An ordinance of the City of Gainesville, Florida, amending the Land Development Code

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and providing an effective date.

(Chapter 30 of the City of Gainesville Code of Ordinances) by amending development thresholds and applicable reviewing authorities; by amending Section 30-3.1 Development Review Coordinator; by amending Section 30-3.2 Technical Review Committee; by amending Section 30-3.7 Neighborhood Workshop; by amending Section 30-3.8 Public Notice; by amending Section 30-3.18 Review Procedures; by amending Section 30-3.36 Minor Subdivisions; by amending Section 30-3.45 Levels of Development Review; by amending Section 30-3.47 Review Procedures; by amending Section 30-3.56 Land Use Hearing Officer; by amending Section 30-6.4 Level of Service Review; by amending Section 30-6.6 Design Standards; by amending Section 30-6.12 Outdoor Lighting; by amending Section 30-7.2 Off-Street Vehicle Parking; providing directions to the codifier; providing a severability clause; providing a repealing clause;

WHEREAS, the Municipal Home Rule Powers Act, Chapter 166, Florida Statutes, secures for municipalities the broad exercise of home rule powers granted by Article VIII, Section 2 of the Florida Constitution, including the exercise of any power for municipal purposes not expressly prohibited by law; and

WHEREAS, Sections 163.3167 and 163.3177(1), Florida Statutes, requires the City of Gainesville to maintain a Comprehensive Plan to guide the future development and growth of the city by providing the principles, guidelines, standards, and strategies for the orderly and balanced future economic, social, physical, environmental and fiscal development of the city; and

WHEREAS, the City of Gainesville is required by Section 163.3202, Florida Statutes, to adopt or amend and enforce land development regulations that are consistent with and implement the Comprehensive Plan, and that are combined and compiled into a single land development code for the city (the City of

Gainesville's Land Development Code is Chapter 30 of the Code of Ordinances); and

- 27 WHEREAS, this ordinance, which was noticed as required by law, will amend the text of the Land
- 28 Development Code as described herein; and
- 29 WHEREAS, the City Plan Board, which acts pursuant to the authority granted in Section 4.02 of the
- 30 Charter Laws of the City of Gainesville and which acts as the Local Planning Agency pursuant to Section
- 31 163.3174, Florida Statutes, held a public hearing to consider the subject of this ordinance; and
- 32 WHEREAS, on June 14, 2021, the City Commission held a public hearing to consider the subject of this
- 33 ordinance; and
- 34 WHEREAS, at least ten days' notice has been given once by publication in a newspaper of general
- 35 circulation notifying the public of this proposed ordinance and of public hearings to be held by the
- 36 Gainesville City Commission; and
- 37 WHEREAS, public hearings were held pursuant to the notice described above at which hearings the
- parties in interest and all others had an opportunity to be and were, in fact, heard; and
- 39 WHEREAS, the City Commission finds that the Land Development Code text amendment described
- 40 herein is consistent with the City of Gainesville Comprehensive Plan.
- 41 NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF GAINESVILLE,
- 42 FLORIDA:
- 43 **SECTION 1.** Section 30-3.1 of the Land Development Code is amended as follows.
- 44 Section 30-3.1. Development Review Director Coordinator.
- 45 The city manager or designee shall serve as the development review director coordinator and shall have the
- 46 following duties:
- 47 A. Receive all applications for development plan approval.
- 48 B. Make administrative decisions as prescribed in this article, with input from applicable city departments.
- 49 B.C. Schedule all applications for review before the applicable reviewing authority technical review committee
- 50 and development review board.

- 51 C. Chair the technical review committee.
- 52 D. Ensure that proper notice is given prior to all hearings on development applications.
- 53 E. Ensure that all time limits are met.
- 54 F. Monitor the progress of all development plan applications through the review process and be available to
- respond to the queries of interested persons.
- 56 G. Schedule application cutoff dates.

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58 **SECTION 2.** Section 30-3.2 of the Land Development Code is amended as follows.

# Section 30-3.2. Technical Review Committee. Reserved.

- A. Establishment and purpose. The technical review committee (TRC) is hereby created and shall have the following duties:
  - 1. Meetings. The TRC shall meet at least monthly to review development proposals as prescribed in this article.
  - 2. Decisions. As prescribed in this article, the committee shall either make the final decision on development proposals or make recommendations to the reviewing board with decision-making authority.
- B. Membership. The TRC shall be composed of an employee appointed from each of the following city departments:
- 69 1. Planning and development services.
- 70 2. Public works department.
- 71 3. Fire/rescue department.
- 72 4. Representatives of other departments as deemed appropriate.

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74 **SECTION 3.** Section 30-3.7 of the Land Development Code is amended as follows.

# Section 30-3.7. Neighborhood Workshop. Public Participation.

- A. Purpose and intent. Neighborhood workshops Public participation requirements are intended to encourage applicants to be good neighbors and to allow for informed decision making, although not necessarily to produce complete consensus on all applications, by:
  - 1. Ensuring 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 neighborhood; and
  - 2. Ensuring that citizens and property owners have the public has 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 review and decision-making process.; and

- 3. Facilitating ongoing communication among the applicant, interested citizens and property owners, and city staff throughout the application review process.
- B. Applicability. Every application that requires board approval, including future land use map changes, rezonings, right-of-way vacations, special use permits, subdivisions, or development plans shall first hold a neighborhood workshop and shall include in the application a written record of such meeting public participation report. Development plans located within a transect zone that meet or exceed the thresholds for intermediate or major development review shall also conduct must also include a neighborhood workshop and public participation report. The following development applications are exempt from the requirements of this section:
  - 1. Text changes to the Comprehensive Plan or Land Development Code.

- 2. City-initiated amendments to the future land use map of the Comprehensive Plan that change the future land use from Alachua County to City of Gainesville categories.
- 3. City-initiated amendments to the zoning map that change the zoning from Alachua County to City of Gainesville districts.
- 4. Development plan applications for nonresidential projects of 10,000 square feet or less of floor area when not abutting or adjacent to property zoned for single-family residential use.
- 5. Development plan applications for residential projects of ten units or less.
- 6. Environmental remediation or safety improvements required by local, state, and federal agencies.
- C. Workshop requirements. Workshop and public participation report. When required in accordance with this section, the applicant shall as part of the development application hold a workshop and submit a written public participation report documenting the results of the public participation effort.
  - 1. The applicant shall hold provide the opportunity for a workshop prior to submittal of the development application to inform neighboring property owners of the proposed application. The workshop shall be held in a location generally near the subject property and shall be held in a facility that is ADA compliant. The applicant shall provide notification of the workshop by certified mail to all owners of property located within 400 feet of the subject property and to all neighborhood associations registered with the city and located within one-half-mile of the property, as well as to any other persons, organizations, or agencies as deemed appropriate by the city manager or designee. If requested, the The city manager or designee shall may provide mailing labels to the applicant. The applicant shall mail these notices with proper postage at least 15 calendar days before the date of the workshop. The applicant shall also post notice signs of the workshop at the property that is the subject of the application at least 15 calendar days before the date of the workshop, which notice must include a description of the application, potential uses, and other information as required by the city manager or designee, as well as the date, time, and location of the workshop. The applicant shall also advertise the workshop in a newspaper of general circulation at least 15 calendar days before the date of the workshop.
  - 2. The workshop shall start between 6:00 p.m. and 8:00 p.m. on a weekday or between 9:00 a.m. and 5:00 p.m. on a weekend. If held in person, the workshop must be held in a location generally near the subject property and must be held in a facility that is ADA compliant. Applicants may hold a virtual workshop in lieu of an in-person workshop by both using an interactive online video conferencing software as well as providing attendees the ability to call in with a telephone with no internet access. Virtual workshops must meet all applicable requirements provided in this section.

- and the applicant must provide virtual attendees with the ability to receive all information that
   would be available in an in-person workshop. All required workshops shall be held prior to
   submittal of the application. The applicant shall be required to schedule an additional workshop if
   the initial workshop has occurred more than six months prior to submittal of the application.
  - 3. The applicant shall hold an additional workshop(s) if the initial workshop has occurred more than three months prior to submittal of the application, or if subsequent to the initial workshop there has been in the subject development application a 20% or greater increase in proposed building area, an increased number of proposed floors, or the addition of or increase of intensity of a drive-through use.
  - 4. The public participation report must be on or in a form as approved by the city manager or designee and must at a minimum include the following information:
    - a. A list of the owners of property located within 400 feet of the subject property, all neighborhood associations registered with the city and located within one-half-mile of the property, as well as any other persons, organizations, or agencies deemed appropriate by the city manager or designee for notice of the workshop, together with a description of how the applicant will inform those parties any time the development application has a 20% or greater increase in proposed building area, an increased number of proposed floors, or the addition of or increase of intensity of a drive-through use.
    - b. A narrative description of the methods the applicant used to involve the public, which may include: a) dates and locations of all meetings where the public or the parties listed above were invited to discuss the application, including the required workshop; b) the contents, dates mailed, and number of mailings, including letters, meeting notices, newsletters, and all other forms of notice used; c) a general description of where all parties listed above are located; and d) the number of people who participated in the process.
    - c. A summary of the substance of concerns and issues expressed during the process, and a description of how the applicant has addressed or intends to address the concerns and issues expressed or, in the alternative, why the expressed concerns and issues will not be addressed.

SECTION 4. Section 30-3.8 of the Land Development Code is amended as follows.

## Section 30-3.8. Public Notice.

- A. General. The notice provisions in this section shall be are required prior to all board hearings and are supplemental to any notice required by state law. If two public hearings are required, then supplemental notice shall must be provided prior to the first public hearing. A request by the applicant to continue a board hearing shall will require the applicant to incur re-notification and re-advertising costs.
- B. Mailed notice. Unless otherwise provided by law, addresses for mailed notice required by this chapter shall must be obtained from the latest ad valorem tax records provided by the county property appraiser. The failure of any person to receive notice shall will not invalidate an action if a good faith attempt was made to comply with the notice requirements. The notice shall must identify the physical address of the subject property; the date, time, and location of the public hearing; and a description of the application including the nature and degree of the request, potential uses, and other information as required by the city. The notice shall must be mailed by certified mail at least 15 calendar days prior to the date of the

- board hearing to all real property owners whose land will be affected and whose property lies within 400
   feet of any affected property.
  - C. Posted notice. Posted notice signs shall must be posted by the applicant in accordance with procedures established by the city, and shall must include a description of the application with the nature and degree of the request, potential uses, and other information as required by the city, and shall must identify the date, time, and location of the public hearing. Signs shall be posted at least 15 calendar days prior to the date of the board hearing. Properties under consideration for a land use or zoning map change that involve more than 50 non-contiguous acres shall are not be required to post signs when the application is initiated by the city.
  - D. Failure to perfect supplemental notice. If an applicant fails to provide supplemental notice in accordance with this section prior to the public hearing, then the public hearing shall must be cancelled to allow compliance with the notice requirements. The failure to provide the supplemental notice required by this section shall may not be construed to invalidate any final action on a land development decision, if discovered after final action has been taken.

### Table III - 1: Public Notice.

APPLICATION TYPE	NEWSPAPER AD	MAILED NOTICE	POSTED NOTICE
COMPREHENSIVE PLAN AMENDMENT	S/LAND USE CHANG	ES	
Text changes not including amendments to the list of permitted/prohibited uses.	As required by law.	Not required.	Not required.
Text changes amending the list of permitted/prohibited uses involving less than 5% of the total land area of the city.	As required by law.	Required.	Not required.
Text changes amending the list of permitted/prohibited uses involving more than 5% of the total land area of the city.	As required by law.	Not required.	Not required.
Land Use Map changes involving less than 5% of the total land area of the city.	As required by law.	Required.	Required.
Land Use Map changes involving more than 5% of the total land area of the city.	As required by law.	Not required.	Required, except as provided in this section.
LAND DEVELOPMENT CODE AMENDA	MENTS/REZONINGS		
Text changes not including amendments to the list of permitted/prohibited uses.	As required by law.	Not required.	Not required.

APPLICATION TYPE	NEWSPAPER AD	MAILED NOTICE	POSTED NOTICE
Text changes amending the list of permitted/prohibited uses involving less than 5% of the total land area of the city.	As required by law.	Required.	Not required.
Text changes amending the list of permitted/prohibited uses involving more than 5% of the total land area of the city.	As required by law.	Not required.	Not required.
Zoning Map changes involving less than 5% of the total land area of the city.	As required by law.	Required.	Required.
Zoning Map changes involving more than 5% of the total land area of the city.	As required by law.	Not required.	Required, except as provided in this section.
Special Use Permits	As required by law.	Required.	Required.
Development Review Board	As required by law.	Required.	Required.
Variances	As required by law.	Required.	Required.
Historic Preservation Board (COA)	As required by law.	Not required.	Required.
Heritage Overlay District Board	As required by law.	Not required.	Required.
Right-of-Way Vacations	As required by law.	Required.	Not required. Required.

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**SECTION 5.** Section 30-3.18 of the Land Development Code is amended as follows.

186 Section 30-3.18. Review Procedures.

- A. *Unified control*. All land included in any PD application shall must be owned or under the legal control of the applicant, whether the applicant be an individual, partnership, corporation, other entity, group or agency. The applicant shall provide evidence of such ownership or control, including upon request of the City Manager or designee all agreements, contracts, guarantees and other necessary documents and information that the city deems necessary.
- B. *Pre-application meeting*. Before application submittal, the applicant shall present a generalized description of the project to the City Manager or designee at a pre-application conference.
- C. First-step meeting. Before application submittal, the applicant shall attend a first-step meeting to discuss the development review process, code requirements, and to confer with staff about the PD. 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 may not be construed as an approval or denial or agreement to approve or deny any application.
- D. Application submittal. The applicant shall submit a complete application, accompanied by the applicable fee, on a form provided by the city together with all plans, documentation, and information deemed necessary by the city.
- E. <u>Development Review Director</u> <u>Technical Review Committee</u> review. The <u>Development Review Director</u> <u>Technical Review Committee</u> shall review the application for conformance with the city's Comprehensive Plan and Land Development Code, and issue a recommendation.
- F. Neighborhood workshop. The applicant shall hold a neighborhood workshop per the requirements of this article.
- G. City Plan Board review. The City Plan Board shall review the application (PD layout plan and report) and the Technical Review Committee recommendation at a public hearing. The City Plan Board shall recommend denial, approval, or approval subject to conditions, and the recommendation shall must be forwarded to the City Commission for consideration.
- 212 H. City Commission review.

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- 1. The City Commission shall deny the application, approve the application, or approve the application with conditions that it deems necessary and appropriate.
- 2. If the City Commission approves an application with conditions, then the applicant shall revise the application to clearly incorporate such conditions and file with the City Manager or designee within 60 calendar days of such approval. Failure to file the revised application within the time prescribed shall will render any approval of the City Commission null and void unless the applicant files with the City Commission a written request for an extension of time within such 60-day period. The City Commission may grant an extension for good cause shown.

222 **SECTION 6.** Section 30-3.36 of the Land Development Code is amended as follows.

# Section 30-3.36. Minor Subdivisions.

- 224 A. Minor subdivision standards.
  - Each proposed lot shall conform to the provisions of this chapter.

- 2. All existing principal and accessory structures on each lot shall must conform to the use and development standards of this chapter.
- 3. All lots have city water and sewer services available and constructed to the lot line of at least one lot, with appropriate easements granted to allow future water and sewer connections to each of the lots at the time each lot is developed.
- 4. If the proposed minor subdivision abuts a public right-of-way that does not conform to the provisions of Section 30-6.6 B, as further specified in the Design Manual, the owner may be required to dedicate, at no cost to the city, one-half of the right-of-way width necessary to meet the minimum design requirements. If the proposed minor subdivision abuts both sides of a substandard street, one-half of the right-of-way width necessary to meet those minimum design requirements may be required from each side. The dedication of this right-of-way or any easements necessary shall must be accomplished by a separate document. The applicant shall provide the city with legal descriptions of all easements or rights-of-way to be dedicated, and the city shall prepare and record the necessary documents as part of the approval process.
- 5. Each lot in the minor subdivision shall must front for the entire required minimum lot width on a public street or an approved private street. Where there is no minimum lot width requirement, each lot shall must abut a public street or approved private street for a width equivalent to the maximum driveway width required in Section 30-6.20, plus any required turning radii area. Notwithstanding the above, the length of street frontage may be modified during minor subdivision review by the City Manager or designee, based on the need to achieve the most efficient lot layout, access to and from the minor subdivision, operational needs of service vehicles, vehicular circulation and the health, welfare, and safety of the public.
- 6. The minor subdivision shall <u>must</u> create vehicular and pedestrian access to serve the minor subdivision and improve gridded connectivity by connecting to surrounding existing streets and by including new streets within the minor subdivision so that the resulting blocks will not exceed a maximum block perimeter of 2,000 feet. Modifications to this requirement may be granted by the City Manager or designee where the construction of a street is limited by existing conditions such as, but not limited to:
  - a. Access management standards;

- b. Regulated environmental features; or
- c. Public facilities, such as, but not limited to, stormwater facilities, parks, or schools.

Alternatively, where the <u>Development Review Director</u> Technical Review Committee determines that it is not possible to construct the streets that would be required to meet the block perimeter standard, the block perimeter shall <u>must</u> be completed with the provision of pedestrian and bicycle paths or multi-use paths. The <u>applicant shall</u>, at the expense of the <u>applicant</u>, construct the required streets or paths shall be constructed at the expense of the <u>applicant</u> according to the appropriate city standards as determined through the minor subdivision review process, but may be sited and configured in a manner so that the streets provide the most appropriate access to the minor subdivision and connectivity to the surrounding street network. Where a street or path is planned to provide a future connection to a street or path beyond the extent of the minor subdivision, the applicant shall provide for the connection of the street by stubbing out the road improvements as close as practicable to the boundary of the minor subdivision.

- 7. Each approved private street shall <u>must</u> meet the following requirements in addition to the requirements in Section 30-6.8:
  - a. An approved private street shall <u>must</u> be paved to a minimum width of 12 feet wide for one-directional traffic flow and 18 feet wide for two-directional traffic flow. Alternatively, a determination shall <u>must</u> be made by the city public works department, the city fire rescue department, and city solid waste department that the approved private street is adequate to support service vehicles as necessary to provide municipal services.
  - b. The structure and sub-base of the approved private street shall must meet the standards set forth in the Design Manual.
  - c. Each approved private street shall <u>must</u> be connected directly to a public street or to another approved private street. The method and type of connection shall <u>will</u> be subject to approval by the city public works department in accordance with the standards set forth in the Design Manual. The private street serving the minor subdivision shall <u>must</u> have a maximum length of 1,000 feet (measured by traversing the length of the approved private street from its farthest extent to the nearest public street). At the point the private street reaches 1,000 feet in length, the applicant shall provide one of the following, as determined by the city fire rescue department: appropriate emergency connection to the nearest public road, if such a connection can be made on property within the minor subdivision; or a turnaround sized to accommodate fire and rescue vehicles.
  - d. The owners of each approved private street shall provide necessary easements to the city for the purpose of providing municipal services. Alternatively, if the city finds the street serves a valid public purpose, the owners may gratuitously dedicate an approved private street for purposes of public right-of-way.
  - e. Lots created on an approved private street shall must be designed to minimize the number of curb cuts onto the street. Shared driveway access shall be is required of adjoining lots, except where an odd number of lots are created, in which case, one lot, as determined by the city public works department, may be allowed to have a separate driveway.
- 8. All proposed minor subdivisions shall <u>must</u> meet the level of service standards in the Comprehensive Plan. Proof of meeting these standards shall exist in the form of a certificate of concurrency exemption, certificate of preliminary concurrency or certificate of conditional concurrency reservation. The approval of a nonresidential minor subdivision in no way reserves capacity for the purposes of concurrency.

#### B. Review.

- 1. Application. After a mandatory pre-application conference with staff, an application shall <u>must</u> be completed on a form prescribed by the city and submitted together with the following:
  - a. A map of boundary survey and minor subdivision certified by a professional land surveyor registered in the state according to Chapter 472, Florida Statutes. The survey shall must be drawn on a 24-inch by 36-inch linen or stable base film with a three-inch margin on the left for binding, and a one-half-inch margin on the other three sides. Additional information to be shown on the survey shall must include but not be limited to:
    - i. The lot lines, dimensions, legal descriptions and acreages for each lot being created.
    - ii. The acreage of the total tract.

- iii. A vicinity map showing the location of the survey in relationship to major thoroughfares.
  - iv. A note stating, "THIS IS NOT A RECORD PLAT."

- v. A municipal approval statement, to be signed by the director of planning and development services, director of public works and general manager for Gainesville Regional Utilities or their designee, certifying that the minor subdivision conforms to all applicable ordinances and regulations of the city.
- vi A statement to be signed by the clerk of the court, stating, "Received and filed as an unrecorded map in accordance with Section 177.132, Florida Statutes."
- vii. The minor subdivision book and page where the survey is to be filed.
- viii. The exact location of all existing principal and accessory structures on each lot. If the existing structures obscure the alignment of the proposed lots they may be left off the map of minor subdivision and be submitted separately on a boundary survey of the parent parcel. Any shared use of said structures shall must be clearly stated and shown as easements on the minor subdivision.
- b. A statement indicating the location where water or sanitary sewer service is available to the property, and a statement indicating that all utility service shall must be installed beneath the surface of the ground in accordance with Section 30-8.2, and a statement indicating where stormwater management facilities are available to accommodate stormwater runoff of the proposed development.
- c. If located on an approved private street, a signed consent (on the form provided by the city) from the owners of each approved private street that serves the minor subdivision.
- d. Payment of fees as required by Appendix A.
- 2. Upon receipt of a completed application, the several departments of the city shall review and provide comment.
- 3. Minor subdivisions that require any street, sidewalk, bikeway, bridge, drainage facility, screening wall or any other improvement required under this chapter may receive conditional approval but will not receive final approval or be filed with the clerk of the circuit court until all required improvements are fully constructed and approved by the city. No building permits may be issued for any of the lots until final approval is granted and the minor subdivision is filed.
- 4. If the proposed minor subdivision meets the conditions of this section and otherwise complies with all applicable laws and ordinances, the <u>Development Review Director</u> <del>Technical Review Committee</del> shall approve the minor subdivision by affixing their signatures to the original document.
- 5. Upon approval of the minor subdivision, the <u>subdivider shall file</u> with the clerk of the circuit court, with all fees paid by the <u>subdivider</u>, the <u>original linen</u> or stable base film drawing of the survey and any covenants, deed restrictions, or other required documents shall be filed with the clerk of the circuit court as an unrecorded map, in accordance with Section 177.132, Florida Statutes. It shall be filed by the <u>subdivider</u> with all fees paid by the <u>subdivider</u>. Upon filing of the approved minor subdivision, the <u>subdivider shall submit to the city</u>, in the form prescribed by the city, copies of the filed minor subdivision and any required documents shall be <u>submitted to the city</u>, in the form prescribed by the city.

## Section 30-3.45. Levels of Development Review.

All development shall requires rapid, intermediate, or major development review in accordance with the thresholds set forth in the table below. Any development activity below the thresholds identified for rapid review shall will be reviewed in conjunction with a building permit application. Development that includes components within different thresholds shall will be reviewed as one submittal in accordance with the highest threshold that is triggered by the development.

# Table III - 2. Levels of development review.

Name (1	RAPID	INTERMEDIATE	MAJOR
Residential	Developments of 3 to 10 multiple-family dwelling units.	Developments of 11 to 99 50 multiple-family dwelling units.	Developments of 100 51 or more multiple-family dwelling units.
Non-Residential	New construction or expansions of 1,001 and up to 10,000 square feet of building area.	New construction or expansions of 10,001 to 50,000 square feet of building area.	New construction or expansions over 50,001 square feet of building area.
Parking; other Impervious Areas; Construction Activity	Parking areas that include 8-40 new parking spaces. Impervious areas: 1,000-20,000 square feet. Excavation, filling, 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.

#### **Notes to Table:**

Development plan review by the appropriate board shall be is required when the development includes one or more requests for a variance per this article.

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Table III - 3. Summary of development review process.

	RAPID	INTERMEDIATE AND MAJOR	MAJOR	MASTER PLAN
First-Step Meeting	Required.	Required.	Required.	Required.
Neighborhood Workshop	Not required.	Required.	Required.	Required.

	RAPID	INTERMEDIATE AND MAJOR	MAJOR	MASTER PLAN
Development Review Director	Required.	Required.	Required.	Required.
Technical Review Committee (TRC)	Required.	Required.		Required.
Board Review	Required if requesting a variance.	Required if requesting a variance.	Required. However, residential developments with 15% of units reserved for households at 80% AMI or less only require board review if requesting a variance.	Required if requesting a variance.
Final <del>TRC</del> Review	Required if either  Development Review Director  TRC or board, as applicable, issued applicant a preliminary development order.	Required if either  Development  Review Director  TRC or board, as applicable, issued applicant a preliminary development order.	Required if board issued applicant a preliminary development order.	Required if either TRC or board, as applicable, issued applicant a preliminary development order.

SECTION 8. Section 30-3.47 of the Land Development Code is amended as follows.

## Section 30-3.47. Review Procedures.

- A. First-Step meeting. Prior to filing an application for development plan review, the applicant shall attend a first-step meeting to discuss the development review process, code requirements, and to confer with staff about the development process. Comments made by staff at a first-step meeting are made solely for preliminary informational purposes and shall may not be construed as an approval or denial or agreement to approve or deny any development order.
- B. Application. A completed application, on the form provided by the city, shall must be signed and notarized by all owners of the property and by any agents of the owners. Applicable fees, attachments, and other information as deemed necessary by the city shall must be submitted as part of the application. The City Manager or designee shall determine completeness based on level of review required, the nature of the

- proposed development and other requirements as set forth in this chapter, the Comprehensive Plan, and other city requirements deemed necessary to provide a professional and complete review and evaluation of the application.
- 378 C. *Review*. If the application is determined to be complete, the application and associated materials shall will be reviewed by the applicable reviewing authority in accordance with the review criteria provided in this division, and the reviewing authority shall decide one of the following: according to this section.

- 1. Find that all requirements of the review criteria provided in this division have been met and issue a final development order;
- 2. Find that all requirements of the review criteria provided in this division can be met with conditions specified in writing and issue a preliminary development order, which requires final review as provided in this section; or
- 3. Deny the application based upon a determination that the proposed development, even with reasonable modifications and conditions, does not meet the review criteria set forth in this division.
- Board review not required. The Technical Review Committee shall review the application in
  accordance with the review criteria provided in this division and provide comments, findings, and
  conclusions supporting the committee's final decision, which may include one of the following:
  - a. Find that all requirements of the review criteria provided in this division have been met and issue a final development order;
  - b. Find that all requirements of the review criteria provided in this division can be met with conditions specified in writing and issue a preliminary development order, which requires final Technical Review Committee review as provided in this section; or
  - c. Deny the application based upon a determination that the proposed development, even with reasonable modifications and conditions, does not meet the review criteria set forth in this division.
- 2. Board review required. If board review is required, the Technical Review Committee shall prepare a recommendation to the board to: 1) approve; 2) approve with specified conditions; or 3) deny based upon a determination that the proposed development, even with reasonable modifications and conditions, does not meet the review criteria set forth in this division. The reviewing board shall consider the recommendation of the Technical Review Committee and other relevant information pertaining to the application and, using the review criteria provided in this division, shall decide one of the following:
  - a. Find that all requirements of the review criteria provided in this division have been met and issue a final development order;
  - b. Find that all requirements of the review criteria provided in this division can be met with conditions specified in writing and issue a preliminary development order, which requires final Technical Review Committee review as provided in this section; or
  - c. Deny the application based upon a determination that the proposed development, even with reasonable modifications and conditions, does not meet the review criteria set forth in this division.
- 3. Final review by Technical Review Committee. If the applicant was issued a preliminary development order, as opposed to a final development order, the applicant shall timely submit all materials and

- information as deemed necessary by the city for final review. Upon receipt of a complete application, 416 as determined by the City Manager or designee, the Technical Review Committee shall review the 417 application in accordance with the review criteria provided in this division and: 418 a. Find that all requirements of the review criteria and the preliminary development order have 419 been met and issue a final development order; 420 421
  - b. Inform the applicant in writing of the changes necessary for the development to comply with the requirements of the review criteria and the preliminary development order; or
  - c. Find that the plan as submitted fails to meet the requirements of the review criteria or the preliminary development order and not issue a final development order.
  - D. Preliminary development orders.

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- A preliminary development order shall must contain the following:
  - a. An approved development plan, with a listing of conditions and modifications, if required, in order for a final development order to be issued. The modifications shall must be described in sufficient detail and exactness to inform the applicant to amend the plan accordingly. However, the failure to list all requirements of this chapter and other regulations of the city shall will not relieve the applicant from complying with such requirements and regulations at the time of issuance of a final development order.
  - b. 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.
  - c. An initial determination of concurrency.
- 2. A preliminary development order shall will be effective for six months from the date of approval. During this six-month period, the applicant shall seek final development approval. At the request of the applicant and for good cause shown, the reviewing authority may extend the period for obtaining final development order approval for a period of up to 12 months from the date of approval of the preliminary development order.
- E. Final development orders. 442
  - 1. A final development order shall must contain the following:
    - a. An approved development plan.
    - b. A certificate of final concurrency.
    - c. The expiration date for the final development order. A final development order shall will remain valid only if development commences and continues pursuant to an active building permit to completion with due diligence and in good faith according to the terms and conditions of approval.
  - 2. A final development order shall will be effective for a period of one year from the date of approval unless otherwise specified in the order.
- **SECTION 9.** Section 30-3.56 of the Land Development Code is amended as follows. 453

### Section 30-3.56. Land Use Hearing Officer.

- A. Establishment and purpose. There is hereby created the position of City of Gainesville Land Use Hearing Officer (Hearing Officer), which has the purpose of: a) providing an administrative process for appealing certain decisions regarding the administration and enforcement of the Land Development Code, as provided in this division; and b) conducting quasi-judicial hearings in accordance with state law whereby the Hearing Officer reviews and approves, approves with conditions, or denies applications for development plan approval, as may be provided in this chapter. No party may be deemed to have exhausted his or her administrative remedies for the purpose of seeking judicial review unless the party first obtains review by a Hearing Officer as provided in this division.
- B. <u>Selection</u> Appointment and removal.
  - 1. The city commission shall select one or more hearing officers, through a competitive selection process, may appoint by contract one or more hearing officers, who will be compensated as determined by the city commission, for a definite term of office not to exceed four years, and may be reappointed at the conclusion of any term. In addition, the city may elect to use a hearing officer appointed by the State of Florida or any agency thereof that meets the qualifications provided in this section.
  - 2. During his/her term of service, a hearing officer appointed by the city commission may be removed only for cause by the city commission. Cause for removal of a hearing officer includes, but is not limited to, violations of the standards set forth in the Code of Judicial Conduct adopted by the Florida Supreme Court or the State of Florida Code of Ethics for Public Officers and Employees in F.S. Ch. 112.
- 475 C. Minimum qualifications. Hearing officers must meet the following minimum qualifications:
  - 1. A licensed attorney who is an active member of the Florida Bar in good standing.
  - 2. At least three years of professional experience in land use or local government law.
- 3. Not an employee of or office holder with the city.
- D. General authority. The hearing officer has all powers necessary to perform the functions prescribed by this chapter division, including the power to interpret and administer this chapter division, the power to dispose of procedural requests or similar matters, the power to issue notices of hearings and subpoenas requiring attendance, and the power to administer oaths.
  - SECTION 10. Section 30-6.4 of the Land Development Code is amended as follows. Except as amended
- herein, the remainder of Section 30-6.4 remains in full force and effect.

## Section 30-6.4. Level of Service Review.

A. Generally. It is the policy of the city that no development order shall may be issued unless adequate public facilities are available to serve the project, at adopted LOS standards. The applicant shall provide responsibility for providing information to show compliance with the adopted LOS standards and meeting concurrency requirements shall be upon the applicant. In order to ensure that adequate public

- facilities are available concurrent with the impacts of development on each public facility, the following procedures shall govern the issuance of development orders.
- B. Exemptions. Developments that are issued a certificate of concurrency exemption as further provided in this chapter are exempt from the concurrency requirements of this chapter. In addition, the following types of development fall below the threshold for any concurrency review and are deemed automatically exempt:
  - 1. Single-family dwellings (including expansions and remodeling) on lots of record that existed on or before June 10, 1992.
  - 2. Building permits for two-family dwellings (including expansions and remodeling) that: 1) are on lots of record that existed on or before June 10, 1992; or 2) previously have met the concurrency requirements of this chapter.
  - 3. Developments that meet the criteria for rapid review as provided in article III of this chapter.
  - 34. Concept review of a development as specified in article III of this chapter.
    - 45. Zoning verification letters with no associated change of use as specified in article III of this chapter.
- 505 56. Lot splits.

506 <u>6</u>7. Changes to a new use allowed under the applicable zoning district that do not involve adding any new square footage or impervious surface.

SECTION 11. Section 30-6.6 of the Land Development Code is amended as follows. Except as amended

510 herein, the remainder of Section 30-6.6 remains in full force and effect.

#### 511 Section 30-6.6. Design Standards.

- 512 A. Lots and blocks.
  - Generally. Lots and blocks shall must be designed according to acceptable practice for the type of
    development and use contemplated so as to: be in keeping with the topography and other site
    conditions; provide adequate traffic and utility access and circulation; provide acceptable use of
    space; and provide privacy, adequate drainage, and protection of property.
  - 2. Lot frontage. Each lot in a subdivision shall must front for the entire required minimum lot width on a public street or an approved private street. Where there is no minimum lot width requirement, each lot shall must abut a public street or approved private street for a width equivalent to the maximum driveway width required in the Design Manual, plus any required turning radii area. Notwithstanding the above, the length of street frontage may be modified during subdivision review by the public works and planning departments, based on the need to achieve the most efficient lot layout, access to and from the subdivision, operational needs of service vehicles, vehicular circulation and the health, welfare and safety of the public.
  - 3. Connectivity. The subdivision shall <u>must</u> create vehicular and pedestrian access to serve the subdivision and improve gridded connectivity by connecting to surrounding existing streets and by including new streets within the subdivision. Street intersections shall <u>must</u> occur at least every 1,000

feet. Additionally, subdivisions containing 20 lots or more shall <u>must</u> provide a minimum of two access points to the extent feasible. Modifications to this requirement may be granted by the <u>applicable reviewing authority technical review committee</u> where the construction of a street is limited by existing conditions, including:

a. Access management standards;

- b. Regulated environmental features; or
- c. Public facilities, including stormwater facilities, parks, or schools.

Alternatively, where the <u>applicable reviewing authority</u> technical review committee determines that it is not possible to construct the streets that would be required to meet the block perimeter standard, the block perimeter <u>shall must</u> be completed with the provision of pedestrian and bicycle paths or multi-use paths. The required streets or paths <u>shall must</u> be constructed at the expense of the owner/subdivider according to the appropriate city standards as determined through the subdivision review process, but may be sited and configured in a manner so that the streets provide the most appropriate access to the subdivision and connectivity to the surrounding street network. Where a street or path is planned to provide a future connection to a street or path beyond the extent of the subdivision, the owner/subdivider shall provide for the connection of the street by stubbing out the road improvements as close as practicable to the boundary of the subdivision.

SECTION 12. Section 30-6.12 of the Land Development Code is amended as follows. Except as

amended herein, the remainder of Section 30-6.12 remains in full force and effect.

### Section 30-6.12. Outdoor Lighting.

- F. Lighting plan submission and review. Lighting plans demonstrating compliance with the requirements of this section shall must be submitted to the applicable reviewing authority technical review committee for review and approval for development plan review, a building permit, or special use permit applications. Lighting plans shall must be certified by signature and seal of a registered architect, engineer, or lighting professional holding a current lighting certification (LC) from the National Council on Qualifications for the Lighting Profession (NCQLP) as providing illumination in accordance with the applicable standards of this section and shall must include the following information:
- **SECTION 13.** Section 30-7.2 of the Land Development Code is amended as follows.

### Section 30-7.2. Off-Street Vehicle Parking.

- Off-street vehicle parking, including public parking facilities, shall must be designed, constructed, and maintained in accordance with the following standards and regulations:
- A. Access. Vehicular ingress and egress to off-street parking facilities shall must be in accordance with the driveway ordinance, Chapter 23, Article V.
- 563 B. *General requirements*. Parking areas shall must be so designed and marked as to provide for orderly and safe movement and storage of vehicles.

- 565 1. All parking spaces shall must contain some type of vehicle wheel stop or other approved barrier that prevents any part of a vehicle from overhanging onto the right-of-way of any public road, alley, walkway, utility, or landscaped area.
  - 2. All parking lots with two or more rows of interior parking shall must contain grassed and/or landscaped medians at least eight feet in width unless an alternative landscape plan is approved pursuant to Section 30-8.4. Where it is determined by Public Works that the landscaped median(s) would obstruct the storm drainage, the City Manager or designee may approve an alternative.
  - 3. Off-street parking on any property with RC, RSF-1, RSF-2, RSF-3, or RSF-4 zoning, or planned development (PD) zoning with single family or two-family dwellings, and that is located within either the University of Florida context area or a residential parking overlay district area shall will be regulated in accordance with Section 30-7.7.
  - 4. Maneuvering and access driveways for off-street parking areas, except those provided for single-family dwellings, shall must be provided within the lot on which the parking is located so that any vehicle shall will not be required to back into or maneuver within the public street right-of-way on entering or leaving any off-street parking space.
  - 5. 100 feet must be tThe minimum distance from the street right-of-way line at any major ingress or egress driveway to any interior service drive or parking space having direct access to such driveway shall be 100 feet. A major driveway is defined as the main ingress or egress point as approved by the applicable reviewing authority. City Plan Board, Development Review Board or technical review committee.
  - 6. 20 feet must be tThe minimum distance from the street right-of-way line at any other ingress or egress driveway to any interior service drive or parking space with direct access from such driveway shall be 20 feet. However, the City Manager or designee may allow a reduction of the 20-foot requirement, provided generally accepted traffic principles are maintained, under the following conditions:
    - a. Where an existing vehicular use area would be impractical to meet the 20-foot requirement; or
    - b. Where an existing vehicular use area proposed for improvement exists with less than the required 20 feet; or
    - c. For any new development or redevelopment of a vehicular use area, except a vehicular use area with direct access to any roadway classified on the official roadway map, the minimum distance from the right-of-way line at any other ingress or egress driveway to any interior service drive or parking space with direct access from such driveway may be nine feet (which distance also meets landscape requirements) provided all of the following conditions are met for each type of use:
      - i. Residential off-street parking:

- 1) Vehicular use area access: from alleys or local streets (streets designed for or carrying traffic volumes of under 1200 vehicles per day);
- 2) Available right-of-way from edge of pavement to the private property line: 10 feet minimum (not required for alleys);
- 3) Speed limit: the posted speed limit is 30 mph or less; and
- 4) Use: generates less than 300 trips per day.

ii. Nonresidential off-street parking: 605 1) Vehicular use area access: from alleys or local streets designed for traffic volumes under 606 1,200 vehicles per day; 607 2) Available right-of-way from edge of pavement to the private property line: 10 feet 608 minimum (not required for alleys); 609 3) Speed limit: the posted speed limit is 35 mph or less; 610 4) Size of parking lot: 25 or fewer nonresidential parking spaces; and 611 5) Use: generates less than 100 trips per day. 612 C. Construction specifications. 613 1. Paved parking facilities. Except as provided in Subsection 2 below, all off-street parking areas shall 614 must be paved using asphaltic concrete, concrete, paving block, or brick, and shall must be designed 615 and constructed in accordance with the standards and specifications adopted by resolution of the City 616 Commission and on file in the Public Works Department. 617 2. Unpaved parking facilities. Unpaved spaces shall must be located on the periphery of any paved 618 parking areas in locations that will receive less use than those paved and more remotely located to the 619 use served. All gravel areas shall must be self-contained with curbing that is acceptable to the Public 620 Works Department. The following parking facilities may be unpaved, provided such facilities are 621 approved by the applicable reviewing authority City Plan Board, Development Review Board, or the 622 City Manager or designee to be in compliance with this section and other applicable requirements of 623 624 the Land Development Code: a. Up to 70% of the required vehicle parking spaces for places of religious assembly, provided that 625 such unpaved parking spaces shall may not be used as joint parking with any uses other than 626 places of religious assembly. 627 b. Up to 20% of the total required spaces for multifamily dwellings, in accordance with Error! 628 Reference source not found..C.3. 629 c. Parking spaces provided in excess of the minimum number required by this article, or for uses not 630 631 required to provide parking spaces. d. Parking lots located in the residential districts, as identified in Section 30-4.1, when said lots 632 contain 10 or fewer parking spaces and parking lots in the office districts when such lots contain 633 less than seven parking spaces. 634 e. College Park/University Heights areas in accordance with Section 30-7.7.B. 635 3. Multiple-family dwellings with more than six parking spaces. 636 a. If approved in site plan review, up to 20% of the total required vehicle parking spaces for multi-637 family dwellings may be provided by stabilized unpaved parking. 638 b. Six months after a final certificate of occupancy is issued or, if phased, upon installation of all 639 parking facilities required, an inspection will be made by the City Manager or designee. If findings 640

indicate that the unpaved spaces are in good condition or infrequently used, such unpaved spaces

may remain unpaved. If findings show that the spaces receive as much use as the paved spaces, or

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have deteriorated, such unpaved spaces shall must be paved within 90 calendar days of written 643 notice to the owner of the property. 644 c. Stormwater management facilities shall must be provided for all vehicle use areas, whether paved 645 or unpaved, at the time of construction unless the owner demonstrates that stormwater 646 management facilities can be expanded to accommodate future required paving and upon 647 recommendation of the Public Works Department. 648 d. A violation of the Code of Ordinances occurs if the unpaved parking area deteriorates so that 649 nearby properties, rights-of-way, or easements are adversely impacted or if the unpaved parking 650 area has deteriorated so that it may no longer be used for parking. Evidence of deterioration 651 includes but is not limited to: 652 i. The settlement of the unpaved parking area(s) such that drainage patterns are redirected 653 onto off-site properties rather than the intended stormwater management facilities. 654 ii. Absence or failed condition of the approved unpaved parking surface. 655 iii. Introduction of sediment and debris from the unpaved parking area onto city rights-of-way 656 and easements. 657 e. To remedy this violation, the city may require the property owner to pave the area or to stabilize 658 the area in another manner. If paving is deemed necessary by the city, the property owner may be 659 required to expand the stormwater management facilities as provided in Subsection C.3.c. of this 660 section. 661 4. Vehicles and equipment display and storage areas. 662 a. When allowed as a permitted use, parking, storage, or display of automobiles for sale or lease 663 shall must be conducted on a paved hard surface. 664 b. All mechanical equipment and merchandise shall must be installed or displayed on a paved hard 665 666 surface. c. Temporary parking and storage may be allowed by the City Manager or designee for up to 60 667 calendar days in areas outside of the wellfield protection zones. The city shall make a 668 determination that: 669 The location of the facility will not be harmful to, nor impact surface waters, wetlands, or 670 other environmentally sensitive areas; 671 ii. The nature, extent, and duration of the proposed storage area will not create a nuisance or 672 safety hazard; 673 iii. That the storage use will be of an intensity that will maintain sod or some other vegetative 674 675 cover; and

iv. That the applicant has a plan to return the site to an original or improved condition.

D. Dimensional requirements. Vehicular parking widths and depths shall must meet the specifications in the

E. Handicapped parking. Accessible handicapped parking spaces shall must comply with the state

accessibility requirements manual on file at the Building Inspection Department.

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design manual.

F. Tandem parking. When administered as a valet parking service, required off-street parking may be placed in a tandem configuration upon approval by the applicable reviewing authority. Development Review Board, the City Plan Board, or the City Manager or designee where development plan review before the City Plan Board or Development Review Board is not required. The area used for tandem parking shall must be clearly designated on a development plan and shall must meet all landscaping requirements, except that the location of required interior landscaping shall will be determined at the time of development review. Approval of tandem parking configuration shall will be based on continued maintenance of the administered parking service. If and when the service is discontinued, the regular off-street parking configuration of aisle and spaces shall must be reinstituted and the minimum parking spaces required shall must be provided in accordance with this article. When using this option, the property owner shall demonstrate that private streets, vehicular maneuvering areas, service areas, loading and unloading area, queuing areas, and any regular parking space can function efficiently and will not obstruct the efficient flow of traffic, service, utility, and vehicles on the site.

**SECTION 14.** It is the intent of the City Commission that the provisions of Sections 1 through 13 of this ordinance become and be made a part of the Code of Ordinances of the City of Gainesville, Florida, and that the sections and paragraphs of the Code of Ordinances may be renumbered or relettered in order to accomplish such intent.

**SECTION 15.** If any word, phrase, clause, paragraph, section, or provision of this ordinance or the application hereof to any person or circumstance is held invalid or unconstitutional, such finding will not affect the other provisions or applications of this ordinance that can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

**SECTION 16.** All ordinances or parts of ordinances in conflict herewith are to the extent of such conflict hereby repealed.

**SECTION 17.** This ordinance will become effective on October 1, 2022.

PASSED AND ADOPTED this 21st day of April, 2022.

MAYOR Approved as to form and legality: Attest: DANIEL M. NEE INTERIM CITY ATTORNEY **CITY CLERK** This ordinance passed on first reading this 7th day of April, 2022. This ordinance passed on second reading this 21st day of April, 2022.