Legislative # 110373

ORDINANCE	NO	110272
URDINANCE	NU.	1103/3

3 An ordinance of the City of Gainesville, Florida, amending the Land 4 Development Code and Appendix A. Schedule of Fees. Rates and Charges of 5 the City Code of Ordinances related to the development review process, 6 special use permits and citizen participation; by deleting existing Sections 30-7 151 through 30-166; by creating new Sections 30-151 through 30-164 relating to the development review process; by amending Sections 30-234 and 30-235 8 9 relating to special use permits; by amending Section 30-350 relating to citizen participation; by amending Section 30-356 relating to the Development 10 Review Coordinator and Technical Review Committee; by amending 11 Appendix A. Schedule of Fees, Rates and Charges to reflect the new levels of 12 13 and fees for the development review process; providing directions to the 14 codifier; providing a severability clause; providing a repealing clause; and providing an effective date.

- 18 WHEREAS, publication of notice of a public hearing was given that the text of the Land
- 19 Development Code of the City of Gainesville, Florida, be amended; and
- 20 WHEREAS, notice was given and publication made as required by law and a public
- 21 hearing was then held by the City Plan Board on June 23, 2011; and
- 22 WHEREAS, notice was given and publication made as required by law and a public
- 23 hearing was then held by the City Commission on October 20, 2011; and
- 24 WHEREAS, pursuant to law, an advertisement was placed in a newspaper of general
- 25 circulation notifying the public of the public hearing to be held in the City Commission Meeting
- 26 Room, First Floor, City Hall, in the City of Gainesville at least ten (10) days after the first
- 27 advertisement was published; and
- WHEREAS, public hearings were held pursuant to the published notice described above 28
- 29 at which hearings the parties in interest and all others had an opportunity to be and were, in fact,
- 30 heard.

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31 NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE

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Petition No. PB-11-74 TCH CODE: Words stricken are deletions; words underlined are additions.

1 CITY OF GAINESVILLE, FLORIDA:

2 Section 1. Sections 30-151 through 30-166 within Existing Division 1. Development

3 Plan Review Process of Article VII. Development Review Process, are hereby deleted in their

4 entirety as follows:

5 Sec. 30-151. Purpose.

6 The purpose of this article is to promote harmonious, functional relationships among the various

7 elements within any development such as the location of activities, vehicular and pedestrian

8 circulation systems, and visual form, to ensure physical, social and economic compatibility with 9 neighboring developments and conditions, as well as with the community at large, and to prevent

9 neighboring developments and conditions, as well as with the community at large, and to prevent 10 detrimental impact to the natural environment on and off the site by providing for review and

10 evaluation of site plans for all development. Although certain minimum standards are prescribed

12 by specific provisions of this Code of Ordinances, development plan review will permit

13 maximum flexibility in reviewing each plan on its merits and encourage variety and innovation

14 within the intent and purpose specified for each zoning district while ensuring privacy and safety

15 on all levels.

16 Sec. 30-152. Administration and enforcement generally.

17 This article sets forth the application and review procedures required for obtaining development

18 orders, and certain types of permits. The procedures for appealing decisions and seeking

19 legislative action are addressed under section 30-352.1.

Sec. 30-153. – Authorization by development order required prior to undertaking development activity.

22

23 Development activity may be undertaken only when the activity is authorized by a development

24 order permit. A development order or permit shall be issued only when all applicable procedures,

25 inspections and reviews have been complied with as provided in this Code of Ordinances. A

26 development permit may only be issued when the proposed development activity:

- 27 (1) Is authorized by a final development order issued pursuant to this article; and
- 28 (2) Conforms to all applicable federal, state, regional and city codes and regulations.
- 29 (3) The applicant, owner or agent submits evidence of applicable permit from all federal,
- 30 state, regional and county authorities. City approvals may be issued conditioned upon

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31 obtaining necessary permits or approvals from other agencies.

1 2	Sec. 30-154 Exceptions to requirement of preliminary and final development order.
3	A development permit may be issued for the following development activities in the absence of a
4	final development order issued pursuant to this article, provided all requirements of the vested
5	rights and/or concurrency management ordinances are met. Unless otherwise specifically
6	provided, the development activity shall conform to this article and all applicable codes and
7	regulations.
8	(1)- Construction or alteration of one-or two family dwelling and associated accessory
9	structures. Review for compliance with development standards will be conducted by the
10	building codes and standards division at the time of application for a permit. Approval by
11	relevant departments may be required as necessary. Compliance with the development
12	standards in this article is not required if in conflict with the previously approved plat.
13	(2) Renovations and modifications. The alteration of an existing building or structure so
14	long as there is no change of use, expansion of floor area or increase in the amount of
15	impervious surface on the site.
16	(3) - Erection of signs; removal of protected trees. The erection of a sign or the removal of
17	protected trees on a previously developed site and independent of any other development
18	activity on the site, except as required in other sections of this Code of Ordinances.
19	However, where placement of a sign was approved through the development review
20	process, the city manager or designee may require an amendment to the approved
21	development plan in accordance with section 30-159, (Criteria for determining level of
22	review).
23	(4) Resurfacing and re-striping of off-street parking. Resurfacing and/or re-striping of an
24	off street parking area with no new spaces or modification of the layout and landscaping,
25	does not require preliminary and final development plan review. Reconfiguration of parking
26	spaces and/or landscaping may require development plan review in accordance with section
27	30-159. The city manager or designee may determine the level of review depending on the
28	nature, type and complexity of the proposed change.
29	Sec. 30-155 Post-permit changes.
30	After a permit has been issued, it shall be unlawful to change, modify, alter or otherwise deviate
31	from the terms or conditions of the permit without first obtaining a modification of the permit. A

31 from the terms or conditions of the permit without first obtaining a modification of the permit. A
32 modification may be applied for in the same manner as the original permit. A concurrency review

33 may also be required. A written record of the modification shall be entered upon the original

34 permit and maintained in the files of the issuing department. Amendment of the development

35 order must be made in accordance with the procedures for development review for any

36 modification falling into the scope of the review process.

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- 1 Sec. 30-156. Development review approval process.
- (a) Steps in process. The approval process consists of the following step in accordance with
 section 30 160
- 4 (1) Pre-application conference.
- 5 (2) Determination of the level of review.
- 6 (3) Concept plan review (optional).
- 7 (4) Preliminary development plan review.
- 8 (5) Final development plan review.

9 (b) Pre-application conference. Prior to filing for development plan review, the developer, 10 petitioner, applicant or property owner must attend a pre-application conference with planning staff or the technical review committee to discuss the development review process, be informed 11 12 of ordinance requirements and to confer with staff about the application. Capital improvements, 13 such as turn lanes, signalization and the costs attributable to the development, necessary for the 14 development to be approved, may be discussed at this and subsequent meetings. No person may 15 rely-upon any comment concerning a proposed development plan, or any expression of any 16 nature about the proposal made by any participant at the pre-application conference as a 17 representation or implication that the proposal will be ultimately approved or rejected in any 18 form.

- 19 Sec. 30-157. Levels of review, rapid, minor, intermediate and major review.
- 20 For purposes of the development review process, all development plans shall be designated by
- 21 the city manager or designee as either rapid, minor, intermediate or major development according
- 22 to the thresholds set forth in section 30-159. Before submitting a development plan for review,
- 23 the developer, petitioner, applicant or property owner shall provide the city manager or designee
- 24 with sufficient information to allow designation of the proposed development into one of the
- 25 reviewing levels. The decision of the city manager or designee may be supported by written
- 26 findings. The level of review will be determined based on the criteria in section 30-159.
- 27 Sec. 30-158. Public notice.
- Notice to the public on development review projects requiring notice shall be in accordance with
 section 30-351.
- 30 (a) Rapid review and minor review projects. No public notice will be given for rapid
 31 review and minor review projects. The review will be administrative only.
- 32 (b) Intermediate and major development must be noticed in accordance with section 30-
- 33 351, and with a public hearing before the appropriate review board.

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1 Sec. 30-159. - Criteria for determining level of review.

- 2 Criteria for determining the level of review are as follows:
- 3

Rapid Review	Minor Review	Minor Review II	Intermediate Review	Major Review
Resurfacing of	Up to 15 new		16 100 new	Over 100 parking
existing	parking spaces		parking spaces	spaces (500
impervious area	(500 square feet		(500 square feet	square feet each)
which does not	each) or		each) or	or reconstruction,
include new or	construction,		reconstruction,	reconfiguration or
additional spaces,	reconfiguration or		reconfiguration or	redesign of
layout	redesign of		redesign of	existing parking
modification	existing parking		existing parking	or equivalent
and/or	or equivalent		or equivalent	paved area not
landscaping	paved area not		paved area not	accessory to
modifications.	accessory to		accessory to	expansion of the
	expansion of the		expansion of the	number of multi-
	number of multi-		number of multi-	family units, or
	family units, or		family units, or	the floor area of
	the floor area of		the floor area of	office,
	office,		office,	commercial,
	commercial,		commercial,	public service, or
	public service, or		public service, or	industrial uses.
	industrial uses.		industrial uses.	
Expansion or	New construction,	New construction,	New construction	New construction
redesigns of	expansions or	expansions or	or expansion of	or expansion of
existing	redesigns of	redesigns of	existing office,	existing
developments	existing office,	existing office,	commercial or	developments of
which will create	commercial or	commercial or	public service	over 50,001
up to 500 square	public service	public service	development that	square feet of
feet of floor area,	development that	development that	will create from	additional floor
when submitted	will create up to	will create from	10,001 to 50,000	area and its
through the	2,500 square feet	2,500 to 10,000	square feet of	required parking.
building division	of floor area and	square feet of	additional floor	
for a building	its required	floor area and its	area and its	
permit. These may	parking. Porches,	required parking.	required parking.	
include decks,	pole barns, and			
porches, patios,	canopies up to			
courts, pole barns	2,500 square feet			
and similar	of building area.			
accessory	Any deck, patio,			
structures with	court and similar			

usable-floor area.	unenclosed or			
	pervious structure.			
Developments of	Developments	Industrial	Industrial	
500 square feet or	located in the	development	development	
less, of floor area,	agricultural or	greater than 2,500	greater than 2,500	
which involve no	warehousing	square feet of	square feet of	
stormwater issues	zoning districts	developed	developed	
and no additional	which have no	industrial area and	industrial area and	
parking, when	common boundary	located on 5 or	located on greater	
submitted through	with properties	fewer acres.	than 5 acres.	
the building	zoned residential	iower deres.	diali 2 avres.	
division for a	or office.			
building permit.	providing the			
building permit.	proposed			
	development			
	contains only a			
	roof and support			
	structures with			£
	50% or less of the			
	total sides			
	enclosed or			
	industrial			
	development up to			
	2,500 square feet			
	area of developed			
	industrial area.			
Drawings	New construction	Developments of	Developments of	Developments of
submitted to	or additions of 3	6 to 25 dwelling	26 to 99 dwelling	100 dwelling units
verify site	to 5 dwelling	units.	units.	or more.
conditions for	units.			
issuing a zoning				
compliance				
permit.				
Field changes or	A change in the		Changes in the	
modifications to	location and type		location-of	
active	of landscape		buffers, affecting	
development	materials, except a		any plan that was	
where the changes	change in the		approved by the	
do not trigger	location of buffers		development	
	that exceeds the		review board.	
higher level			review board.	
thresholds, which	rapid review			
does not alter	thresholds.			
stormwater,				
traffic, and fire				

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safety or utility			
requirements.			
Minor structural,	Shifts in the		
material, or	location of	. t.	
dimensional	buildings,		
changes that do	structures, parking		
not affect the site	bays, utility tie ins		
layout or any	and dumpsters		
specific provision	where the city		
of a prior	manager or		
approval, as	designee has		
determined by the	determined that		
development	the shifts do not		
review	substantially alter		
coordinator.	the approved plan		
	or conflict with		
	buffering		
	requirements.		

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2 Residential development shall be reviewed on the basis of the number of dwelling units, unless

3 the proposed development involves only an expansion of floor area of existing multifamily

4 development (three or more dwelling units).

5 Sec. 30-160. - Submittal requirements.

6 (a) Application. Applications for development review shall be available from the planning and

7 development services department. A completed application shall be signed and notarized by all

8 owners, of the subject property. Signatures by other than the owner(s) will be accepted only with

9 notarized proof of authorization from the owners of record. In a case of corporate ownership, the

10 authorized signature shall be accompanied by a notation of the signer's office in the corporation.

11 Incomplete applications will not be processed. The city manager or designee may rule that certain

12 required items, not be included with a particular submittal. This decision must be based on a

13 determination that the level of review can proceed without the specified information, or that the

14 information can be provided during the next level of review.

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b. When an application for concept review is submitted, each concept plan shall

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⁽b) (1) a. Concept review. Concept review is encouraged for all intermediate and major development but is not required. This concept review is intended solely to alert an applicant to problems with, or objections to, a particular proposed development. During concept review, no comments made by the appropriate reviewing board or staff should be deemed as either an approval or denial of the proposed project. Concept plans should address conformity with the comprehensive plan, zoning, environment concerns and concurrency.

1 2	include the following unless the city manager or designee determines that the requirements are not applicable:
3 4 5	1. General description of the project including property boundaries, illustrating the general location of all proposed use(s). Residential projects should include the total number of units proposed.
6 7	2. Proposed access to the property (street network) or number of access points requested.
8 9 10	3. A scaled drawing of the site showing major geographical features: creeks, ditches, wetlands, lakes, and other prominent topographic features (USGS or regional planning council maps and tax maps may be used).
11 12	 Location of major tree groupings and Heritage trees as defined in section 30- 258 shall be outlined on aerial tax maps or scaled drawings.
13 14	5. Generalized location, size and number of stories of proposed building(s) and aboveground utilities.
15 16 17	6. General parking lot layout with approximate number of spaces, basic traffic flow and proposed circulation patterns including proposed pedestrian, bikeway, greenway and public transportation facilities.
18 19	7. A statement indicating whether access will be required to a state or county road.
20 21	8. A statement identifying the existence and general location and elevation of any flood zones.
22 23	9. A statement indicating whether the project will be affected by the surface water, gateway, nature park, greenway, uplands or wellfield protection districts.
24 25 26	10. A general description of how drainage will be handled, including a soils statement (soil conservation survey is acceptable) and the general area of the site to be used for stormwater management facilities.
27 28 29	11. Any special occupancies to be included on the site, which may include but are not limited to underground storage tanks, a fireworks manufacturing site, a paint and body shop, or any other occupancy that includes a fire safety concern.
30 31	12. Note whether there is existing water or water service facilities on or near the site.
32	13. Existing wastewater services.
33	14. Type of building construction (Standard Building Code Chapter 6).

1 2	15. The occupancy classification of the building (Standard Building Code Chapter 4).
3	16. Peak hour, peak direction trip generation of proposed development based on
4	the latest edition of the Institute of Transportation Engineers, Trip Generation, an
5	Information Report, or a method approved by the city's traffic engineer. The trip
6	generation report shall be signed by a professional engineer registered in the State
7	of Florida, when there is a difference between the traffic report provided by the
8	petitioner and the concurrency test.
9	(b) (2)—a. Affordable housing concept review and approval. Affordable housing concept
10	review is encouraged for all certified affordable housing developments and is intended
11	solely to assist affordable housing developers with meeting the application requirements for
12	the State of Florida Housing Tax Credit program, in support of the state housing strategy
13	stated at F.S. ch. 420. The review will alert an applicant to problems with, or objections to,
14	a particular proposed development. This concept plan must address conformity with the
15	comprehensive plan, zoning, environment concerns and concurrency. The appropriate
16	reviewing board may grant a non-binding conceptual approval. The conceptual approval
17	does not grant to the applicant any development rights and does not represent a
18	development order. This conceptual approval is only an indication that the development
19	proposal appears to be consistent with general requirements for development approval and
20	that a development order will only be granted after the requirements for a final development
21	plan have been met.
22	b. When an application for affordable housing concept review is submitted, each
23	concept plan shall include the following, unless the city manager or designee
24	determines that the requirements are not applicable:
25	1. General description of the project including property boundaries, illustrating
26	the general location of all proposed use(s). The total number of residential units
27	proposed and units per acre.
28	2. Proposed access to the property (street network) or number of access points
29	requested.
30	3. A scaled drawing of the site showing major geographical features: creeks,
31	ditches, wetlands, lakes, and other prominent topographic features (USGS or
32	regional planning council maps and tax maps may be used).
33	4. Location of major tree groupings and heritage trees as defined in section 30-
34	258 shall be outlined on aerial tax maps or scaled drawings.
35	5. Generalized location, size and number of stories of proposed building(s) and
36	aboveground utilities.
37	6. General parking lot layout with approximate number of spaces, basic traffic

1 2	flows and proposed circulation patterns including proposed pedestrian, bikeway, greenway and public transportation facilities.
3 4	7. A statement indicating whether access will be required to a state or county road.
5 6	8. A statement identifying the existence and general location and elevation of any flood zones.
7 8	9. A statement indicating whether the surface water, gateway, nature park, greenway, uplands or wellfield protection districts will affect the project.
9 10 11	10. A general description of how drainage will be handled, including a soils statement (soil conservation survey is acceptable) and the general area of the site to be used for stormwater management facilities.
12 13 14	11. Any special occupancy to be included on the site, which may include but are not limited to underground storage tanks or any other occupancy that includes a fire safety concern.
15 16	12. Note whether there does exist water or water service facilities on or near the site.
17	13. Existing wastewater services.
18	14. Type of building construction (Standard Building Code Chapter 6).
19 20 21 22 23 24	15. Peak hour, peak direction trip generation of proposed development based on the latest edition of the Institute of Transportation Engineers, Trip Generation, an Information Report, or a method approved by the city's traffic engineer. When there is a difference between the traffic report provided by the petitioner and the concurrency test, the trip generation report shall be signed by a professional engineer registered in the State of Florida.
25	16. Minutes from the required neighborhood workshop.
26 27 28 29	(c) General plan requirements. All plans for minor and all preliminary and final plans for intermediate or major review shall conform to the following standards, however, the city manager or designee may request additional information essential to providing a professional and complete response to the petition:
30 31	(1) Each application shall include multiple copies of the plan as necessary to facilitate the review process.
32 33 34	(2) Each sheet shall contain a title block with the name of the development, both stated and graphic scale, a north arrow, and date of preparation. If multiple sheets are used, the sheet number and total number of sheets must be clearly indicated on each.

1	(3) The first sheet of each plan shall include:
2	a. The general location, both stated and graphic. The location graphic shall be
3	drawn to scale showing the position of the proposed development in the section(s),
4	township and range, together with the principal roads, city limits and/or other pertinent
5	orientation information.
6	b A complete written legal description of the property and the tax parcel number(s).
7	c. The name, address and telephone number of the owner(s) of the property. Where
8	a corporation or company is the owner of the property, the name and address of the
9	president and secretary of the entity shall be shown.
10	d. Name, business address and telephone number of those individuals responsible
11	for the preparation of the drawing(s).
12	e. The area of the property stated in square feet and acres.
13	f. Approximate location and types of development immediately adjacent to the
14	proposed project.
15	(4) The existing conditions map shall show the boundaries of the property with a metes
16	and bounds description reference to section, township and range, tied to a section or quarter-
17	section or subdivision name and lot number(s) signed and sealed by a professional land
18	surveyor licensed by the State of Florida. All existing easements, emergency accessways,
19 20	other cross-access easement agreements, and rights of-way, and common areas shall be shown. All existing structures, pavement and signage shall be shown.
21	(5) Unless a format-is specifically called for below, the information required may be
22	presented textually, graphically or on a map, plan, aerial photograph or by other means,
23	whichever most clearly conveys the required information. It is the responsibility of the
24	petitioner to submit the information in a form that allows ready determination of whether
25	the requirements of this chapter, the comprehensive plan, or other federal, state or regional
26	laws and regulations have been met. The trip generation report shall be signed by a
27	professional engineer registered in the State of Florida, when there is a difference between
28	the traffic report provided by the petitioner and the concurrency test results from the
29	planning and development services department.
30	(d) Preliminary development plan. Each preliminary development plan shall include the
31	following:
32	(1) Use and description of proposed project.
33	(2) A quality scaled drawing of the site showing the following:
34	a. Location and dimensions of all existing and proposed structures indicating all
35	access points, gross floor area per floor per building, building height and number of

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1	stories, statement of number of units, and bedrooms.
2	b. All existing and proposed vehicular and pedestrian accessways with dimensions.
3 4	c. Areas designated for off street parking showing the number of existing, required and proposed parking spaces based upon parking standards.
5	d. – Required bicycle parking, number and placement of racks.
6	e. Designated loading and service areas.
7 8	f. A typical detail of a parking space with the number of spaces indicated in specific areas.
9 10	g. Location of all proposed structures to be located within the vehicular use area, including signs, dumpsters, trash compactors, etc.
11 12	h.— Total area of site with percentages allocated to buildings, paving, impervious area and open space.
13 14	i. Dimensions of all features on the site must be indicated, including but not limited to setbacks, building separation, driveway and street widths, etc.
15	j. Designate all common areas.
16 17	k. Any proposed or required screening or buffering mechanism, including walls, hedges and/or fences.
18 19 20 21	1. Building elevations showing all features necessary to determine compliance with the Land Development Code. Other elevations and special design features may also be required. Submission of preliminary floor plans is strongly encouraged to facilitate review of the project.
22 23	m. A generalized landscaping plan showing existing trees, trees proposed to be saved and removed, and other significant vegetation on the site.
24 25	(3) A scaled topographic map of the site showing major geographical features: creeks, ditches, wetlands, springs, lakes, and other natural and man-made prominent features.
26 27 28 29 30 31 32 33	(4) Tree survey showing the location, diameter, genus and species of all trees larger than eight inches except sweetgums, slash and loblolly pines, which must be surveyed when larger than 12 inches. Measurements must be made at 4½ feet from base of trunk. An alternative to this survey of every regulated tree is a report, executed by a certified arborist with current credentials from the International Society of Arboriculture. The report must show the surveyed location, diameter, genus and species of all Heritage trees, other trees worthy of protection, and existing trees planted to comply with earlier approved development plans.

1	(5) Location of all adjacent streets, internal streets, driveways and all access points. The
2	state highway system or county road number shall be shown on the plans and peak hour,
3	peak direction trip generation of proposed development calculated using the latest edition of
4	the Institute of Transportation Engineers, Trip Generation, An Information Report.
5	(6)—Sketch showing proposed access to public transportation facilities and greenways of
6	projects adjacent to these facilities.
7	(7) - Sketch showing basic plans for internal traffic circulation and parking lot design and
8	preliminary plans for interaction between proposed development and pedestrian, bikeway,
9	greenway and other public transportation facilities.
10	(8) The building construction type and type of roof covering.
11	(9) Fire protection systems to be provided in the structures shall be described. (These may
12	include automatic fire sprinkler systems, halon systems, standpipe systems, smoke removal
13	systems, smoke detection systems and fire extinguishers.)
14	(10) Identify any known special fire protection concerns such as flammable liquids storage
15	tanks, dry cleaning operations, paint spray operations, manufacturing processes, furnaces,
16	ovens, combustible storage, etc.
17	(11) Provide locations of fire hydrants and the size and locations of water mains that supply
18	them. The point of service for fire protection systems connected to the public water system
19	shall also be designated.
20	(12) Show the paved areas and/or stabilized areas of the site that may be used for access to
21	the structures by emergency apparatus. This will include culs de sac, dead-ends, emergency
22	accesses, limerock based areas of travel, etc.
23	(13) Proposed or required fire lanes to be provided.
24	(14) Provide the calculation sheet for the required fire flow of the structures contained on
25	the site. This is determined using the "Guide for the Determination of Required Fire Flow,"
26	as it may be amended from time to time.
27	(15) Development phase lines.
28	(16) Landscaping (in utility areas).
29	(17) Indicate the location of all existing utilities on the site and in adjacent easements
30	and/or rights of way.
31	(18) Indicate existing and proposed casements for facilities to be maintained by Gainesville
32	Regional Utilities (GRU).
33	
33 34	(19) Proposed off site extensions from the point of available capacity, as determined by CPUL engineering staff. (Note: Site plan enproval does not constitute enproval of the off site
54	GRU engineering staff. (Note: Site plan approval does not constitute approval of the off site

1	extension.)
2 3	(20) General location of proposed water and wastewater facilities, including dimensions, size and type of pipes and slope of pipes.
4	(21) Grease, sand and lint interceptors (provide statement if they are included).
5	(22) Any other pretreatment facilities required (provide statement if needed).
6 7 8 9	(23) Engineering report itemizing the estimated wastewater average daily flow, showing method of calculation and indicating the constituents of the wastewater. (Note: If industrial in nature and concentrations of certain chemical compounds exist, then the applicant must secure an industrial user permit.)
10	(24) Backflow preventers (statement whether needed).
11	(25) If required, fire sprinkler systems (type: dry, wet, chemical addition).
12 13	(26) Flood zones shall be identified, with elevations and the source of information if applicable.
14 15 16 17	(27) Show the location of the surface water overlay district, the gateway, greenway, uplands or nature park districts and community wellfield management zones. Locate the creek setback line on the plan in accordance with Article VIII, section 30-300, pertaining to surface water districts.
18	(28) A preliminary stormwater management plan in accordance with Article VIII:
19	aShow generalized soil types.
20	b. Graphically show existing topography in one-foot contours and direction of flow.
21 22	c. Graphically show any existing drainage control features, and all natural or manmade water bodies.
23	d. Note depth of the high water table.
24 25 26 27	e. Graphically show location, note area and dimensions of proposed drainage/retention basins and swales including proposed depth and elevation of basin bottom and shoulder, elevation of all control structures and all preliminary calculations.
28	f. Graphically show all easements.
29	g Provide documentation if joint facility or master plan facility is to be utilized.
30	h. Graphically show proposed grading.
31	i. Note proposed roof drainage control system.

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1 2	j. Name, address and registration number of engineer or landscape architect who prepared preliminary stormwater management plan.
3	k. Sedimentation and erosion control plan:
4	1. During construction; and
5 6	2. Plan for erosion and sedimentation control over the life of the stormwater facilities.
7 8	1. List any permits required by the county, the applicable water management district, and any state agency.
9	(29) The occupancy classification of the building (Standard Building Code Chapter 4).
10	(30) Handicapped accessibility.
11	(31) A statement that the site is or is not in an historical preservation district.
12	(32) Certificate of concurrency. A certificate of preliminary concurrency is required for
13	preliminary plan approval.
14	(33) A photometric plan. For all development plans requiring development plan review by a
15	reviewing board, the plan shall be certified by a registered architect or engineer, or lighting
16	professional holding a current LC (lighting certification) from the National Council on
17	Qualifications for the Lighting Profession (NCQLP), as providing illumination in
18	accordance with the applicable standards set forth in sections 30-330(a)(4) and 30-345(b)(8)
19	and (9). For development plans requiring staff review only, the city manager or designee
20	shall determine whether such a lighting plan is required. Plans shall indicate the location,
21	height and types of lights (manufacturer's catalog cut, including make and model numbers
22	and glare reduction/control devices), footcandle grid to illustrate light levels required,
23	uniformity ratio, lamp wattage, shades, deflectors, beam direction, luminous area for each
24	source of light and a statement of the proposed hours when the luminaries will be on and
25	when they will be extinguished.
26	(34) Sidewalk(s) that meet the requirement of section 30-338
27	(35) A statement indicating that all utility services shall be installed beneath the surface of
28	the ground in accordance with section 30-345
29	(e) Final development plan. Each final development plan shall include the following:
30	(1) A landscape plan and tree survey or certified arborist report in accordance with Article
31	VIII.
32 33	(2) Security plan for parking areas, if used after dark (statement re compliance is satisfactory).

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 (3) Design of the connections (including driveways, roadways and other off site improvements in abutting rights of way or easements) and between the development and adjacent developments.
 (4) Right of way improvements associated with access to the proposed development,

4 (4) Kight of way improvements associated with access to the proposed development,
 5 including but not limited to left turn lanes, bypass lanes and signalization for the
 6 development.

- 7 (5) Design of the internal traffic flow and parking lot.
- 8 (6) Accessibility for service and emergency vehicles; handicapped accessibility.
- 9 (7) Specify number and placement, and detail of bike parking.

10 (8) Design of bus stops, pedestrian, bikeway and greenway access to proposed
 11 development, where applicable.

12 (9) Where applicable, the completion of any traffic studies as specified in subsection 30-

13 160(d)(5). In addition, letters of approval and conditions from the state department of
 14 transportation and the county must be provided.

- 15 (10) Dimensions, size and type of pipe and slope of wastewater facilities.
- 16 (11) Manholes and cleanouts with top and invert elevations.
- 17 (12) Location of all service laterals to within five feet of each building terminating a
 18 cleanout.
- 19 (13) Dimensions, size and type of pipe, tapes and valves related to water facilities.
- 20 (14) Location of all service laterals and water meters including size.
- (15) A final stormwater management plan, in accordance with Article VIII, signed and
 sealed by a professional engineer registered in the State of Florida:
- a. Data, method of analysis and explanation of assumptions for final stormwater
 management plan and stormwater management utility summary sheet.
- 25 b.-- Results of soil borings, if determined necessary by public works department.
- 26 c. Typical sections and details of all stormwater management control facilities;
 27 construction specifications, complete construction notes.
- 28 d. Grading and paving plan, including complete notes and construction
 29 specifications.
- 30 e. Final sedimentation and erosion control-plan:
- 31 1. During construction; and

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1 2	2. Plan for erosion and sedimentation control over the life of the stormwater facilities.
3 4	f. Status report on any permits required by the county, the applicable water management district and any state agency.
5 6	g. Maintenance plan for stormwater management facilities specifying regular maintenance procedures for which the property owner shall be responsible.
7 8 9 10 11	(16) Location and dimension of all existing and proposed structures indicating all access points, gross floor area per floor per building, elevations of proposed buildings or additions, building height, number of stories, statement as to the number of dwelling units and bedrooms or floor area ratio. Submission of preliminary floor plans is strongly encouraged to facilitate review of the project.
12 13	(17) Certificate of concurrency. A certificate of final concurrency is required for final plan approval.
14	(18) Sidewalk(s) that meet the requirement of section 30 338
15	Sec. 30-161 Review process.
16 17 18 19 20	(a) <i>Review considerations</i> . The appropriate reviewing board or the development review coordinator shall review any minor plan, intermediate plan, major plan or any amendment to any previously approved plan based upon the competent and substantial evidence presented by the reviewing authority, the petitioner, property owners, who are entitled to notice, affected persons, as determined by the board, and other interested persons related to any of the following factors:
21 22 23	(1) Whether the plan meets submittal requirements of the land development code including payment of fees and compliance with submittal schedules to ensure adequate notice and review.
24 25	(2) Whether the proposed development is consistent with the comprehensive plan, the land development code, applicable special area plans and other applicable regulations.
26 27 28 29 30	(3) Whether the proposed development meets the level of service standards adopted in the City of Gainesville Comprehensive Plan. Proof of meeting these standards shall exist in the form of a certificate of concurrency exemption, certificate of preliminary or final concurrency (as applicable at the particular development review stage), or certificate of conditional concurrency reservation.
31 32	(4) • Whether the proposed development complies with other applicable factors and criteria prescribed by the comprehensive plan, the land development code or other applicable law.
33 34 35	A portion of the review process shall permit any interested person to address the appropriate reviewing board or the development review coordinator at the proper time. The appropriate reviewing board or the development review coordinator shall determine what evidence is

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- 1 relevant to the decision and shall limit its review to that relevant evidence. Formal rules of 2 evidence shall not apply. 3 (b) Review of concept plans. Concept review is provided in order for the applicant to receive 4 public input and staff comments on a concept for development prior to the preparation of detailed 5 plans and data. Any plan submitted for concept review must be in accordance with the land use 6 designation and the zoning designation applicable to the subject property. 7 (1) All major developments are encouraged to submit a plan for concept review. 8 Intermediate developments need not be submitted to concept review, but concept review 9 may be used at the option of the developer. This review is recommended to developers for 10 proposals that may be controversial. 11 (2) The developer shall file a completed application and a concept plan as a prerequisite to 12 obtaining concept review. 13 (3) Within five working days of receipt of an application and concept plan, the department 14 shall make a determination that: 15 a.- The application is complete; if the submittals are incomplete the department shall 16 inform the developer in writing as to the deficiencies. The developer may submit an 17 amended application within 30 days without payment of a new application fee, but, if 18 more than 30 days have elapsed, must thereafter reinitiate the application and pay an 19 additional fee; or 20 b. The submittals are complete and proceed with the following procedures. The 21 proposed plan shall be placed on the agenda of the next meeting of the development 22 review board that allows the provision of required notice. 23 (4) Public notice shall be in accordance with Article X of this chapter. 24 (5) A copy of the concept plan and notice of the time and date of the concept review shall 25 be delivered to each member of the technical review committee. Technical review 26 committee members shall review the proposal and submit comments, if any, in writing to 27 the development review board at the board's concept review. 28 (6) The development review board shall issue no order, finding or other indication of 29 approval or disapproval of the proposal, and no person may rely upon any comment 30 concerning the proposal, or any expression of any nature about the proposal, made by any 31 person during the concept review process as a representation or implication that the 32 particular proposal will be ultimately approved or disapproved in any form. 33 (7) Following concept review, if applicable, any application must be submitted for 34 preliminary or preliminary and final review within 12 months from the date the board 35 conducted conceptual review. 36 (c) Review of development plans for minor developments.
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1	(1) All-minor plan applications must be submitted to satisfy the requirements for final
2	development plan review. There shall be one review step for developments classified as a
3	minor development.
4	(2) General procedures.
5	a. The developer of a proposed minor development shall submit the required
6	number of copies, as established by the city manager or designee, for review. Minor
7	developments shall be reviewed and a finding rendered by the city manager or his/her
8	designee. Plans for review of minor developments shall be submitted to the planning
9	and development services department. Plans may be submitted at any time, but will be
10	assigned according to the technical review schedule.
11	b. The department shall make a determination whether the application for review is
12	complete. Incomplete applications will not be reviewed until all information required
13	for review has been submitted. Complete submittals shall be processed using the
14	following procedures:
15	(1) A copy of the plan shall be sent to each member of the technical review
16	committee. Each member shall review the proposal and submit written comments
17	to the technical review committee.
18	(2) The city manager or his designee shall review the comments and determine
19	whether the proposal complies with the requirements of this chapter.
20	(3) The city manager or his designee shall:
21	a. Issue a determination that additional information is required and defer
22	a decision to the next technical review cycle, until the necessary information
23	is provided.
24	b. Issue a finding that the development plans comply with the Land
25	Development Code as applicable to the proposed development; or
26	c. Refuse to issue a finding of compliance on the basis it is impossible for
27	the proposed development even with reasonable modifications, to meet the
28	requirements of this chapter, the comprehensive plan, or other federal, state
29	or regional laws and regulations as applicable.
30	Sec. 30-162 Review of preliminary and final development plans for intermediate and
31	major developments.
32	(a) Preliminary development plans.
33	(1) The developer shall, following completion of concept review when such review is

(1) The developer shall, following completion of concept review when such review is
 chosen by the developer, submit a preliminary development plan to the development review
 coordinator.

1 2	(2) Within five working days of receipt of a preliminary development plan, the development review coordinator shall:
3	a. Determine that the information is incomplete and inform the developer in writing
4	of the deficiencies. The developer may submit an amended plan within 30 days
5	without payment of an additional fee, but, if more than 30 days has elapsed, must
6	thereafter initiate a new application and pay a new fee; or
7	b. Determine that the plan is complete and proceed with the following procedures.
8	(3) The development review coordinator shall send a copy of the preliminary development
9	plan to each member of the technical review committee and shall place the plan on the
10	agenda of the next committee meeting.
11	(4) Each committee member shall submit written comments as to the proposed
12	development's probable effect on the public facilities and services that the member
13	represents.
14	(5) Within 15 working days after the committee meets to consider the plan and comments,
15	the city manager or designee shall issue a written report setting forth findings and
16	conclusions supporting its recommendation that the development review board:
17	a. Issue a preliminary development order complying with section 30-165, pertaining
18	to contents of preliminary development orders, below; or
19	b. Refuse to issue a preliminary development order based upon it being impossible
20	for the proposed development, even with reasonable modifications, to meet the
21	requirements of this chapter, the comprehensive plan, or other federal, state or regional
22	laws and regulations as applicable.
23	(6) The development review board shall conduct a quasi-judicial administrative hearing on
24	the preliminary development plan to determine whether the plan satisfies the requirements
25	of this chapter, the comprehensive plan, or other federal, state, or regional laws and
26	regulations as applicable. The hearing shall be scheduled in accordance with Article X.
27	(7) The development review board shall:
28	a. Find that all requirements have been met and issue a preliminary development
29	order complying with section 30 165, pertaining to contents of preliminary
30	development orders, below;
31	b. Find that all requirements can be met with reasonable modifications which the
32	developer proffers at the hearing and issue a preliminary development order complying
33	with section 30-165, pertaining to contents of preliminary development orders, below;
34	OT
35	c. Refuse to issue a preliminary development order because the plan as presented

1 2	fails to meet the requirements of this chapter, the comprehensive plan, or other federal, state or regional laws and regulations as applicable.
3	(b) Final development plans.
4	(1) The developer shall file a final development plan for review within six months of
5 6	receiving a preliminary development order. Extension of this period may be granted by the appropriate reviewing board at the applicant's request under the following circumstances:
7	a At the request of the applicant and for good cause shown, the appropriate
8	reviewing board, at a public hearing, may extend the period for filing a final
9	development plan for a period of six months, if all the concurrency management
10	requirements of this chapter can be met and if the extended plan would not be in
11	conflict with any other ordinance of the city.
12	b. If there is an approved master plan for the development, the appropriate
13	reviewing board, at a public hearing, may set the time schedule for how long the
14	preliminary plan will be valid, provided the following conditions are met:
15	i. The development includes a master stormwater plan for the entire
16	development;
17	ii. The internal traffic network is shown on the master site plan;
18	iii. The master site plan shows building envelopes and general parking layout
19	areas; and
20	iv. The master site plan shows all exterior adjacent use buffers and
21	environmental features including but not limited to creeks and wetlands.
22	The development will be required to receive a certificate of final concurrency when an
23	application is made for final development plan approval for each phase of the
24	development. No reservation of concurrency for future phases will be made when the
25	master plan is approved. Each future phase must receive its own concurrency approval.
26	(2) Within 20 working days the department shall determine whether the final development
27	plan should be approved or denied based on whether the plan conforms to the preliminary
28	development order.
29	(3) The department shall:
30	a. Issue a final development order complying with section 30-166, pertaining to
31	contents of final development orders, below; or
32	b. Refuse to issue a final development order based on the failure of the development
33	to comply with the conditions imposed by the preliminary development order, this
34	chapter, the comprehensive plan, or other federal, state, or regional laws and
35	regulations as applicable.

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(4) A final development order shall be effective for a period of one year unless otherwise
 specified.

3 Sec. 30-163. - Reserved.

4 Sec. 30-164. - Phasing.

5 (a) Approval of master plan. A master plan for the entire development site must be approved 6 for any development that is to be developed in phases. The master plan shall be submitted 7 simultaneously with an application for review of the preliminary development plan for the first 8 phase of the development and must be approved as a condition of approval of the preliminary 9 plan for the first phase. A preliminary and final development plan must be approved for each 10 phase of the development under the procedures for development review prescribed above. Each 11 phase shall include a proportionate share of the proposed recreational and open space, and other 12 site and building amenities of the entire development, except that more than a proportionate 13 share of the total amenities may be included in the earlier phases with corresponding reductions 14 in the later phases. Each phase must meet concurrency requirements. A certificate of preliminary 15 and final concurrency shall be required for each phase. Approval of a master plan shall not be 16 construed as the issuance of any development order. Any change to the master plan must be 17 approved prior to any final development plan being approved based on the change. (b) - Requirements for master plan. A master plan is required for any development which is to be

(b) - Requirements for master plan. A master plan is required for any development which is to be
 developed in phases. A master plan shall provide the following information for the entire

- 20 development:
- 21 (1) A concept plan for the entire master plan area.
- 22 (2) A development plan for the first phase or phases for which approval is sought.

23 (3) A development phasing schedule including the sequence for each phase, approximate
 24 size of the area in each phase, and proposed phasing of construction of public recreation and
 25 common open space areas and facilities.

- 26 (4) Total acreage in each phase and gross intensity (nonresidential) and gross density
 27 (residential) of each phase.
- 28 (5) Number, height and type of residential units.
- 29 (6) Floor area, height and types of office, commercial, industrial and other proposed uses.
- 30 (7) Total land area, and approximate location and amount of open space included in each
 31 residential, office, commercial and industrial area.
- 32 (8) Approximate location of proposed and existing streets and pedestrian and bicycle
 33 routes, including points of ingress and egress.
- 34 (9) Approximate location and acreage of any proposed public use such as parks, school
 35 sites and similar public or semipublic uses.

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1	(10) A vicinity map of the area within one mile surrounding the site showing:
2	a. Land use designations and boundaries.
3	b. Traffic circulation systems.
4	c. Major public facilities.
5	d. Municipal boundary lines.
6	e. Urban service area boundaries.
7 8 9 10	(11) Other documentation necessary to permit satisfactory review under the requirements of this chapter, the comprehensive plan, or other federal, state or regional laws and regulations that may be applicable and required by special circumstances in the determination of the director.
11	See. 30-165 Contents of preliminary development orders.
12	(a) Mandatory requirements. A preliminary development order shall contain the following:
13 14	(1) An approved preliminary development plan (may be subject to conditions and modifications) with findings and conclusions.
15 16 17 18 19 20	(2) A listing of conditions that must be met, and modifications to the preliminary development plan that must be made, in order for a final development order to be issued. The modifications shall be described in sufficient detail and exactness to permit a developer to amend the proposal accordingly. However, the failure to list all requirements of this chapter and regulations of the city shall not relieve the developer from complying with such ordinances and regulations.
21 22 23	(3) A listing of federal, state, regional and city permits that must be obtained in order for a final development order to be issued. However, the failure to list all of such permits shall not relieve the developer from obtaining the required permits.
24 25 26	(4) Notice that the preliminary development order does not constitute a final development order and that subsequently adopted ordinances, regulations and laws may require additional amendments to the proposal.
27	(5) With regard to concurrency management requirements:
28	a. The initial determination of concurrency.
29 30 31 32	b. The time period for which the preliminary development order is valid. This initial determination indicates that capacity is expected to be available for the proposed project, provided that a complete application for a final development order is submitted prior to the expiration date of the preliminary development order.
33	c. Notice that the preliminary development order does not constitute a final

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1	development order and that one or more concurrency determinations may subsequently
2	be required. The notice may include a provisional listing of facilities for which
3	commitments may be required prior to the issuance of a final development order.
4	d. Notice that issuance of a preliminary development order is not binding with
5	regard to decisions to approve or deny a final development order, and that it does not
6	constitute a binding commitment for capacity of a facility or service, unless otherwise
7	specified in Article III, Division 2.
8	(b) Conditional requirements. A preliminary development order may include one or more of the
9	following as conditions of approval:
10	(1) Agreement by the developer in a recordable written instrument running with the land
11	that no final development order will be requested or approved unless the necessary facilities
12	are programmed for construction within specified time periods.
13	(2) Commitment by the developer in a recordable written instrument to contract for
14	provision of the necessary services or facilities to achieve the concurrency requirement.
15	(3) Schedule of construction phasing of the proposed development consistent with the
16	anticipated availability of one or more services or facilities.
17	(4) Such other conditions as may be required by the development review board to ensure
18	that concurrency will be met for all applicable facilities and services.
19	Sec. 30-166 Contents of final development orders.
20	(a) Mandatory requirements. A final development order shall contain the following:
21	(1) A determination that, where one was required, a valid preliminary development order
22	exists for the requested development.
23	(2) An approved final development plan with findings and conclusions.
24	(3) A determination that all conditions of the preliminary development order have been
25	met.
26	(4) If modifications must be made to the development plan before a final development
27	order may be issued, a listing of those modifications and the time limit for submitting a
28	modified plan.
29	(5) A specific time period during which the development order is valid and during which
30	time development shall commence. A final development order shall remain valid only if
31	development commences and continues to completion with due diligence and in good faith
32	according to the terms and conditions of approval.
	according to the terms and conditions of approval.

- 1 (b)- Conditional requirements. A final development order may contain:
- 2 (1) A schedule of construction phasing consistent with availability of capacity of one or
 3 more services and facilities.
- 4 (2) A schedule of services or facilities to be provided or contracted for construction by the
 5 applicant prior to the issuance of any certificate of occupancy or within specified time
 6 periods.
- 7 (3) Any alternate service impact mitigation measures to which the applicant has
 8 committed in a recordable written instrument, subject to the city attorney's review as to form
 9 and legality.
- 10 (4) Security in the amount of 120 percent of the cost of services or facilities to be
 11 dedicated to the city, as verified by the city, that the applicant is required to construct,
 12 contract for construction, or otherwise provide.
- 13 (5) Such other conditions as may be required to ensure compliance with the concurrency
 requirement.
- 15 Section 2. New Sections 30-151 through 30-165 are created within Division 1.
- 16 Development Plan Review Process of Article VII. Development Review Process and are adopted
- 17 as follows:

18 Sec. 30-151. Purpose.

19 The purpose of this division is to promote harmonious, functional relationships among the 20 various elements within any development such as the location of activities, vehicular and pedestrian circulation systems, and visual form, to ensure physical, social and economic 21 22 compatibility with neighboring developments and conditions, as well as with the community at 23 large, and to prevent detrimental impact to the natural environment on and off the site by 24 providing for review and evaluation of development plans for all development. Development 25 plan review is intended to permit maximum flexibility in reviewing each plan on its merits and 26 encourage variety and innovation within the intent and purpose specified for each zoning district and the minimum requirements specified in the Code of Ordinances. 27

28 <u>Sec. 30-152. Administration and enforcement generally.</u>

29 This division sets forth the application and review procedures required for obtaining

30 development orders and certain types of permits. The procedures for appeals and enforcement are

- 31 generally addressed under Article X of the Land Development Code.
- 32

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1 Sec. 30-153. – Authorization by development order required prior to undertaking 2 development activity. 3 Development activity may be undertaken only when the activity is authorized by a final 4 development order and any required development permits are issued by the City. A final 5 development order shall be issued only when all applicable procedures, inspections and reviews 6 have been completed as provided in the Code of Ordinances. 7 Sec. 30-154. - Exceptions to requirement for development review. 8 The following development activities do not require development review under this article: 9 10 Signs. New signs and modifications or removal of existing signs that are (a) 11 authorized by a sign permit issued by the City. 12 Removal of regulated trees. The removal of regulated trees that is authorized by a (b)13 tree removal permit issued by the City and is not associated with a development plan. 14 Sec. 30-155. - Levels of development review and process. 15 16 For purposes of the development review process, all development shall require either rapid, 17 minor, intermediate or major development review in accordance with the thresholds set forth in 18 the table below. Development that includes components within different thresholds shall be 19 reviewed as one submittal in accordance with the highest threshold that is triggered by the 20 development. 21 22 LEVELS OF DEVELOPMENT REVIEW 23 RAPID MINOR¹ **INTERMEDIATE** MAJOR Developments of 3 New construction of Developments of 11 Developments Residential single-family to 10 multipleto 99 multipleof 100 or dwellings or family dwelling family dwelling more duplexes. units. units. multiplefamily dwelling units. Non-New construction or New construction New construction or New Residential expansions of up to or expansions of expansions of construction 1,000 square feet of 1,001 and up to 10.001 to 50,000 or expansions

building area.

10.000 square feet

of building area.

square feet of

building area.

over 50,001

square feet of building area.

Parking; other Impervious Areas; Construction Activity	Resurfacing or restriping of existing parking areas, or new parking areas that include less than 8 parking spaces.Impervious areas: less than 1000 square feet.Excavation, filling, or removal of up to 200 cubic yards of material for the purpose of development.	Parking areas that include 8-40 new parking spaces. <u>Impervious areas:</u> 1,000-20,000 square feet. <u>Excavation, filling,</u> or removal of more than 200 cubic yards of material for the purpose of development.	Parking areas that include 41-100 new parking spaces. Impervious areas: 20,001-50,000 square feet.	Parking areas that include more than 100 new parking spaces. Impervious areas: more than 50,000 square feet.
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Note to Table:

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¹ <u>Higher level review required</u>. Any development that otherwise meets the thresholds for rapid or minor review shall be automatically reviewed as an intermediate level review when the development:

- (1) includes one or more requests for a board modification; or
- (2) <u>includes new commercial, office or industrial construction on</u> property that directly abuts existing single-family development; or
- (3) <u>impacts wetlands, surface waters, or other regulated natural or</u> <u>archeological resources.</u>

SUMMARY OF DEVELOPMENT REVIEW PROCESS

	RAPID	MINOR	INTERMEDIATE AND MAJOR	MASTER PLAN
<u>First Step</u>	Not required.	Required, refer to	Required, refer to	Required, refer to
<u>Meeting</u>		Sec. 30-156.	Sec. 30-156.	Sec. 30-156.

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Neighborhood Workshop	Not required	Not required	Required, refer to Sec. 30-350.	Required, refer to Sec. 30-350.
<u>Technical</u> <u>Review</u> <u>Committee</u>	Not required	Required, refer to Sec. 30-159.	Required, refer to Sec. 30-159.	Required, refer to Sec. 30-159.
Board Review	Not required	Not required	Required, board issues a preliminary development order, refer to Sec. 30-163.	Required, board issues a preliminary development order, refer to Sec. 30-163.
<u>Final Staff</u> <u>Review</u>	Required, staff issues a final development order, refer to Sec. 30-161.	Required, staff issues a final development order, refer to Sec. 30-161.	Required, staff issues a final development order, refer to Sec. 30-161.	Not required.

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Sec. 30-156. - First step meeting.

Prior to filing an application for development plan review, the applicant must attend a first step meeting to discuss the development review process, code requirements and to confer with staff about the development process. The first step meeting may be attended by staff of the technical review committee or staff of the planning and development services department. Comments made by staff at a first step meeting are made solely for preliminary informational purposes and shall not be construed as an approval or denial or agreement to approve or deny any development order.

11 Sec. 30-157. - Submittal requirements.

12 (a) Application. A completed application, on the form provided by the city, shall be 13 signed and notarized by all owners of the property, and by any agents of the owners. The 14 application, together with applicable fees, shall be submitted to the city.

16 The city manager or designee shall determine completeness based on level of review 17 required, the nature of the proposed development and other requirements as set forth in 18 this code, the comprehensive plan and other city requirements deemed necessary to 19 provide a professional and complete review and evaluation of the application. 20

(b) Format. Unless a particular format is required by city code, the information
 required may be presented textually, graphically or on a map, plan, aerial photograph or
 by other means, whichever most clearly conveys the required information. It is the
 responsibility of the applicant to submit the information in a clear and readable format
 that allows for determination of whether the requirements have been met.

1
2 (c) Rapid review requirements. Each application for rapid review shall include the
3 following:
4
5 (1) Multiple copies of the plan as necessary to facilitate the review process. 6
7 (2) A written description of any requests for authorized modifications of 8 standards in this chapter and justification for those requests.
9
11
12 <u>a. Existing improvements on the site.</u>
13
b. <u>The location of wetlands, surface waters, and other regulated</u>
15 <u>natural or archeological resources.</u>
17 c. The location, species, and size of any regulated trees proposed for
18 <u>removal.</u>
19
20 <u>d. Location and dimensions of all existing and proposed structures</u>
21 <u>indicating all access points, gross floor area per floor per building,</u>
22 building height and number of stories, statement of number of units and
23 <u>bedrooms.</u>
24
e. Location of all adjacent streets, internal streets, driveways.
26 <u>Identification of all proposed access points to the property from the</u>
27 existing street network or adjacent properties, including the design of the
28 <u>connections between the development and adjacent streets or</u>
29 developments. Right-of-way improvements associated with access to the
30 proposed development, including but not limited to left turn lanes, bypass
31 <u>lanes and signalization for the development.</u>
32
<u>f.</u> <u>All existing and proposed vehicular and pedestrian, and bicycle</u>
34 <u>accessways with dimensions.</u>
35
36 g. Areas designated for off-street parking showing the number of
37 existing, required and proposed parking spaces based upon parking
standards. The location and number of bicycle parking spaces.
39
40 h. Designated loading and service areas.
41
i. Location of all other proposed structures, as well as freestanding
signs, solid waste and recycling facilities, walls, and fences.
14

1 2	j. Dimensions indicating that zoning standards and development requirements are met, including but not limited to setbacks, building
3	separation, driveway and street widths.
4	
5	k. The location and species of trees and shrubs required to meet
6	landscaping standards.
7	
8	1. The location of existing and proposed utility lines.
9	
10	(4) For new buildings, building additions, or exterior renovations to existing
11	buildings - building elevations, generally depicting the location of all windows,
12	entryways, and major architectural features, and basic floor plans providing
13	information necessary to determine compliance with this chapter.
14	
15	(5) Any other information required to evaluate building permits associated
16	with the rapid review.
17	
18	(d) Minor, intermediate and major review requirements. Each application for minor,
19	intermediate or major development plan review shall include the following:
20	
21	(1) Multiple copies of the plan as necessary to facilitate the review process.
22 23	(2) A written dependention of the project including the types of year menaged
	(2) A written description of the project including the types of uses proposed,
24	the total number of residential units and bedrooms proposed, and the total square
25 26	footage of non-residential uses. This description shall also include any request for
20	waiver(s) authorized by city code and justification for the requested waiver(s).
28	(3) Each sheet shall contain a title block with the name of the development,
28	(3) Each sheet shall contain a title block with the name of the development, both stated and graphic scale, a north arrow, and date of preparation. If multiple
30	sheets are used, the sheet number and total number of sheets must be clearly
30	indicated on each.
32	indicated on caen.
33	(4) A cover sheet displaying:
34	(4) <u>recover sheet displaying.</u>
35	a. The general location, both stated and graphic. The location graphic
36	shall be drawn to scale showing the position of the proposed development
37	in relationship to principal roads, city limits and/or other pertinent
38	orientation information. Parcel boundaries shall be shown on the graphic,
39	and the zoning and land use designations of surrounding properties shall
40	be labeled.
41	
42	b. A complete written legal description of the property and the tax
43	parcel number(s).
44	
* *	

1 The name, address and telephone number of the owner(s) of the C. 2 property. Where a legal entity is the owner of the property, the name and 3 address of the president and secretary of the entity shall be shown. 4 5 d. Name, business address, e-mail address and telephone number of 6 those individuals responsible for the preparation of the drawing(s). 7 8 The area of the property stated in square feet and acres. e. 9 10 f. A general description of the project including the types of uses 11 proposed, the total number of units proposed, and the total square footage 12 of non-residential uses. 13 14 A list of the applicable zoning standards, including setbacks, height g. 15 restrictions, building coverage, etc. 16 17 A note listing any zoning overlays, historic districts, wellfield h. protection zones, or other special zoning standards that apply to the 18 19 property. 20 21 i. An outline of any special use standards that apply to the proposed 22 project. 23 24 (5) A recent survey showing the boundaries of the property with a metes and 25 bounds description reference to section, township and range, tied to a section or 26 quarter-section or subdivision name and lot number(s) signed and sealed by a 27 professional land surveyor licensed by the State of Florida. All existing 28 easements, emergency accessways, other cross-access easement agreements, and rights-of-way, and common areas shall be shown. All existing structures, 29 30 pavement and signage shall be shown. 31 32 (6) An existing conditions map of the site showing major geographical 33 features, including flood zones, creeks, ditches, wetlands, lakes, and other 34 prominent features. 35 36 Tree survey or qualitative tree survey of the site. For developments (7)including solar generation, trees located on abutting properties which are within 37 38 50 feet of proposed solar equipment shall also be shown on the survey in order to 39 evaluate whether the off-site trees will conflict with solar energy generation. 40 41 (8) An environmental features map of the site showing wetlands, surface 42 waters, and other regulated natural or archaeological resources. Additional 43 documentation may be required in order to evaluate the features in accordance 44 with this chapter.

<u>a</u> :	
1	
2	(9) A demolition and construction plan depicting all structures and paved
3	areas that will be demolished, construction staging areas, and any trees that are
4	proposed for removal. Wetlands, surface waters, and other regulated natural or
5	archeological resources and their required buffers shall be delineated on the plan,
6	and the plan shall indicate which of these features will be preserved and which
7	will be impacted. Protection measures in accordance with this chapter shall be
8	shown for trees and regulated natural or archeological resources that will be
9	preserved on the site.
10	
11	(10) A mitigation plan, for wetlands, surface waters, or other regulated natural
12	or archeological resources, if required by this chapter.
13	
14	(11) A quality scaled dimension plan showing the following:
15	
16	a. Location and dimensions of all existing and proposed structures
17	indicating all access points, gross floor area per floor per building,
18	building height and number of stories, statement of number of units and
19	bedrooms.
20	
21	b. Location of all adjacent streets, internal streets, driveways.
22	Identification of all proposed access points to the property from the
23	existing street network or adjacent properties, including the design of the
24	connections between the development and adjacent streets or
25	developments. Right-of-way improvements associated with access to the
26	proposed development, including but not limited to left turn lanes, bypass
27	lanes and signalization for the development.
28	
29	c. All existing and proposed vehicular and pedestrian, and bicycle
30	accessways with dimensions.
31	
32	d. Areas designated for parking showing the number of existing,
33	required and proposed parking spaces based upon parking standards. The
34	location and number of bicycle parking spaces.
35	
36	e. Designated loading and service areas.
37	
38	f. Bus stops, shelters or other transit facilities provided.
39	
40	g. Location of all other proposed structures, as well as freestanding
41	signs, solid waste and recycling facilities, walls, and fences.
42	
43	h. Total area of site with percentages allocated to buildings, paving,
44	impervious area and open space.

4	
1	
2	i. Dimensions indicating that zoning standards and development
3	requirements are met, including but not limited to setbacks, building
4	separation, driveway and street widths, etc.
5	
6	j. The location of stormwater facilities, open space areas, and
7	landscaping areas.
8	
9	k. The location of regulated natural or archeological resources that
10	will be preserved and the dimensions of buffers that will be provided.
10	will be preserved and the dimensions of outrols that will be provided.
12	(12) A typical detail of a vehicular parking space, handicapped parking space,
13	and a bicycle parking rack.
14	
15	(13) Details of bus shelters, enclosures for solid waste and recycling, walls,
16	fences, and additional details as needed.
17	
18	(14) The following information for proposed and existing buildings:
19	
20	a. The building construction type and type of roof covering.
21	
22	b. The occupancy classification of the building (Standard Building
23	Code Chapter 4).
24	
25	c. Handicapped accessibility routes to buildings.
26	e
20 27	(15) The following information regarding fire protection:
28	(1.5) The following information regarding the protection.
28	a. Fire protection systems to be provided in the structures (these may
30	include, but are not limited to, automatic fire sprinkler systems, halon
31	systems, standpipe systems, smoke removal systems, smoke detection
32	systems and fire extinguishers).
33	
34	b. Identification of any known special fire protection concerns such as
35	flammable liquids storage tanks, dry cleaning operations, paint spray
36	operations, manufacturing processes, furnaces, ovens, combustible storage,
37	etc.
38	
39	c. Locations of fire hydrants and the size and locations of water
40	mains that supply them. The point of service for fire protection systems
41	connected to the public water system shall also be designated.
42	
43	d. The paved areas and/or stabilized areas of the site that may be used
44	for access to the structures by emergency apparatus. This will include cul-
xear T	tor access to the surgences by emergency apparates. This will include equ-

94	the second s
1	de-sacs, dead-ends, emergency accesses, limerock-based areas of travel,
2	<u>etc.</u>
3	
4	e. Proposed or required fire lanes to be provided.
5	
6	f. <u>Calculation sheets for the actual fire flow and the required fire flow</u>
7	of the structures contained on the site.
8	
9	(16) A utility plan showing the location, type, and size of all existing and
10	proposed utility lines and infrastructure on the site and in adjacent easements
11	and/or rights-of-way, proposed new utility easements, proposed off-site extensions
12	or other off-site improvements, and any additional information as required by the
13	providing utility company.
14	
15	(17) A photometric plan, certified by a registered architect or engineer, or
16	lighting professional holding a current LC (lighting certification) from the
17	National Council on Qualifications for the Lighting Profession (NCQLP), and
18	meeting the lighting standards of this chapter. Plans shall indicate the location,
19	height and types of lights, and display a footcandle grid to illustrate light levels
20	required (on the site and adjacent to the site). The plans shall include a statement
21	of the proposed hours when the luminaries will be on, and additional information
22	as necessary to ensure that site and building lighting will comply with this chapter.
23	Where new streetlights will be installed as part of a development, these shall be
24	included on the photometric plan.
25	
26	(18) A landscape plan, certified by a registered landscape architect, architect, or
27	engineer, and meeting the landscaping standards of this chapter. All existing and
28	proposed utility lines and infrastructure shall be shown on the landscape plan.
29	proposed atinty mies and mindstrastate shart of shown on and thraster proposed
30	(19) Building elevations, generally depicting the location of all windows,
31	entryways, and major architectural features, and basic floor plans providing
32	information necessary to determine compliance with this chapter.
33	monitation necessary to actornine compitation with this enapter.
34	(20) A stormwater management plan, in accordance with Article VIII and the
35	public works design manual, signed and sealed by a professional engineer
36	registered in the State of Florida:
37	registered in the state of Florida.
38	a. Data, method of analysis and explanation of assumptions for final
39	stormwater management plan and stormwater management utility
40	summary sheet.
40 41	summary sheet.
41	b. Results of soil borings, if determined necessary by public works
42 43	
43 44	department.
44	

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1 <u>c.</u> Typical sections and details of all stormwater management	nt control
2 <u>facilities; construction specifications, complete construction notes</u>	<u>.</u>
3	den and
4 d. Grading and paving plan, including complete no 5 construction specifications.	otes and
6	
7 <u>e. Final sedimentation and erosion control plan:</u>	
8	
9 <u>1. During construction; and</u>	
10	
11 2. Plan for erosion and sedimentation control over t	ne life of
12 <u>the stormwater facilities.</u>	
13	town over te
14 <u>f.</u> Status report on any permits required by the county, the a	pplicable
15 water management district and any state agency.	
	10 I
17 g. <u>Maintenance plan for stormwater management facilities s</u>	
18regular maintenance procedures for which the property owner19responsible.	shan be
20	
21 (21) Required trip generation data or traffic studies. At a minimum,	the state
22 highway system or county road number shall be shown on the plans	
23 hour, peak direction trip generation of the proposed development	1999
24 calculated using the latest edition of the Institute of Transportation E	
25 Trip Generation, An Information Report.	
26	
27 (22) Required information to determine that the project meets the a	oplicable
28 <u>concurrency management requirements.</u>	
29 20 (22) Handification of community for siderally have store on other	
 30 (23) Identification of easements for sidewalks, bus stops, or othe 31 improvements that will be located on private property. 	r public
 31 <u>improvements that will be located on private property.</u> 32 	
33 (24) Identification of cross-access easements for driveways of	r other
34 connections between abutting properties.	
35	
36 Sec. 30-158 Criteria for review.	
37 Every development plan or amendment to any previously approved development plan	shall be
38 evaluated based upon the competent and substantial evidence presented to the reviewer r	1.17.2
39 the following criteria:	
40	
41 (a) Whether the plan meets submittal requirements of the land developme	
42 including payment of fees, and complies with submittal schedules to provide	

CODE: Words stricken are deletions; words underlined are additions.
2/18/2013

<u>(b)</u>	Whethe	r the	e propo	sed dev	elopm	ent i	is cor	sister	t with t	he cor	npre	hensiy	ve plan	and
comp.	lies with	the o	compre	hensive	plan,	the	land	devel	opment	code	and	other	applic	able
regula	tions.													

7 Sec. 30-159. – Technical review committee review. 8

notice and review; and

9 When an application is received by the city, a copy of the application shall be sent to each 10 member of the technical review committee, who shall review the application and: 11

12 13

1

(1) Determine that the application is incomplete and return the application to the applicant with a general description of the deficiencies; or

- 14 15 16
- (2) Determine that the application is complete.

17 If the application is determined to be complete, the plan shall be placed on a committee agenda. 18 Each committee member shall submit written comments as to the proposed development's 19 consistency with the comprehensive plan and compliance with the city code and other applicable 20 city requirements. After the committee meets to consider the plan and comments, the city 21 manager or designee shall issue a written report, that includes the members written comments 22 and sets forth findings and conclusions supporting its final decision (if a rapid or minor 23 development) or its recommendation to the reviewing board (if an intermediate or major 24 development). Each written report to the reviewing board shall recommend the board either: (1) 25 issue a preliminary development order, or (2) deny a preliminary development order based upon 26 a determination that the proposed development, even with reasonable modifications and 27 conditions, does not meet the criteria set forth in section 30-158.

28

40

41

42 43

29 Sec. 30-160. – Board review.

30	<u>(a)</u>	Public hearing. Upon issuance of the written staff report, the development plan
31		shall be scheduled for public hearing. Notice of the scheduled public hearing
32		shall be given in accordance with the code and other applicable law. The
33		reviewing board shall conduct a quasi-judicial hearing on the preliminary
34		development plan to determine whether the plan satisfies the criteria for review
35		set forth in section 30-158. At the hearing, the reviewing board shall:
36		
37		(1) Find that all requirements have been met and issue a preliminary
38		development order;
39		

- (2) Find that all requirements can be met with specified modifications and conditions and issue a preliminary development order;
- (3) Deny a preliminary development order because the plan as presented fails

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1	to meet the requirements set forth in section 30-158; or
2	
3	(4) With the consent of the applicant, continue the hearing to allow for further
4	information or analysis to be provided, as deemed necessary by the board.
5	
6	(b) Preliminary development orders.
7	(1) Mandatory requirements. A preliminary development order shall contain
8	the following:
9	a. An approved development plan, with a listing of conditions and
10	modifications, if required, in order for a final development order to
11	be issued. The modifications shall be described in sufficient detail
12	and exactness to inform the applicant to amend the plan
13	accordingly. However, the failure to list all requirements of this
14	chapter and other regulations of the city shall not relieve the
15	applicant from complying with such requirements and regulations
16	at the time of issuance of a final development order.
17	h Notice that the proliminant development order does not constitute a
18	b. Notice that the preliminary development order does not constitute a final development order and that subsequently adopted ordinances.
19	regulations and laws may require additional amendments to the
20	proposal.
20	proposal.
21	c. An initial determination of concurrency.
22	(2) A preliminary development order shall be effective for 6 months from the
23	date of board approval. During this 6 month period, the applicant shall obtain
24	final development approval. At the request of the applicant and for good cause
25	shown, the reviewing board, at a public hearing, may extend the period for
26	obtaining final development plan approval for a period of up to twelve months
27	from the date of the public hearing at which the preliminary development order
28	was issued.
29	<u>Sec. 30-161. – Final Staff Review.</u>

30 Rapid review. A rapid review development plan shall be submitted as part of a (a) 31 building permit application and reviewed by one or more members of the 32 technical review committee. Each reviewing member shall approve the plans as submitted or provide a written explanation of the revisions necessary for the 33 34 development to comply with code requirements. The plans shall be revised as 35 necessary to comply with the requirements and resubmitted. Approval by the 36 members of the technical review committee that reviewed the plan and issuance of a building permit shall be considered issuance of a final development order for the 37 38 rapid review plan.

1	<u>(b)</u>	Final development order for minor, intermediate and major review.
2		
3		(1) The applicant shall file multiple signed and sealed sets of the development
4		plan as necessary to facilitate the review process. These plans shall be submitted
5		prior to expiration of the preliminary development order. Upon receipt of a
6		development plan submitted for final review, the city manager or designee shall:
7		
8		a. Determine that the plan is incomplete and return the application to
9		the applicant with a general description of the deficiencies; or
10		
11		b. Determine that the plan is complete.
12		
13		(2) Upon being determined complete, a copy of the development plan shall be
14		sent to the appropriate members of the technical review committee and the plan
15		shall be placed on a committee agenda. After the committee meeting, the city
16		manager or designee shall:
17		
18		a. Find that all requirements have been met and issue a final
19		development order;
20		
21		b. Inform the applicant in writing of the changes necessary for the
22		development to comply with the conditions and requirements imposed by
23		the preliminary development order, the code and the comprehensive plan;
24		or
25		
26		c. Find that the plan as submitted fails to meet the requirements and
27		not issue a final development order.
28		
29		(3) Contents of final development orders.
30		a. Mandatory requirements. A final development order shall contain
31		the following:
32		
33		1. An approved development plan, with a listing of conditions
34		and modifications, if required, in order for a final development
35		order to be issued. The modifications shall be described in
36		sufficient detail and exactness to inform the applicant to amend the
37		plan accordingly. However, the failure to list all requirements of
38		this chapter and regulations of the city shall not relieve the
39		applicant from complying with such requirements and regulations
40		at the time of issuance of a final development order.
41		
42		2. A certificate of final concurrency.

1	
2	3. The expiration date for the final development order. A final
2 3	development order shall remain valid only if development
4	commences and continues pursuant to an active building permit to
5	completion with due diligence and in good faith according to the
6	terms and conditions of approval.
7	
8	(4) A final development order shall be effective for a period of one year unless
9	otherwise specified in the order.
10	Sec. 30-162 Amendments to approved development plans.
11	
12	After a final development order has been issued, it shall be unlawful to change, modify, alter or
13	otherwise deviate from the terms or conditions of the order without first obtaining an amendment
14	to the approved development order. Amendment of the development plan shall be made in
15	accordance with the process for development review, based upon the levels of review set forth in
16	section 30-155.
17	<u>Sec. 30-163 Master plans.</u>
18	(a) Master plan review. Master plan review is an optional step for projects that fall
18 19	(a) Master plan review. Master plan review is an optional step for projects that fall within the intermediate or major level of development review. A master plan is intended
18 19 20	(a) Master plan review. Master plan review is an optional step for projects that fall within the intermediate or major level of development review. A master plan is intended to provide for large area planning for phased developments. The master plan is reviewed
18 19 20 21	(a) Master plan review. Master plan review is an optional step for projects that fall within the intermediate or major level of development review. A master plan is intended to provide for large area planning for phased developments. The master plan is reviewed by the technical review committee, is publicly noticed in accordance with the chapter, and
18 19 20 21 22	(a) Master plan review. Master plan review is an optional step for projects that fall within the intermediate or major level of development review. A master plan is intended to provide for large area planning for phased developments. The master plan is reviewed by the technical review committee, is publicly noticed in accordance with the chapter, and is reviewed and a decision rendered at a public hearing by the appropriate reviewing
18 19 20 21 22 23	(a) Master plan review. Master plan review is an optional step for projects that fall within the intermediate or major level of development review. A master plan is intended to provide for large area planning for phased developments. The master plan is reviewed by the technical review committee, is publicly noticed in accordance with the chapter, and is reviewed and a decision rendered at a public hearing by the appropriate reviewing board. The board may approve (with or without conditions) or deny the master plan.
18 19 20 21 22 23 24	(a) Master plan review. Master plan review is an optional step for projects that fall within the intermediate or major level of development review. A master plan is intended to provide for large area planning for phased developments. The master plan is reviewed by the technical review committee, is publicly noticed in accordance with the chapter, and is reviewed and a decision rendered at a public hearing by the appropriate reviewing board. The board may approve (with or without conditions) or deny the master plan. Approval shall constitute a preliminary development order. Individual phases or portions
18 19 20 21 22 23 24 25	(a) Master plan review. Master plan review is an optional step for projects that fall within the intermediate or major level of development review. A master plan is intended to provide for large area planning for phased developments. The master plan is reviewed by the technical review committee, is publicly noticed in accordance with the chapter, and is reviewed and a decision rendered at a public hearing by the appropriate reviewing board. The board may approve (with or without conditions) or deny the master plan. Approval shall constitute a preliminary development order. Individual phases or portions of the project must be consistent with the approved master plan. The intent of the master
18 19 20 21 22 23 24 25 26	(a) Master plan review. Master plan review is an optional step for projects that fall within the intermediate or major level of development review. A master plan is intended to provide for large area planning for phased developments. The master plan is reviewed by the technical review committee, is publicly noticed in accordance with the chapter, and is reviewed and a decision rendered at a public hearing by the appropriate reviewing board. The board may approve (with or without conditions) or deny the master plan. Approval shall constitute a preliminary development order. Individual phases or portions of the project must be consistent with the approved master plan. The intent of the master plan is to identify internal and external connectivity, regulated natural and archeological
18 19 20 21 22 23 24 25 26 27	(a) Master plan review. Master plan review is an optional step for projects that fall within the intermediate or major level of development review. A master plan is intended to provide for large area planning for phased developments. The master plan is reviewed by the technical review committee, is publicly noticed in accordance with the chapter, and is reviewed and a decision rendered at a public hearing by the appropriate reviewing board. The board may approve (with or without conditions) or deny the master plan. Approval shall constitute a preliminary development order. Individual phases or portions of the project must be consistent with the approved master plan. The intent of the master plan is to identify internal and external connectivity, regulated natural and archeological resources, and developable areas. A master plan is intended to serve as a basis for review
18 19 20 21 22 23 24 25 26 27 28	(a) Master plan review. Master plan review is an optional step for projects that fall within the intermediate or major level of development review. A master plan is intended to provide for large area planning for phased developments. The master plan is reviewed by the technical review committee, is publicly noticed in accordance with the chapter, and is reviewed and a decision rendered at a public hearing by the appropriate reviewing board. The board may approve (with or without conditions) or deny the master plan. Approval shall constitute a preliminary development order. Individual phases or portions of the project must be consistent with the approved master plan. The intent of the master plan is to identify internal and external connectivity, regulated natural and archeological resources, and developable areas. A master plan is intended to serve as a basis for review of future development plans in a phased development. A master plan shall contain
18 19 20 21 22 23 24 25 26 27 28 29	(a) Master plan review. Master plan review is an optional step for projects that fall within the intermediate or major level of development review. A master plan is intended to provide for large area planning for phased developments. The master plan is reviewed by the technical review committee, is publicly noticed in accordance with the chapter, and is reviewed and a decision rendered at a public hearing by the appropriate reviewing board. The board may approve (with or without conditions) or deny the master plan. Approval shall constitute a preliminary development order. Individual phases or portions of the project must be consistent with the approved master plan. The intent of the master plan is to identify internal and external connectivity, regulated natural and archeological resources, and developable areas. A master plan is intended to serve as a basis for review
18 19 20 21 22 23 24 25 26 27 28 29 30	(a) Master plan review. Master plan review is an optional step for projects that fall within the intermediate or major level of development review. A master plan is intended to provide for large area planning for phased developments. The master plan is reviewed by the technical review committee, is publicly noticed in accordance with the chapter, and is reviewed and a decision rendered at a public hearing by the appropriate reviewing board. The board may approve (with or without conditions) or deny the master plan. Approval shall constitute a preliminary development order. Individual phases or portions of the project must be consistent with the approved master plan. The intent of the master plan is to identify internal and external connectivity, regulated natural and archeological resources, and developable areas. A master plan is intended to serve as a basis for review of future development plans in a phased development. A master plan shall contain justification of any requested phasing schedule.
18 19 20 21 22 23 24 25 26 27 28 29	(a) Master plan review. Master plan review is an optional step for projects that fall within the intermediate or major level of development review. A master plan is intended to provide for large area planning for phased developments. The master plan is reviewed by the technical review committee, is publicly noticed in accordance with the chapter, and is reviewed and a decision rendered at a public hearing by the appropriate reviewing board. The board may approve (with or without conditions) or deny the master plan. Approval shall constitute a preliminary development order. Individual phases or portions of the project must be consistent with the approved master plan. The intent of the master plan is to identify internal and external connectivity, regulated natural and archeological resources, and developable areas. A master plan is intended to serve as a basis for review of future development plans in a phased development. A master plan shall contain

32 uemonstr NIII completed development will be consistent with this chapter 33 the comprehensive plan. Each phase shall include a proportionate share of any required recreational and open space, and other site and building amenities of the entire 34 development, except that more than a proportionate share of the total amenities may be 35 36 included in the earlier phases with corresponding reductions in the later phases. A certificate of preliminary and final concurrency shall be required for each phase. A 37 revised master plan must be submitted with any development plan that includes 38 deviations from the previously approved master plan 39

1	(c) Requirements for master plan. A master plan shall provide the following
2	information for the entire development:
3	
4	(1) Multiple copies of the plans as necessary to facilitate the review process.
5	Each sheet shall contain a title block with the name of the development, both
6	stated and graphic scale, a north arrow, and date of preparation. If multiple sheets
7	are used, the sheet number and total number of sheets must be clearly indicated on
8	each.
9	
10	(2) A written description of the project including the types of uses proposed,
11	the density (maximum number of residential units) and intensity (maximum total
12	square footage of non-residential uses), and the maximum heights of buildings on
13	the site.
14	
15	(3) A cover sheet displaying:
16	
17	a. The general location, both stated and graphic. The location graphic
18	shall be drawn to scale showing the position of the proposed
19	development in relationship to principal roads, city limits and/or
20	other pertinent orientation information. Parcel boundaries shall be
21	shown on the graphic, and the zoning and land use designations of
22	surrounding properties shall be labeled.
23	
24	b. A complete written legal description of the property and the tax
25	parcel number(s).
26	
27	c. The name, address and telephone number of the owner(s) of the
28	property. Where a corporation or company is the owner of the
29	property, the name and address of the president and secretary of the
30	entity shall be shown.
31	
32	d. Name, business address, e-mail address and telephone number of
33	those individuals responsible for the preparation of the drawings.
34	
35	e. The area of the property stated in square feet and acres.
36	
37	f. A note listing the zoning district, and any zoning overlays, historic
38	districts, wellfield protection zones, or other special zoning
39	standards that apply to the property.
40	
41	(4) A recent survey showing the boundaries of the property with a metes and
42	bounds description reference to section, township and range, tied to a section or
43	quarter-section or subdivision name and lot number(s), signed and sealed by a
44	professional land surveyor licensed by the State of Florida. All existing
	protobional mine party of needbod by the build of froman fin whothing

1	easements, emergency accessways, other cross-access easement agreements,
2	rights-of-way and common areas shall be shown. All existing structures, paved
3	areas and signage shall be shown.
4	
5	(5) An existing conditions map of the site showing major geographical
6	features, including flood zones, creeks, ditches, wetlands, lakes, and other
7	prominent features.
8	
9	(6) A Master Plan map that includes:
10	
11	a. An estimated development phasing schedule, including the allotted
12	time and sequence for each phase, approximate size of the area in
13	each phase, and proposed phasing of construction of streets and
14	other major infrastructure, public recreation and common open
15	space areas and facilities. Phasing schedules shall be determined
16	based upon the size and intensity of development.
17	
18	b. Environmental features on the site including wetlands, surface
19	waters, and other regulated natural and archeological resources.
20	Proposed impacts to features shall be indicated and dimensions of
21	required buffers shall be shown for features that will be preserved.
22	Additional documentation shall be included as needed in order to
23	evaluate the features in accordance with this chapter.
24	
25	c. Proposed access points to the property from the existing street
26	network and adjacent properties, as well as the location of new
27	public or private streets. Dimensioned cross sections shall be
28	provided for proposed new streets including street landscaping and
29	major pedestrian, bicycle, or transit facilities.
30	
31	d. Locations and dimensions of proposed compatibility buffers as
32	required by this chapter, and any additional proposed buffers or
33	screening.
34	
35	e. A stormwater management concept plan that identifies the
36	proposed methods and general locations for accommodating
37	stormwater.
38	
39	f. The general location of open spaces or other common areas.
40	
41	g. The zoning standards and development requirements that will be
42	met on the site, including but not limited to setbacks, height
43	restrictions, building coverage, street dimensions, sidewalk widths,
44	<u>etc.</u>

1	
2	(8) Required trip generation data or traffic studies. Required trip generation
3 4	data or traffic studies. At a minimum, the state highway system or county road
	number shall be shown on the plans and peak hour, peak direction trip generation
5	of the proposed development shall be calculated using the latest edition of the
6	Institute of Transportation Engineers, Trip Generation, An Information Report.
7	
8	(9) Required information to determine that the project meets the applicable
9	concurrency management requirements.
10	concentratory management requirements.
11	(d) Expiration of master plan. A master plan shall be effective for 5 years from the
12	
	date of approval.
13	
14	(e) Criteria for review of master plan. A master plan shall be reviewed in accordance
15	with the criteria set forth in Section 30-158.
16	
17	<u>Sec. 30-164. – Concept review process.</u>
18	
19	Concept review is optional for all intermediate and major development. Concept review is
20	intended for the applicant to receive public input and city comments on a concept for
21	development prior to the preparation of detailed plans and data and to alert an applicant to issues
22	with, or objections to, a particular proposed development. Concept plans should address
23	conformity with the comprehensive plan, zoning standards, site design, environmental concerns,
24	concurrency and transportation issues. The concept plan is reviewed by the technical review
25	committee and by the appropriate reviewing board. Comments made by the technical review
26	committee and by the uppropriate reviewing board. Committee and by the teeninear review committee and the reviewing board during concept review are made solely for informational
27	purposes and shall not be construed as an approval or denial or agreement to approve or deny a
28	development order. The reviewing board shall issue no order, finding or other indication of
29	approval or disapproval of the proposal.
30	
31	Each application for concept plan review shall include the following:
32	
33	(a) Multiple copies of the plan as necessary to facilitate the review process.
34	
35	(b) A written description of the project including the types of uses proposed, the total
36	number of residential units and bedrooms proposed, and the total square footage of non-
37	residential uses. This description shall also include any request for waiver(s) authorized
38	by city code and justification for the requested waiver(s).
39	
40	(c) A survey or scaled drawing of the site showing existing improvements on the site,
41	as well as wetlands, surface waters, other regulated natural or archeological resources,
42	and the location of major tree groupings and Heritage trees.
43	and the focation of major tree groupings and Hernage trees.
43 44	(d) A dimension plan showing:
	(d) A dimension plan showing:

CODE: Words stricken are deletions; words underlined are additions.

-	
1	(1) The general location, size and height of proposed buildings.
2 3	(1) The general location, size and height of proposed buildings.
4	(2) Proposed access points to the property from the existing street network
5	and adjacent properties, as well as the location of new public or private streets.
	and adjacent properties, as well as the location of new public of private streets.
6	(2) Consult making lat lower to with any marker of manage having
7	(3) General parking lot layout with approximate number of spaces, basic
8	traffic flow and proposed circulation patterns.
9	
10	(4) Proposed pedestrian, bicycle and public transit facilities.
11	
12	(5) A general description of how drainage will be handled, including a soils
13	statement (soil conservation survey is acceptable) and the general area of the site
14	to be used for stormwater management facilities.
15	,
16	(6) The location of required landscaping areas (particularly buffers and
17	screening).
18	
19	(7) The approximate location of existing and proposed utility lines.
20	
21	(8) The proposed type of building construction and the occupancy
22	classification for all buildings.
23	
24	(e) Conceptual elevations of the proposed buildings, generally depicting the location
25	of all windows, entryways, and major architectural features. The elevations shall also
26	clearly display the number of stories and building heights.
20	clearly display the humber of stories and building heights.
27	(f) An actimation of the average daily and neals have neals direction trin generation of
	(f) An estimation of the average daily and peak hour, peak direction trip generation of
29	proposed development based on the most current edition of the Institute of
30	Transportation Engineers, Trip Generation, an Information Report.
31	
32	Section 3. Sections 30-234 and 30-235 in Division 5. Special Use Permit of Article VII.
54	Section 5. Sections 50-254 and 50-255 in Division 5. Special Ose remit of Attele VII.
33	Development Review Process of the Land Development Code are amended to read as follows.
22	Development Review Flocess of the Land Development Code are amended to read as follows.
2.4	Encoder a survey lad have in the neuroinday of Division 5. Consist Use Demuit remains in full forms
34	Except as amended herein, the remainder of Division 5. Special Use Permit remains in full force
25	
35	and effect:
36	Sec. 30-234 Procedures for approval.
50	Sec. 30-234 Hoccures for approval.
37	(a) Applications submittal requirements. Each <u>A application will shall</u> be filed with
38	the city's Pplanning and Ddevelopment Services Ddepartment on the form prescribed.
	43

Petition No. PB-11-74 TCH CODE: Words stricken are deletions; words <u>underlined</u> are additions.

1 Applications must include a development plan or master plan in accordance with this 2 article. preliminary site plan. Any incomplete applications will be returned to the 3 applicant. The applicant application must meet include proof of having met the requirements of section 30-350(b), citizen participation., in order for the application to be 4 5 deemed complete.

6 (b) Preliminary conference with applicant. The applicant for a special use permit 7 shall meet with the technical review committee to discuss the procedures and 8 requirements and to consider the elements of the proposed use and site and the proposed 9 site plan layout. The applicant shall indicate whether any of the items required for a 10 preliminary development plan are inapplicable or irrelevant to the proposed special use 11 permit.

- 12 Report to city plan board. The city manager or designee department of community (c) 13 development shall submit to the city plan board a written report that includes analysis of 14 the application and a recommendation based on the findings required in section 30-233 15 and development plan review process in article VII.
- 16 (d) Exception to preliminary development plan. If any of the items required for the 17 preliminary development plan is inapplicable or irrelevant to a proposed development. 18 such item may be omitted upon approval of the department of community development, 19 provided the applicant identifies in writing any missing item and includes a brief 20 explanation of why it is inapplicable or irrelevant. The city plan board may, at the public 21 hearing, approve the omission of items from the preliminary development plan if the 22 board finds they are not relevant to a determination that the proposed use or development 23 meets the requirements of section 30-233.
- 24 (e) Public hearing. A public hearing before the city plan board is required in 25 accordance with the policies of the city.
- 26 (f)(d) Notice. Notice shall be mailed at least ten days before the date of the hearing to all 27 property owners of property within 400 feet of the property for which a special use permit 28 has been requested. For this purpose, the owner of property shall be deemed to be the 29 person so shown on the city's tax rolls current ad valorem tax records of the county 30 property appraiser.
- 31

(h)(e) City plan board hearing and action.

32 In considering whether to approve an application for special-use permit, (1)33 The city plan board will shall consider the evidence presented in the public 34 hearing and the department of community development's written report submitted 35 by the city manager or designee and shall act on the application based on the 36 findings required in section 30-233 and the development plan review process 37 found in article VII. Such findings shall be based on competent material and 38 evidence.

Î	(2) Action on the application shall be one of the following:
2	a. Approval;
3	b. Approval subject to conditions; or
4	c. Denial, with a statement of the reasons for denial.
5 6 7 8 9 10	(i)(f) Effect of denial or withdrawal on subsequent application. No application for a special use permit shall be entertained within two years after the denial or withdrawal of a request for the same use for the same property. The city plan board may waive this time limitation by the affirmative vote of a super [sic] majority of the members provided 30 days have elapsed since the action of the city plan board to deny the original request, and the city plan board deems such action necessary to prevent an injustice.
111 12 13 14 15 16 17 18 19 20 21 22	(i)(g) Amended application. Amendment of a petition by the applicant may be permitted at any time prior to or during the public hearing, provided that no such amendment shall be such as to make the case different from its description in the notice of public hearing. If the amendment is requested by the <u>applicant petitioner</u> after <u>public</u> notice of the hearing has been given, and such amendment is at variance with the information set forth in the public notice, the <u>applicant petitioner</u> shall pay an additional fee, in the same amount as the original fee provided for in this article, to cover amended public notice. If the amended notice can be mailed and published <u>at least</u> ten days prior to the hearing originally scheduled, the hearing on the amended petition may be held on that date, otherwise the chairperson shall announce that the <u>public</u> hearing originally scheduled on the case will be <u>continued</u> deferred to a future meeting, before which appropriate public notice will be given., and will state the reasons for the deferral.
23 24 25	(k) Notice of decision and issuance of permits. The applicant will be notified by certified mail of final action and the special use permit will be filed with the department of community development.
26 27 28 29 30 31	(h) Appeal of decision. Any affected person may appeal the city plan board's decision on an application for a special use permit to a hearing officer. The appeal must be filed within 15 days of the date notification of the decision is sent by certified mail to the applicant decision. The procedure for the appeal shall be the same as is provided in subsection 30-352.1(a) for appeals from decisions of the development review board. Judicial review shall be available as provided in section 30-352.1.
32 33 34	(m)(j) Final development plan approval. Prior to the issuance of any development order or building permit, final development plan approval will be required in accordance with applicable provisions of Article VII.
35	Sec. 30-235 Amendments to and modification of permits.
36 37	(a) Minor changes in the development plans associated with special use permits may be permitted in accordance with sections 30-157 and 30-158.

2/18/2013

DRAFT

1 2 3	follow	<u>Regardless of the above, aAny change or amendment which modifies one of the</u> wing criteria shall constitute a modification of the special use permit and will be ssed as a new application special use permit:
4 5		(1) A change in the boundaries of the approved site, except for minor boundary adjustments;
6		(2) A change from the approved use;
7 8		(3) Either an increase of ten percent or more or incremental increases that total ten percent or more in the floor area or number of parking spaces as approved;
9 10		(4) Substantial changes in the approved location of principal and/or accessory structures;
11 12 13		(5) Structural alterations significantly affecting the basic size, form, style, ornamentation and appearance of principal and/or accessory structures as shown on the approved plans;
14 15		(6) Substantial changes in approved pedestrian or vehicular access or circulation; and
16 17		(7) Substantial change in the approved amount or location of landscape screens or buffers.
18	Sectio	on 4. Section 30-350 of the Land Development Code is amended to read as follows:
		Charles and the set of the state of the stat
19		- Citizen participation.
19 20		- Citizen participation. Purpose and intent. The purpose of the citizen participation process is to:
	Sec. 30-350.	
20 21 22 23	Sec. 30-350.	 Purpose and intent. The purpose of the citizen participation process is to: (1) Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving the applicants the opportunity to understand and try to mitigate any real or perceived impacts their applications
20 21 22 23 24 25 26	Sec. 30-350.	 Purpose and intent. The purpose of the citizen participation process is to: (1) Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving the applicants the opportunity to understand and try to mitigate any real or perceived impacts their applications may have on the community; (2) Ensure that citizens and property owners have an adequate opportunity to learn about applications that may affect them and to work with the applicant to
 20 21 22 23 24 25 26 27 28 	Sec. 30-350. (a) It is no	 Purpose and intent. The purpose of the citizen participation process is to: (1) Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving the applicants the opportunity to understand and try to mitigate any real or perceived impacts their applications may have on the community; (2) Ensure that citizens and property owners have an adequate opportunity to learn about applications that may affect them and to work with the applicant to resolve concerns at an early stage of the process; and (3) Facilitate ongoing communication among the applicant, interested citizens and property owners, and city staff throughout the application review process.

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1 (1)The following development applications are exempt from the requirements 2 of this section 30-350: 3 City-initiated Harge scale and small scale amendments (as a. 4 described in F.S. Ch. 163) to the future land use map of the city's 5 comprehensive plan that change the future land use from Alachua County 6 to City of Gainesville categories for annexed properties; 7 b. City-initiated amendments to the zoning map Rezonings that implement associated amendments to the future land use map change the 8 9 zoning from Alachua County to City of Gainesville districts for annexed properties; and 10 11 Special use permits for minor decorative functional or safety c. 12 improvements to legal nonconforming uses, per section 30-346(d)(1);-13 d. Development plan approvals for nonresidential projects of 10,000 14 square feet or less of floor area when not located adjacent to or across the 15 street from property designated for single family residential use on the future land use map; and 16 17 Development plan approvals for residential projects of ten units or e. 18 less:-19 f. Environmental remediation, and/or safety improvements required 20 by local, state and federal agencies;g. All text changes to the Comprehensive Plan or Land Development 21 22 Code. 23 Except for development applications that, pursuant to section 30-(2)24 350(b)(1), are exempt from the requirements of this section 30-350, every 25 application that requires a public hearing for a development plan, subdivision, site plan, rezoning, special use permit or change to the future land use map shall 26 27 include a written record of the citizen participation process. before an application 28 can be deemed complete. (5) The applicant shall submit to the city, as part of the 29 application, a summary of the materials presented at the workshop, the issues 30 raised, the suggestions and concerns of the neighboring property owners, a sign in sheet, a copy of the workshop advertisement, and a copy of the letter sent to the 31 32 property owners. 33 (3)The applicant must provide the opportunity for a workshop to inform 34 neighboring property owners of the proposed application. The workshop must be 35 held in a location generally near the subject property and must be held in a facility 36 that is ADA compliant. accessible to the public. The applicant must provide 37 notification by mail to all owners of property located within 400 feet of the

1	subject property and to all neighborhood associations registered with the city and
2	located within 1/2-mile of the property. If the proposed development is located in a
3	community redevelopment district or in a special area plan district, there shall be a
4	neighborhood workshop and it shall be held at a location designated by the city.
5	Staff shall provide a regular meeting schedule for neighborhood workshops at the
6	workshop location and shall assist developers in scheduling their proposal on the
7	agenda. These meetings may occur anytime after 5:00 p.m. but no later than 10:00
8	p.m. A landscape architect or architect, designated by the city manager, shall take
9	neighborhood comment and offer design review of the proposal. The city manager
10	or designee shall provide mailing labels to the applicant. The applicant must mail
11	these notices with proper postage at least 14 days before the workshop. The
12	applicant must also advertise the workshop in a newspaper of general circulation
13	at least 14 days before the <u>date of</u> the workshop.
14	(4) The workshop must start between 6:00 p.m. and 8:00 p.m. on a weekday
15	or between 9:00 a.m. and 5:00 p.m. on a weekend. All required workshops must
16	be held prior to submittal of the application. The applicant shall be required to
17	schedule an additional workshop if the initial workshop has occurred more than 6
18	months prior to submittal of the application. The initial workshop must be held
19	within the general area of the subject property. Additional workshops may be held
20	but are not required.
21	Section 5. Section 30-356 of the Land Develoment Code is amended to read as follows:
22	Sec. 30-356. – Development review coordinator and technical review committee.
22 23	Sec. 30-356. – Development review coordinator and technical review committee.
23 24	Sec. 30-356. – Development review coordinator and technical review committee. (a) Development review coordinator.
23 24 25	(a) Development review coordinator.
23 24 25 26	 (a) Development review coordinator. (1) Establishment of position. The director of planning and development
23 24 25 26 27	 (a) Development review coordinator. (1) Establishment of position. The director of planning and development services <u>city manager</u>, or designee, is designated the development review
23 24 25 26 27 28	 (a) Development review coordinator. (1) Establishment of position. The director of planning and development
23 24 25 26 27 28 29	 (a) Development review coordinator. (1) Establishment of position. The director of planning and development services city manager, or designee, is designated the development review coordinator.
23 24 25 26 27 28 29 30	 (a) Development review coordinator. (1) Establishment of position. The director of planning and development services <u>city manager</u>, or designee, is designated the development review coordinator. (2) Duties. The development review coordinator shall exercise the following
23 24 25 26 27 28 29 30 31	 (a) Development review coordinator. (1) Establishment of position. The director of planning and development services city manager, or designee, is designated the development review coordinator. (2) Duties. The development review coordinator shall exercise the following duties:
23 24 25 26 27 28 29 30 31 32	 (a) Development review coordinator. (1) Establishment of position. The director of planning and development services <u>city manager</u>, or designee, is designated the development review coordinator. (2) Duties. The development review coordinator shall exercise the following
23 24 25 26 27 28 29 30 31 32 33	 (a) Development review coordinator. (1) Establishment of position. The director of planning and development services <u>city manager</u>, or designee, is designated the development review coordinator. (2) Duties. The development review coordinator shall exercise the following duties: a. Receive all applications for development plan approval.
23 24 25 26 27 28 29 30 31 32 33 34	 (a) Development review coordinator. (1) Establishment of position. The director of planning and development services city manager, or designee, is designated the development review coordinator. (2) Duties. The development review coordinator shall exercise the following duties:
23 24 25 26 27 28 29 30 31 32 33 34 35	 (a) Development review coordinator. (1) Establishment of position. The director of planning and development services city manager, or designee, is designated the development review coordinator. (2) Duties. The development review coordinator shall exercise the following duties: a. Receive all applications for development plan approval. b. Determine the completeness of development plan applications.
23 24 25 26 27 28 29 30 31 32 33 34 35 36	 (a) Development review coordinator. (1) Establishment of position. The director of planning and development services <u>city manager</u>, or designee, is designated the development review coordinator. (2) Duties. The development review coordinator shall exercise the following duties: a. Receive all applications for development plan approval.
23 24 25 26 27 28 29 30 31 32 33 34 35 36 37	 (a) Development review coordinator. (1) Establishment of position. The director of planning and development services city manager, or designee, is designated the development review coordinator. (2) Duties. The development review coordinator shall exercise the following duties: a. Receive all applications for development plan approval. b. Determine the completeness of development plan applications. c. Conduct all pre-application conferences.
23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38	 (a) Development review coordinator. (1) Establishment of position. The director of planning and development services city manager, or designee, is designated the development review coordinator. (2) Duties. The development review coordinator shall exercise the following duties: a. Receive all applications for development plan approval. b. Determine the completeness of development plan applications. c. Conduct all pre-application conferences. d.b. Schedule all applications for review before the technical review
23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39	 (a) Development review coordinator. (1) Establishment of position. The director of planning and development services city manager, or designee, is designated the development review coordinator. (2) Duties. The development review coordinator shall exercise the following duties: a. Receive all applications for development plan approval. b. Determine the completeness of development plan applications. c. Conduct all pre-application conferences.
23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38	 (a) Development review coordinator. (1) Establishment of position. The director of planning and development services city manager, or designee, is designated the development review coordinator. (2) Duties. The development review coordinator shall exercise the following duties: a. Receive all applications for development plan approval. b. Determine the completeness of development plan applications. c. Conduct all pre-application conferences. d.b. Schedule all applications for review before the technical review

1	
2	f.d. Ensure that proper notice is given prior to all hearings on
3	development applications.
4	
5	g.c. Ensure that all time limits prescribed by this Code of Ordinances are
6	met.
7	
8	h.f. Monitor the progress of all development plan applications through
9	the review process and be available to respond to the queries of interested
10	
10	persons.
	Dessive all analisations and assists all development along for the
12	i. Receive all applications and review all development plans for the
13	Gainesville Regional Airport and present this review to the airport
14	authority.
15	
16	j.g. Schedule application cutoff dates.
17	
18	k. May review and if appropriate grant preliminary and final
19	development order for amendments to minor developments when the
20	applicant files an application for administrative approval together with
21	appropriate fees.
22	
23	The number of copies of each plan or plat to be submitted shall be based
24	upon the number of reviewing departments and agencies.
25	
26	(b) Technical review committee.
27	(b) Technical Teview committee.
28	(1) Creation; chairperson. There is created a technical review committee to be
20	chaired by the development review coordinator.
	chanced by the development review coordinator.
30	(2) Manufacting The membership of the comparison hall be compared of an
31	(2) Membership. The membership of the committee shall be composed of an
32	employee appointed from each of the following city departments and government
33	agencies:
34	
35	a. Planning and development services.
36	
37	b. Public works department.
38	
39	c. Community improvement department.
40	
41	d. Police department.
42	-
43	e.c.Fire/rescue department.
44	

1	f.d. Parks and recreation department.
2 3	g. Traffic engineering department.
4	5. Traine engineering weparanenn
5	h.e. Gainesville Regional Utilities department.
6 7	i.f. Representatives of other city, county, state, regional or federal departments
8	and/or agencies as deemed appropriate.
9	and of aBourses as assume all holy and
10	j. The executive director of the downtown redevelopment agency as appropriate.
11	
12 13	(3) Functions, powers and duties.
14	a. Meetings. The committee shall meet at least monthly to review development
15	proposals as prescribed in this article. The development review coordinator
16	may call additional meetings and may refer matters to the committee for
17	review and comment.
18 19	b. Recommendations. The committee shall make recommendations to the
20	development review board, the city plan board or the planning and
21	development services department, depending upon which is the decision-
22	making entity.
23	Section 6. The portion of Appendix A. Schedule of Fees, Rates and Charges of the City
24	Code of Ordinances, related to the LAND DEVELOPMENT CODE, (2) Planning. development
25	plan review is amended as stated below. Except as amended herein, the remainder of Appendix
26	A of the Code of Ordinances remains in full force and effect.
27	LAND DEVELOPMENT CODE
28	(2) Planning.
29	d. Petitions for development plan review and an amendment to a
30	development plan, which may be authorized by the appropriate reviewing board,
31	must be accompanied by fees according to this schedule:
32	1. Concept review (of any plan)1,215.75
33	Fee shall be credited toward the plan review fee if a subsequent
34	petition for development plan review is filed within six months of
35	its concept review.

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1		2. Rapid plan review 0.00
2		2.3. Minor plan review1,575.00
3		3. — Minor plan review II2,100.00
4		4. Intermediate plan review (preliminary plan)2,940.00
5		5. Intermediate plan review (final plan)1,045.75
6 7		6. <u>4.</u> Intermediate plan review (Preliminary plan and final plan as one submittal)3,675.00
8		7. <u>5.</u> Major plan review4,193.75
9		8. Amendments to development plan board review1,575.00
10		9. Amendments to development plan staff review1,260.00
11 12		10.6. For any plan review that requires submittal of a traffic study, the following additional fees shall apply:
13 14		(a) "Minor" traffic study (as defined in the City of Gainesville Traffic Study Guidelines) review fee1,050.00
15 16		(b) "Major" traffic study (as defined in the City of Gainesville Traffic Study Guidelines) review fee2,100.00
17 18 19 20		These traffic study review fees include up to three reviews per development plan. Additional reviews require payment of an additional fee at the full amount stated above for which petitioner will receive an additional three reviews, if necessary.
21 22		A resubmittal/revision fee of 25 percent of the original fee amount will be applied to all fee areas.
23 24		If a continuance is requested, the fee for the continuance will be the actual cost of advertising.
25 26 27		All development plan review which are for a non-one or two-family residential project certified under the Gainesville Green Building Program (Article I.5) shall be reduced by 50 percent.
28 29	Section 7. It	is the intention of the City Commission that the provisions of sections 1
30	through 6 of this ord	inance shall become and be made a part of the Code of Ordinances of the
31	City of Gainesville,	Florida, and that the sections and paragraphs of this ordinance may be
		51

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1	renumbered or relettered in order to accomplish such intentions.			
2	Section 8. If any word, phrase, clause, paragraph, section or provision of this ordinance			
3	or the application hereof to any person or circumstance is held invalid or unconstitutional, such			
4	finding shall not affect the other provisions or applications of the ordinance which can be given			
5	effect without the invalid or unconstitutional provisions or application, and to this end the			
6	provisions of this ordinance are declared severable.			
7	Section 9. All ordinances, or parts of ordinances, in conflict herewith are to the extent of			
8	such conflict hereby repealed.			
9	Section 10. This ordinance shall become effective immediately upon final adoption.			
10	However, this ordinance shall not apply to any application that is filed with and determined			
11	complete by the City prior to the effective date of this ordinance.			
12	PASSED AND ADOPTED this day of, 2013.			
13 14 15 16 17 18 19 20	CRAIG LOWE, MAYOR ATTEST: Approved as to form and legality			
21	KURT M. LANNON NICOLLE M. SHALLEY			
22 23	CLERK OF THE COMMISSION CITY ATTORNEY			
24	This ordinance passed on first reading this day of, 2013.			
25 26	This ordinance passed on second reading this day of, 2013.			

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