

# DEVELOPMENT REVIEW STAFF REPORT

PLANNING & DEVELOPMENT SERVICES DIVISION  
THOMAS CENTER BUILDING "B"  
306 NE 6<sup>TH</sup> AVENUE (352)334-5023

*Are light trespass standards met at the property lines and are full cut-off fixtures utilized?*

## STAFF RECOMMENDATION:

Staff recommends **denial/approval** of Petition ## with the Staff Conditions listed below.

**Staff Conditions to be addressed with the Final Development Plan:**

### Planning

1. ...
2. ...
3. ...

### Concurrency

1. ...
2. ...
3. ...

### Arborist

1. ...
2. ...
3. ...

### Public Works

1. ...
2. ...

# DEVELOPMENT REVIEW STAFF REPORT

PLANNING & DEVELOPMENT SERVICES DIVISION

THOMAS CENTER BUILDING "B"  
306 NE 6<sup>TH</sup> AVENUE (352)334-5023

3. ...

## Environmental

1. ...

2. ...

3. ...

## RTS

4. ...

5. ...

6. ...

## Building

1. ...

2. ...

3. ...

## Utilities

1. ...

2. ...

3. ...

## Fire

1. ...

2. ...

# DEVELOPMENT REVIEW STAFF REPORT

PLANNING & DEVELOPMENT SERVICES DIVISION  
THOMAS CENTER BUILDING "B"  
306 NE 6<sup>TH</sup> AVENUE (352)334-5023

3. ...

## Solid Waste

1. ...

2. ...

3. ...

## HAZMAT

1. ...

2. ...

3. ...

## Attachments:

Exhibit 1 - ?

Exhibit 2 - ?

Exhibit 3 - ?

# DEVELOPMENT REVIEW STAFF REPORT

PLANNING & DEVELOPMENT SERVICES DIVISION

THOMAS CENTER BUILDING "B"

306 NE 6<sup>TH</sup> AVENUE (352)334-5023

## OTHER AREAS

Website development and improvement to interact with the general public

A greatly enhanced electronic portal for information distribution to staff, the general public and advisory boards

The TRC Comment Sheets

A modified DRB Agenda format

A modified application for the BOA

Action Steps:	Date:	Results:
2. Implement Planned Electronic Management Systems	December 2009	<ul style="list-style-type: none"> <li>▪ Innoprise is the project management database that the City purchased and employed 'live' January 2009. All new projects received in the Planning Department are entered into the database at the point of receipt and can be tracked with planner assignment, board hearings, and associated planning</li> <li>▪ At this time, Innoprise is only accessible by assigned users within city staff that also includes Code Enforcement and the Building Dept. A future deployment will include the public portion that enables customers to file applications electronically.</li> <li>▪ An automated functionality, called 'workflow,' has not been fully implemented due to challenges with the database structure but is being actively researched. This feature provides automated project tracking and prompts for the review process. Additionally, the Technical Review Committee will have the opportunity to input their comments into each project when they have received user status and training.</li> <li>▪ Starting with the first submittal deadline this year an Innoprise report of current development projects will be posted on the department website as a pdf link until the public portion is implemented.</li> <li>▪ The departmental website has been utilized throughout the year to post agendas, minutes, staff reports, applications, and other helpful information for the public. It has recently been given a facelift to make navigation simpler.</li> <li>▪ Applications are being evaluated to ensure they follow the submission requirements of the Land Development Code which will reduce the number of incomplete applications and facilitate a smooth review process. Applications are also being transferred to fill-in forms to increase ease of use for the applicant and for reviewing staff.</li> <li>▪ The Board of Adjustment applications have been completed in this manner with a simplified workflow to inform the applicant of the reviewing steps and time frame to ensure that citizens are made aware of the process.</li> <li>▪ Planning staff coordinated with human resources staff to create a detailed workflow using the arispn software that maps out all steps for development review processes. This is being used as a reference to create the Innoprise 'workflow' feature.</li> <li>▪ Staff comment sheets for all departments have been designed and implemented to consolidate and streamline the information that is presented to the board for review.</li> <li>▪ Per consultation with the development community, Planning has established a two-month review cycle. To reduce application review time, staff has instituted a one-month short circuit review to accommodate plans which have successfully addressed the major issues and only require minor changes for final approval.</li> <li>▪ Planning has implemented a one-day turnaround for Alcoholic Beverage permits</li> </ul>
3. Reduce application review time	December 2009	(This cell is empty in the original document)

		<ul style="list-style-type: none"> <li>▪ The minor development review schedule has been condensed to provide clear communication of the review process and to expedite the process</li> <li>▪ An alternative to the established Minor Subdivision procedures has been proposed to the Commission to provide an opportunity for property owners to subdivide their property where it previously did not exist</li> <li>▪ Planning staff now exchanges electronic documents and comments with the applicant during initial plans submission and the plan review cycle</li> <li>▪ Planning staff worked with GRU to reduce the separation requirements between trees and utilities in order to reduce conflicts between development requirements and utility requirements.</li> </ul>
<p>4. Determine a form for Planning Dept. staff reports</p>	<p>December 2009</p>	<ul style="list-style-type: none"> <li>▪ Staff reports for DRB have been standardized in terms of converting various formats of staff comment sheets into a single format</li> <li>▪ A template for future staff reports in narrative format is being presented for approval and integration into review process</li> <li>▪ Agenda formats for Planning boards have been standardized</li> </ul>
<p>7. Continue working with industry reps on processes: Survey users of First-Step process</p>	<p>On-going</p>	



HOME I WANT TO... GOVERNMENT RESIDENT VISITOR BUSINESS

Monday, January 11, 2010 GOVERNMENT - City Departments (N-Z) - Planning Department - Citizen Boards Login

- Planning & Development
  - Building Inspection
  - Planning Department
  - Economic Development
  - Environmental Review
- Planning Department
  - Planning Home Page
  - Citizen Advisory Board Agendas
  - Review Schedules & Hearing Dates
  - Online Forms
- Comprehensive Planning
  - Evaluation & Appraisal Report (EAR)
  - Comprehensive Planning
  - Comprehensive Plan Docs
  - Comprehensive Plan Update
- Current Planning
  - Current Planning
  - Land Development Code
- Historic Preservation
  - Historic Districts
  - Manuals & Forms
  - Related Links
- GIS
  - GIS
  - Map Library
  - Zoning & Land Use
  - Data Downloads
  - Useful Resources
- Links of Interest
  - Gainesville.org
  - Long Range Transportation Plan
  - Neighborhood Planning
  - Other Planning Links

### Citizen Boards

The Planning Department has four citizen boards:

- City Plan Board
- Development Review Board
- Historic Preservation Board
- Board of Adjustment

Archives from 2008 forward for all boards may be found [here](#).

City Commission agendas may be found [here](#).

### City Plan Board

The Plan Board considers land use and zoning changes, special use permits, and other zoning-related petitions.

Meetings are held at 6:30 p.m. on the fourth Thursday of each month in City Commission chambers in City Hall at 200 E. University Avenue. *(Unless otherwise indicated)*

*Click here for City Plan Board 2010 Meeting dates and agendas*  
*Work with the process from the City Plan Board agenda to help select the special programming events.*

February 1		
February 25		
March 25		
April 22		
May 27		
June 24		
July 22		
August 26		
September 23		
October 28		
TBA		

**Plan Board Members**  
 Robert Ackerman, Robert Cohen, Chris Dawson, Laurel Nesbit,  
 Adrian Taylor, Randolph Wells

[Back to Top of Page](#)

### Development Review Board

The Development Review Board considers applications for development plans.

Meetings are held at 6:30 p.m. on the second Thursday of each month in City Commission chambers in City Hall at 200 E. University Avenue. *(Unless otherwise indicated)*

*Click here for Development Review Board 2010 Meeting dates and agendas*  
*Work with the process from the City Plan Board agenda to help select the special programming events.*

January 14	Agenda	
February 11		
March 11		
April 8		
May 13		
June 10		
July 8		
August 12		
September 9		
October 14		
November 9		

**Development Review Board Members**  
 Taylor Brown, Jeffrey Haviland, James Miller,  
 Douglas Nesbit, Katei Norris, Seth Lane, Chris Ellis (Student Adjunct)

[Back to Top of Page](#)

000465

## Historic Preservation Board

The Historic Preservation Board considers certificates of appropriateness for properties in a historic district or on the local register, requests for ad-valorem tax exemptions, and historic preservation zoning matters.

Meetings are held at 5:30 p.m. on the first Tuesday of each month in Room 201 at the Thomas Center, building B, at 306 NE 6th Ave. *(Unless otherwise indicated)*

*2010 Meeting dates*

January 5	Agenda
February 2	
March 2	
April 6	
May 4	
June 1	
July 6	
August 3	
September 7	
October 5	
November 2	
December 7	

**Historic Preservation Board Members:**

Bill Warriner, Scott Gill, Robbie Gronbach, Tim Hoskinson,  
Sandra Lamme, Wells Shannon TheLosen, Jay Reeves

[Back to Top of Page](#)

## Board of Adjustment

The Board of Adjustment considers requests for variances, special permits, and appeals of administrative decisions.

Meetings are held at 6:30 p.m. on the first Tuesday of each month in Room 16 of City Hall at 200 E. University Avenue. *(Unless otherwise indicated)*

*2010 Meeting dates*

January	(No meeting   Scheduled)
February 2	
March 2	
April 6	
May 4	
June 1	
July 6	
August 3	
September 7	
October 5	
November 2	
December 7	

**Board of Adjustment Members:**

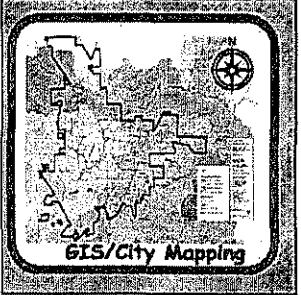
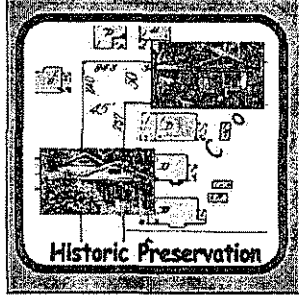
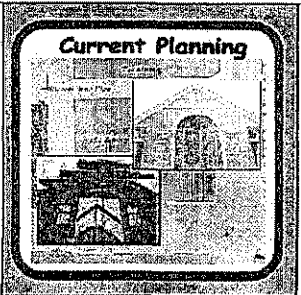
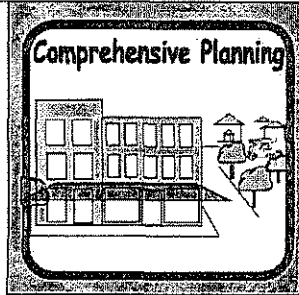
Debra Neill-Mareci, Dr. Rolf Hummel, James Harnsberger,  
Laura Dukes, Joseph Schmid, Crystal Jones (Student Adjunct)

[Back to Top of Page](#)

Last update: December 22, 2009



- Planning Department**
  - Planning Home Page
  - Review of Planning Study
  - Citizen Advisory Board
  - Agendas
  - Review Schedules
  - Hearing Dates
  - Online Forms
- Comprehensive Planning**
  - Foundation & Appraisal Report (EAR)
  - Comprehensive Planning
  - Comprehensive Plan Data
  - Comprehensive Plan Update
- Current Planning**
  - Current Planning
  - Land Development Code
- Historic Preservation**
  - Historic Districts
  - Manual & Forms
  - Related Links
- GIS**
  - GIS
  - Map Library
  - Zoning & Land Use
  - Data Downloads
  - Useful Resources
- Links of Interest**
  - Gainesville CRA
  - Long Range Transportation Plan
  - Neighborhood Planning
  - Other Planning Links



PC Box  
Gainesville  
Phone:  
Email:  
CD/Planning/Ed  
Mail Box:  
Fax:  
**Location**

**Planning Department Schedule of Events**


Today: Jan 1 Jan 2 Jan 3 **January 2010** Print Week Month Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					Jan 1 New Year's Eve Offices Closed	Jan 2 New Year's Day Offices Closed
		8:30pm Historic Pres			Offices Closed	
8:30am Applications Minor Application	8:30am Applications Major Application	8:30am Development Development	8:30pm Development		Offices Closed	
City Offices Closed Monday Afternoon	Zoning/UDA Applica				Offices Closed	
					Offices Closed	
8:30pm City Plan Bo	8:30am Historic Pres	8:30pm Board of Ad			Offices Closed	

Events shown in line zone. Eastern Time

[Back to Top](#)

*Notes and News:*

Date	Subject	Details/Link
January 2010	Current Development Projects	(link to be updated in January)
November 2009	Land Use and Zoning Changes for Annexed Properties in the Southwest	On November 10, 2009, Planning staff held a Neighborhood Workshop to discuss the proposed land use and zoning changes in the recently annexed areas around SW 20th Avenue and SW 43rd Street. Please click <a href="#">here</a> to see the draft Land Use map changes and <a href="#">here</a> for the draft Zoning map changes. These proposed map changes will be heard by the <a href="#">City Plan Board</a> on December 7, 2009.
July 2009	Proportionate Fair-Share and TCEA Amendments	July 28, 2009 City Commission heard the first reading of the following ordinances regarding Proportionate Fair-Share and the citywide TCEA Comprehensive Plan Amendments: 1. <a href="#">Proportionate Fair-Share Amendments Ordinance #090183</a> 2. <a href="#">Citywide TCEA Comprehensive Plan Policies Ordinance #090184</a> 3. <a href="#">Adopting new TCEA maps in the Comprehensive Plan Ordinance #090185</a>
April 2009		<a href="#">Evaluation &amp; Appraisal Report (EAR) Page is now</a>

DRB and PB meetings are now archived for internet viewing anytime

Commissioner Henry (District I)

Commissioner Poe (District II)

Commissioner Donovan (District III)

Commissioner Lewis (District IV)

**The Clerk's Office**

Clerk Of The Commission

Recognition or Proclamation

Notice of Meetings

Contingency Policy & Forms

Municipal Codes & Regulations

**Legislative Insite Portal**

Residing Committees & CRA

Legislative File Search

Agendas & Minutes

Office & People

**Advisory Boards/Committees**

Current Agendas

Charter Review

Regular City Commission

Community Redevelopment Agency (CRA)

Student Seats

**Lobbyist Information**

Lobbyist Information

Lobbying Ordinances

Lobbyist FAQs

Lobbyist Form

Lobbyists Registered with the City

**Community Resources**

Commission Meetings Online

Neckles County

Municipal Code of Ordinances


Municipal Code Transformation

Click here for [live web streaming](#)


Online Video Archive

Search Archives


**City Commission Meetings**



**Community Redevelopment Agency (CRA) Meetings**



**Special Programming Events**



**Upcoming and In Progress Events**

Name	Date
Currently there are no Upcoming Events	

**Please Note:**  
 Please Note: To enable the most effective streaming experience for all browsers and operating systems, please download

080465



PLANNING AND DEVELOPMENT SERVICES DEPARTMENT:  
PLANNING DIVISION  
PO Box 490, Station 12  
Gainesville, FL 32602-0490  
P: (352) 334-5023  
F: (352) 334-3259

## DEVELOPMENT REVIEW BOARD AGENDA

JANUARY 14, 2010 6:30 PM  
City Hall Auditorium  
200 E. University Ave

- I. Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: December 10, 2009
- IV. Requests to Address the Board
- V. Consent Items: *None*

### VI. Regular Items

#### A. Old Business:

##### 1. Petition DB-09-139 SPA

Brown and Cullen, Inc., agent for Collier Venture One, LLC. Amendment to the approved development plan to install a security gate at apartment entrance from NW 9th Street. Zoned: RMF-6 (8-15 units/acre multi-family residential), MU-1 (Mixed-use low intensity) and CON (Conservation). Located at 1015 NW 21st Ave.

#### B. New Business: *None*

### VII. Development Review Board Referrals

- A. The board asked staff to develop a workable definition of what is a Gated Community and what is a Gated Residential Development

### VIII. Information Items

### IX. Board Member Comments

### X. Adjournment

#### BOARD MEMBERS

Chair: Taylor Brown

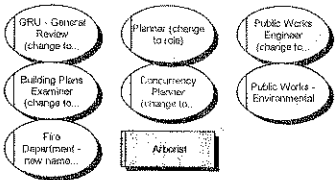
Vice Chair: Jeffrey Haviland

Secretary: James Miller

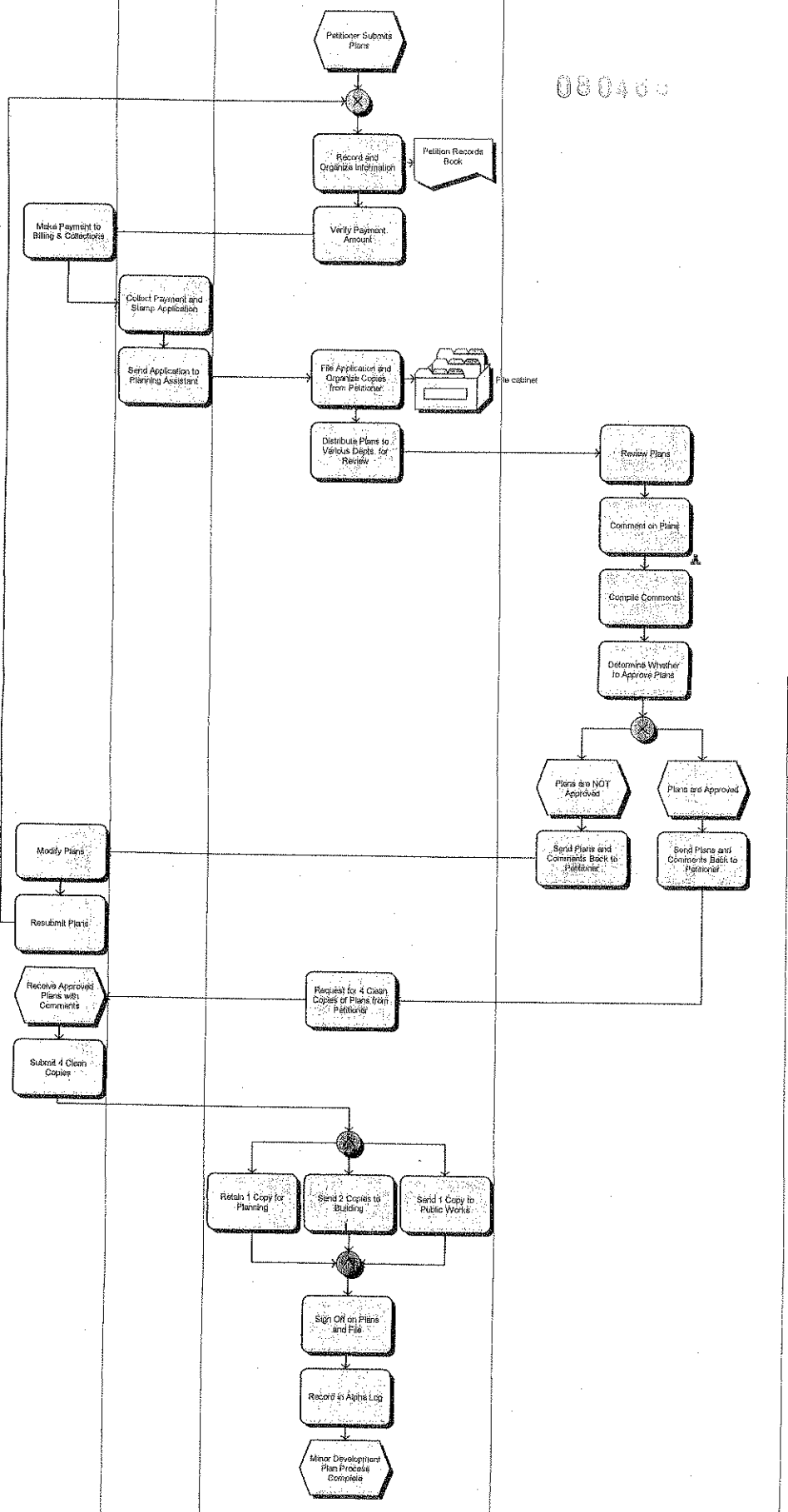
Regular Members: Kathleen Norris, Seth Lane, Douglas Nesbit, Chris Ellis (Student Adjunct)

Staff Liaison: Lawrence Calderon

In order to participate in the quasi-judicial portion of the proceeding, all parties who are entitled to actual notice must file the registration form with the Board's secretary. A party who is not entitled to actual written notice, but who believes that he or she has a special interest or would suffer an injury distinct in kind and degree from that shared by the public at large by the petition, may request affected party status by filing an application with the Board secretary in writing during regular business hours no less than seven (7) days prior to the meeting when the petition is scheduled to be heard. The application must be filed and received at The Thomas Center, Building B, located at 306 NE 6<sup>th</sup> Avenue, Gainesville, Florida, Planning Division, during business hours. If you do not choose to participate in the quasi-judicial portion of the proceedings, you will be allowed to provide testimony and evidence during the public hearing portion of the meeting up to five (5) minutes per person. Anyone wishing to view the plan may do so at the Planning Division office or online, if available. If you have any questions about this petition, you may call 334-5023. If any person decides to appeal a decision of this body with respect to any matter considered at the above-referenced meeting or hearing, he/she will need a record of the proceedings, and for such purposes it may be necessary to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities who require assistance to participate in the meeting are requested to notify the Equal Opportunity Department at 334-5051 (TDD 334-2069) at least 48 hours prior to the meeting date.



080465



080465

DRAFT

080465

080465

