



City of Alachua

Planning & Community Development Department Staff Report

Planning & Zoning Board Hearing Date: Quasi-Judicial Hearing

March 10, 2020

SUBJECT:	A request for a Special Exception Permit to allow townhouses in the RSF-6 ("Residential Single Family-6") zoning district related to the proposed Tara Baywood Preliminary Plat
APPLICANT/AGENT:	Chistopher Gmuer, P.E., of Gmuer Engineering, LLC
PROPERTY OWNER:	Alachua Development Co, LLC
PARCEL ID NUMBER:	03067-006-000
FLUM DESIGNATION:	Medium Density Residential
ZONING:	Residential Single Family – 6 (RSF-6)
OVERLAY:	N/A
ACREAGE:	±35.26
PROJECT PLANNER:	Adam Hall, AICP
RECOMMENDATION:	Staff recommends that the Planning & Zoning Board approve the Special Exception Permit for townhouses in the RSF-6 zoning district.
RECOMMENDED MOTION:	<i>Based upon the competent substantial evidence presented at this hearing, the presentation before this Board, and Staff's recommendation, this Board finds the application to be consistent with the City of Alachua Comprehensive Plan and in compliance with the Land Development Regulations and approves the Special Exception Permit for townhouses in the RSF-6 zoning district for the Tara Baywood preliminary plat, subject to the two (2) conditions provided in Exhibit "A" and located on page 14 of the Staff Report.</i>

SUMMARY

This application is a request by Christopher Gmuer, P.E., of Gmuer Engineering, LLC., applicant and agent for Alachua Development Co, LLC., property owner, for consideration of a Special Exception Permit for to allow townhouses in the RSF-6 (Residential Single Family- 6) zoning district related to the Tara Baywood Preliminary Plat.

Table 4.1-1 of the City's Land Development Regulations (LDRs) establishes the uses permitted within each zoning district. Townhouses are permitted by Special Exception Permit in the RSF-6 (Residential Single Family -6) zoning district.

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

Townhouses are subject to Use-Specific Standards provided in Section 4.3.1(A)(3) of the City's LDRs. An analysis of this application's compliance with the standards established in Section 4.3.1(A)(3) is provided within this report.

This Special Exception Permit application is a companion application to an application for the Tara Baywood Preliminary Plat.

Illustration 1. Conceptual Site Plan for Tara Baywood



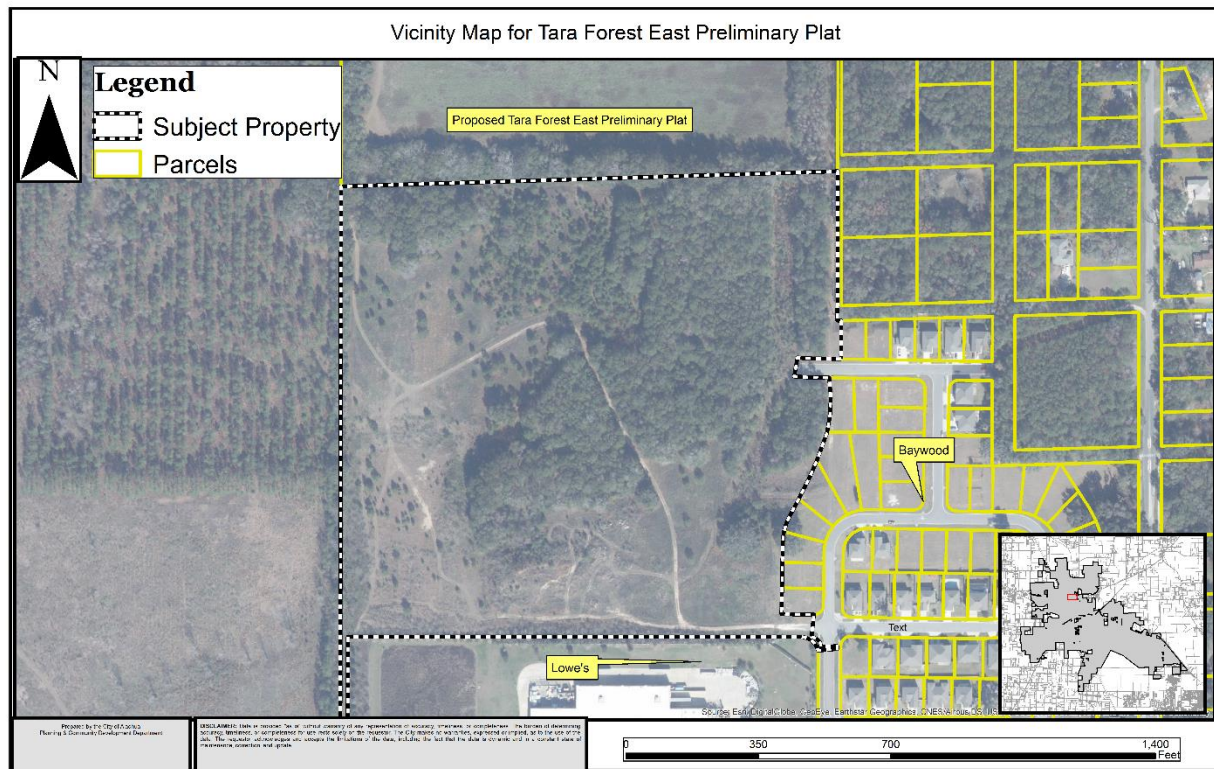
SURROUNDING USES

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

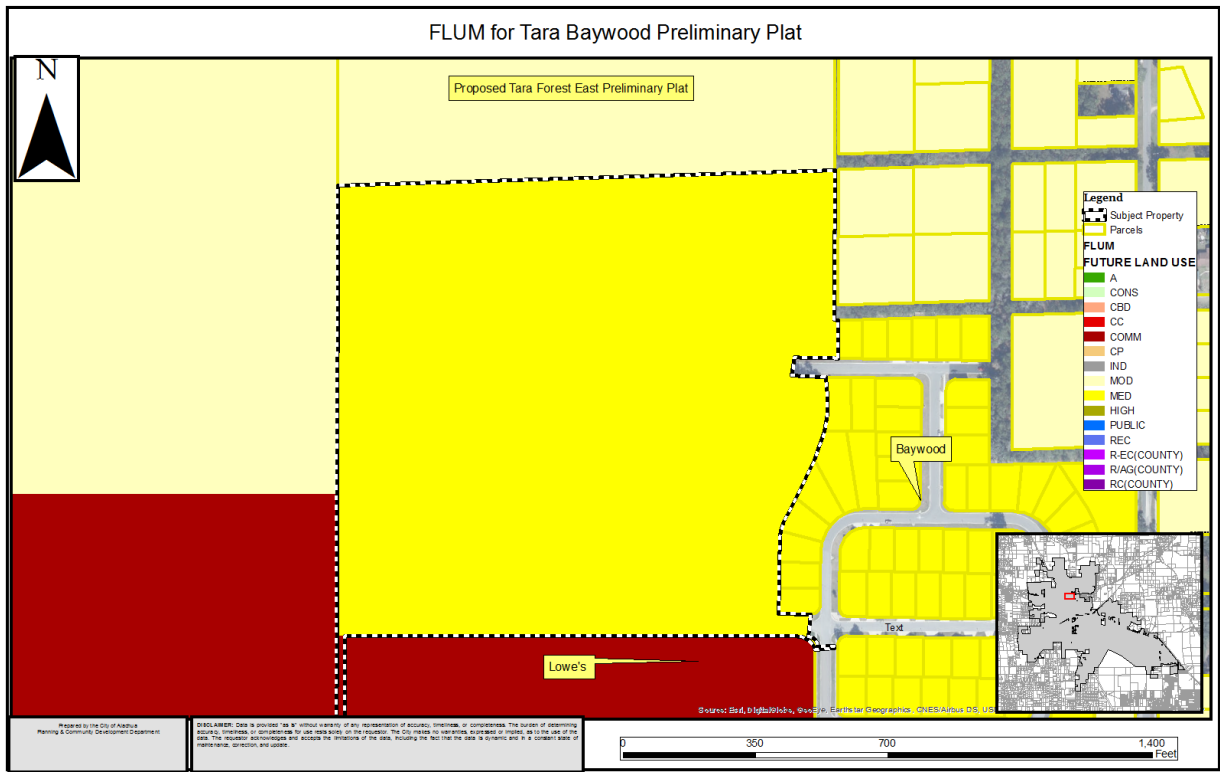
Table 1. Surrounding Land Uses

Direction	Existing Use(s)	FLUM Designation(s)	Zoning District(s)
North	Proposed Tara Forest East Subdivision	Moderate Density Residential	Residential Single Family - 3 ("RSF-3")
South	Lowe's Home Improvement	Commercial	Commercial Intensive ("CI")
West	Vacant Residential and Commercial Lands	Moderate Density Residential and Commercial	Residential Single Family-4 ("RSF-4") and Commercial Intensive ("CI")
East	Baywood Subdivision/ Alachua Realty Co Addition to Alachua	Medium Density Residential	Residential Single Family - 6 ("RSF-6")

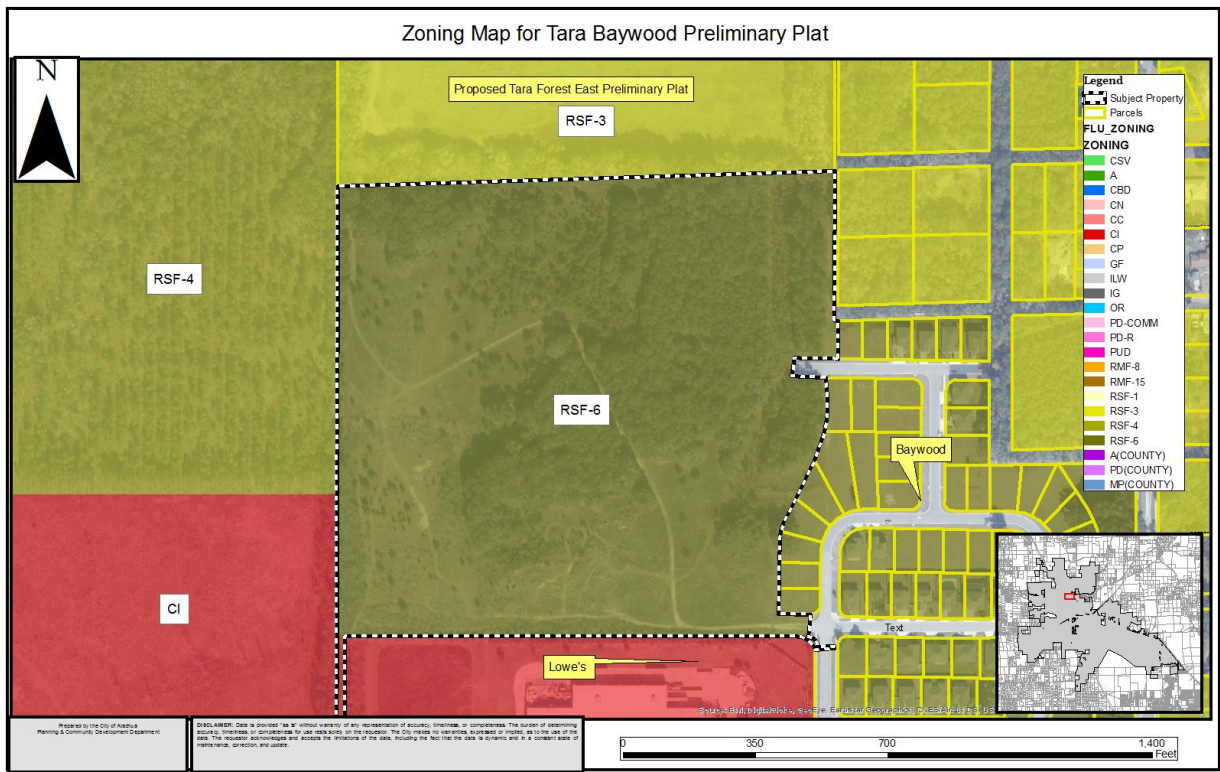
Map 1. Vicinity Map



Map 2. Future Land Use Map



Map 3. Official Zoning Atlas



NEIGHBORHOOD MEETING

The purpose of a Neighborhood Meeting is to educate the owners of nearby land and any other interested members of the public about the project and to receive comments regarding the project.

A Neighborhood Meeting was held on Friday, September 20, 2019, at the intersection of NW 161st Ave and NW 147th Drive (approximate location of proposed entrance to Tara Forest East), to educate the owners of nearby land and any other interested members of the public about the application. As required by Section 2.2.4 of the LDRs, all property owners within 400 feet of the subject property and any organizations or persons who have registered to receive notification of applications for development were notified of the meeting. In addition, a notice of the meeting was published in a newspaper of general circulation. The applicant's agent was present and available to answer questions. As evidenced by materials submitted by the applicant, the meeting was attended by eight (8) members of the public. A summary of the discussion which occurred at the Neighborhood Meeting has been provided by the applicant and is included within the application materials.

CONSISTENCY WITH THE COMPREHENSIVE PLAN

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

Future Land Use Element

GOAL 1: Future Land Use Map 2025:

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

Objective 1.2: Residential

The City of Alachua shall establish three Residential land use categories to ensure an orderly urban growth pattern that makes the best use of available lands for residential development.

Policy 1.2.b: Medium density residential (4 to 8 dwelling units per acre):
The medium density residential land use category allows residential development at a density of 4 dwelling units per acre to 8 dwelling units per acre, as well as small-scale neighborhood commercial and mixed use developments. The following uses are allowed in the medium density land use category:

1. Single family, conventional dwelling units and single family, attached dwelling units;
2. Accessory dwelling units;
3. Manufactured or modular homes meeting certain design criteria;
4. Mobile homes only within mobile home parks;
5. Duplexes and quadplexes;
6. Apartments and townhomes;
7. Live/work units;
8. Residential Planned Unit Developments;
9. Traditional Mixed-use Neighborhood Planned Developments;
10. Supporting community services, such as schools, houses of worship, parks, and community centers

Analysis of Consistency with Goal 1, Objective 1.2, and Policy 1.2.b: The proposed subdivision would comply with this Policy as the maximum number of dwelling units per acre would not be exceeded, and the uses proposed are consistent with the uses allowed under this policy.

Objective 5.1: Natural features: The City shall coordinate Future Land Use designations with appropriate topography, soils, areas of seasonal flooding, wetlands and habitat during review of proposed amendments to the Future Land Use Map and the development review process. Natural features may be included as amenities within a development project.

Policy 5.1.a: Topography: The City shall protect the natural topography of the City, including steep and seepage slopes, by requiring new development to include techniques to minimize negative impacts on the natural terrain. An emphasis will be placed on retaining the natural function of seepage slopes during development. Additionally, retention of existing native vegetation will be encouraged as one method of protecting slopes.

Policy 5.1.b: Soils: The City shall ensure soil protection and intervention measures are included in the development review process.

Policy 5.1.c: Flood prone areas: The City shall require as part of the development review process the identification of FEMA flood zone areas. Where necessary, base flood elevations and minimum finished floor elevations shall be established. The City shall also require finished floor elevations on subdivision plats, site plans and building permit plans when necessary to determine compliance with flood prone area regulations. The City shall establish standards for a limitation on filling in flood prone areas.

Policy 5.1.d: Wetlands: The City shall utilize statewide wetland delineation methodology in accordance with Florida Administrative Code (FAC)

and regulations adopted by the FDEP and the Suwannee River Water Management District.

Policy 5.1.e: Habitat: The City shall require as part of the development review process, an inventory of listed species for all new developments in areas identified as known habitat for listed species if listed species are known to exist in close proximity to the development. The survey shall include detailed information regarding type, quantity, location, and habitat requirements for any listed species identified. A de minimus threshold for properties required to complete the inventory shall be established in the City's Land Development Regulations.

Analysis of Consistency with Objective 5.1 and Policies 5.1.a – e: Based on the assessment provided by the applicant, there are no significant environmental resources that would limit or impact development. As a condition of approval, the applicant will be required to provide a 100% gopher tortoise with submission of a final plat.

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

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

GOAL 9: Water and Wastewater Service:

The City will ensure that new development within the corporate limits, where potable water and wastewater service are available, as defined in Policy 1.2.a and Policy 4.2.a of the Community Facilities and Natural Groundwater Aquifer Recharge Element of the Comprehensive Plan, shall connect to the City of Alachua's potable water and wastewater system.

Policy 9.2: Any new residential subdivision within the corporate limits, where potable water service is available, as defined in Policy 4.2.a of the Community Facilities and Natural Groundwater Aquifer Recharge Element of the City of Alachua Comprehensive Plan, regardless of size, that is within either a Residential or Agriculture Future Land Use Map Designation shall connect to the City of Alachua's potable water system. Any new residential subdivision within the corporate limits, where wastewater service is available, as defined in Policy 1.2.a of the Community Facilities and Natural Groundwater Aquifer Recharge Element of the City of Alachua Comprehensive Plan, regardless of size, that is within a Residential Future Land Use Map Designation shall connect to the City of Alachua's wastewater system.

Analysis of Consistency with Goal 9 and Policy 9.2: The subject property is within the potable water and wastewater service area. Any development of the subject property will be required to connect to the potable water and wastewater systems at the time of development.

Housing Element

Policy 1.1.a: The City shall encourage development of a variety of housing types including conventional single family homes, accessory dwelling units, multi-family units, group homes, assisted living facilities, foster care facilities, mobile homes and manufactured housing, and shall ensure that appropriate land use designations and zoning districts exist to accommodate each type.

Analysis of Consistency with Policy 1.1.a: This project would support additional housing within the City, thereby furthering Policy 1.1.a.

Recreation Element

Policy 1.2.b: The City shall adhere to a minimum level of service of five (5.0) acres of community, neighborhood or pocket park, per 1,000 persons, with a minimum of 20 percent of this in improved, passive parks.

Analysis of Consistency with Policy 1.2.b: An analysis of the impacts to recreation facilities has been provided within this report. The proposed development would not result in a failure of the City's adopted level of service for recreation and park area.

Transportation Element

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

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

Community Facilities & Natural Groundwater Aquifer Recharge Element

Policy 1.2.a: The City shall establish a Community Wastewater Service Area, which includes all areas where wastewater service is available. Wastewater service shall be deemed available if:

1. A gravity wastewater system, wastewater pumping station, or force main exists within $\frac{1}{4}$ mile of the property line of any residential subdivision with more than 5 units, or any multi-family residential development, or any commercial development, or any industrial

development and the gravity wastewater system, wastewater pumping station, or force main can be accessed through public utility easements or right of ways. The distance shall be measured as required for construction of the infrastructure along public utility easements and right of ways.

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

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

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

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

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

1. A water main exists within $\frac{1}{4}$ mile of any residential subdivision with more than 5 units, or any multi-family residential development, or any commercial development, or any industrial development and water service can be accessed through public utility easements or right of ways. The distance shall be measured as required for construction of the infrastructure along public utility easements and right of ways.

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

Conservation and Open Space Element

OBJECTIVE 1.3: Listed Species

The City shall protect species listed by State and Federal agencies as endangered, threatened or of special concern, and their habitats.

Policy 1.3.a: The City shall ensure that its ordinances, regulations and policies protect listed species and their habitats.

Policy 1.3.b: The City shall utilize the development review process, land acquisition programs, environmental regulatory partnerships,

stewardship programs and public education to protect listed species and their habitat, and prevent extinction of or reduction in populations of listed species.

Policy 1.3.c: The City shall obtain data from the Florida Fish and Wildlife Conservation Commission, Alachua County Environmental Protection Department, Florida Department of Environmental Protection, to maintain a periodically updated inventory of listed species and habitats located within City limits or immediately adjacent to City limits. The City will use the Florida Natural Areas Inventory as a base inventory.

Policy 1.3.d: The City shall require prior to development approval, an inventory of listed species for all new developments in areas identified as known habitat for listed species. The inventory shall include detailed information regarding type, quantity, and location and habitat requirements for any listed species identified. De minimus threshold for properties required to complete the inventory shall be established in the City's Land Development Regulations.

Policy 1.3.e: The City's land use designations shall provide for the protection of threatened and endangered species.

Analysis of Consistency with Objective 1.3 and Policies 1.3.a - e: Based on the assessment provided by the applicant, there are no significant environmental resources that would limit or impact development. As a condition of approval, the applicant will be required to provide a 100% gopher tortoise survey with submission of a final plat.

FINDINGS OF FACT: COMPLIANCE WITH LAND DEVELOPMENT REGULATIONS

SECTION 2.4.4(D), SPECIAL EXCEPTION STANDARDS

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

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

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

Evaluation & Findings: Sections 4.3.1(A)(3) establishes use-specific standards which are applicable to townhouses. An analysis of the application's compliance with Section 4.3.1(A)(3) is

provided in this Staff Report. The applicant has also provided an analysis of the application's compliance with Section 4.3.4(A)(2) within the supporting application materials. Specific design related standards will be applicable when a site plan or building permit application is submitted to the City.

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

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

The proposed townhouse units will be located adjacent to single family residential and large-scale retail (Lowe's Home Improvement). The increased density of townhouse units serves as an appropriate transition between higher intensity commercial uses and moderate density residential uses.

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

Evaluation & Findings: The proposed residential use is compatible with the surrounding existing and proposed residential uses, and there are no significant adverse impacts anticipated. The impacts caused by the increase in automobile traffic will be addressed by the conditions of the preliminary plat and this Special Exception Permit. Conditions have been included that mitigate the increased automobile traffic. These include: optimization of the traffic light at US 441 and NW 147th Drive, interconnections to the properties to the west and north (Tara Forest East), traffic calming, and requirement for future traffic study to be completed to ensure there are no deficiencies related to improved development.

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

Evaluation & Findings: There are no significant environmental impacts which would result from the special exception. As a condition of the associated preliminary plat application, the applicant will be required to provide a 100% gopher tortoise survey prior to development of the site.

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

Evaluation & Findings: No adverse impacts on the level of service for any public facility monitored for concurrency is anticipated. Ingress and egress has been evaluated by City Staff and outside professional consultant (Volkert, Inc) to ensure proper design, including intersection spacing has been completed.

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

Evaluation & Findings: The proposed project will not substantially injure the use of the neighboring residential or commercial lands or reduce land values. It is anticipated that the proposed project will likely increase property values.

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

Evaluation & Findings: For purposes of this application, the preliminary plat for the Tara Baywood subdivision serves as the site plan.

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

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

SECTION 4.3.1(A) (3), USE-SPECIFIC STANDARDS: TOWNHOUSES

Sections 4.3.1(A)(3) of the City's LDRs establish Use-Specific Standards for townhouses. The application has been reviewed for compliance with the standards of Sections 4.3.1(A)(3). An evaluation and findings of the application's compliance with the standards of Sections 4.3.1(A)(3) is provided below. The applicant have also provided an analysis of the application's compliance with Sections 4.3.1(A)(3) in the application materials. Applicable standards include: 4.3.1 (A)(3)(b), (c), (d), (e),(g), and (h). As a preliminary plat is not a final development order or plan, complete compliance with the applicable use-specific standards will be provided at time of site plan or building permit application.

4.3.1 (A)(3) (b)*Orientation of buildings to street and open space.* To the maximum extent practicable, be oriented to the street or frame open space.

Evaluation & Findings: Based on lot configuration provided with the application, buildings appear to be oriented to street.

4.3.1 (A)(3)(c)*Building adjacent to single-family detached development.*

- (i) Not allow the height of buildings located within 100 feet of land in a single-family residential district (RSF-1, RSF-3, RSF-4, and RSF-6) exceed two stories.
- (ii) Not allow the height of buildings located within 100 feet of an existing single-family attached development to exceed two stories.

Evaluation & Findings: At time of building permit or site plan application, compliance with this standard will be addressed or evaluated.

(d)*Design features on side facades adjacent to single-family districts or single-family detached development.* When located adjacent to single-family detached development or vacant land in a single-family residential district (RSF-1, RSF-3, RSF-4, and RSF-6), incorporate a minimum of two design features (e.g., bay windows with a minimum 12-inch projection, eaves with a minimum six-inch projection, or multiple windows with minimum four-inch trim) on adjacent side facades.

Evaluation & Findings: At time of building permit or site plan application, compliance with this standard will be evaluated.

(e) *Off-street parking for townhouse and multifamily uses.*

(i) Provide a minimum of 50 percent of off-street parking on the side or rear of the building.

(ii) Where off-street parking areas are located adjacent to a public right-of-way, screen them with a completely opaque vegetative screen, fence or wall, a minimum of three feet in height.

Evaluation & Findings: At time of building permit or site plan application, compliance with this standard will be evaluated.

(g) *Garages with single-family attached, townhomes, and two- to four-family dwellings.* In single-family attached, townhouses and two- to four-family development:

(i) Limit individual garage doors facing a street to no more than ten feet in width per door, with a maximum of two doors facing the street per dwelling, with a minimum separation of two feet between the doors.

(ii) Not allow more than two garage doors be located within a row, and each row be separated from any other garage door facing the street by a distance of ten feet.

(iii) Design detached garages so as to be located at least four feet behind the front facade of the principal structure. (For the purposes of measurement, the front facade will be the front facade plane that is furthest from the front lot line.)

(iv) Design attached garages:

a. To be recessed at least two feet behind the front facade of the living area;

b. Not to extend beyond the facade line of the living area if the garage is at least three feet behind a porch; or

c. Not to extend beyond the living area of the unit if an upper story overhangs the ground floor living area facade by at least two feet.

Evaluation & Findings: At time of building permit or site plan application, compliance with this standard will be evaluated.

(h) *Landscaped buffer adjacent to single-family detached development.* Provide a landscaped buffer adjacent to existing single-family detached development a minimum of 15 feet in width along the yard which the single-family detached development abuts.

Evaluation & Findings: The proposed Tara Baywood preliminary plat shows a minimum 15 foot wide landscape buffer located between any lots located within the existing Tara Baywood development and any lots located within the proposed Tara Baywood project. Additionally, there is a minimum 15' landscape buffer between any proposed lots within the Tara Baywood project and any lots in the proposed Tara Forest East subdivision.

EXHIBIT “A”
TO
TARA BAYWOOD
SPECIAL EXCEPTION
STAFF REPORT

CONDITIONS:

1. Transportation and Traffic:
 - a. The developer shall coordinate with the Florida Department of Transportation to complete the synchronization(also referred to as optimization) of the signal at NW 147th Drive and US HWY441 with existing traffic signals along 441. A letter from the Florida Department of Transportation certifying completion of the synchronization (optimization) shall be provided prior to the completion of Phase 1, as described in the Preliminary Plat approved by the City Commission on _____(date of approval).
 - b. The developer shall provide, at developer’s expense, a revised traffic impact analysis, for the purpose of reviewing safety and operational impacts, shall be completed before the completion of Phase 3, as described in the Preliminary Plat approved by the City Commission on _____(date of approval). The study shall be coordinated with the Florida Department of Transportation , Alachua County Public Works, and the City of Alachua and shall specifically analyze:
 - i. The intersection of US Highway 441 and SR 235
 - ii. The intersection of NW 147th Drive and US Highway 441
 - c. The developer shall make all improvements required, at Developer’s expense, associated with the proportionate share of any deficiencies identified in the revised traffic impact analysis referenced in Condition 1.b above. These improvements shall be completed before the completion of Phase 4, as described in the Preliminary Plat approved by the City Commission on _____(date of approval).
 - d. Traffic calming measures shall be provided approximately every 500 feet and at connections to existing subdivisions. Traffic calming measures include, but are not limited to traffic islands, speed humps, speed bumps, speed tables, or 4 way controlled intersections.
 - e. If any development on tax parcel 03067-005-000 occurs after any phase of this project (Tara Baywood) project, the construction plans for Tara Baywood shall include T or L turn arounds at the points of interconnection between Parcel Numbers 03067-006-000 and 03067-005-000.
2. The applicant agrees that Conditions 1, including all subparts, 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 Condition 1 as stated herein.

**EXHIBIT “B”
TO
TARA BAYWOOD
SPECIAL EXCEPTION PERMIT –
TOWNHOUSES**

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



City of Alachua

ADAM BOUKARI
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

February 20, 2020

Also sent by electronic mail to chrisg@gmuereng.com

Christopher Gmuer, PE
Gmuer Engineering, Inc.
2603 NW 13th Street
Box 314
Gainesville, FL 32609

RE: Notice of Hearing to be Scheduled for Tara Baywood Preliminary Plat and Special Exception

Dear Mr Gmuer:

On February 5, 2020 the City of Alachua received your updated applications for the above referenced projects.

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

You must provide two (2) *double-sided, three-hole punched, color sets* of each **complete** application package, seven (7) full size sets of site plans, and a digital copy of all materials in PDF format on a CD *no later than 10 business days prior to the PZB Meeting at which your application is scheduled to be heard*. The application has been scheduled for the **March 10, 2020** Planning and Zoning Board meeting; therefore, the above referenced materials must be submitted to the City no later than 12 PM on **Tuesday, February 25, 2020**. Materials may be submitted earlier than this date.

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

Sincerely,

Adam Hall, AICP
Planner

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



City of Alachua

ADAM BOUKARI
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

January 28, 2020

Also sent by electronic mail to chrisg@gmuereng.com

Christopher Gmuer, P.E.
Gmuer Engineering, LLC
2603 NW 13th Street
Box 314
Gainesville, FL 32609

**RE: Review No. 2 by Development Review Team (DRT) of:
Tara Baywood Preliminary Plat and Special Exception Permit**

Dear Mr. Gmuer:

The application referenced above has been reviewed by the City's Development Review Team (DRT). Upon review of the application and materials, the following insufficiencies must be addressed. Please address all insufficiencies in writing and provide an indication as to how they have been addressed by **4:00 PM on Wednesday, February, 5 2020**. A total of four (4) copies of the application package, plans, and a CD containing a PDF of all application materials and plans 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 City Commission. 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. If your revised application is received by the date specified above, and if your response adequately addresses the following comments, a hearing before the Planning & Zoning Board (PZB) may be scheduled for **March 10, 2020**.

Deficiencies to be Addressed

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

1. Compliance with Land Development Regulations (LDRs)
 - b. Article 5, Density, Intensity, and Dimensional Standards
 - i. Lot 70 is less than 6,000 square feet. Please revise.
Please review Lots 165 and 166.
2. Miscellaneous/General Issues
 - c. Traffic calming will be required at connection to NW 163rd (speed bumps or speed table).
3. Public Services/ Fire Marshall/ Outside Review
 - b. Applicant must address all comments provided by the Public Services Department in a memo dated January 22, 2020 (attached).
 - c. Applicant must address all comments provided by Daniel Young, P.E., of CHW, Inc. in a memo dated January 27, 2020 (attached).

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.

Sincerely,



Adam Hall, AICP
Planner

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



City of Alachua

ADAM BOUKARI
CITY MANAGER

RODOLFO VALLADARES, P.E.
PUBLIC SERVICES DIRECTOR

INTER-OFFICE COMMUNICATION

DATE: Jan 22, 2020

TO: Kathy Winburn, AICP
Planning & Community Development Director

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

TR 1/22/2020

RE: Tara Baywood - Preliminary Plat – Public Service Comments

Public Services has reviewed the Tara Baywood Preliminary Plat (Jan 16 Submittal) and offer the following comments. Review was specific to the Public Services Utilities.

NO.	COMMENTS
1.	<p>Dec 09 Submittal Comment, Sheet C-032</p> <p>Roundabouts are NOT to be maintained by the City; annotate on drawing.</p> <p>Jan 16 Submittal Comment, Sheet C-032</p> <p>Engineer has given sufficient reason NOT to add the above note.</p> <p>Approved.</p>
2.	<p>Dec 09 Submittal Comment, Sheet C-032</p> <p>This sheet shows detectable warning devices installed at roadway crossings. All detectable warning devices shall be the interlocking paver type. Please submit a detail of this.</p> <p>Jan 16 Submittal Comment, Sheet C-032</p> <p>Approved</p>
3..	<p>Dec 09 Submittal Comment, Sheet C-033</p> <p>A 2.5-foot PUE is very narrow. Please increase to 5 feet, presumably to allow access to the water meter.</p>

NO.	COMMENTS
	<p>Jan 16 Submittal Comment, Sheet C-033</p> <p>Approved</p>
4..	<p>Dec 09 Submittal Comment, Sheet C-300</p> <p>Suggest that the note "ELECTRIC SYSTEM BEING DESIGNED BY THE UTILITY PROVIDER" be revised to:</p> <p>"AS PART OF THIS PROJECT, ELECTRIC SYSTEM WILL BE DESIGNED BY A PROFESSIONAL ENGINEER. COORDINATE WITH UTILITY PROVIDER."</p> <p>Jan 16 Submittal Comment, Sheet C-300</p> <p>Approved</p>
5.	<p>Dec 09 Submittal Comment, Sheet C-300</p> <p>Please add the following note:</p> <p>"Materials and construction for all potable water, wastewater and electrical work shall conform to the requirements of the City of Alachua, Public Services Department, Design and Construction Manual, latest edition."</p> <p>Jan 16 Submittal Comment, Sheet C-300</p> <p>Approved</p>
5.	<p>Dec 09 Submittal Comment, Sheet C-300</p> <p>As shown on this sheet, under roadways, water mains are distributed by means of tees and crosses. Tees and crosses are common points of failure. If a failure occurs, CoA will need dig up and then repair the roadway. Roadway traffic will not be possible during the repair.</p> <p>Please rearrange water main piping so tees and crosses are not installed underneath roadways.</p> <p>Jan 16 Submittal Comment, Sheet C-300</p> <p>Engineer states that this issue was discussed with the Public Services Director, who indicated that installing tees under the roundabouts is acceptable. The reasoning is: If the piping were routed so it crosses under roads not in the roundabout, this would require multiple fittings, which themselves would be points of failure.</p> <p>Please note that City standards require that isolation valves be installed on all three connections to each tee. If these isolation valves are installed under roundabouts or roads, traffic-rated valve covers are required. Alternatively, these valves can be installed just prior the piping going under the roundabout/road.</p> <p>Also, please confirm that each tee and isolation valve will be mechanically restrained.</p> <p>Please submit statement indicating compliance and approach to be taken.</p>

NO.	COMMENTS
END OF COMMENTS	

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

cc: Justin Tabor – AICP Principal Planner

Adam Hall – AICP Planner

Harry Dillard – Lead Engineering Technician

MEMORANDUM

City of Alachua

19-0256.01



To: Mr. Adam Hall, AICP
From: Daniel Young, PE
Date: January 24, 2020
RE: Tara Baywood Preliminary Plat Review No. 2

Below are comments from CHW's review regarding the above mention project dated January 16, 2020

Previous Comments Review No. 1:

1. Response from Applicant's EOR is deferring until construction. Should the project require significant revisions to the stormwater allocation areas, the project will be required to resubmit a preliminary plat. No response needed.
2. Response from Applicant's EOR deferring until construction. Should the project require significant revision due to the providing pre-treatment prior to stormwater pond, the project will be required to resubmit a preliminary plat. No response needed.
3. Applicant's EOR is deferring details of maintenance and drainage rights until construction plan submittal. Please ensure drainage easements are given to the City on stormwater No response needed.
4. Sheet C-000:
 - Resolved. Please move the NW 147th Drive label south. No response needed.
 - Resolved.
 - Resolved.
 - Resolved.
5. Sheet C-031:
 - Resolved.
 - Resolved.
 - Resolved.
 - Resolved.
6. Sheet C-033:
 - Resolved. Note during the detailing of the construction plans, it would be recommended to add valley gutter between parking and travel lane.
 - Resolved.
 - Resolved.
7. Sheet C-070:
 - Resolved.
8. Sheet C-071:
 - Resolved.
 - Resolved.
 - Resolved.
 - Resolved.
9. Sheet C-072:
 - Resolved.
 - Lot 173 is meeting the minimum 6,000 sf but Lot 166 is now less than the required 6,000 sf. Revise accordingly.
10. Sheet C-300:
 - CHW defers to Public Services.
 - Show watermain easement on Lot 17. What are the excess lines on Lot 125? Revise accordingly. All other points resolved.

- Resolved.
- Resolved.
- Resolved.
- Response from Applicant's EOR is deferring until construction. Should the project require significant revisions to the stormwater allocation areas, the project will be required to resubmit a preliminary plat. No response needed.

New Comments:

1. Sheet C-072:
 - Lot 165 does not meet the minimum 6,000 sf.
2. Sheet C-300:
 - Street NS 1 water main doesn't match up.
 - Show Electric and Water Main Easements on Lot 173.



City of Alachua

ADAM BOUKARI
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

January 13, 2020

Also sent by electronic mail to chrisg@gmuereng.com

Christopher Gmuer, P.E.
Gmuer Engineering, LLC
2603 NW 13th Street
Box 314
Gainesville, FL 32609

**RE: Review by Development Review Team (DRT) of:
Tara Baywood Preliminary Plat and Special Exception Permit**

Dear Mr. Gmuer:

The application referenced above has been reviewed by the City's Development Review Team (DRT). Upon review of the application and materials, the following insufficiencies must be addressed. Please address all insufficiencies in writing and provide an indication as to how they have been addressed by **2:00 PM on Thursday, January 16, 2020**. A total of four (4) copies of the application package, plans, and a CD containing a PDF of all application materials and plans 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 City Commission. 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. If your revised application is received by the date specified above, and if your response adequately addresses the following comments, a hearing before the Planning & Zoning Board (PZB) may be scheduled for February 11, 2020.

Deficiencies to be Addressed

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

1. *Compliance with Land Development Regulations (LDRs)*
 - a. *Article 2, Administration*
 - i. Compliance with Section 2.4.4 (D)(2). Proposed ingress/egress location must be revised in order to provide safe ingress/egress onto the site, especially considering the proposed street will also be accommodating trips from the Tara Forest East project adjacent to this proposed subject property.
 - b. *Article 5, Density, Intensity, and Dimensional Standards*
 - i. Lot 70 is less than 6,000 square feet. Please revise.
 - c. *Article 6, Development Standards*
 - i. Section 6.2.1(D) (4), tree mitigation may be required. At time of Construction Plans submittal, a complete Landscape Plan and Tree Mitigation plan will be required demonstrating compliance with the City's Tree Mitigation requirements.
 - ii. A 15' wide Type "C" landscaping buffer is required between Tara Baywood and properties to the north and east.

- d. *Article 7, Subdivision Standards*
 - i. Section 7.2.5 (D) (1) requires temporary T or L turn at future connections to adjacent properties.
 - ii. Per Section 7.2.5 (D)(2)(a), a notation will be required on final plat indicating that the land use for the temporary T or L shaped cul-de-sac shall be converted to a traffic circle, speed table, or other traffic calming device.
- 2. *Miscellaneous/General Issues*
 - a. Intersection of NW 161st Ave and NW 144th Terr and new N/S road needs to be redesigned to accommodate approximate 3,000 trips per day.
 - b. Traffic calming will be required at connection to NW 163rd (speed bumps or speed table).
 - c. While not reviewed at this time, supplied conceptual lot layout plans appear to exceed the maximum lot coverage of 60% for the RSF-6 district.
 - d. Sheet C-071 Ph Blk 2 dimension labels are overlaid.
 - e. Please provide separate tract for community center/ club house area.
 - f. While not reviewed at this time, please review Use-specific standards found in Section 4.3.1 (A)(3) , especially Section 4.3.1 (A)(3)(e) and (g) (attached).
- 3. *Public Services/ Fire Marshall/ Outside Review*
 - a. Applicant must address all comments provided by the Public Services Department in a memo dated December 19, 2019 (attached).
 - b. Applicant must address all comments provided by Daniel Young, P.E., of CHW, Inc. in a memo dated December 20, 2019 (attached).
- 4. *Proposed Conditions*
 - a. An 8' wide sidewalk to be provided along one side of the NW 161st Ave extension to connect Tara Baywood, Tara Forest East and Baywood subdivisions.
 - b. A 6' fence along east subject property line owned and maintained by HOA.
 - c. A revised traffic impact analysis to be provided prior to issuance of certificate of occupancy for 106th dwelling unit located within Tara Baywood.
 - d. If any fencing is required or provided for the proposed stormwater areas it shall be vinyl, metal, wood or stone. Chainlink and vinyl coated chainlink shall not be used.

USE SPECIFIC STANDARDS EXCERPT

(3) *Multiple-family dwellings, single-family attached dwellings, townhomes, and two- to four-family dwellings.* Multiple-family dwellings, single-family attached dwellings, townhomes, and two- to four-family dwellings shall comply with the following standards:

(a) *Permitted in the CI district as affordable housing.* Single-family attached, townhouse, two- to four-family, or multiple-family dwelling units may be permitted within the CI zone district provided that they are part of a mixed use development, and provided that 50 percent or more of the dwelling units are deed-restricted affordable housing for low-income residents.

(b) *Orientation of buildings to street and open space.* To the maximum extent practicable, be oriented to the street or frame open space.

(c) *Building adjacent to single-family detached development.*

(i) Not allow the height of buildings located within 100 feet of land in a single-family residential district (RSF-1, RSF-3, RSF-4, and RSF-6) exceed two stories.

(ii) Not allow the height of buildings located within 100 feet of an existing single-family attached development to exceed two stories.

(d) *Design features on side facades adjacent to single-family districts or single-family detached development.* When located adjacent to single-family detached development or vacant land in a single-family residential district (RSF-1, RSF-3, RSF-4, and RSF-6), incorporate a minimum of two design features (e.g., bay windows with a minimum 12-inch projection, eaves with a minimum six-inch projection, or multiple windows with minimum four-inch trim) on adjacent side facades.

(e) *Off-street parking for townhouse and multifamily uses.*

(i) Provide a minimum of 50 percent of off-street parking on the side or rear of the building.

(ii) Where off-street parking areas are located adjacent to a public right-of-way, screen them with a completely opaque vegetative screen, fence or wall, a minimum of three feet in height.

(f) *Garages with multifamily buildings.* Design garages with multifamily development as side or rear entry, located on the side or rear of the building, except no side entry garage door shall face an adjacent single-family detached development, or vacant land in a single-family district (RSF-1, RSF-3, RSF-4, and RSF-6).

(g) *Garages with single-family attached, townhomes, and two- to four-family dwellings.* In single-family attached, townhouses and two- to four-family development:

(i) Limit individual garage doors facing a street to no more than ten feet in width per door, with a maximum of two doors facing the street per dwelling, with a minimum separation of two feet between the doors.

(ii) Not allow more than two garage doors be located within a row, and each row be separated from any other garage door facing the street by a distance of ten feet.

(iii) Design detached garages so as to be located at least four feet behind the front facade of the principal structure. (For the purposes of measurement, the front facade will be the front facade plane that is furthest from the front lot line.)

(iv) Design attached garages:

a. To be recessed at least two feet behind the front facade of the living area;

b. Not to extend beyond the facade line of the living area if the garage is at least three feet behind a porch; or

c. Not to extend beyond the living area of the unit if an upper story overhangs the ground floor living area facade by at least two feet.

(h) *Landscaped buffer adjacent to single-family detached development.* Provide a landscaped buffer adjacent to existing single-family detached development a minimum of 15 feet in width along the yard which the single-family detached development abuts.

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.

Sincerely,



Adam Hall, AICP
Planner

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

MEMORANDUM

City of Alachua

19-0256.01



To: Mr. Adam Hall, AICP
From: Daniel Young, PE
Date: December 20, 2019
RE: Tara Baywood Preliminary Plat Review

Below are comments from CHW's review regarding the above mention project dated November 26, 2019.

New Comments:

1. Stormwater Report and Exhibits:
 - Show and label proposed stormwater management facilities.
 - Revise/Delete stray label next to the "Post-DA-Center" label.
 - Provide consistence naming conventions across entire project. We were able to track down most of them based on areas, but it is necessary for the naming convention to match everywhere. An example is Post-DA-South, which matched to Post-DA S1 in calculations.
 - Show and label all drainage areas in post development (not just the onsite areas).
 - Revise map to show the Tara Baywood improvements.
 - Revise report write up to include Tara Baywood. Currently it is not clear on whether this project is included in the design. The opening description mentions future townhouse subdivision and the CN calculation does appear to account for "townhouses", so it appears to be accounted for, but it is not clear. Please provide additional clarification to aid in review.
 - Please identify discharge points from each basin similar to the pre-development map.
2. How does the Tara Baywood Project intend to include the required pretreatment to meet the Alachua County requirements? None appears to be shown.
3. Provide how maintenance responsibilities and drainage rights have been coordinated between the two subdivisions.
4. Sheet C-000 Project Information:
 - Revise Project Location to read NW 147th "**Terrace**", not Drive.
 - Project Area does not match Survey (36.37ac. vs. 35.26ac). Please revise all locations (multiples) accordingly.
 - Surveyor information is incorrect. Please revise.
 - Lot Width states min. 40'. Plans show 20' width lot. Revise accordingly.
5. Sheet C-031:
 - Scale is incorrect. Revise accordingly.
 - Crosswalk connects to on-street parking (Western intersection). Revise accordingly. This may occur throughout the subdivision. Please explain how this will be addressed.
 - Crosswalks connect to driveway aprons and not curb ramps (Eastern intersection). Revise accordingly. This may occur throughout the subdivision. Please explain how this will be addressed.
 - Demonstrate how street lightings and trees will be provided where on-street parallel parking is provided.
6. Sheet C-033:
 - Provide cross section that illustrates on-street parking.
 - Clear zone is measured from face of curb, not edge of pavement. Revise accordingly.
 - Water main to street tree dimension does not match what is shown. Revise accordingly.

7. Sheet C-070:
 - It appears that the minimum block length of 300', per Section 7.2.3 (B)(2) has not been provided for Blocks 4 and 5. Please demonstrate how this is provided.
8. Sheet C-071:
 - Please explain why the rear lot setbacks on Block 1, Block 2 and Block 9 are not consistent.
 - Lot 174 requires a side setback of 5' on the south side, where the lot is adjacent to Common Area/Open Space. Revise accordingly.
 - The rear lot dimensions on Block 2 are illegible. Revise accordingly.
 - Lot 70 doesn't meet the minimum 6,000sf requirements. Revise accordingly.
9. Sheet C-072:
 - Lot 158 is missing setbacks. Revise accordingly.
 - Lot 173 doesn't meet the minimum 6,000sf requirements. Revise accordingly.
10. Sheet C-300:
 - It is recommended that all water mains be looped to provide sufficient potable and fire flows. CHW defers to Public Services.
 - Please label and show all easements on plan (i.e. PUEs against to proposed ROW, water main along NW 163rd Place, PUEs on Lot 125, and Lots 142- 157).
 - Label all points of connections to existing utilities.
 - Provide 30' PUE centered on sanitary sewer that is located at the rear of Lots 142-157.
 - For construction plans, please ensure that there is no more than 400' between sewer manholes. No response needed.
 - Provide autoturn path demonstrating that a fire truck can turnaround at the end of NW 162nd Place (park area).

Should the City, Applicant, and/or the EOR have any questions regarding the above comments, please feel free to contact me at 352-331-1976.



City of Alachua

ADAM BOUKARI
CITY MANAGER

RODOLFO VALLADARES, P.E.
PUBLIC SERVICES DIRECTOR

INTER-OFFICE COMMUNICATION

DATE: Dec 19, 2019

TO: Kathy Winburn, AICP
Planning & Community Development Director

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

TR 12/19/2019

RE: Tara Baywood - Preliminary Plat – Public Service Comments

Public Services has reviewed the Tara Baywood Preliminary Plat (Dec 09 Submittal) and offer the following comments. Review was specific to the Public Services Utilities.

NO.	COMMENTS
1.	Dec 09 Submittal Comment, Sheet C-032 Roundabouts are NOT to be maintained by the City; annotate on drawing.
2.	Dec 09 Submittal Comment, Sheet C-032 This sheet shows detectable warning devices installed at roadway crossings. All detectable warning devices shall be the interlocking paver type. Please submit a detail of this.
3..	Dec 09 Submittal Comment, Sheet C-033 A 2.5-foot PUE is very narrow. Please increase to 5 feet, presumably to allow access to the water meter.
4..	Dec 09 Submittal Comment, Sheet C-300 Suggest that the note "ELECTRIC SYSTEM BEING DESIGNED BY THE UTILITY PROVIDER" be revised to: "AS PART OF THIS PROJECT, ELECTRIC SYSTEM WILL BE DESIGNED BY A

NO.	COMMENTS
	PROFESSIONAL ENGINEER. COORDINATE WITH UTILITY PROVIDER."
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END OF COMMENTS	

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

cc: Justin Tabor – AICP Principal Planner

Adam Hall – AICP Planner

Harry Dillard – Lead Engineering Technician



City of Alachua

ADAM BOUKARI
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

December 3, 2019

Also sent by electronic mail to chrisg@gmuereng.com

Christopher Gmuer, P.E.
Gmuer Engineering, LLC
2603 NW 13th Street
Box 314
Gainesville, FL 32609

RE: Completeness Review of Tara Baywood Preliminary Plat and Special Exception Permit Applications

Dear Mr. Gmuer:

On November 26, 2019, the City of Alachua received your applications for the Preliminary Plat and Special Exception Permit for the Tara Baywood project, which proposes to subdivide a ±36.37 acre subject property into a total of 211 lots (consisting of Tax Parcel Number 03067-006-000), with associated common areas, open space, stormwater management facilities, and right-of-way.

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 applications for completeness and finds that the following information is needed to begin review of the applications. Please provide materials addressing the comments below by **5:00 PM on Monday, December 9, 2019.**

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, which will be scheduled after the application is determined to be complete.

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

Submittal Requirements: It appears that the applicant has submitted the application for an informal completeness review. Applications requesting an informal completeness review must submit the application 10 business days prior to the application deadline. The materials were received 1 business day before the application deadline. Therefore, an informal completeness review cannot be provided for the November 2019 application deadline. Submit three (3) additional sets of the

application, all required attachments, and plans, and provide all application materials in digital format by either submitting a CD or emailing a cloud or FTP link to download the materials.

Preliminary Plat Application

1. **Subdivision Application, Preliminary Plat Attachment #2 – Concurrency Impact Analysis:**
 - a. Provided concurrency impact analysis does not include US HWY 441 although all trips appear to be distributed to that segment. Please provide revised analysis.
2. **Subdivision Application, Preliminary Plat Attachment #5 – Mailing Labels:**
 - a. Two sets of mailing labels for property owners within 400' and those individuals and organizations registered to receive notice were not provided.
3. **Subdivision Application, Preliminary Plat Attachment #6 – Neighborhood Meeting Materials:**
 - a. Additional detail on comments provided by the public must be included. Please identify any specific issues or requests raised by those in attendance.
4. **Subdivision Application, Preliminary Plat Attachment #7 – City of Alachua Public School Student Generation Form:**
 - a. Public School Student Generation form not signed or notarized.

Special Exception Permit Application

1. **Subdivision Application, Preliminary Plat Attachment #4 – Mailing Labels:**
 - a. Two sets of mailing labels for property owners within 400' and those individuals and organizations registered to receive notice were not provided.
2. **Subdivision Application, Preliminary Plat Attachment #5 – Neighborhood Meeting Materials:**
 - a. Additional detail on comments provided by the public must be included. Please identify any specific issues or requests raised by those in attendance.

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.

Sincerely,



Adam Hall, AICP
Planner

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