

April 21, 2017

Legal Description

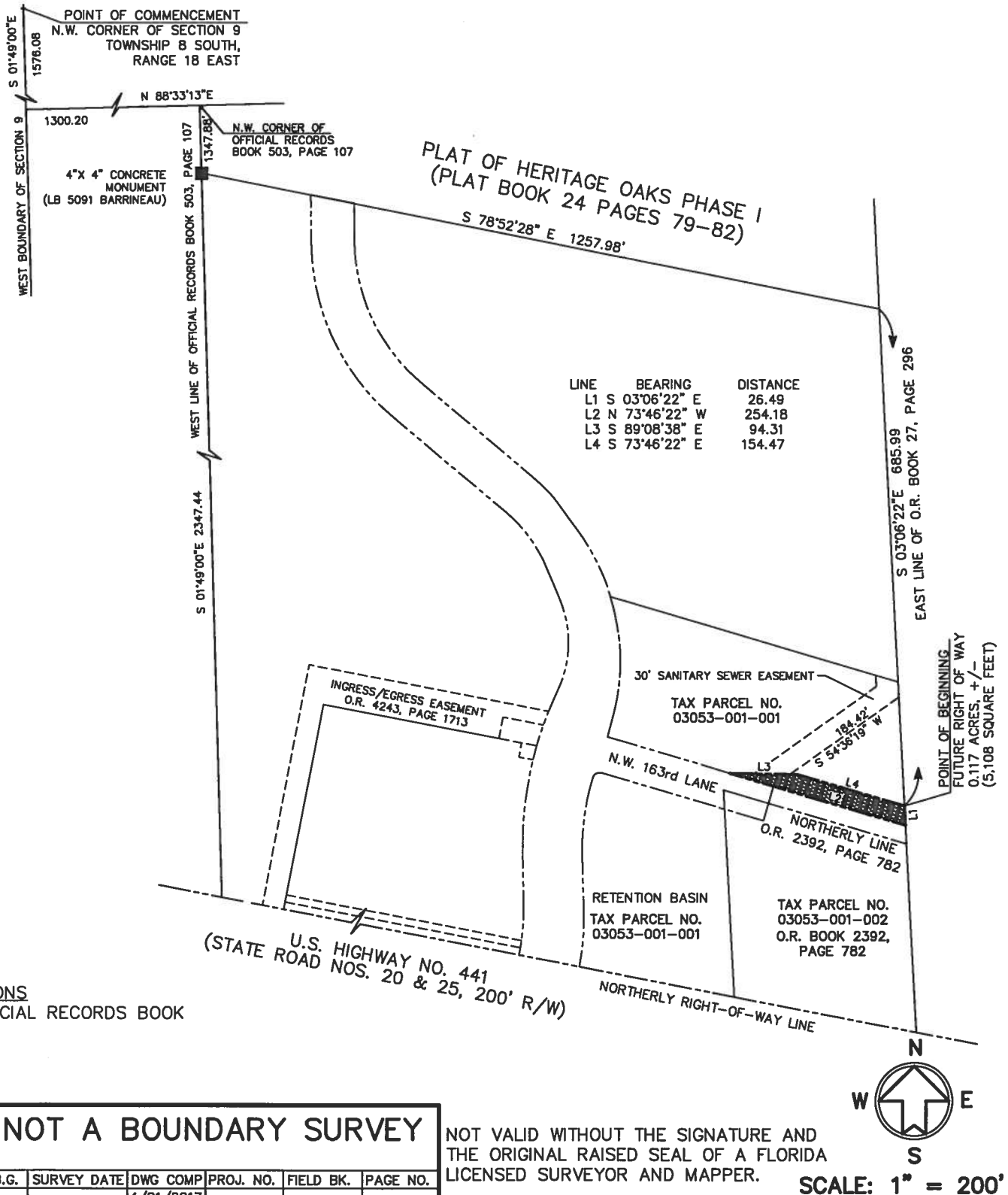
For: Hipp Investments, LLC
Future 163rd Lane R/W

A portion of Fractional Section 9, Township 8 South, Range 18 East, City of Alachua, Alachua County, Florida; being more particularly described as follows:

Commence at the Northwest corner of Fractional Section 9, Township 8 South, Range 18 East, Alachua County, Florida and run thence South 01°49'00" East, along the west boundary of said Section, 1576.08 feet; thence North 88°33'13" East, 1300.20 feet to the Northwest corner of that certain tract of land as described in Official Records Book 503, page 107 of the Public Records of Alachua County, Florida; thence South 01°49'00" East, along the west line of said certain tract of land, 1347.88 feet to a 4" X 4" concrete monument (stamped "LB 5091 BARRINEAU") as depicted on 'Heritage Oaks Phase I', a subdivision as per plat thereof, recorded in Plat Book 24, page 79 of said Public Records; thence South 78°52'28" East, along the south boundary of said Heritage Oaks Phase I, a distance of 1257.98 feet to the southeast corner of said Heritage Oaks Phase I and to a point on the east line of that certain tract of land as described in Official Records Book 27, page 296 of said Public Records; thence South 03°06'22" East, along said east line, 685.99 feet to the Point of Beginning; thence continue South 03°06'22" East, along said east line, 26.49 feet; thence North 73°46'22" West, 254.18 feet; thence South 89°08'38" East, 94.31 feet; thence South 73°46'22" East, 154.47 feet to the Point of Beginning.

Containing 0.117 Acres (5,108 Square Feet), more or less.

J:\Bub\Alachua Gateway (Public)\NW163LaneR/W.docx



| DRN. | B.G. | CHKD. B.G. | SURVEY DATE | DWG COMP | PROJ. NO. | FIELD BK. | PAGE NO. |
|------|------|------------|-------------|----------|-----------|-----------|----------|
| | | | 4/21/2017 | | | | |

LEGAL DESCRIPTION SKETCH OF

A PORTION OF FRACTIONAL SECTION 9
TOWNSHIP 8 SOUTH, RANGE 18 EAST

ALACHUA COUNTY, FLORIDA

SANITARY SEWER EASEMENT

FOR: HIPPI INVESTMENTS, LLC

THIS SKETCH OF LEGAL DESCRIPTION MEETS THE STANDARDS OF PRACTICE
AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND
MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO
SECTION 472.027 (2016), FLORIDA STATUTES.

BY: ROBERT W. GRAVER P.S.M. 4239

Corporate Authorization
No. LB 2389



eda engineers-surveyors-planners, inc.

LB 2389
2404 N.W. 43rd ST, GAINESVILLE, FLORIDA 32606-6602
TEL. (352) 373-3541 FAX. (352) 373-7249
E-MAIL: mail@edafll.com

April 22, 2017

Legal Description

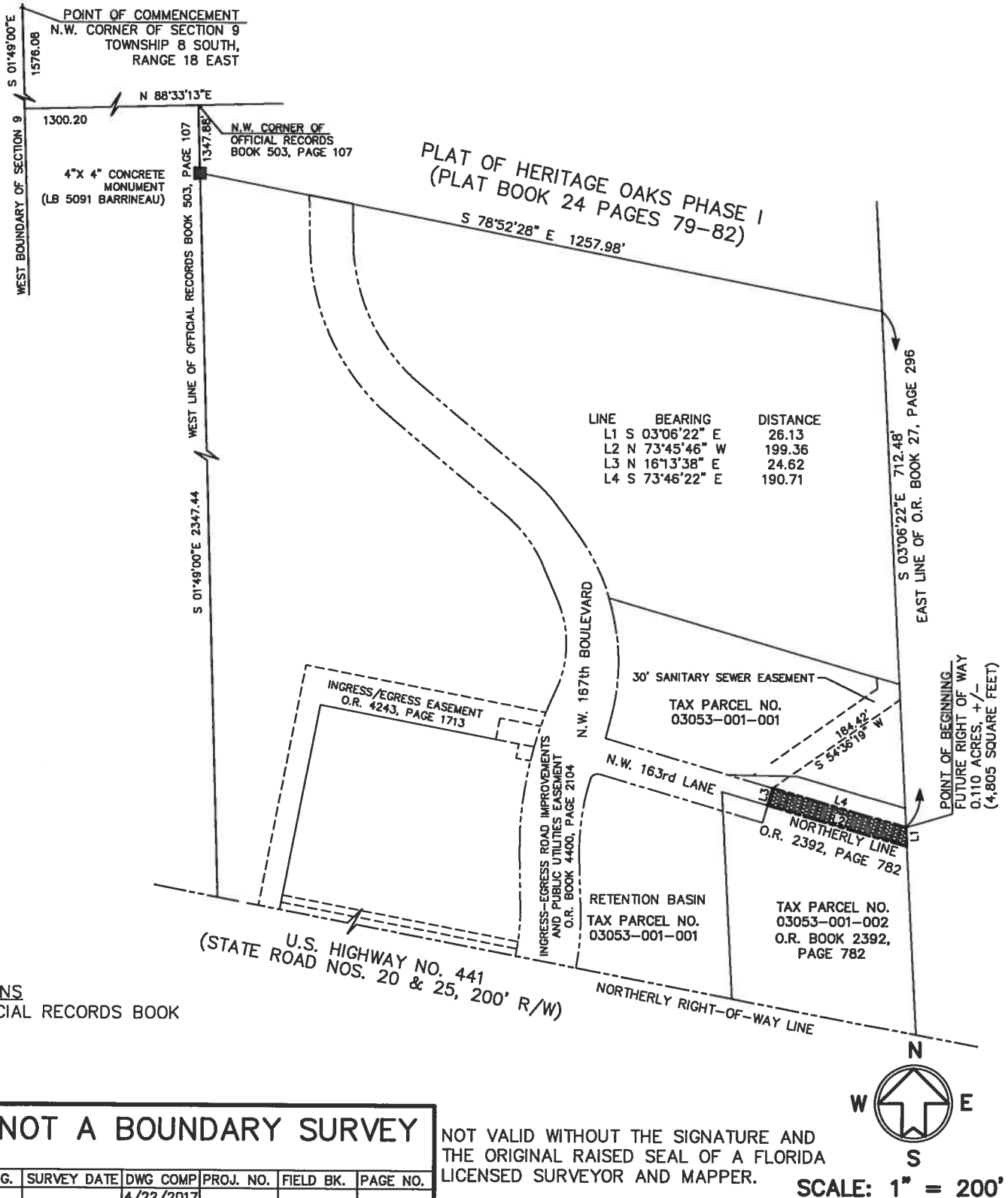
For: Hipp Investments, LLC

Future 163rd Lane Additional R/W

A portion of Fractional Section 9, Township 8 South, Range 18 East, City of Alachua, Alachua County, Florida; being more particularly described as follows:

Commence at the Northwest corner of Fractional Section 9, Township 8 South, Range 18 East, Alachua County, Florida and run thence South 01°49'00" East, along the west boundary of said Section, 1576.08 feet; thence North 88°33'13" East, 1300.20 feet to the Northwest corner of that certain tract of land as described in Official Records Book 503, page 107 of the Public Records of Alachua County, Florida; thence South 01°49'00" East, along the west line of said certain tract of land, 1347.88 feet to a 4" X 4" concrete monument (stamped "LB 5091 BARRINEAU") as depicted on 'Heritage Oaks Phase I', a subdivision as per plat thereof, recorded in Plat Book 24, page 79 of said Public Records; thence South 78°52'28" East, along the south boundary of said Heritage Oaks Phase I, a distance of 1257.98 feet to the southeast corner of said Heritage Oaks Phase I and to a point on the east line of that certain tract of land as described in Official Records Book 27, page 296 of said Public Records; thence South 03°06'22" East, along said east line, 712.48 feet to the Point of Beginning; thence continue South 03°06'22" East, along said east line, 26.13 feet to the northeast corner of that certain parcel of land described in Official Records book 2392, page 782 of said Public Records; thence North 73°45'46" West, along the north line of said certain parcel of land, 199.36 feet to a point on the easterly line of N.W. 163rd Lane as described in the Amendment to Ingress-Egress Road Improvements and Public Utilities Easement Agreement recorded in Official Records Book 4400, page 2104 of Said Public Records; thence North 16°13'38" East, along said easterly line of N.W. 163rd Lane, a distance of 24.62 feet; thence South 73°46'22" East, 190.71 feet to the Point of Beginning.

Containing 0.110 Acres (4,805 Square Feet), more or less.



| DRN. | B.G. | CHKD. B.G. | SURVEY DATE | DWG COMP | PROJ. NO. | FIELD BK. | PAGE NO. |
|------|------|------------|-------------|----------|-----------|-----------|----------|
| | | | 4/22/2017 | | | | |

LEGAL DESCRIPTION SKETCH OF

A PORTION OF FRACTIONAL SECTION 9

TOWNSHIP 8 SOUTH, RANGE 18 EAST

ALACHUA COUNTY, FLORIDA

SANITARY SEWER EASEMENT

FOR: HIPP INVESTMENTS, LLC

THIS SKETCH OF LEGAL DESCRIPTION MEETS THE STANDARDS OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027 (2016), FLORIDA STATUTES.

BY: ROBERT W. GRAVER P.S.M. 4239

Corporate Authorization
No. LB 2389

eda 40 years

eda engineers-surveyors-planners, inc.

LB 2389
2404 N.W. 43rd ST, GAINESVILLE, FLORIDA 32606-6602
TEL. (352) 373-3541 FAX. (352) 373-7249
E-MAIL: mail@edafi.com



City of Alachua

TRACI L. GRESHAM
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

July 25, 2017

Also sent by electronic mail to harry@newkirk-engineering.com

Harry Newkirk, P.E.
President
Newkirk Engineering, Inc
1370 North US 1
Suite 204
Ormond Beach, FL 32714

**RE: Scheduling of Public Hearing for:
Vystar Credit Union (Site Plan)**

Dear Mr Newkirk:

On July 13, 2017 the City of Alachua received your updated application for the approval of a Site Plan for the development located at 16181 NW US Highway 441 (Tax Parcel 03053-001-004), consisting of a ±4,000 square foot financial institution and all associated drainage, paving, grading, and utility infrastructure improvements.

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 8 business days prior to the PZB Meeting at which your application is scheduled to be heard*. The application has been scheduled for the August 8, 2017 Planning and Zoning Board meeting; therefore, the above referenced materials must be submitted to the City no later than ***Thursday, July 27, 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
File



City of Alachua

TRACI L. GRESHAM
CITY MANAGER

RODOLFO VALLADARES, P.E.
PUBLIC SERVICES DIRECTOR

INTER-OFFICE COMMUNICATION

DATE: July 20th, 2017

TO: Kathy Winburn, AICP
Planning & Community Development Director

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

RE: Vystar Credit Union Site Plans – Resubmittal Plans

Public Services have reviewed the Vystar Credit Union Site Plans and offer the following comments. Review was specific to the Public Services Utilities.

| NO. | COMMENTS |
|-----|---|
| 1. | <u>Wastewater:</u> Utility Plan - sheet 12. Cleanout and collar shall be installed at the edge of P.U.F. [Approved as Noted] |
| 2. | <u>Distribution/Collections:</u> Details shall be in accordance with City of Alachua standards. Reference <i>City of Alachua Requirements for Design and Construction for Potable Water, Reclaimed Water and Wastewater</i> . Requirements and details may be found on City website. Utility Plan - sheet 12; polyethylene pipe is not acceptable within City maintenance area. Utility Plan - sheet 12; details shall be in accordance with City details. Standard Utility Detail - sheet 14; copper wire shall be used to locate main. Extend copper wire 18-inches minimum above grade at valve box. Standard Utility Detail - sheet 14; details shall be in accordance with City details. [Revise and Resubmit] <u>Sheet 12; General Note #8.</u> <ul style="list-style-type: none">Water service from ¼ inch to 2 inch, shall be PVC and not Polyethylene.Tracer wire required on all water main lines. [Approved as Noted] <u>Response:</u> Note #8 revised to PVC and added Note #10 for tracer wire required on all water main lines. <u>Comment:</u> [Approved] |

| NO. | COMMENTS |
|-----|---|
| 3. | <p><u>Water:</u> Submit for approval fire flow requirement for the proposed facility. Attached is the Fire Flow Assessment Report Request Form; the associated fee of \$476.75. [Submit] Fire flow requirement for the proposed facility has been defined as 1,750 gpm @ 2hrs. Submit the attached <i>Fire Flow Assessment Report Request Form</i>. The cost associated with the assessment is \$476.75. [Submit]</p> <p><u>Response:</u> The required fire flow is 1,750 gpm @ 2 hours. The fire flow reductions credit for fire sprinkler system is 75% or 1,313 gpm. With fire sprinkler system, the required fire flow is 1,000 gpm @ 2 hours. A fire See attached Fire Flow Assessment Report Forms and check for \$476.75</p> <p><u>Comment:</u> Fire Flow Analysis indicates that the current minimum fire flow capacity within the project area is approximately 660 gpm for a duration of 2 hours.</p> <p>While the purpose of identifying the assessed fire flow capacity is not intended to stifle Engineer's design innovation and ingenuity, Engineer shall provide a design in accordance with standards and codes that facilitates the fire flow capacity available within their design. Engineer is ultimately responsible for their design.</p> <p>Note: the City of Alachua is aware of the existing water distribution performance and is currently in design of a project that will increase the fire flow capacity. The construction schedule for this project is projected to be completed within the next fiscal year.</p> |
| 4. | <p><u>Electric:</u> Submit for review and approval load calculations. [Revise and Resubmit]</p> <p>Resubmittal: [Approved]</p> |
| 5. | <p><u>Electric:</u> Electric connection point is incorrect. Conduit should go north out of transformer approximately 110 feet and then east to City of Alachua connection point. Coordinate with City of Alachua Electric/Public Services. [Revise and Resubmit]</p> <p>Resubmittal: [Approved]</p> |
| 6. | <p><u>Electric:</u> All primary conduits shall be 48 inches cover minimum. [Revise and Resubmit]</p> <p>Resubmittal: [Approved]</p> |
| 7. | <p><u>Electric; Sheet 12</u> Drawing annotation calls to install 4 inch PVC schedule 40 conduits". Revise sheet to annotate: "install two (2) 4 inch schedule 40 PVC conduits". [Approved as Noted]</p> <p><u>Response:</u> Note revised per comment. <u>Comment:</u> [Approved]</p> |
| 8. | <p><u>General Note:</u> Illustrate PUF on drawings and plans; i.e. electric primary installation and other utilities.</p> |

| NO. | COMMENTS |
|-----------------|---|
| | <p>[Submit]</p> <p><u>Response:</u> Two (2) public utility easements have been added to the plans. See revised utility plan and easement sketch and legal descriptions.</p> <p><u>Comment:</u> [Approved]</p> |
| 9. | <p><u>General Note:</u> Existing US Hwy 441 gravity main size is 8-inches. [No Response Required.]</p> <p><u>General Note:</u> City reiterates existing gravity main along US Hwy 441 is 8-inches. Sheet 12 annotates "<i>connect to existing 10" PVC sanitary main with 10'X6" wye</i>". [No Response Required.]</p> |
| END OF COMMENTS | |

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

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



City of Alachua

TRACI L. GRESHAM
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

February 1, 2017

Harry Newkirk, P.E.
President
Newkirk Engineering, Inc
1370 North US 1
Suite 204
Ormond Beach, FL 32714

Also submitted electronically to harry@newkirk-engineering.com

RE: Development Review Team (DRT) Summary for:
Vystar Credit Union (Site Plan)

Dear Mr Newkirk:

On December 30, 2016 the City of Alachua received your revised application for the approval of a Site Plan for the development located at 16181 NW US Highway 441 (Tax Parcel 03053-001-004), consisting of a ±4,000 square foot financial institution and all associated drainage, paving, grading, and utility infrastructure improvements. A meeting was held on January 31, 2017 to discuss these items.

The application has 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). Please address all insufficiencies outlined below in writing and provide an indication as to how they have been addressed by **5:00 PM on Tuesday, February 7, 2017**. A total of four (4) 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. Submission of an incomplete package may delay your tentative hearing at the Planning and Zoning Board. Upon receipt of your revised application, Staff will notify you of any remaining insufficiencies which must be resolved, if any, before the item 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. You must provide 13 *double-sided, three-hole punched sets* of each application package and a CD containing a PDF of all application materials *no later than 10 business days prior to the PZB Meeting at which your application is scheduled to be heard*.

Please address the following insufficiencies:

Deficiencies to be Addressed

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

A. Comprehensive Plan Consistency

1. No comments

B. Concurrency Impact Analysis

1. Concurrency Impact traffic analysis must include:
 - a. Comprehensive Plan Segment Number 2 (I-75 from US 441 to southern City Limit of Alachua), CR235A North (NW 173rd St), and CR235A South (NW 173rd St) must be included in analysis as they are located within ½ mile of the subject property by travel distance [Section 2.4.14)H)(2)].
 - b. Residual capacities for all impacted Segments with proposed trips included
2. Residual capacities for potable water with proposed demand included
3. Residual capacity for sanitary sewer with proposed demand included

C. Development Standards

1. Section 6.1 – Off-street parking and loading standards
 - a. Please clarify on Sheet 3 that an administrative adjustment was requested per Section 6.1.4(B)(5)(b).
 - b. Information still outstanding for administrative adjustment. Please reference letter sent by City on November 14, 2016. Specifically, “the information submitted must provide the number of customers, employees, and vehicles in parking lot for the peak hour **each day over a two week period** for at least three branches, along with an **explanation** of how that data supports the request for 150% of the minimum number of parking spaces. The information must also **include the peak hour** for each day over this two week period (e.g., Monday 1PM – 2PM; Tuesday, 12PM – 1PM, etc)”. [Emphasis added]. The information submitted on December 30, 2016 does not include data for each day over a two week period, does not include an explanation of how the data supports the request, and does not include the peak hour for each day over the two week period.
2. Section 6.2- Tree protection/landscape/xeriscape standards
 - a. Generally, the plans do not indicate how the tree preservation credits will be used. Tree preservation credits can be used towards site landscaping requirements, perimeter buffering, and interior and perimeter landscaping for parking areas. The credits cannot be used towards tree mitigation. The landscaping plans should show the required number of trees for each landscaped area and how many tree preservation credits will be applied to that required area. Landscaping plan should indicate which trees are being counted towards meeting the required mitigation amounts.
 - b. Parking lot area calculated at 36,075 square feet, which would require a total of 18 canopy trees for interior parking lot landscape as required in Section 6.2.2(D)(2)(iii)(a). Additionally, the total number of shrubs required would then be 180 as required in Section 6.2.2(D)(2)(iii)(b). Please updated interior landscaping calculations.
 - c. An additional 4 canopy trees and 7 understory trees are required on arterial street buffer [Section 6.2.3(7)].

- d. Landscape Plans indicate western landscape buffer is met with continuous evergreen hedge. This hedge is not shown on plans. Please address.
- 3. Section 6.3- Fencing Standards
 - a. Clarify material and color being used for proposed fencing (Site Plan Sheet 11). Per Section 6.3.4, fencing must be wood, stone, brick, wrought iron or a product that resembles these materials.
- 4. Section 6.4- Exterior lighting Standards
 - a. Maximum illumination levels exceeded [Section 6.4.4(C)]. Please address.
 - i. Several locations in parking lot exceed 5 footcandle
 - ii. Building entrance exceeds 10 footcandle
 - b. Full cutoff lenses or hoods are required [LDR Section 6.4.4 (F)]. Please confirm if fixtures have cutoff lenses or hoods.
- 5. Section 6.5- Signage
 - a. Signage is reviewed by separate permit. However, staff did note that the proposed monument sign appears to be located within 10 feet of electric infrastructure, which does not conform to the City's Land Development Regulations.
- 6. Section 6.8- Design Standards for Business Uses
 - a. Section 6.8.2 (A)(2)(a)(i)a requires a minimum of 20% glazing when a façade faces a street or when it faces a publicly accessible parking area that consists of 15% or more of the minimum off-street parking requirement. The minimum off-street parking requirement is 20 spaces for this project so the glazing minimum of 20% would apply to those facades that are street facing or have 3 or more parking spaces facing that façade. Both the right and left elevations as noted in the architectural plans have 4 parking spaces each on their respective façade sides. Therefore, the minimum glazing requirement is 20% for both the right and left façade.
 - b. Section 6.8.2 (A)(4) requires a safe and convenient connection from the off-site sidewalk system located in the right-of-way to the primary entrance of the building. Proposed connection to sidewalk system does not appear to provide safe and convenient access to sidewalk located in right-of-way.

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

- 1. No comments (email attached to this letter).
- 2. The applicant must address the comments provided by A. J. "Jay" Brown, Jr., PE of JBrown Professional Group, Inc in a letter received by the City on January 18, 2017 (attached to this letter).
- 3. The applicant must comply with all comments provided by the Public Services Department in a memo dated January 18, 2017 (attached to this letter).

E. Miscellaneous/General Issues

- 1. Plans must include full size sets of full color architectural and photometric plans.

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

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

RE: Vystar Credit Union Site Plan Application Request for Review and Comments

From : Brian Green
<bgreen@AlachuaCounty.US>

Wed, Jan 18, 2017 09:35 AM

 Vystar Credit Union

Subject : RE: Vystar Credit Union Site
Plan Application Request for
Review and Comments

To : Adam Hall
<ad_hall@cityofalachua.org>

Adam,

I had no comments for this site.

Brian Green

From: Adam Hall [mailto:ad_hall@cityofalachua.org]

Sent: Wednesday, January 18, 2017 8:17 AM

To: Brian Green

Subject: Fwd: Vystar Credit Union Site Plan Application Request for Review and Comments

Brian,

Did you happen to have any comments regarding this Site Plan application? We had discussed this briefly last week when you had sent over the comments on the other site plan, Farm Bureau Insurance.

Both DRTs are actually scheduled for today at 4, if you had wished to attend to discuss your comments.

Adam Hall
City of Alachua

From: "Adam Hall" <ad_hall@cityofalachua.org>

To: "William P. Whitelock" <wi_whitelock@cityofalachua.org>, "Brian Green"

<bgreen@alachuacounty.us>

Sent: Wednesday, January 11, 2017 3:55:32 PM

Subject: Vystar Credit Union Site Plan Application Request for Review and Comments

Brian and Bill,

Please find a link to an electronic version of plans for the Vystar Credit Union site plan application here: <http://cloud.cityofalachua.org/index.php/s/nWlae83R21w5cBY>.

Please submit any comments by **Wednesday, January 18, 2017** at 5 PM. The Staff DRT is scheduled for **Thursday, January 19, 2017** at 4 PM. The applicant DRT is scheduled for **Tuesday, January 24, 2017** at 10 AM.

Bill, the application can also be found on our shared drive at: X:\Planning and Community Development\Planning Division\Development Applications\Site Plans\Vystar Credit Union\Submittals\October 12, 2016.

If you have any questions or need more information, please let me know.

Thank you,

--

Adam Hall, AICP | Planner | Office of Planning and Community Development
City of Alachua | ahall@cityofalachua.com | Phone: 386.418.6121 | Direct: 386.418.6125



JBrown Professional Group

CIVIL ENGINEERING • LAND SURVEYING • PLANNING

3530 NW 43rd Street • Gainesville, FL 32606 • 352.375.8999 • JBProGroup.com

January 18, 2017

Mr. Adam Hall, AICP
Planner
City of Alachua
Planning & Community Development
P.O. Box 9
Alachua, FL 32616-0009

Re: Vystar Credit Union
Civil Engineering Review

Dear Mr. Hall:

As you requested I have reviewed the signed & sealed design drawings provided to us for the above referenced project, prepared by Newkirk Engineering, and dated June 2016. I have reviewed the design from an engineering standpoint to provide the City of Alachua an independent civil engineering review. My review comments of the design are provided below.

General

1. The design drawings are very well prepared and thorough. My comments are relatively minor and should be straightforward for the engineer of record (EOR) to address.

Sht. 6

1. I am not familiar with using river rock imbedded in the concrete sidewalk as an ADA detectable warning surface. The ADA detectable warning surface has specific requirements for the spacing, height and size of truncated domes. I am sure the river rock treatment would not meet those requirements. Since flush sidewalk is specified at the parking spaces in front of the building, ADA detectable warning surface may be required along that entire frontage. Bollards are provided in a tight spacing but will not prevent pedestrian access onto and off of the sidewalk into the parking area. The EOR should determine whether or not the river rock treatment is ADA compliant and satisfies the accessibility requirements for alerting people with visual impairment of the transition from sidewalk to parking. I recommend at a minimum that ADA compliant truncated dome mats or pavers be provided at the connection to the sidewalk in front of the 29 ft. width at the 2 disabled parking spaces.
2. Is a 12' wide dumpster pad area wide enough? Most site designs we are involved with currently require at least 20 ft. wide pad areas to accommodate 2 dumpsters or recycling containers along with a single dumpster.

Sht. 7

1. The pipe slope between I-3 and I-4 should be 0.38%.
2. Revise detail of CS-01 accordingly based on Sht. 8 comments.

Sht. 8

1. Provide FDOT label and detailing for curb cut ramps along the 2 east driveways connections. It may be appropriate to provide blowup details of the 2 connections to detail the curbing, grading, and curb cut ramp connections.
2. Suggest labeling where spillout Type F C & G occur onsite.
3. Is the bottom of Basin DA-3 supposed to be flat at Elev. 92.0, with a small sump at 91.0 on the south end, or does the bottom slope from the north end at 92 to the south end at 91? If it is intended to be flat, a 92 contour line added just north of the 91 contour would clarify that.
4. No treatment is shown for the existing storm inlet located in the middle of the northwest driveway connection. If it is intended that that inlet should remain and be adjusted, then denote it as such. Also the grading is shown such that the parking lot to the north will discharge into the site at that location. Has the additional runoff into the site from the north been accounted for in the drainage calculations? Consideration should be given to providing a slightly higher elevation at the R/W line to prevent the Publix runoff from entering the site and entering Basin DA-4. Provide additional detailing and grading as appropriate.
5. It may be helpful to add an additional 104 contour on the east side of Basin DA-4 to show the proposed berm at Elevation 104 on the east side of the basin.
6. Outfall structure CS-01 may need to be shifted southward. The outfall pipe heading SE is exposed when it exits the structure. Either provide revised grading to design adequate fill over the pipe or shift the structure location.
7. The 15" endwall structure SE of CS-01 is designed with an invert elevation of 101.50, yet the natural grade at that location is approximately 102.75 which creates the outfall 1.25' below grade. This will cause the discharge system to back up. It should be designed to be free flowing. Perhaps the endwall can be moved to the north somewhat and the discharge directed more easterly toward the 101 contour near the monument sign. A minor swale would need to be shown within that area. This may be more desirable than trying to cross the underground utilities located near the R/W line. Please adjust the discharge design appropriately with revised grading depicted for the proper discharge.
8. I am not sure why a stormwater manhole is located in the very SE of the site near the southeastern most curb cut ramp. My guess is that stormwater manhole was provided as a connection for this site to a downstream stormwater system. Does the EOR have any previous design or record drawings of the Publix development that depict this manhole and the intent of it being placed there? Would this manhole provide a good location for an emergency overflow connection from Basin DA-3?

Sht. 9

1. In Section A the pavement slopes most likely are not correct as they vary according to the grading plan. Suggest removing the specific slope callouts to avoid conflict.
2. In Section B, please confirm if the Basin bottom is intended to be flat at Elevation 92.0.

Sht. 10

1. In Section D at upper left the basin side slope dimension should be 28 ft. not 24 ft.
2. Depict the sump at elevation 91.0 in Section E.
3. On the very right side of Section E depict the fill to elev. 103 identified on Sht. 8.

Sht. 12

1. Please check the slope of the southernmost sanitary sewer section. It indicates 4.0% which may not be correct.
2. Consider moving the 1st sanitary sewer cleanout to the north so it is out from under the car parking space. A 6" main can be up to 100 ft. long between cleanouts, so the cleanout could be moved northward and placed within the sidewalk.

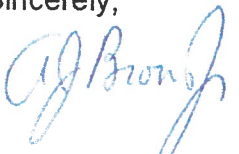
Sht. 18

1. Consider shifting the Red Maple off of the top of the outfall pipe from Basin DA-4.
2. Can the trees proposed across from the building closest to the R/W line be shifted southward somewhat to get them further away from the proposed curb and paving?

I have confined my review to the drawings and information I was provided. I did not review the stormwater report modeling and basin design since the project will go through a separate stormwater permit review with SRWMD, and that would satisfy the City of Alachua stormwater concerns. If you would also like us to review the stormwater design on the City's behalf, please let me know.

If the City or the EOR have any questions related to my comments, please feel free to contact me directly to discuss. If I can provide any other services related to this project please let me know.

Sincerely,



A. J. "Jay" Brown, Jr., PE
President, JBrown Professional Group Inc.



City of Alachua

TRACI L. GRESHAM
CITY MANAGER

RODOLFO VALLADARES, P.E.
PUBLIC SERVICES DIRECTOR

INTER-OFFICE COMMUNICATION

DATE: January 18th, 2017

TO: Kathy Winburn, AICP
Planning & Community Development Director

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

RE: Vystar Credit Union Site Plans

Public Services have reviewed the Vystar Credit Union Site Plans and offer the following comments. Review was specific to the Public Services Utilities.

| NO. | COMMENTS |
|-----|---|
| 1. | <u>Wastewater</u> ; Utility Plan - sheet 12. Cleanout and collar shall be installed at the edge of P.U.E. [Approved as Noted] |
| 2 | <u>Distribution/Collections</u> ; Details shall be in accordance with City of Alachua standards. Reference <i>City of Alachua Requirements for Design and Construction for Potable Water, Reclaimed Water and Wastewater</i> . Requirements and details may be found on City website. Utility Plan - sheet 12; polyethylene pipe is not acceptable within City maintenance area. Utility Plan - sheet 12; details shall be in accordance with City details. Standard Utility Detail - sheet 14; copper wire shall be used to locate main. Extend copper wire 18 inches minimum above grade at valve box. Standard Utility Detail - sheet 14; details shall be in accordance with City details. [Revise and Resubmit] |
| 3 | <u>Water</u> ; Submit for approval fire flow requirement for the proposed facility. Attached is the Fire Flow Assessment Report Request Form; the associated fee of \$476.75. [Submit] |
| 4. | <u>Electric</u> ; Submit for review and approval load calculations. [Revise and Resubmit] |

| NO. | COMMENTS |
|-----------------|---|
| 5. | <u>Electric:</u> Electric connection point is incorrect. Conduit should go north out of transformer approximately 110 feet and then east to City of Alachua connection point. Coordinate with City of Alachua Electric Public Services. [Revise and Resubmit] |
| 6. | <u>Electric:</u> All primary conduits shall be 48 inches cover minimum. [Revise and Resubmit] |
| END OF COMMENTS | |

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

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

Attachment A: Fire Flow Assessment Report Request Form

ATTACHMENT A: FIRE FLOW ASSESSMENT REPORT REQUEST FORM



Fire Flow Assessment Report Request Form

Return this completed application to the City of Alachua Water Utility

Attention: **Scott Roane** Water Division Supervisor

City Hall, 15100 NW 142nd Terrace, Alachua, FL 32615

Phone: (386) 462-7590

Fax: (386) 418-6164

Date of Application: _____

Applicant Information

Contact Name: _____

Company Name: _____

Phone Number: _____

Email Address: _____

Project Information

Project Name: _____

Project Address: _____

City of Alachua Utilities Project Number (if applicable): _____

Building Type and Size: _____

Fire Flow rate (gpm) you need for the analysis: _____

Project Street Address: _____

(Specify the project location in reference to the position of the building, if necessary)

Attach a sketch/location map depicting location to be tested. Area map with specific location of project is required.

The fire hydrant closest to the project location will be used for the analysis. All report documents will be emailed within ten (10) business days from receipt of payment. There may be times when the computer model cannot be used. This could be due to the distribution pipe not being in the current model. In these cases, we will notify you to arrange a field test with City of Alachua Water personnel.

Comments: _____

I hereby request a Fire Flow Analysis from the City of Alachua to be performed for the identified project location.

(Authorized Signature of Applicant)



City of Alachua

TRACI L. GRESHAM
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

January 4, 2017

Harry Newkirk, P.E.
President
Newkirk Engineering, Inc
1370 North US 1
Suite 204
Ormond Beach, FL 32714

Also submitted electronically to harry@newkirk-engineering.com.

RE: Completeness Review for Vystar Credit Union Site Plan Application

Dear Mr. Newkirk:

On December 30, 2016 the City of Alachua received your revisions to a previously submitted application for the approval of a Site Plan for the development located at 16181 NW US Highway 441 (Tax Parcel 03053-001-004), consisting of a $\pm 4,000$ square foot financial institution and all associated drainage, paving, grading, and utility infrastructure improvements.

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.

Please note, 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 further issues with content will be provided to you at the Development Review Team meeting, which will be scheduled separately from this letter.

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



City of Alachua

TRACI L. GRESHAM
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

November 14, 2016

Brian Kitchens
Vice President, Purchasing and Facilities
Vystar Credit Union
PO Box 45085
Jacksonville, FL 32232-5085

Also submitted electronically to kitchensb@vystarcu.org.

RE: Maximum Number of Allowable Parking Spaces

Dear Mr. Kitchens:

On November 8, 2016 the City received your correspondence regarding the maximum number of allowable parking spaces for a proposed site plan: Vystar Credit Union. As previously noted, the information submitted which requests a number of parking spaces greater than 125% of the minimum required is not sufficient and does not justify the request. As discussed, the information submitted must provide the number of customers, employees, and vehicles in parking lot for the peak hour each day over a two week period for at least three branches, along with an explanation of how that data supports the request for 150% of the minimum number of parking spaces. The information must also include the peak hour for each day over this two week period (e.g., Monday, 1 PM – 2 PM; Tuesday, 12 PM- 1 PM, etc).

The alternatives to providing this information include, but are not necessarily limited to:

1. Revise proposed site plan application to meet the requirements of Section 6.1.4 (B) (5) *Maximum off-street parking allowed*.
2. Apply for a zoning variance permit. See Section 2.4.7 of the City of Alachua Land Development Regulations. Please take special note of the zoning variance permit standards set forth in Section 2.4.7 (C)(4) as they may preclude a favorable consideration of an application regarding this particular matter.
3. Apply for a Text Amendment to the City of Alachua Land Development Regulations. See Section 2.4.1 of the City of Alachua Land Development Regulations.

Alternatives 2 and 3 would require processes separate from and completed prior to site plan review, as well as approval by the City Commission or Board of Adjustment.

It should be noted, the contents of the site plan application 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 a Development Review Team meeting.

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.

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, Director of Planning and Community Development
Justin Tabor, AICP, Principal Planner
Traci Gresham, City Manager
Harry Newkirk, Newkirk Engineering



City of Alachua

TRACI L. GRESHAM
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

October 18, 2016

Harry Newkirk, P.E.
President
Newkirk Engineering, Inc
1370 North US 1
Suite 204
Ormond Beach, FL 32714

Also submitted electronically to harry@newkirk-engineering.com.

RE: Completeness Review # 3

Dear Mr. Newkirk:

On October 12, 2016 the City of Alachua received your revised application for the approval of a Site Plan for the development located at 16181 NW US Highway 441 (Tax Parcel 03053-001-004), consisting of a $\pm 4,000$ square foot financial institution and all associated drainage, paving, grading, and utility infrastructure improvements.

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 still needed before the application can be considered complete.

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:

- 4. Required Attachment D.1.k:** Proposed number of parking spaces (30) exceeds maximum permitted (125% of required 20 spaces).

Comment: The submitted data, as presented, does not support the need for thirty (30) parking spaces. Further explanation and/or data will be required in order to show that the submitted data support the need for 150% of the required parking spaces. The example branches presented are significantly larger than the proposed branch (57% to 73% larger in total square footage as provided by the City of Jacksonville Property Appraiser). These branches are also larger in terms of average employees on duty (15-19 employees at example branches compared to the 10-12 employees proposed at the Alachua branch location).

Using the parking generation rates imputed from the provided data and square footage of branches (data obtained from the City of Jacksonville Property Appraiser) the average parking demand created by all example branches is 1 space per 168 square feet; a 4,000 square foot building would, in that case, generate a demand for 24 parking spaces.

Please provide a written narrative that explains how the submitted data support the need for thirty spaces.

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,



Adam Hall, AICP
Planner

c: Kathy Winburn, AICP, Director of Planning and Community Development
Justin Tabor, AICP, Principal Planner



City of Alachua

TRACI L. GRESHAM
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

August 31, 2016

Harry Newkirk, P.E.
President
Newkirk Engineering, Inc
1370 North US 1
Suite 204
Ormond Beach, FL 32714

Also submitted electronically to harry@newkirk-engineering.com.

RE: Completeness Review # 2

Dear Mr. Newkirk:

On August 24, 2016 the City of Alachua received your revised application for the approval of a Site Plan for the development located at 16181 NW US Highway 441 (Tax Parcel 03053-001-004), consisting of a $\pm 4,000$ square foot financial institution and all associated drainage, paving, grading, and utility infrastructure improvements.

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 still needed before the application can be considered complete.

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:

- 4. Required Attachment D.1.k:** Proposed number of parking spaces (30) exceeds maximum permitted (125% of required 20 spaces).

Comment: The statement found on Sheet 3 of the Site Plan application appears to include a typographical error ("APPROVES"). Additionally, while the statement found on the site plan application submittal is correct otherwise, the City has not yet received adequate justification to approve a maximum parking level greater than the 125% mandated by Section 6.1.4 (B)(5)(a). The maximum amount of parking spaces that could be possibly permitted without a variance is 150%, however, any amount requested over 125% requires a "demonstration of need for more parking than permitted by 6.1.4 (B)(5)(a)" and "sufficient data to support that the proposed use

would not economically viable without the requested adjustment". This information would include data on the number of parking spaces actually utilized during business hours for existing Vystar locations. Please reference the attached letter from the City Manager dated February 24, 2016 that responds to the February 9, 2016 letter provided to the City by Mr. Kitchens.

12. **Required Attachment D.3:** Fire flow calculations not submitted with application. **Comment:** Calculations provided with revised site plan application. Provided information for available fire flow from hydrant test (1,378 gpm @62 PSI) does not appear to meet minimum fire flow requirements for structure (1,750 gpm). Please verify calculations and provide explanation as to how project meets Florida Fire Prevention Code standards. Evidence from the water purveyor (City of Alachua Public Services) that the required flow can be provided must be provided. Please contact City of Alachua Public Services to coordinate obtaining this documentation. They can be reached at 386-418-6140.

Additional Comments:

- Per Section 2.2.4 (D) (5), City of Alachua Land Development Regulations, a written summary of the neighborhood meeting is required with the application. This summary must include a list of those in attendance, and a summary of the issues related to the development proposal discussed.
- Applications for both Site Plan and Lot Split indicate that Brian Kitchens is the agent and Harry Newkirk is property owner. Please verify.

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,



Adam Hall, AICP
Planner

c: Kathy Winburn, AICP, Director of Planning and Community Development
Justin Tabor, AICP, Principal Planner

Zimbra**ad_hall@cityofalachua.org**

RE: Vystar Credit Union Public Hearing Scheduled

From : Harry Newkirk
<harry@newkirk-engineering.com>

Wed, Jul 26, 2017 09:04 AM

Subject : RE: Vystar Credit Union
Public Hearing Scheduled

To : Adam Hall
<ad_hall@cityofalachua.org>

Cc : Brian Kitchens
<KitchensB@vystarcu.org>

Adam,

I agree with these requirements and fully understand them.

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

Harry Newkirk, PE, President
Florida License No. 62971

Newkirk Engineering, Inc.
1370 North US Highway 1, Suite 204
Ormond Beach, FL 32174
(386) 290-7599

From: Adam Hall [mailto:ad_hall@cityofalachua.org]

Sent: Tuesday, July 25, 2017 10:31 AM

To: Harry Newkirk <harry@newkirk-engineering.com>

Cc: Brian Kitchens <KitchensB@vystarcu.org>

Subject: Re: Vystar Credit Union Public Hearing Scheduled

Harry:

I am including below our conditions for approval of the site plan. These are the standard ones that are required for each site plan; if any other conditions (I am not anticipating there being any other conditions at this time) must be imposed, then they will get forwarded to you prior to the Board Hearing.

1. The applicant agrees it shall obtain all other applicable local, state, and federal permits before the commencement of the development.
2. The applicant agrees it shall provide Public Utilities Easements as depicted on the Site Plan. Public Utilities Easements as depicted on the Site Plan shall be approved by the City and recorded in the Public Records of Alachua County prior to applying for a building permit. The applicant shall incur all costs associated with the preparation and recordation of such Public Utilities Easements.
3. The applicant agrees it shall comply with all comments provided by the City Engineer A.J. "Jay" Brown, Jr. PE, in a memorandum dated May 19, 2017 and found in Exhibit "B" – Supporting Application Materials Submitted by City Staff to the Planning and Zoning Board.
4. The applicant agrees that Conditions 1-3 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 development shall comply with Conditions 1 -3 as stated herein.

I am requesting at this time written confirmation that you and/or the property owner have received, understand, and are in agreement with the above conditions. Proposing to amend the conditions or remove a condition during the public hearing (August 8, 2017 at 6 p.m.) may result in deferment of the application to a later meeting date of the Planning and Zoning Board.

If you have any questions or wish to discuss feel free to contact me.

Thank you,

Adam Hall
City of Alachua

From: "Harry Newkirk" <harry@newkirk-engineering.com>

To: "Adam Hall" <ad_hall@cityofalachua.org>

Cc: "Brian Kitchens" <KitchensB@vystarcu.org>

Sent: Tuesday, July 25, 2017 9:06:21 AM

Subject: RE: Vystar Credit Union Public Hearing Scheduled

Good morning Adam,

Today, we are going to print 13 sets of plans and 13 binders for the Planning Board Meeting. We will mail them on this Wednesday FEDX for Thursday morning delivery.

I will also be attending the August 8th Planning Board Meeting.

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

Harry Newkirk, PE, President
Florida License No. 62971

Newkirk Engineering, Inc.
1370 North US Highway 1, Suite 204
Ormond Beach, FL 32174
(386) 290-7599

Florida License No. 62971

Newkirk Engineering, Inc.

1370 North US Highway 1, Suite 204
Ormond Beach, FL 32174
(386) 290-7599

From: Adam Hall [mailto:ad_hall@cityofalachua.org]

Sent: Tuesday, July 18, 2017 5:20 PM

To: Harry Newkirk <harry@newkirk-engineering.com>

Subject: Vystar Application Resubmittal

Harry:

We have received your revised application and are reviewing. Public Services and City Engineer should be getting any outstanding comments back to me. There are two issues right now that I have identified:

1. For the concurrency impact report: splitting the trips by segment is acceptable, however, it appears that less than 100% of the trips are being allocated to the US 441 Segment (Comp Plan Segment #5). This will need to be addressed through an updated concurrency impact analysis as 100% of the trips (PM and AADT) will impact this segment. Additionally, I am including the latest development monitoring report for your use.
2. The latest submittal did not include the latest architectural elevations with updated glazing calculations. Can you please submit these to me for review?

If you can get me this information (electronic submission is OK) by 12 p.m on Thursday the 20th and there are no outstanding comments from Public Services or the City Engineer then we can proceed to the August Planning and Zoning Board meeting.

--

Adam Hall, AICP | Planner | Office of Planning and Community Development

City of Alachua | ahall@cityofalachua.com | Phone: 386.418.6121 | Direct: 386.418.6125

From : Harry Newkirk
<harry@newkirk-engineering.com>

Subject : RE: Vystar Application
Resubmittal

To : Adam Hall
<ad_hall@cityofalachua.org>

Tue, Jul 18, 2017 05:55 PM

✉ Vystar Credit Union

📎 1 attachment

Adam,

RE: Vystar Credit Union Site Plan Application Request for Review and Comments

From : Brian Green
<bgreen@AlachuaCounty.
US>

Wed, Jan 18, 2017 09:35 AM

✉ Vystar Credit Union

Subject : RE: Vystar Credit Union
Site Plan Application
Request for Review and
Comments

To : Adam Hall
<ad_hall@cityofalachua.o
rg>

Adam,

I had no comments for this site.

Brian Green

From: Adam Hall [mailto:ad_hall@cityofalachua.org]

Sent: Wednesday, January 18, 2017 8:17 AM

To: Brian Green

Subject: Fwd: Vystar Credit Union Site Plan Application Request for Review and Comments

Brian,

Did you happen to have any comments regarding this Site Plan application? We had discussed this briefly last week when you had sent over the comments on the other site plan, Farm Bureau Insurance.

Both DRTs are actually scheduled for today at 4, if you had wished to attend to discuss your comments.

Adam Hall
City of Alachua

From: "Adam Hall" <ad_hall@cityofalachua.org>

To: "William P. Whitelock" <wi_whitelock@cityofalachua.org>, "Brian Green"
<bgreen@alachuacounty.us>

Sent: Wednesday, January 11, 2017 3:55:32 PM

Subject: Vystar Credit Union Site Plan Application Request for Review and Comments

If you have any questions or need anything else, please let me know.

Thank you,

--

Adam Hall, AICP | Planner | Office of Planning and Community Development

City of Alachua | ahall@cityofalachua.com | Phone: 386.418.6121 | Direct: 386.418.6125

From : Adam Hall
<ad_hall@cityofalachua.org>

Wed, Dec 14, 2016 10:38 AM

 Vystar Credit Union

 1 attachment

Subject : Vystar Site Plan

To : harry <harry@newkirk-engineering.com>

Harry,

I just left a message for you, but I was wanting to speak about the Vystar Credit Union Site Plan application. I am attaching a parking study from several years ago for a site plan for a proposed restaurant. It is different case, however, since it is a retail sales/service type use, and not a financial institution (which requires looking at different metrics other than profit per transaction).

Also, I wanted to let you know that we are approaching the cut off date for the application, which is January 2. If we do not receive an updated application by that date, the application will be considered withdrawn and any future submissions would start from the beginning of the process, including a neighborhood workshop and new application fee.

If you have any questions or need anything else, please let me know.

Thank you,

--

Adam Hall, AICP | Planner | Office of Planning and Community Development

City of Alachua | ahall@cityofalachua.com | Phone: 386.418.6121 | Direct: 386.418.6125

Zaxbys 6.1.4 Parking Adjustment Supporting

 **Documentation.pdf**

76 KB

Automatic reply: Vystar Credit Union Site Plan

VyStar Credit Union
4949 Blanding Boulevard
Jacksonville, FL 32210

kitchensb@vystarcu.org

(904) 908-2708 (office)

(904) 228-3602 (cell)

From: Adam Hall [mailto:ad_hall@cityofalachua.org]

Sent: Monday, November 14, 2016 5:19 PM

To: Brian Kitchens

Cc: Kathy Winburn; Traci Gresham; harry

Subject: Vystar Credit Union Site Plan Application: Maximum number of allowable parking spaces

Mr Kitchens:

Please find the attached letter regarding your correspondence received by the City on November 8, 2016. A hard copy will also be sent for your records.

If you have any questions or wish to discuss further, please contact me. Thank you,

--

Adam Hall, AICP | Planner | Office of Planning and Community Development

City of Alachua | ahall@cityofalachua.com | Phone: 386.418.6121 | Direct: 386.418.6125

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The information transmitted in this email, including all attachments, is intended only for the individual(s), entity or entities to which it is addressed and might contain confidential, proprietary and/or privileged

Newkirk Engineering, Inc.
1370 North US Highway 1, Suite 204
Ormond Beach, FL 32174
(386) 290-7599

From: Adam Hall [mailto:ad_hall@cityofalachua.org]

Sent: Thursday, July 14, 2016 11:19 AM

To: harry <harry@newkirk-engineering.com>

Cc: Brian Kitchens <kitchensb@vystarcu.org>; Justin Tabor
<ju_tabor@cityofalachua.org>

Subject: Vystar Credit Union Site Plan Completeness Review

Mr Newkirk,

Please find attached to this email a completeness review for the Vystar Credit Union Site Plan Application. Note that these comments are based on a preliminary review of the application, and the application has not been thoroughly reviewed. Detailed comments will be provided at the Development Review Team meeting, which will be scheduled when the completeness review comments have been adequately addressed.

If you have any questions, feel free to contact me.

Sincerely,

--

Adam Hall, AICP | Planner | Office of Planning and Community Development

City of Alachua | ahall@cityofalachua.com | Phone: 386.418.6121 | Direct: 386.418.6125

From : harry@newkirk-engineering.com

Thu, Aug 11, 2016 07:33 PM

 1 attachment

Subject : RE: Vystar Credit Union
Site Plan Completeness
Review

To : 'Adam Hall'
<ad_hall@cityofalachua.org>

Adam,

Ormond Beach, FL 32174
(386) 290-7599

From: Brian Kitchens [mailto:KitchensB@vystarcu.org]
Sent: Thursday, January 14, 2016 10:16 AM
To: Harry@Newkirk-Engineering.com
Subject: Vystar 4,000 sq. ft. Prototype with Drive-Thru Lanes

Harry,

You probably already have this, but it is the branch prototype we are planning to build in Deland and Alachua.

You can share it with the local municipalities since we are going to be meeting with them. I realize that our architect will eventually need to be involved with regard to their elevations and building design.

Thank you,

Brian

The information transmitted in this email, including all attachments, is intended only for the individual(s), entity or entities to which it is addressed and might contain confidential, proprietary and/or privileged

Sent: Tuesday, January 12, 2016 8:22:08 AM

Subject: VyStar Credit Union

Good Morning Adam,

I would like to schedule a Pre-Application Meeting for a proposed VyStar Credit Union located at Alachua Market Place on US Highway 441, Alachua, FL. The property is an outparcel in front of Publix and west of RaceTrac. The proposed site will consist of 2.056 acres with 0.944 acres of impervious surface (45.9%) with a building coverage of 4.6%. Driveway access will be provided by two (2) driveway connections onto an existing private drive for the development.

During the Pre-Application Meeting, we would like to discuss the following:

1. The attached site plan layout, parking spaces, driveway connections and landscape buffers.
2. City Development Review Process and project timeline.
3. Application fees and impact fees.
4. Architectural requirements.
5. Landscape buffer requirements
6. Monument sign height and copy area
7. Existing water and sewer locations, sizes (as-builts)
8. Stormwater requirements
9. Site lighting requirements

We would like to schedule the Pre-Application Meeting as soon as possible. Please let me know if you need any additional materials prior to the Pre-Application Meeting.

Zimbra**ad_hall@cityofalachua.org**

RE: Updated Conditions for Vystar Credit Union

From : Zarou, Christina Joubran Wed, Aug 02, 2017 10:55 AM
<czarou@mcguirewoods.com>

Subject : RE: Updated Conditions
for Vystar Credit Union

To : Adam Hall
<ad_hall@cityofalachua.org>

Cc : Brian Kitchens
<KitchensB@vystarcu.org>, harry
<harry@newkirk-engineering.com>,
Grafton Wilson
<gwilson@cityofalachua.org>

External images are not displayed. [Display images below](#)

Adam,

VyStar is in agreement with the new condition (Item #3 below).

With best regards,
Christina

Christina Joubran Zarou

Counsel
McGuireWoods LLP
Bank of America Tower
50 North Laura Street
Suite 3300
Jacksonville, FL 32202-3661
T: +1 904 798 2670
F: +1 904 798 3269

czarou@mcguirewoods.com

[Bio](#) | [VCard](#) | www.mcguirewoods.com



From: Adam Hall [mailto:ad_hall@cityofalachua.org]

Sent: Tuesday, August 01, 2017 4:32 PM

To: Zarou, Christina Joubran <czarou@mcguirewoods.com>

Cc: Brian Kitchens <BKitchensB@vystarcu.org>; harry <harry@newkirk-engineering.com>; Grafton Wilson <gwilson@cityofalachua.org>

Subject: Updated Conditions for Vystar Credit Union

Christina,

I am forwarding to you the updated conditions for the Vystar Alachua Site Plan.

Summary of Changes:

- Deletion of condition regarding Outside Review comments (all comments have been addressed therefore not necessary)
- Addition of clause clarifying that release document regarding gateway center master declaration must be executed prior to building permits being applied for (as is the case for the recordation of the easements).
- Renumbering of conditions because of deletion of condition

Conditions (amended):

CONDITIONS:

1. The applicant agrees it shall obtain all other applicable local, state, and federal permits before the commencement of the development.
2. The applicant agrees it shall provide Public Utilities Easements as depicted on the Site Plan. Public Utilities Easements as depicted on the Site Plan shall be approved by the City and recorded in the Public Records of Alachua County prior to applying for a building permit. The applicant shall incur all costs associated with the preparation and recordation of such Public Utilities Easements.
3. Prior to applying for a building permit, the applicant agrees it shall complete the execution of a document or documents necessary to amend the REMOVAL OF PROPERTY FROM THE ALACHUA GATEWAY CENTER MASTER DECLARATION recorded on March 04, 2016 in Book 4413 Page 1126 of the Public Records of Alachua County, Florida and THE AMENDMENT TO RECIPROCAL EASEMENT AND RESTRICTIVE COVENANT AGREEMENT recorded on June 27, 2016 in Book 4441 Page 941 of the Public Records of Alachua County, Florida to amend the legal description to both original documents described therein as "Roadways Property" to include the extension of NW 163 Lane as found in Exhibit B - Supporting Application Materials Submitted by City Staff to the Planning and Zoning Board.
4. The applicant agrees that Conditions 1-3 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 development shall comply with Conditions 1 -3 as stated herein.

I am requesting at this time written confirmation that the agent (Harry Newkirk, P.E.) and/or the property owner have received, understand, and are in agreement with the above conditions. Proposing to amend the conditions or remove a condition during the public hearing ([August 8, 2017](#) at 6 p.m.) may result in deferment of the application to a later meeting date of the Planning and Zoning Board.

If you have any questions please feel free to contact me. Thank you,