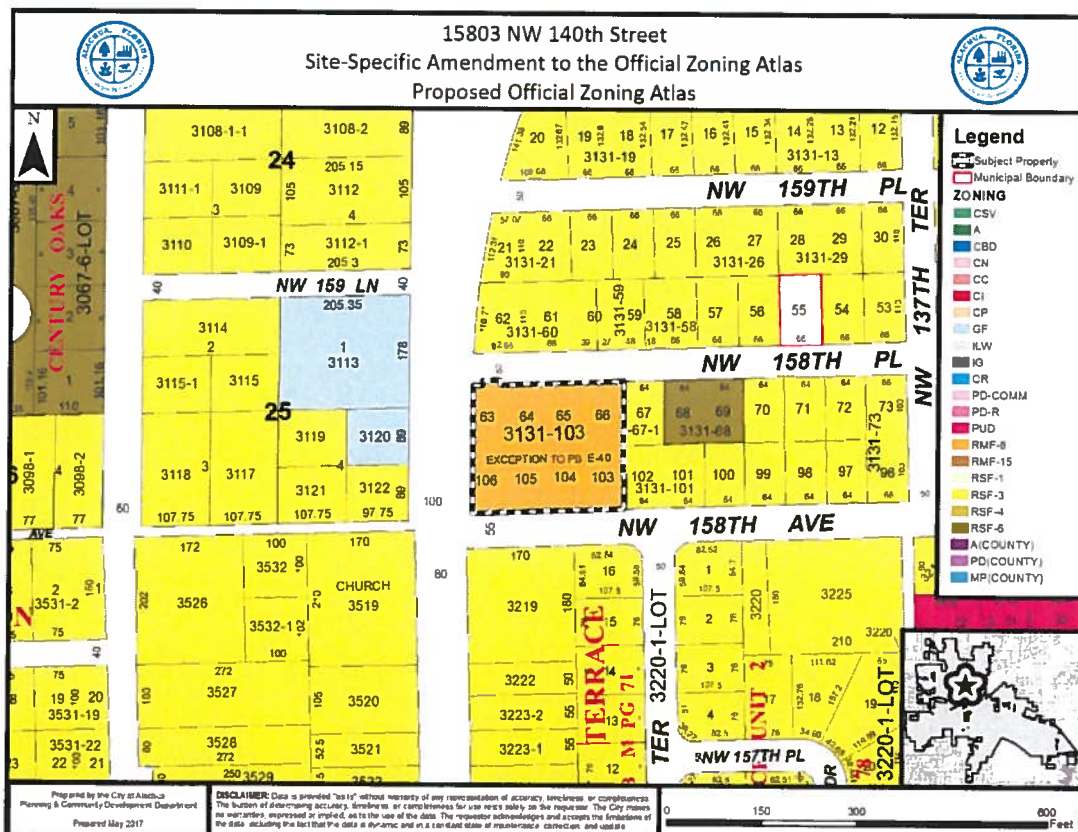
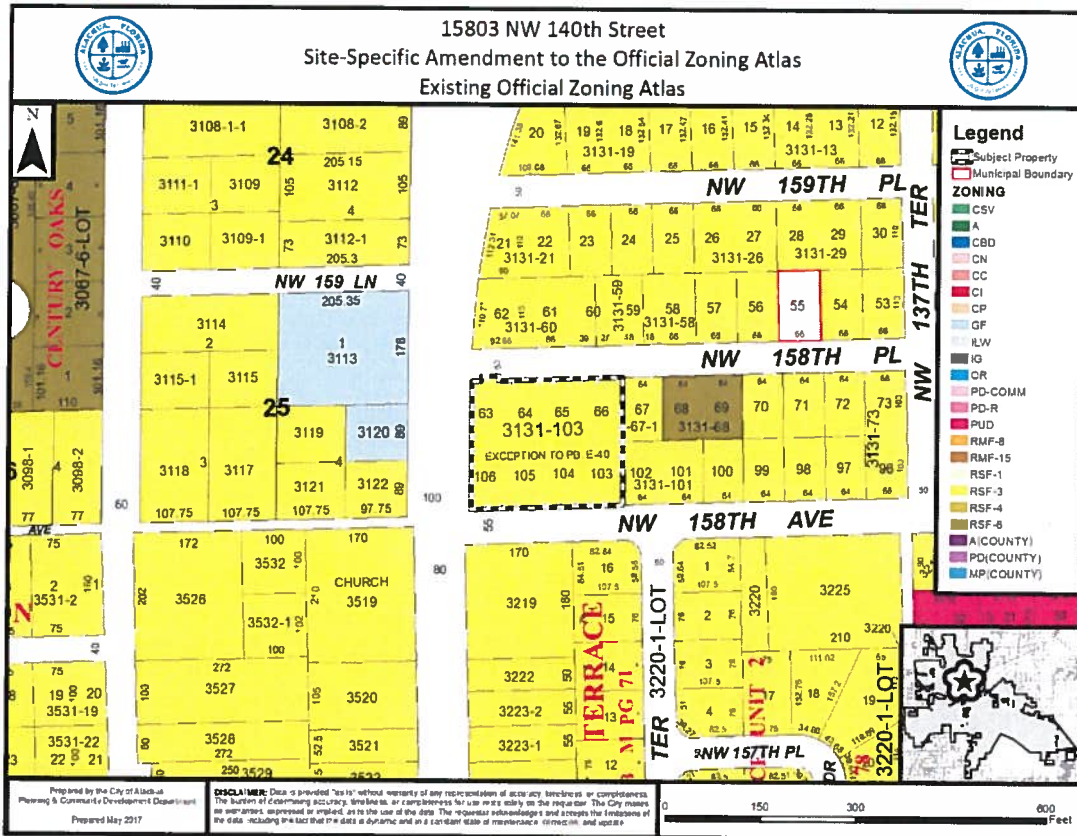
ACREAGE: ±1.2 acres

PARCELS: 03131-103-000

PROJECT SUMMARY: Site-Specific Amendment to the Official Zoning Atlas (Rezoning), to amend the zoning of the subject property from Residential Single Family – 3 (RSF-3) (3 units maximum) to Residential Multiple Family – 8 (RMF-8) (9 units maximum)

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 Thursday, June 8, 2017.**





Deficiencies to be Addressed

1. Comprehensive Plan Consistency Analysis

- a. The Concurrency Impact Analysis uses a standard from Chapter 64E-6, Florida Administrative Code, for the demand generated per unit for water and wastewater facilities (300 gallons per day). Policies 1.1.d and 4.1.c establish a demand of 250 gallons per day and 275 gallons per day for wastewater and water facilities, respectively. The Comprehensive Plan Consistency Analysis must be revised to calculate demand using the standards adopted within the City's Comprehensive Plan.

2. Concurrency Impact Analysis

- a. Section 2.4.14(H) of the City's LDRs states that for the purposes of making concurrency determinations, affected roadway facilities for proposed developments generating less than or equal to 1,000 external average daily trips (ADT), affected roadway segments are all those wholly or partially located within one-half mile of the development's ingress/egress, or to the nearest intersecting major street, whichever is greater. Comprehensive Plan Segment 3/4 and Segment 5 are within one-half mile of the developments ingress/egress, and are therefore affected roadway segments. Revise the Concurrency Impact Analysis to consider potential impacts to these roadway segments.

3. Miscellaneous

- a. The applicant has stated an intention to convert the existing industrial building for multi-family residential use. The review of this rezoning application, and any correspondence that has occurred between the City and the applicant, pertain only to land use/zoning matters. The applicant is encourage to seek the opinion(s) of professionals practicing in fields such as architecture, engineering, and/or construction to further assess the feasibility of such conversion.

**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 8, 2017.**

Development Review Team (DRT) Meeting

Project Name:

Meeting Date:

PLEASE PRINT CLEARLY

[illegible]

DEVELOPMENT REVIEW TEAM SUMMARY

PROJECT NAME: 15803 NW 140th Street

APPLICATION TYPE: Site-Specific Amendment to the Official Zoning Atlas (Rezoning)

APPLICANT/AGENT: Karl Kristoff

PROPERTY OWNER: Khanh Dinh

DRT MEETING DATE: May 30, 2017

DRT MEETING TYPE: Staff

FLUM DESIGNATION: Medium Density Residential (4 – 8 units/acre)

CURRENT ZONING: Residential Single Family – 3 (RSF-3)

PROPOSED ZONING: Residential Multiple Family – 8 (RMF-8)

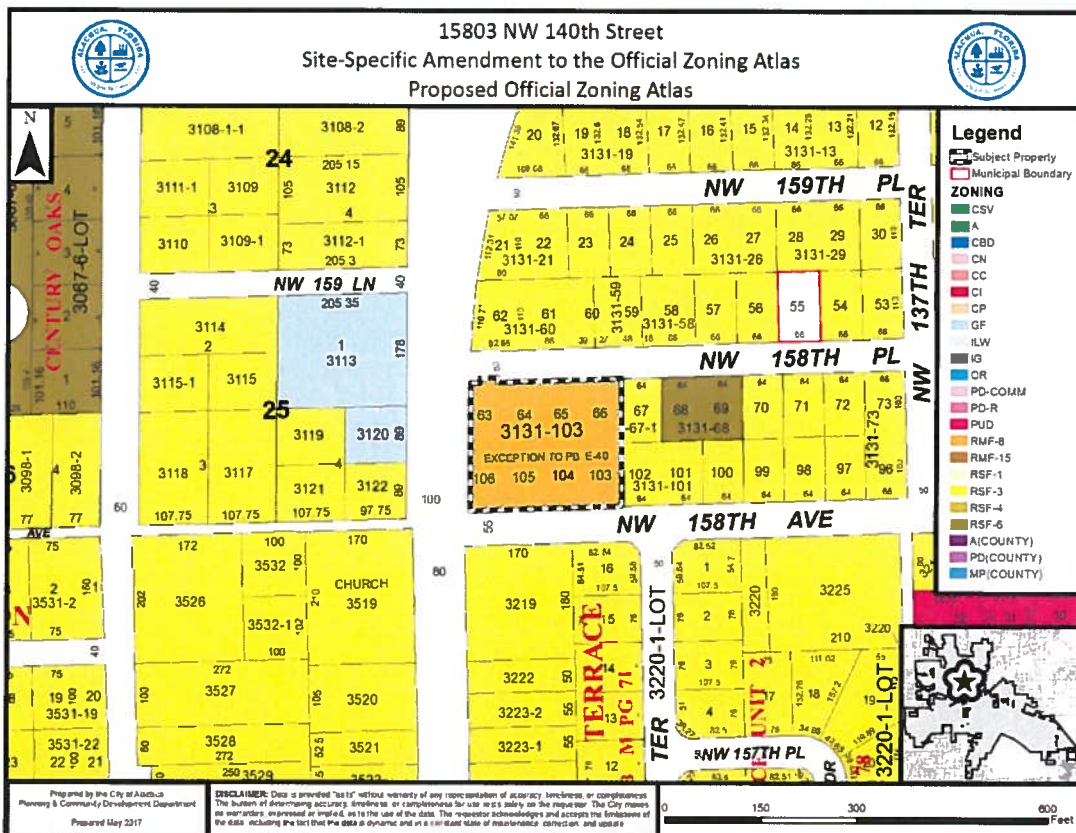
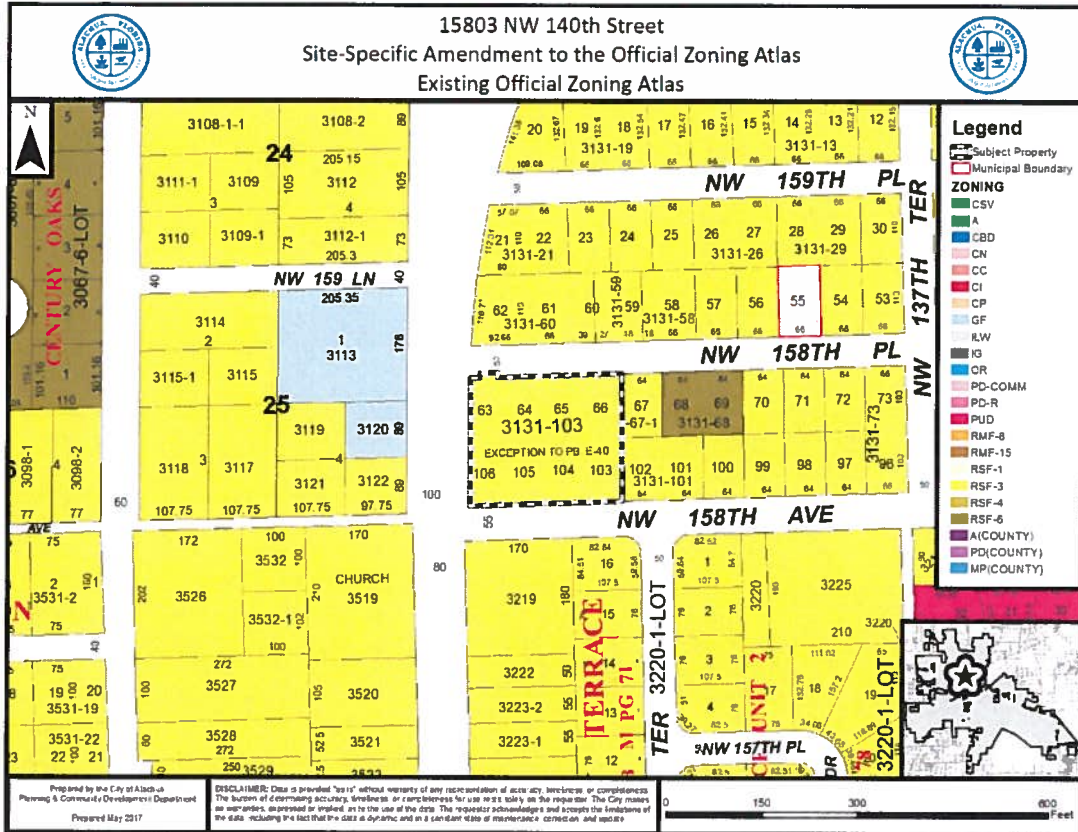
OVERLAY: N/A

ACREAGE: ±1.2 acres

PARCELS: 03131-103-000

PROJECT SUMMARY: Site-Specific Amendment to the Official Zoning Atlas (Rezoning), to amend the zoning of the subject property from Residential Single Family – 3 (RSF-3) (3 units maximum) to Residential Multiple Family – 8 (RMF-8) (9 units maximum)

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 Thursday, June 8, 2017.**



Deficiencies to be Addressed

1. Comprehensive Plan Consistency Analysis

- a. The Concurrency Impact Analysis uses a standard from Chapter 64E-6, Florida Administrative Code, for the demand generated per unit for water and wastewater facilities (300 gallons per day). Policies 1.1.d and 4.1.c establish a demand of 250 gallons per day and 275 gallons per day for wastewater and water facilities, respectively. The Comprehensive Plan Consistency Analysis must be revised to calculate demand using the standards adopted within the City's Comprehensive Plan.

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3. Miscellaneous

- a. The applicant has stated an intention to convert the existing industrial building for multi-family residential use. The review of this rezoning application, and any correspondence that has occurred between the City and the applicant, pertain only to land use/zoning matters. The applicant is encourage to seek the opinion(s) of professionals practicing in fields such as architecture, engineering, and/or construction to further assess the feasibility of such conversion.

**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 8, 2017.**

DRT Comments - 15803 NW 140th St. Rezoning

From : Justin Tabor <jtabor@cityofalachua.com>
Subject : DRT Comments - 15803 NW 140th St. Rezoning

Thu, May 25, 2017 03:30 PM

 1 attachment

To : Karl Kristoff <karlkristoff@gmail.com>

Cc : kdinh8 <kdinh8@aol.com>, kdinh <kdinh@aol.com>, Kathy Winburn
<kwinburn@cityofalachua.com>, Adam Boukari
<aboukari@cityofalachua.com>

Mr. Kristoff,

In advance of our meeting scheduled for Wednesday, May 31 at 11 AM, I have completed a review of the application materials submitted for the rezoning application for 15803 NW 140th Street. Upon completion of this review, there are only 3 fairly minor comments (see attachment). While the application has been provided to other members of the City's Development Review Team (DRT) for review/comment, I anticipate these to be the only comments to be issued by the City for the application.

Since the comments are fairly minor, and likely can be corrected without significant review/discussion between us, I wanted to see if you and Mr. Dinh would prefer to keep the DRT Meeting as scheduled, or if you would prefer to forgo the meeting. If you forgo the DRT Meeting, I am of course available to clarify any questions concerning the comments. In either case, a response to the DRT comments will be required by Thursday, June 8.

We will proceed as you prefer. Please advise at your earliest convenience.

Thank you.

Sincerely,

Justin Tabor, AICP
Principal Planner
City of Alachua
15100 NW 142nd Terrace | PO Box 9
Alachua, Florida 32616
386.418.6100 x 107 | fax: 386.418.6130
jtabor@cityofalachua.com

City Hall Hours of Operation

Monday - Thursday, 7:30 AM - 6:00 PM

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Concurrency Review - 15803 NW 140th St. Rezoning

From : Justin Tabor <jtabor@cityofalachua.com>
Subject : Concurrency Review - 15803 NW 140th St. Rezoning
To : Vicki McGrath <Vicki.McGrath@sbac.edu>
Cc : Gene Boles <geneboles@gmail.com>, Kathy Winburn
<kwinburn@cityofalachua.com>

Thu, May 25, 2017 02:36 PM

 1 attachment

Vicki,

The City has received an application to rezone the property located at 15803 NW 140th Street, Alachua, FL. The current zoning is RSF-3; the proposed zoning is RMF-8. The subject property is approximately 1.02 acres in size and is developed with a +/-22,000 square foot building which has historically been used for industrial purposes. Under the current zoning, a maximum of 3 single-family residential units could be placed on the property; the proposed zoning would permit 8 multi-family units.

The City requests SBAC review and respond to the attached Public School Student Generation Form.

If you have any questions or need any additional information, please feel free to contact me.


Sincerely,

Justin Tabor, AICP
Principal Planner
City of Alachua
15100 NW 142nd Terrace | PO Box 9
Alachua, Florida 32616
386.418.6100 x 107 | fax: 386.418.6130
jtabor@cityofalachua.com

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 **05_25_1714_29_11.pdf**
154 KB



City of Alachua

TRACI L. GRESHAM
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

INTER-OFFICE COMMUNICATION

Date: May 22, 2017
To: Development Review Team (DRT) Members
From: Justin Tabor, AICP, Principal Planner
Re: 15803 NW 140th Street (Tax Parcel # 03131-103-000) Rezoning

Development Review Team (DRT) Meetings are scheduled to discuss the following project:

15803 NW 140th Street (Tax Parcel # 03131-103-000) Rezoning

Application Materials are accessible via the X: Drive at: X:\Planning and Community Development\Planning Division\Development Applications\Rezoning\15803 140th St RZ\Submittals\2017_05_16

Please provide written comments concerning the application no later than:

Thursday, May 25, 2017

STAFF DRT MEETING:

Tuesday, May 30, 2017, @ 10:00 AM in the Planning Conference Room.

APPLICANT DRT MEETING:

Wednesday, May 31, 2017, @ 11:00 AM in the Planning Conference Room.

Received by:

Lynnette Hayos
Please sign and print name

5/22/17
Date

On behalf of:

City Manager, Asst City Manager, City Attorney



City of Alachua

TRACI L. GRESHAM
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

May 18, 2017

Also sent by electronic mail to karlkristoff@gmail.com

Karl Kristoff
919 NW 23rd Avenue
Gainesville, FL 32609

RE: Application Acceptance for Site-Specific Amendment to the Official Zoning Atlas (Rezoning)
Application: 15803 NW 140th Street

Dear Mr. Kristoff:

On May 16, 2017, the City of Alachua received your revised application for a Site-Specific Amendment to the Official Zoning Atlas (Rezoning), which proposes to amend the zoning of the subject property from Residential Single Family – 3 (RSF-3) to Residential Multiple Family – 8 (RMF-8) on a ±1.2 acre property, located at 15803 NW 140th Street and consisting of Tax Parcel Number 03131-103-000.

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 application is complete, conditional upon submission of certain materials by **Thursday, May 25, 2017**. Failure to address comments by this date may result in postponement of the Development Review Team (DRT) Meeting and delay any anticipated hearing date before the Planning & Zoning Board (PZB).

The comments below are based solely on a preliminary review of your application for completeness. Detailed comments will be provided at the DRT Meeting. City Staff will contact you to schedule the DRT Meeting.

Please address the following by **Thursday, May 25, 2017**:

1. **Rezoning Application, Section D.6.: Mailing Labels.**

Action Needed to Address Deficiency: Mailing labels of persons and organizations registered to receive public notice of all development applications not submitted. Submit three (3) sets of mailing labels for those persons and organizations registered to receive public notice of all development applications.

2. **Rezoning Application, Section D.8.: Public School Student Generation Form.**

Action Needed to Address Deficiency:

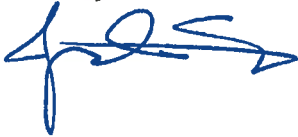
- a. Public School Student Generation Form, Section B.9.: The review type selected states "Comprehensive Plan Amendment, Small Scale" and "Rezoning". Only a Rezoning is proposed. Revise accordingly.

General Comments:

- For future submittals, please ensure color copies of materials are submitted each copy clearly depicts the intended information (maps do not clearly depict information presented, aerial image is unclear, etc.)
- For future submittals, please ensure all application materials are provided on a compact disc (CD) in PDF format.

If you have any questions regarding the information above, please contact me at 386-418-6100 x 107 or via e-mail at jtabor@cityofalachua.com.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Justin Tabor', with a stylized flourish at the end.

Justin Tabor, AICP
Principal Planner

c: Kathy Winburn, AICP, Planning & Community Development Director *(by electronic mail)*
Adam Hall, AICP, Planner *(by electronic mail)*
Project File

Re: Completeness Review - Rezoning Application - 15803 NW 140th Street

From : Justin Tabor <jtabor@cityofalachua.com>
Subject : Re: Completeness Review - Rezoning Application - 15803 NW 140th Street
To : Karl Kristoff <karlkristoff@gmail.com>
Cc : kdinh8 <kdinh8@aol.com>, kdinh <kdinh@aol.com>, Kathy Winburn <kwinburn@cityofalachua.com>

Tue, May 09, 2017 11:55 AM

Mr. Kristoff,

I am contacting you in reference to the completeness review comments for your rezoning application, as issued in a letter dated 4/6/2017. Please note, there is a requirement per our code to resubmit to address these comments within 45 days, or the application is considered withdrawn. This requirement means you must respond to the comments issued on 4/6/2017 no later than 5/18/2017 (the 45th day is actually Sunday, 5/21).

Please feel free to contact me if you have any questions or would like to further discuss any of the comments.

Sincerely,

Justin Tabor, AICP
Principal Planner
City of Alachua
15100 NW 142nd Terrace | PO Box 9
Alachua, Florida 32616
386.418.6100 x 107 | fax: 386.418.6130
jtabor@cityofalachua.com

City Hall Hours of Operation

Monday - Thursday, 7:30 AM - 6:00 PM

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

From: "Justin Tabor" <jtabor@cityofalachua.com>
To: "Karl Kristoff" <karlkristoff@gmail.com>
Cc: "kdinh8" <kdinh8@aol.com>, "kdinh" <kdinh@aol.com>
Sent: Thursday, April 6, 2017 10:45:11 AM
Subject: Completeness Review - Rezoning Application - 15803 NW 140th Street

Mr. Kristoff,

Please find attached a letter concerning the Completeness Review for the Rezoning Application received to amend the zoning designation of the property located at 15803 NW 140th Street from RSF-3 to RMF-8. The letter will also be sent to you by US Mail.

When resubmitting to address these comments, you will need to provide nine (9) sets of all materials and a CD with all materials in PDF format (as provided with the original submittal). The resubmittal will supplement the materials received at the time the application was originally submitted.

Please review this letter and contact me should you have any questions.

Sincerely,

Justin Tabor, AICP

Principal Planner

City of Alachua

15100 NW 142nd Terrace | PO Box 9

Alachua, Florida 32616

386.418.6100 x 107 | fax: 386.418.6130

jtabor@cityofalachua.com

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City of Alachua

TRACI L. GRESHAM
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

April 6, 2017

Also sent by electronic mail to karlkristoff@gmail.com

Karl Kristoff
919 NW 23rd Avenue
Gainesville, FL 32609

RE: Completeness Review of Site-Specific Amendment to the Official Zoning Atlas (Rezoning)
Application: 15803 NW 140th Street

Dear Mr. Kristoff:

On April 3, 2017, the City of Alachua received your application for a Site-Specific Amendment to the Official Zoning Atlas (Rezoning), which proposes to amend the zoning of the subject property from Residential Single Family – 3 (RSF-3) to Residential Multiple Family – 8 (RMF-8) ±1.2 acre property, located at 15803 NW 140th Street and consisting of Tax Parcel Number 03131-103-000.

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.

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, and the findings of the in-depth review will be discussed at a Development Review Team (DRT) Meeting. A DRT Meeting will be scheduled upon satisfaction of the application's completeness review deficiencies, as indicated below.

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

1. Authorized Agent Affidavit, Section C.

Action Needed to Address Deficiency: Correct Authorized Agent's mailing address.

2. Rezoning Application, Sections A.4., A.5.:

Action Needed to Address Deficiency:

- a. Application states Future Land Use Map (FLUM) Designation is RMF-8. Correct FLUM Designation is Medium Density Residential.
- b. Application states existing zoning is RMF-8. Existing zoning is Residential Single Family – 3 (RSF-3).

3. Rezoning Application, Sections B.1., B.2.:

Action Needed to Address Deficiency:

- a. Applicant is identified in Section B.1. as Owner. Mr. Kristoff is the agent for the property owner.
- b. Clarify that Mr. Kristoff is the applicant on first line of Section B.2.

4. Rezoning Application, Section D.1.: Statement of proposed change, including a map showing the proposed zoning change and zoning designations on surrounding property.

Action Needed to Address Deficiency:

- a. Statement of proposed change addresses proposed use of the property for apartments (multiple-family dwellings), but does not address the proposed zoning change from Residential Single Family – 3 (RSF-3) to Residential Multiple Family – 8 (RMF-8). Narrative must be revised to specifically describe the action proposed by this Rezoning Application.
- b. Statement of proposed changes does not include a map showing the proposed zoning change and zoning designations on surrounding property.

5. Rezoning Application, Section D.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.

Action Needed to Address Deficiency: Concurrency Impact Analysis must consider the potential impacts to all public facilities (potable water, sanitary sewer, transportation, solid waste, recreation, stormwater, and public schools) which would be generated by development of the property under the existing zoning (RSF-3) (3 units/acre x 1.2 acres = maximum 3 single-family residential dwellings) and the proposed zoning (RMF-8) (8 units/acre x 1.2 acres = maximum 9 multiple-family residential dwellings), and the net increase/decrease which would be created as a result of the proposed rezoning.

NOTE: A sample Concurrency Impact Analysis may be provided upon request.

6. Rezoning Application, Section D.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.)

Action Needed to Address Deficiency: Applicant must provide an Analysis of Consistency with the City of Alachua Comprehensive Plan, which identifies specific Goals, Objectives, and Policies of Comprehensive Plan Elements which support the proposed rezoning. Comprehensive Plan Consistency Analysis must describe in detail how the application complies with the each Goal, Objective, or Policy identified in the Analysis.

NOTE: A sample Comprehensive Plan Consistency Analysis may be provided upon request.

7. Rezoning Application, Section D.5.: Analysis of compliance with the Standards for Site Specific Amendments to the Official Zoning Atlas, as defined in Section 2.4.2 of the Land Development Regulations (LDRs)...

Action Needed to Address Deficiency: Analysis provided within application materials is incomplete. Analysis must provide a narrative of how the proposed rezoning complies with each of the standards provided in Section 2.4.2(E)(1)(a) – (k) of the City's LDRs, and as provided in Section D.5. of the Rezoning Application. The applicant should give special consideration to the following:

- Section 2.4.2(E)(1)(e): "*Incompatible with adjacent lands.* The uses permitted by the proposed amendment are not incompatible with existing land uses of adjacent lands and/or the uses permitted by the zone district classifications of adjacent lands." At a minimum, applicant's response should address compatibility of RSF-3 and RMF-8 zoning districts and the uses permitted within each zoning district.
- Section 2.4.2(E)(1)(g): "*Not deviate from pattern of development.* The uses permitted by the proposed amendment will not deviate from the development pattern (both established and as proposed by surrounding zone districts) of the area where the proposed amendment is located." At a minimum, applicant's response must address how the uses permitted in the RMF-8 zoning district would not deviate from the development pattern of the surrounding area.
- Section 2.4.2(E)(1)(i): "*Spot zoning.* The proposed amendment will not result in the creation of an isolated zone district unrelated to adjacent and surrounding zone districts (spot zoning)." At a minimum, applicant's response must address the relation of the proposed RMF-8 zoning district to the surrounding zoning districts, including RSF-3 and Governmental Facilities (GF).

NOTE: A sample Analysis of Compliance with Section 2.4.2(E) may be provided upon request.

8. Rezoning Application, Section D.6.: Mailing Labels.

Action Needed to Address Deficiency: Submit three (3) sets of mailing labels (actual labels, not a Xerox copy of the labels) for all property owners within 400 feet of the subject property and those registered to receive public notice of all development applications.

9. Rezoning Application, Section D.8.: Public School Student Generation Form.

Action Needed to Address Deficiency:

- a. Public School Student Generation Form, Section B.6.: Stated Future Land Use Map (FLUM) Designation is RMF-8. Correct FLUM Designation is Medium Density Residential.
- b. Public School Student Generation Form, Section B.7.: Clarify the stated zoning designation (RMF-8) is the designation proposed by this Rezoning application.
- c. Public School Student Generation Form, Section B.8.: Maximum number of dwellings permitted by proposed zoning designation is 9 multi-family residential units. Revise to clarify the maximum number.
- d. Public School Student Generation Form, Section B.9.: The review type selected includes Small Scale Comprehensive Plan Amendment and Rezoning.
- e. Public School Student Generation Form, Section B.10., Student Generation Calculations, Multi-Family Residential Development: Form does not calculate the number of student stations. Applicant must complete this section.
- f. Public School Student Generation Form, Signature Block: Form was not notarized. Applicant must provide a notarized Form.

10. Rezoning Application, Section D.9.: Legal description with tax parcel number

Action Needed to Address Deficiency: Legal description provided in application materials appears to be a short-hand version from the Alachua County Property Appraiser's web site. Applicant must provide a full/detailed legal description of the property.

11. Rezoning Application, Section D.10.: Proof of Ownership.

Action Needed to Address Deficiency: Applicant has not provided proof of ownership. Provide warranty deed, as recorded in the Official Records of Alachua County, Book 4321, Page 442.

12. Rezoning Application, Section D.11.: Proof of payment of taxes.

Action Needed to Address Deficiency: Applicant has not provided an official record showing current property taxes have been paid. Provide a copy of property tax record showing all property taxes paid. This may be a copy of the tax roll details for 2016 from the Alachua County Tax Collector's web site (www.alachua.county-taxes.com).

If you have any questions regarding the information above, please contact me at 386-418-6100 x 107 or via e-mail at jtabor@cityofalachua.com.

Sincerely,



Justin Tabor, AICP
Principal Planner

c: Kathy Winburn, AICP, Planning & Community Development Director
Adam Hall, AICP, Planner
Project File