



CITY OF GROVELAND
156 S. LAKE AVENUE
GROVELAND, FL 34736

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"The city with a future, which is growing"

MEMORANDUM

TO Willie Morgan, Fire Chief (CD)
Melvin Tennyson, Police Chief (CD)
Tamara Richardson, City Engineer (CD)
Pam Richmond, MPO Traffic Review (CD)
Rodney Lucas, Interim Community Development Director (CD)
Anita Geraci-Carver, City Attorney (P)
James Huish, Public Works Director (P)
Ricky Rodriguez, Engineering Inspector (P)
James Dunn, Southeastern Surveying (P)

FROM Abra Horne, Interim City Planner

DATE August 8, 2016

SUBJECT Raney Holdings (Lot 27) Site Plan Review
Application #2016-SP-27-01 – City Comments

Please review these planning comments prior to finalizing your review of the subject applications.

Submittal: The Planning Staff have reviewed the following documents submitted by the applicant:

- In-House Review Memorandum dated July 22, 2016.
- Electronic and hard copy of site plan materials dated July 11, 2016 [CD].
- Planning and zoning application per Section 153-35(b)(1).
- Preliminary (non-binding) concurrency review application per Section 153-35(c)(16).

Interim Community Development Director Comments:

- 1) Before further processing, the following items will need to be resolved:
 - a) Zoning and Large Scale Comprehensive Plan – Administrative fee = \$1,700.00 and deposit for Consultants Fees = \$1,000.00. Zoning and Large Scale Comprehensive Plan Total = **\$2,700.00.**
 - b) Site Plan Review – Admin Fee \$425.00 plus \$100.00 per Acre @13.16 =1,316.00 = *Sub-Total \$1,741.00* plus deposit for Consultants Fees = \$400.00 for a **Site Plan Review Total of \$2,141.00.**

- c) Tree Removal – Admin Fee **\$250.00** per Section 145-46(h)(1) and 153-35(c)(17).
- d) Concurrency Review – Admin Fee \$300.00 per Section 109-31, 145-47(b)(16), and 153-35(e)(16).
- e) Construction Plans – Administrative fee = \$300.00 and deposit for Consultants Fees = \$500.00 per Section 145-47(b)(16), and 153-35(e)(16).
- f) Memorandum of Understanding – Prepare a Memorandum of Understanding (MOU) between the City and your client, Raney Holdings through the City Manager’s Office. On the MOU, once the City Attorney has completed their review, the City will the applicant’s review.

Planning Department Comments:

- 2) The site plan review application appears to be complete **except for the following items** not found in hard copy or electronically. The following items appear to be missing from the application package:
 - a) Application fees (see details above).
 - b) Legal description.
 - c) Provide signed and sealed engineering drawings for final approval.
 - d) Provide one copy of a certified boundary survey.
 - e) Tree removal permit is required for proposed trees that will be eliminated as shown on the site plan per Section 153-35(c)(17).
 - f) A copy of the recorded deed per Section 153-35(b)(2).
 - g) Title opinion/certification with referenced documents per Section 153-35(b)(5).
 - h) Architectural plans are required per Section 153-35(b)(8).
 - i) Construction plans are required per Section 145-47(b)(16), and 153-35(e)(16).
 - j) Traffic impact analysis or study is required per Section 153-35(b)(9) and 153-35(c)(15).
 - k) A graphic illustration (image file) of the site location showing the road network as a jpg, tiff, or compatible format (see note 3 below).
 - l) Legal description (entire description in word format on CD).
- 3) Provide stormwater calculations and the permit modification letter to St. Johns River Water Management District.
- 4) Please submit a map indicating the shape, acreage, and proposed interrelationship between the subject property and adjacent properties as well as the roadway network.
- 5) The storm water facilities appear to be part of a larger master planned storm water strategy developed in conjunction with the industrial park subdivision. Since those plans may impact this site, please demonstrate how the storm water management facilities proposed for this site will be incorporated into the storm water plans for the subdivision.
- 6) As indicated in the City Attorney’s comments, building elevation and structural drawings are required for all proposed structures proposed for this site.
- 7) As indicated in the City Attorney’s comments, landscaping and irrigation plans are also required for review along with the site plan. The setbacks for and landscape buffers may

impact the site layout so please determine whether some of the improvements currently shown on the site plan may be to be re-located.

- 8) An application for an amendment to the City's Future Land Use Element of the Comprehensive Plan has also been submitted for the subject property. Please provide all supporting documentation necessary for the proposed Comprehensive Plan amendment.
- 9) A Planned Unit Development (PUD) Rezoning application has been submitted for the subject property. The PUD zoning application will require suggested land uses, building setbacks, building coverage, square footage, impervious surface area, and other details. It may also include other development standards that vary from the standards that would be applied to a property with M-1 Zoning.
- 10) The plans show that a connecting driveway proposed between the proposed western driveway entrance (across from Lewis Grove Road) and the existing driveway entrance on the adjacent property to the west. It would be appropriate to provide a cross access easement between these two lots in order to accommodate that access point.

City Attorney Comments:

- 11) The City attorney received the CD with the site plan files, July 11, 2016 Raney Holdings Site Plan. The attorney's review and comments relate solely site plan review as provided in Section 153-35(b) and (c).
- 12) The following items are needed for review:
 - a) Title opinion/certification with referenced documents per Section 153-35(b)(5).
 - b) Tree removal permit is required for proposed trees that will be eliminated as shown on the site plan per Section 153-35(c)(17).
 - c) A copy of the recorded deed per Section 153-35(b)(2).
 - d) Architectural plans are required per Section 153-35(b)(8).
 - e) Construction plans are required per Section 145-47(b)(16), and 153-35(e)(16).
 - f) Traffic impact analysis is required per Section 153-35(b)(9) and 153-35(c)(15).
 - g) Preliminary (non-binding) concurrency application per Section 153-35(c)(16).
 - h) Legal description (entire description in word format on CD).
- 13) General Notes:
 - a) The General Notes Sheet C1.1 Note 8 refers to Lake County instead of the City of Groveland for construction and utility requirements.
- 14) Exterior elevations setting forth details required by Section 153-35(c) need to be provided but please refer to Section 137-106 (a)(4).
- 15) Provide a traffic study or traffic impact analysis (TIA) consistent with Section 153-35(b)(9) and Section 153-35(c)(15) and Section 109-57.
- 16) Provide landscape plans complying with Chapter 133 of the Land Development Regulations for industrial properties, as needed.

City Traffic Comments:

1. Provide a traffic study or traffic impact analysis (TIA) consistent with Section 153-35(b)(9) and Section 153-35(c)(15).
2. Prior to preparing a traffic impact analysis (TIA), please schedule a methodology meeting with the Lake~Sumter Metropolitan Planning Organization by speaking with Francis Franco or Mike Woods [call (352) 315-0170 to schedule an appointment.]

City Utility Comments:

- There were no utility department comments.

City Engineer Comments:

- 17) General:
 - i) Provide signed and sealed engineering drawings for final approval.
 - j) Provide one copy of a certified boundary survey.
 - k) Provide storm water calculations and the permit modification letter from St. Johns River Water Management District.
- 18) Cover Sheet
 - l) The General Notes refer to Lake County instead of the City of Groveland for construction and utility requirements.
- 19) Sheet C-2.1
 - m) Continue the sidewalk from the adjacent property along the property boundary.
- 20) Sheet C-3.1 and 2
 - n) Clarify if the drainage from the site that flows onto adjacent property is a predevelopment condition.
 - o) Provide a cross section through the proposed grading at the property boundaries which demonstrate a smooth transition. Include slopes.
 - p) Identify the slopes on the drainage pipes.
- 21) Sheets C4.1 and 2
 - q) The service from Building A shall enter the 8-inch sanitary line using a manhole.
 - r) Include manholes in the 8-inch service line to facilitate future maintenance.
- 22) Landscape Plan
 - s) Include irrigation plans for the site.

City Surveyor Comments:

- Not available yet.

City Fire Comments:

- There were no fire department comments.

City Police Comments:

- There were no police department comments.

If necessary, please let me know if you would like to meet with City staff to discuss these comments. This Dropbox folder contains all of the materials and files submitted to the City; it is located at: <https://www.dropbox.com/sh/iihl9igidj6vej/AADeBe7yS-ewj9GIXDU9Cy2Ma?dl=0>.

Please send all questions regarding the comments by e-mail to rodney.lucas@groveland-fl.gov with the application number on all correspondence.

Sincerely,



Abra Home
Interim City Planner
City of Groveland
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