



**LEON COUNTY**

Department of Development  
Support & Environmental  
Management

**APPLICATION REVIEW MEETING (ARM)  
November 7, 2018 @ 2:00 p.m.**

**PROJECT**

- COORDINATORS:** Nancy Garcia, Senior Planner, DSEM
- PROJECT NAME:** Camellia Oaks (LSP180046)
- ACREAGE:** 31.50 +/- acres
- PARCEL ID(s):** 11-23-20-408-000-0, 11-23-21 E-001-0, &11-23-20-407-000-0
- LEVEL OF REVIEW:** Type "B" Site Plan, FDPA Track
- PROPERTY OWNERS:** Alban Stewart Estate, Nan S. Richerson, Alban Stewart Jr., Clark Stewart, James Sibley Richerson Jr., Alban Stewart III, Mary Stewart Richerson
- APPLICANT:** Jason Naumann – The Naumann Group Real Estate, Inc.
- APPLICANT’S AGENT:** Brennon Clayton, P.E. – Kimley - Horn and Associates, Inc.
- CURRENT ZONING:** Residential Preservation (RP)
- FUTURE LAND USE:** Residential Preservation (RP)
- DENSITY:** 2.13 dwelling units per acre  
67 residential units (49 single-family units / 18 duplexes)
- LOCATION:** Mahan Drive Southside of Mahan Road, across from Taylor Road
- ROADWAY ACCESS:** Mahan Drive (FDOT Maintained Principal Arterial Roadway)
- UTILITY PROVIDER:** City of Tallahassee Utilities
- APPROVAL BODY:** Development Review Committee (DRC)

**PROJECT SUMMARY:**

The application proposes development of a 67 unit residential development which shall consist of 49 single-family units and 18 duplexes). A boundary settlement application (LEX180062) was approved on October 24, 2018, to reconfigure the common boundary lines among the aforementioned parcels. Additionally, a portion of the property (described as Lot 1, Block E of the the Preserve at Buck Lake Phase I Subdivision) was vacated at the October 23, 2018 Board of County Commissioners Public Hearing. The total project site is 31.50 acres. The proposed homes will be developed with rear-loaded garages, with the front of the homes facing linear parks and green space. The existing home currently located on the project area shall be redeveloped into a community clubhouse, along with the addition of a pickle ball court and swimming pool. The site is located inside the Urban Service Area (USA) and is located within the Residential Preservation (RP) zoning district. The parcel has a Residential Preservation (RP) future land use designation on the Future Land Use Map of the Tallahassee-Leon County Comprehensive Plan. Access to the development is being proposed via Mahan Drive. The Permitted Use Verification (VC180066R) was issued as ‘Conditional’ on May 18, 2018.

**DEVELOPMENT SERVICES STAFF REVIEW:**

**Article VII. Subdivision and Site and Development Plan Regulations:  
Site and Development Plan Criteria, Article VII, Section 10-7.407:**

The Leon County Land Development Code requires that a site and development plan comply with three general standards which include:

1. Whether the applicable zoning standards and requirements have been met;
2. Whether the applicable provisions of the Environmental Management Act have been met; and

3. Whether the requirements of Chapter 10 and other applicable regulations or ordinances which impose specific requirements on site and development plans and development have been met.

**APPLICATION REVIEW COMMITTEE STAFF FINDINGS:**

Ref. No.	Site and Development Plan Criteria	Staff Review
1	<b>Residential Preservation (Policy 2.2.3 of the Future Land Use Element, Comprehensive Plan):</b> The Residential Preservation district is characterized by existing homogeneous residential areas within the community which are predominantly accessible by local streets.	<b>Consistent;</b> See attachment #1
2	<b>Concurrency (Section 10-3.105a):</b> sufficient capacity of concurrency facilities must be determined available to meet level of service standards for the existing population, vested development, and for the proposed development.	<b>Consistent</b> See Finding #2
3	<b>Environmental Management (Article IV):</b> A Natural Features Inventory (LEA1800053) was approved with conditions on October 19, 2018. The EMP and Type "B" site plan under the FDPA Track are reviewed and approved concurrently. An Environmental Management Permit (LEM1800087) has been filed and is currently under review.	<b>EMP Under Review</b> See Findings 3-5 See attachment #2
4	<b>Residential Preservation (RP) Zoning District (Section 10-6.617):</b> The purpose and intent of the RP zoning district is to allow for neighborhood-scale development in a manner that is sensitive to the character of existing residential areas.	<b>Consistent;</b> See Findings: 6-7
6	<b>General Layout &amp; Design Standards (Section 10-7.502):</b> The proposed site plan shall comply with the general layout and design standards of this section. These design standards pertain to streets, driveways, lots and lot designs, stormwater management areas, pedestrian and bikeways and facilities, proposed utility locations including easements, public/private street designations, utility systems and protection of natural features.	<b>Deficient;</b> See Finding #12-16
7	<b>General Principles of Design (Section 10-7.505):</b> Developments shall be designed to be as compatible as practical with nearby residences and characteristics of the land. The standards included in this section identify design approaches that can be incorporated to facilitate compatibility.	<b>Deficient;</b> See Preferred Design Alternatives
8	<b>Buffer Standards (Section 10-7.522):</b> A buffer zone is a landscaped strip along parcel boundaries that serve a buffering and screening function between uses and zoning districts. The width and degree of vegetation required depends on the nature of the adjoining uses. A buffer fence shall be required in addition to minimum landscaping standards, when residential uses are adjacent to existing non-residential uses.	<b>Deficient;</b> See Finding #11
9	<b>Water, Sewer &amp; Electric Utilities (Sections 10-7.523 - 10-7.526):</b> The applicant shall obtain approval of the proposed utility service plan from the City of Tallahassee. A copy of the approval must be on file with Development Services prior to site and development plan approval.	<b>Conceptual Approval Required;</b> See Attachments #4
10	<b>Fire Protection Facilities (Section 10-527):</b> All development within the USA shall be required to provide fire protection by means of hydrant placement and fire flow in accordance with the requirements and specifications of the City of Tallahassee (COT). The applicant shall obtain approval of the proposed fire protection facilities from prior to site plan approval.	<b>Conceptual Approval Required;</b> See Attachments #5
11	<b>Sidewalks (Sections 10-7.529):</b> New development within the urban services area (USA) shall be designed and constructed to implement a pedestrian mobility system that facilitates access to residential development, business establishments, community facilities and other non-residential land uses, and, provides safe and convenient linkage between developments and between the public and private street system.	<b>Deficient</b> See Finding #12
12	<b>Number of Off-Street Parking Spaces (Section 10-7.545) – Includes Schedule 6-2.</b> The number of off-street parking spaces required is 1.5 spaces per unit for detached homes proposed with 1-3 bedrooms. Attached dwellings proposing 2, 3 or more bedrooms shall provide 1.5 spaces per unit. In the RP zoning district, parking may be provided between 95%-100% of the standard.	See Finding #17 for site plan revision
13	<b>Aquifer Protection (Article X, Div. 1):</b> This article is intended to protect and maintain	<b>Consistent</b>

	the quality and quantity of groundwater in the county by providing criteria for regulating the use, handling, production, storage and disposal of regulated substances.	
14	<b>On-Site Signs (Article IX, Div. 2): One permanent sign may be located per entrance and one per exit to a residential development.</b> Residential development signs shall not exceed a height of ten feet nor exceed forty square feet in area. The signage shall only contain identification of the residential development name, no sales information is allowed.	<b>Deficient;</b> See Finding #17
15	<b>Street Naming and Property Numbering (Article XI):</b> Street names, subdivision names, and a uniform numbering system for the assignment of address numbers to properties shall be approved by the DSEM Addressing Unit prior to site plan approval.	<b>Deficient;</b> See Finding #18
16	<b>Technical Deficiencies:</b> Markups have been created in ProjectDox outlining site plan revisions.	<b>Deficient;</b> See Finding #20

**Finding #1 - Comprehensive Plan Future Land Use Category:** *The application must be determined consistent with the applicable Objectives, Goals and Policies of the Comprehensive Plan.*

**Finding #2- Concurrence (Section 10-3.105a):** *A School Impact Analysis (SIA) application was submitted for the proposed development. The application will be reviewed at the December 11, 2018 Leon County School Board Meeting. A Preliminary Certificate of Concurrence (LCM180032) has been issued for the proposed development that is set to expire effective February 5, 2019. A Final Certificate of Concurrence shall be issued upon final site plan approval. For questions relating to concurrence, please contact Ryan Guffey, AICP, Concurrence Management Planner with Development Services at 606-1300.*

**Finding #3 – Environmental Management (Article IV):** *There is a regional stormwater facility (maintained by FDOT) that is located west of the project area which provides treatment/attenuation for specific impervious surfaces. This project proposes an on-site storm water conveyance that will discharge into the existing FDOT Stormwater pond. The Stormwater Operating Permit associated with this facility (LSW1300011) has been renewed as part of this application. Please revise the project narrative to provide additional clarification as requested in the ProjectDox mark-up layer for the EMP. Please refer to stormwater comments and findings from Environmental Services memorandum (attachment #2).*

**Finding #4 -** *The proposed improvements reflect either direct impacts or technical impacts to several Patriarch trees. Pursuant to Section 10-4.206(c)(1)j of the LDC, alternative layout and demonstration that no feasible alternative is available shall be provided. Please refer to tree protection comments and findings from Environmental Services memorandum (attachment #2).*

**NOTE:** *Construction related details should be reserved for the EMP and not included in the site plan set. This saves the applicant from having to request an amendment to the site plan for any changes that affect the EMP but not the site plan. If both plans sets are the same, then amendments to both must be made if changes occur. Please refer to any additional comments from Environmental Services and Public Works (attachment #2 & 3).*

**Finding #5 –** *The site data table shall be revised to clearly list the area (square footage or acreage) of the protected features, how much of these features are proposed to be impacted (if any) as well as indicating the allowable impacts as cited in the Environmental Management Act (EMA).*

**Finding #6 - Zoning:** *The property is zoned Residential Preservation (RP), is located inside the Urban Services Area, is not located within a recorded or unrecorded subdivision, and proposes connection to City of Tallahassee central sanitary sewer and potable water. The application requests an overall gross density of 2.13 dwelling units per acre, which falls within the permitted density range of 0 to 6 dwelling units per acre for the RP zoning district. The proposed development type is detached, single-family and duplex dwellings which is an allowable building type within the zoning district. Development of the eastern limits of the property shall include single-family detached residential units with the appreciate buffer standards as required pursuant to section 10-7.522 of the LDC.*

**Finding # 7- Setbacks:** *Within the RP zoning district, building setbacks shall be determined at the time of site and development plan review and shall be reviewed and approved by the County Administrator or designee. The following setbacks have been provided for the proposed residential development:*

<b>Development Standards</b>	<b>Required</b>	<b>Provided</b>
Front yard setback	-	0 feet
Corner yard setback	-	5 feet
Side interior yard setback	-	5 feet
Rear yard setback	-	10 feet
Maximum Building Height	2 stories	1 story; please provide maximum height in feet as well.

*Sheet C301 of the site plan indicates that a 10 foot minimum spacing shall be provided between the units. The site data table on Sheet C300t shall be revised to include the required setback between dwelling units and structures, as well as the required building setback from the roadway frontage.*

**Finding #8 – FDOT Approval:** *All improvements within the Mahan Drive right-of-way will require conceptual approval from FDOT prior to site plan approval.*

**Finding #9 – Solid Waste:** *Sheet C300, General Note 2 of the site plan states that refuse collection is proposed via individual unit roll-out containers; plans shall be revised to demonstrate that emergency vehicle and refuse vehicles can maneuver throughout the entire site.*

**Finding #10 - Lighting:** *Please provide details regarding the location of street light poles and include details regarding the style, type and height to demonstrate compatibility with surrounding residential properties. Please specify if the light poles and structures will be provided by the City of Tallahassee Utilities. The preferred fixture type is one that is downward-directed and fully-shielded.*

**Finding #11 - Buffers:** *A Type “A” buffer is required for single- family attached and detached dwelling units, when adjoining the RP zoning district. The site plan does not clearly delineate the limits of the buffer on the perimeter of the parcel boundary and provide a typical landscape detail. Please shade this area on the site plan sheets for clarity.*

**Finding #12 - Sidewalks:** *The site plan shows a proposed 4 foot wide asphalt trail that is to be located along the outer perimeter of the overall development. The plans also propose a 4 foot wide gravel trail internal to the site. The applicant shall revise the plans to meet the sidewalk/ pedestrian connectivity criteria as required by the Land Development Code. Please refer to the findings below as they pertain to the revised placement of the sidewalks. Leon County requires that sidewalks and crossings meet FDOT and ADA standards, therefore sidewalks should be no less than 5 feet wide.*

**Pursuant to Section 10-7.529(2) of the LDC,** *new development shall be designed to implement a pedestrian mobility system that facilitates access to residential development, community facilities and other nonresidential land uses, and, provides safe and convenient linkage between developments and between the public and private street system.*

**Pursuant to Section 10-7.529(3)(a) of the LDC,** *the sidewalk shall be located as follows: when sufficient right-of-way exists, the sidewalk shall be located within the public right-of-way; when sufficient right-of-way does not exist, the sidewalk shall be located at an alternative location parallel to the right-of-way or elsewhere on the development property. For those developments where sidewalks cannot be located within the public right-of-way, the developer must provide and record in the public records of Leon County, all easements necessary to guarantee public access to the sidewalk. Please refer to any additional comments from Public Works.*

**Pursuant to Section 10-7.529(3)(d) of the LDC**, within the USA, nonresidential and multifamily residential development shall provide safe and efficient sidewalk linkages between building entrances and parking areas, adjacent portions of the development, and adjacent rights-of-way. At least one accessible route in accordance with the Florida Accessibility Code shall connect buildings to parking areas and adjacent rights-of-way.

**Finding #13** – The proposed pedestrian crossing next to “Unit 12” shall be located at the intersection for visibility, and to reduce potential conflicts.

**Finding #14** -Please provide a pedestrian connection in the vicinity of the proposed northeast drive connection to Mahan Drive.

**Finding #16-** Please demonstrate that the on-street parking spaces shall have direct access to the sidewalk network. Ex.: locate northern sidewalk along parking spaces, extend sidewalk to spaces in vicinity of Unit 34 and Pickleball Court.

**Finding #16 - Parking:** According to the site data table on Sheet C300, the applicant is providing 210 parking spaces, two (2) accessible parking space and two (2) bicycle parking spaces. Please revise the site data table to indicate the number of bedrooms provided for the residential units, as well as clarifying the allocation for each space (i.e.: visitor parking). Additionally, please revise the typical layout for the residential units to demonstrate how parking shall be addressed for each unit. Each unit shall demonstrate that it can accommodate the required number of regular parking spaces within the garage, driveway, or on-street without blocking sidewalks or streets.

**NOTE:** For detached dwelling units, if on-street parking is not permitted or is restricted on the unit's street frontage, then 1 visitor parking space per unit shall be required. The visitor space shall be located not more than 100 feet from the unit's street frontage. For attached dwellings, 0.5 visitor parking spaces per unit shall be provided. Attached dwellings shall provide 0.10 bicycle spaces per required parking.

**Finding #17 - Signs:** The site plan does not indicate a location for a proposed ground sign. Please annotate the location height and type of sign on the site plan and note that all on-site signs shall comply with Article IX of the Leon County Land Development Code and that a sign permit application shall be required prior to installation. Signs cannot be placed in the right-of-way. The common areas in which signs are placed should be placed in an easement to establish maintenance of the sign.

**Finding #18 - Street Naming and Property Numbering:** The names identified on the site plan have been reviewed and at the following response has been provided:

Oak Run Drive	Approved for use
Blakely Boulevard	Name already exists, <b>cannot approve</b> for use
Carson Terrace Circle	Pending review by Leon County Emergency Management
Cottage Lane Drive	Pending review by Leon County Emergency Management
Park Lane Drive	<b>Cannot approve</b> for use; sounds alike to Parklawn Circle
Ashly Drive	<b>Cannot approve</b> for use; sounds alike to Ashly Lane

**Finding # 19** - The applicant is required by the United States Postal Service (USPS) to provide a mail kiosk for the proposed development. The kiosk shall there is adequate access provided without hindering traffic. Please refer to additional comments provided by the Leon County Addressing Unit (attachment #7)

**Finding #20 - Technical Deficiencies:** Please make the requested revisions outlined above and in the attached memorandums from other reviewing agency staff. Additionally, please review the site plan markups from reviewing staff in ProjectDox. Please contact the Project Manager if you need assistance viewing these markups.

**PREFERRED DESIGN ALTERNATIVES:**

1 – The applicant shall coordinate with Environmental Services and Development Services to seek an alternative configuration and placement of units 5 through 11. These units are currently proposed to have individual extended driveways. In order to reduce the amount of impervious area, shared driveways can be proposed among these units, respectively.

2- Units 1 and 16 will have a high exposure to headlights as presently configured

3- Placement of a ground monument sign recommended (refer to Finding # 17).

4-Landscape shall be provide alone US90 (Mahan Drive) that provides more opacity and screening for the development.

**PUBLIC NOTIFICATIONS AND RESPONSES:**

Agenda posted on County website	10/26/2018
Legal advertisement	10/31/2018
Mail notification to property owners within 600 feet	10/26/2018
Notices Mailed	327
Notices Returned	4
Responses: (1)Email from Mike and Pat Cotton regarding the RP zoning designation, Stormwater and Environmental Management Permitting, US90 connection permits. (2) Phone call & Email from Gerry Miller regarding access to ProjectDox (3) Email from Kevin McCarthy regarding attending the ARM	

**ATTACHMENTS:**

1. Memorandum from the Tallahassee-Leon County Planning Department
2. Memorandum from the Environmental Services Division
3. Memorandum from the Leon County Public Works Department
4. Memorandum from the City of Tallahassee Water Resources Engineering Department
5. Memorandum from the City of Tallahassee Fire Department
6. Memorandum from the City of Tallahassee Aquifer Protection Division
7. Memorandum from the Leon County Addressing Unit

## MEMORANDUM

**TO:** Nancy Garcia & Weldon Richardson, Leon Co. Development Support & Environmental Management  
**FROM:** Sean Reiss, Tallahassee-Leon County Planning Department  
**DATE:** November 6, 2018  
**SUBJECT:** Camellia Oaks Type B-FDPA (LSP180046)  
November 7, 2018 – Application Review Meeting

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**APPLICANT:** Naumann Group, (850) 325-1681  
**PARCEL ID:** 11-23-20-408-0000  
**FUTURE LAND USE:** Residential Preservation  
**ZONING DISTRICT:** Residential Preservation (RP)

**Findings:**

- 1) The proposed project is a residential development consisting of single-family and duplex dwellings. The development will consist of 67 residential units (49 single-family units / 18 duplexes). The project site is approximately 31.5 acres and is designated as Residential Preservation on the Future Land Use Map (FLUM) and located within the Residential Preservation (RP) zoning district. The subject property is within the Urban Service Area and will be subject to the City/County Water & Sewer Agreement.
- 2) The proposed application is consistent with the *Tallahassee-Leon County Comprehensive Plan*, specifically the allowed densities of the Residential Preservation Future Land Use Map (FLUM) category (Policy 2.2.3: [L]).
- 3) The proposed development will be accessed via Mahan Drive, which is a privately owned/maintained local road.
- 4) The proposed development will likely substantially impact some the existing trees identified as remaining in the landscape plan. The proposed application is not clear as to what measures are being taken to preserve the impacted trees. Conservation Element Policies 3.3.1 and 3.3.4 require tree preservation and protection in the development code and emphasize designing development to incorporate existing healthy trees to the greatest extent possible. The Planning Department recommends that the applicant coordinate with staff to discuss potential design alternatives or mitigation options to preserve the impacted trees identified as remaining in the Landscape Plan. Additionally, staff would like to discuss preferred alternative planting material selections recommended for the proposed development.

If you have any questions about the review, please contact Planning Department staff at 891-6400.



# Leon County Government

## INTEROFFICE MEMO

**DATE:** November 5, 2018

**TO:** Nancy Garcia,  
Senior Planner

**FROM:** Nawfal R. Ezzagahi, P.E. *N.R.E.*  
Environmental Review Supervisor

**SUBJECT:** Camellia Oaks  
Parcel ID. No.: 11-23-20-408-000 0

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Environmental Services reviewed the submitted Site Plan, ref.: LSP180046, in concert with the submitted environmental management permit application, ref.: LEM1800087, to verify compliance with the applicable Environmental Management Act (EMA) development requirements.

Mark-up is available within the submitted site plan & Environmental Management Permit, in ProjectDox, and covers the following issues:

- (1) The proposed layout, particularly the proposed improvements reflect either direct impacts (i.e. removal) or technical impacts to several Patriarch trees. Alternative layouts and demonstration that no feasible alternative is available shall be provided. Sec. 10-4-.206(c)(1)j.
- (2) The site statistics data/table shall be revised to clearly list the area (square footage or acreage) of the protected features (example: Significant slopes), how much of it is proposed to be impacted (both in area and percentage), and what the Environmental Management Act (E.M.A) allows.
- (3) Clearly mark the trees that will be "technically impacted" and that are subject to arborist mitigation.
- (4) The proposed/requested partial abandonment of Conservation Easement (OR. Bk. 4625, Pg. 133) shall be clearly labeled. (Note: The proposed Conservation Easement areas shall be verified).
- (5) The project boundary shall be clearly delineated. The line type shall be "enhanced" to be more prominent.
- (6) A note shall be added to the plans, indicating that all home foundations shall be stem-walls. This is necessary to accommodate for the proposed grading and drainage.
- (7) Please note that only half the allowable preservation credit can be counted toward trees that are impacted within the CPZ, provided the tree impacts are mitigated consistent with the requirements outlined within Sec. 10-4.363(c)(6).





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The following are some of the foremost concerns staff encountered during the review of the Environmental Management Act (EMA), for a more comprehensive list, the applicant shall log-into ProjectDox:

- (1) The original uploaded EMP construction plans did not include information pertaining to the pipe type, size, and inverts. This info was uploaded on 11-02-2018, and is under review.
- (2) The applicant references a reserved capacity of 378,131 (sf) of impervious surface within the site as reflected within the Stormwater Operating Permit). While utilizing a volumetric approach (volume increase from the site in cubic feet). This shall be revised, and data provided that compares volume reserved to a volume inbound from the site.
- (3) Clearly state, within the Drainage Design Report, the utilized antecedent water elevation at the Stormwater Management Facility (SWMF). This is critical for staff's analysis of the presented hydraulic grade line / hydraflow storm sewers extension plan simulation.

Please be advised that, due to the recent upload of supplemental information from the applicant, we'll be issuing a separate Notice of Application Deficiency (N.A.D.) for the environmental management permit application. However, we do not anticipate any major issues to arise.

Environmental Services Recommendation:

**Proceed to D.R.C. Submittal**

(with conditions that all deficiencies are adequately addressed)



# Leon County Government

## INTEROFFICE MEMO

**DATE:** November 6, 2018

**TO:** Nancy Garcia, Senior Planner

**THROUGH:** Kimberly A. Wood, P.E., Chief of Engineering Coordination

**FROM:** Charley M. Schwartz, P.E., Senior Design Engineer (phn: 850-606-1562)

**SUBJECT:** Camellia Oaks (Condominiums)  
Type "B" FDPA Track (LSP180046)  
PID: 11-23-20-408-000-0  
Public Works Review of First Submittal

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Public Works has reviewed the project and has the following findings and comments.

### Findings

- 1) The proposed project is a Private Condominium with privately maintained infrastructure including roads, sidewalks/trails and drainage.
- 2) The provided condominium documents reference three phases of development with a potential total of 299 condo units; however, the site plan only identifies one phase with 67 units.
- 3) The condominium documents indicate the community may be age restricted (55+).
- 4) The property is located on Mahan Drive (aka Hwy 90) which is a State/FDOT maintained Principal Arterial road. Adjacent parcels are owned by the developer.
- 5) The property is located within the Urban Service Area (USA).
- 6) An existing multi-use sidewalk is located within the FDOT ROW along the property frontage.
- 7) The proposed western connection to Mahan Drive is aligned with a full median opening with eastbound and westbound median turn lanes.
- 8) The proposed eastern connection to Mahan Drive is located approximately 1,200' from the western connection and about midway along an eastbound median turn lane.

### Comments

- 1) Traffic Analysis: Provide a traffic analysis for proposed connections to Mahan Drive from the current phase of development. The analysis and all improvements within FDOT ROW including driveway connections shall be conceptually approved by FDOT prior to site plan approval. The applicant should evaluate traffic conditions associated with full build-out to determine whether presently proposed connections will be adequate for full build-out.
- 2) Ensure the existing survey shows any easements on the property including those within the associated boundary settlement (ex. access/utility easement to adjacent southern parcel). The type of easement, dedication and recording information should be shown.
- 3) Clarify on the Site Plan sheet to whom the proposed Access, Drainage and Utility Easement is dedicated and specify maintenance responsibilities, for example they should be labeled as a Property Owners Association or POA.

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- 4) The development proposes a 17 mph speed limit for the private roads. Ensure that centerline radii meet the minimum radii outlined within the Florida Greenbook (ex. Chapter 3 and 16) or identify the design standard being met. While 17 mph is not specifically identified in Chapter 16 of the Greenbook several curves do not meet the 89' radius for 20 mph design speed and one curve does not meet the 50' radius for 15 mph design speed. Posted speed shall not be higher than the design speed.
- 5) Label edge of pavement radii. A minimum radii of 25' is desirable to accommodate turning movements of service vehicles.
- 6) Ensure sight triangles at all proposed interior street intersections are sufficient. Remember to include trees and proposed landscaping in sight triangle evaluation.
- 7) Roundabout: For the proposed roundabout identify the type of materials within the central island and provide a curb detail for truck apron. Will the island be mountable? Emergency and refuse collection vehicles shall be able to navigate the roundabout in a single continuous movement (demonstrate in Autoturn analysis). Ensure the entire roundabout is located within the Access, Drainage & Utility Easement.
- 8) Intersections and pedestrian crossings should be designed to minimize conflicts. Please review the intersections of Carson Terrace Circle and Oak Run Drive, which are located only 50-60' from one another on Blakely Blvd and the mid-block pedestrian crossing just north of the area.
- 9) Drive aisles must be at least 24' wide in areas with 90 degree parking and two way traffic (ex. clubhouse vicinity).
- 10) Demonstrate that parked vehicles in driveways will not extend into the roadway or sidewalks. In the Typical Unit Layout on Sheet C301 show cars parked in the drive and garage of one of the units and add a note that parked cars shall not extend into the roadway or sidewalks.
- 11) Provide a site plan note stating that there will be no on-street parking other than within designated spaces.
- 12) If any on-street parking spaces are intended to be ADA accessible they need to be identified as such on the plans.
- 13) Provide end of roadway signage at the termination of Blakely Blvd.
- 14) Determine whether a mail kiosk is required. If required, the kiosk location must be shown with adequate access provided without hindering traffic flow.
- 15) Please remove trees from the grading plan that cannot be preserved on account of proposed grading (ex. vicinity of Units 1, 5, 6 18, 19, etc.).
- 16) Sidewalk in FDOT ROW should have a minimum width of 5'. FDOT must conceptually approve improvements within the FDOT ROW prior to site plan approval.
- 17) Leon County requires that sidewalks and crossings meet FDOT and ADA standards, therefore sidewalks should be no less than 5 feet wide.
- 18) Sidewalks shall be provided on at least one side of all new streets consistent with LDC Sec 10-7.529(3)(d). Identify the minimum separation between sidewalk and pavement edge.
- 19) The pedestrian trail has steep slopes in several areas (including over 14%). Using 4" of #89 stone may not provide a firm surface (typically need variation in material size for adequate cohesion). Please note stone may migrate away from trail areas especially in sloped areas.
- 20) On-street parking spaces should have direct access to the sidewalk network (ex. locate northern sidewalk along parking spaces, extend sidewalk to spaces in vicinity of Unit 34 and Pickleball Court). It does not appear that the parking spaces next to the Pickleball Court are on the property. At a minimum an easement should be placed over the spaces on the

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adjacent property.

- 21) The pedestrian crossing next to Unit 12 should be located at the intersection for better visibility, reduce conflicts and to be more consistent with motorist expectations.
- 22) Provide a pedestrian connection in the vicinity of the proposed northeastern drive connection to Mahan Drive to provide better access for pedestrians.
- 23) Drainage pipes along the eastern project boundary are identified to have stub pipes for potential future connections. Since the infrastructure is private public works does not review the drainage calculations; however, the applicant is advised to consider future connections when sizing infrastructure.
- 24) Since refuse collection is proposed via individual unit roll-out containers (Sheet C300 General Note 2) plans shall demonstrate via Autoturn or comparable analysis that emergency vehicle and refuse vehicles can maneuver through the entire site.
- 25) It is recommended to remove the Erosion Control Plan and Details sheets as well as the Structure Tables sheet from the site plan as these are more suited to the EMP.
- 26) Leon County Operations shall not be identified as the Utility Supplier for Traffic Operations on the Cover Sheet.
- 27) Units 1 and 16 will have a high exposure to headlights as presently configured. Consider revising.
- 28) Asphalt lift thicknesses shall meet FDOT requirements (minimum thickness for SP-9.5 is 1" and SP-12.5 is 1.5"). On street parking is shown with a different shade color. Plans shall be clear whether the parking areas will meet the same paving criteria or have alternative stabilization. A detail shall be provided for any alternative stabilization.
- 29) Remove extraneous "Parcel Boundary" label from Site Plan sheet.
- 30) Where does the 8" sanitary sewer south of the clubhouse discharge?
- 31) The Condominium Association documents need to be approved as to form by the County Attorney's Office.
- 32) Ensure adequate capacity is within the master SWMF to accommodate the proposed improvements. Public Works defers to Environmental Services on this issue.

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## MEMORANDUM

**TO:** Nancy Garcia, Leon County Growth Management  
**FROM:** Bruce Kessler, Water Resources Engineering  
On behalf of Jimmy Lee, P.E.  
Development Review Manager  
**DATE:** November 7, 2018  
**SUBJECT:** Camellia Oaks (LSP180046)

I. Project Description:

The application proposes a residential development consisting of single-family and duplex dwellings. The development will consist of 67 residential units (49 single-family units / 18 duplexes). The project site is approximately 31.5 acres and is located within the Residential Preservation (RP) zoning district. The project will be reviewed through the Type "B" Final Design Plan Approval Track.

II. Standards of Review:

1) Water Resources Engineering reviews utility concept plans for compliance with, *the Water and Sewer Agreement, The City of Tallahassee Design Specifications for Water and Sewer, Florida Department of Environmental Protection (FDEP) F.A.C. Section 62-555, The American Water Works Associations Manual of Practice "M31", FDEP F.A.C. Section 62-604, and FDEP MOP 9, as well as sound engineering practice.*

III. Findings of Fact:

- 1) Water and sewer are available to the site.
- 2) Connection to water and sewer is required.

IV. Condition of Approval:

- 1) Water Resources Engineering must approve a Water and Sewer Concept Plan prior to Site Plan Approval. Provide a PDF to Jimmy Lee (jimmy.lee@talgov.com) for review along with the required checklist, calculations, and fire flow test results.
- 2) A "Letter of Agreement" will be required prior to construction plan approval and permitting.
- 3) All construction must be in accordance with the latest edition of the "City of Tallahassee Technical Specification for Water and Sewer Construction".

- 4) Backflow prevention may be required, contact 891-1245 for requirements.
- 5) DEP Permits for water and sewer will be required.

Water Resources Engineering Contact Information

Jimmy Lee, P.E.  
Jimmy.lee@talgov.com  
891-6167

Bruce Kessler  
bruce.kessler@talgov.com  
891-6105

Mailing Address:  
300 S. Adams St. B-26  
Tallahassee, Fl. 32301

Office Location  
408 N. Adams St. 3<sup>rd</sup> Floor  
Tallahassee, Fl. 32301

Date: October 26, 2018

To: Nancy Garcia

From: Garret F. Yount, City of Tallahassee, Power Delivery Division  
2602 Jackson Bluff Road, Tall, FL 32304  
Garret.Yount@Talgov.com

Subject: LSP180046 – Camelia Oaks Type B Review.

This proposed development is located within the City of Tallahassee electric service territory and will be served via City Electric underground electric facilities. Prior to development, the applicant will be required to enter into a Letter of Agreement with City Electric to establish the responsibilities of each party.

The applicant shall be responsible for supplying and installing all electrical conduit serving this development per City Electric design and specifications. City Electric will install the remaining electrical equipment up to the point of service which shall be an electric pedestal. The applicant shall provide 20' wide electric utility easements for all high voltage electric equipment with the high voltage lines and equipment located in the center of the 20' easement prior to the installation of any electrical equipment by the City of Tallahassee.

Prior to the demolition of the existing house, the applicant must call the City's customer service department at (850) 891-4YOU and request an electric service disconnect and electric meter removal. The applicant shall coordinate the removal of the overhead lines serving the house to be demolished with City Electric. Furthermore, the applicant shall convert the clubhouse's overhead service to underground. The new point of service for the clubhouse will be determined at that time that City Electric Power Delivery staff designs the underground facilities serving this development. The applicant shall coordinate the removal of the overhead power line serving the clubhouse with City Electric.

There are existing City Electric overhead power lines along the south side of Mahan Drive. The planting of tall-growing trees is not allowed within thirty feet of overhead electric lines. A list of acceptable plants/trees for planting in the vicinity of electric lines is available from our Electric Utility Forester, Perry Odom - 850-891-5181.

All costs associated with the relocation or modification of existing electric facilities will be borne by the applicant including, but not limited to, the holding of electric poles for utility installation.

The applicant is encouraged to supply City Electric with approved water and sewer plans as soon as possible so that design on the electric distribution system may begin.

Hamid Rezaei with the City of Tallahassee Electric Department/Power Delivery Division may be contacted at (850) 891-5019 with questions regarding electric service to this proposed development.





## TALLAHASSEE FIRE DEPARTMENT SITE PLAN REQUIREMENTS

Project Name: Camelia Oaks  
Parcel ID # 11-23-20-408-0000  
LSP 180046  
AGENT: Kimley Horn & Associates  
PLANNER: Weldon Richardson  
DATE: November 7, 2018

The required width of a fire department access road shall not be obstructed in any manner, including the parking of vehicles. *NFPA 1, 18.2.4.1.1, Sixth Edition of the Florida Fire Prevention Code*).

Prior to construction of buildings or facilities, an approved water supply, capable of providing the required fire flow for fire protection shall be established where hydrants are first installed or that the development is served by existing functioning hydrants located within 500 feet from the furthest building corner as the fire truck would drive. *NFPA 1, 18.3.1, Sixth Edition of the Florida Fire Prevention Code*.

1. Must meet NFF (needed fire flow) as determined by AWWA Manual M31, using NFPA 1 Method. Please provide needed fire flow calculations to the Tallahassee Fire Department representative and to Water Utilities Engineering and Inspections at this time. Please use the Required Fire Flow Information form (*NFPA 1, 18.4.5.2.1, Sixth Edition of the Florida Fire Prevention Code*) to provide fire flow calculations. The Fire Flow form is located on the Growth Management Department page within the City of Tallahassee's web page ([www.talgov.com](http://www.talgov.com)) in the "Applications and Forms" section. If hydrants are existing the following is required. After the NFF is determined, the existing fire hydrant(s) shall be flowed to determine its GPM. If the GPM meets or exceeds the NFF, no additional hydrants are required. If it does not meet the NFF, additional hydrant(s) are required.
2. Show and clearly identify all existing and proposed fire hydrants and main placements. Please show fire hydrants a maximum of 10' from roadways. Hydrants shall not be spaced so that you have to pass the protected property in order to supply water for firefighting purposes. Please provide scaled plans in order to verify fire hydrant spacing.
3. Water supply. Approved fire hydrants shall be provided for buildings to meet the fire flow requirements. The location and number of fire hydrants shall be designated by the fire official. Maximum distance from the nearest hydrant to the most remote exterior

point of any building shall be 800 feet. The distance shall be measured on a roadway surface as the truck would drive meeting the fire department access requirements. Please show on plans.

4. Single family residential:

- (1) 6 inch fire line and looped wherever possible
- (2) Maximum distance between fire hydrants shall not exceed 800 feet; please show on plans.

5. Every building constructed shall be accessible to fire department apparatus by way of access roadways with all-weather driving surface of not less than 20 feet of unobstructed width, with adequate roadway turning radius capable of supporting the imposed loads of fire apparatus (42 tons) and having a minimum clearance of 13 feet, 6 inches, angle of approach and departure not exceeding 1 ft. drop in 20 ft. (0.3 drop in 6 m.) or the design limitations of the Fire Department apparatus, subject to Fire Department approval. Please use auto-turn software (BUS-40) throughout the entire site to show turning radii. Please identify the FDOT curb type associated with the three pork chops located at the roundabout. Based on the information provided, the auto-turn provided at the roundabout may be required to be re-aligned. In addition, the Fire Department *recommends* that on-street parking is restricted to one side of the street – opposite of fire hydrant locations with associated parking signage provided throughout the development.

6. If entrance gates are proposed as part of this development, either now or in the future, state this on the site plan. Gated entries must be designed to allow denied entry vehicles to turn around on site and not have to back out into a street. Any gates or locks placed on entrances to a complex shall require fire department accessibility.

Please include the following requirements on plans if entrance gates are to be installed:  
Standard Gate notes – City of Tallahassee

1. Access gates shall be provided with a keypad entry system, electronic transmitter or card reader.
2. Coded numbers for keypad entry systems will be designated by the fire chief and police chief for fire and police department emergency access.
3. All access gates shall be designed to provide automatic entry for fire apparatus in the form of siren activation.
4. A sign shall be attached to the gate indicating the procedure to open the gate with the sound of an emergency siren.
5. All access gates shall be designed to unlock with a readily accessible manual releasing device.
6. During a power failure, all access gates shall be designed to fail in the open position.
7. A knock key box shall be installed at all gates.
8. Parking gate shall not obstruct the required 20' minimum fire department access road.
9. Plans must show gates and dimensions of vehicle turn-around for vehicles that are denied entry.

7. If unsupervised and isolated above ground fuel storage tanks are to be located on the property during construction, City of Tallahassee Plans Review staff must be contacted prior to tank installation. *NFPA 1, 66.21.7.2.1 and 66.21.7.2.2, Sixth Edition of the Florida Fire Prevention Code*

**8.** Please include the following on landscaping plans:

A minimum of 36 in. of clear space shall be maintained to permit access to (and operation of) fire protection equipment, fire department inlet connections, and/or fire protection system control valves.

**9.** Please include the following on landscape plans:

A clear space of not less than 60 in. (1524 mm) shall be provided in front of each hydrant connection having a diameter greater than 2 ½ in (64 mm).

Gary Donaldson  
Tallahassee Fire Department  
435 N. Macomb St. – 1<sup>st</sup> Floor  
Tallahassee FL 32301  
(850)891-7179  
Gary.Donaldson@talgov.com

# Aquifer Protection Site Review Clearance Form



## Site Information Site Name: **Camellia Oaks Type B**

Team: Aquifer Protection

Location: 4711 & 4725 Mahan Dr

Tax ID: 11-23-20-408-0000

Status: TYPE B SITE PLAN/DRC

AgendaDate:

Date of Site Visit: Monday, October 29, 2018

Inspected by: Cory Seay

*Important: It is the permittee's responsibility to provide the documentation indicated in the checked sections below. Aquifer Protection Clearance will be issued only after the required documentation is provided to: Aquifer Protection Section, 3805 Springhill Road, Tallahassee, FL, 32305-6502; Phone (850)891-1200; Fax (850)891-1062. If additional wells, borings, or Regulated Substances not described below are discovered by the permittee during site clearing or other permitted activities, the permittee shall comply with the appropriate provisions in Leon County Land Development Code Article XIV and shall notify the Aquifer Protection Section of actions taken to comply with these provisions.*

## Aquifer Protection Items Found on Site And Action Required:

Unused Well(s) Number Of Wells: 1

*The unused well(s) must be properly abandoned by a licensed well contractor following Northwest Florida Water Management District guidelines ((850)539-5999). The NFWFMD inspection report will required as proof of proper abandonment. [Authority -- Leon County Code Section 10-1957(a)(1) and Chapter 40A-3.531(1), (2)(b), (4), and (5), Florida Administrative Code.]*

Geotechnical Borings

*The geotechnical borings must be properly abandoned. Borings less than 25 feet deep may be back-filled with the original or other clean soil. Borings deeper than 25 feet shall be grouted with neat cement from bottom to top. A signed statement from the geotechnical consultant that the borings have been properly abandoned will be considered adequate proof of action completion. [Authority -- Leon County Code Section 10-1957(b)]*

Regulated Substances/Waste

*The on-site waste described above must be disposed of properly. On-site waste which could present a hazard to water resources if improperly handled (including solvents, paints, pesticides, waste oil, batteries, fluorescent lights or other mercury containing devices, etc.) must be removed from the site by either a Department of Environmental Protection-approved hazardous waste transporter, recycler, or in many cases may be transported by the permittee to the Leon County Hazardous Waste Center, located at the Leon County Landfill. If the Hazardous Waste Center is used, they must be contacted for approval and delivery scheduling (922-0400) prior to the contractor removing the waste from the site. Regardless of the approved method of disposal chosen the permittee must obtain receipts documenting the proper disposal of the waste. Copies of waste receipts will be required as proof that action was properly completed. [Authority -- Leon County Code Section 10-1959.]*

Other:

Aquifer Protection clearance is granted for permitting purposes and is contingent on this site obtaining a required demolition permit and completion of a hazardous waste inspection. All issues noted from the hazardous waste inspection must be properly disposed of. Please call Leon County Public Health Department (487-3166) for information on having the septic system properly abandoned.

## Aquifer Protection Clearance

*This Clearance form will be signed by a member of the Aquifer Protection Section when all actions identified above have been completed. The final environmental inspection will not be conducted and the permit will not be issued until the Aquifer Protection Clearance is completed.*

Aquifer Protection Clearance: Cory Seay

\_\_\_\_ Date: 10/29/2018

LSP180046



# Leon County Government

## INTEROFFICE MEMO

**DATE:** November 7, 2018

**TO:** Nancy Garcia, Development Services

**FROM:** Lisa Scott, Addressing Program

**SUBJECT:** LSP180046 – Camellia Oaks Proposed Type B Subdivision  
11-23-20-408-0000

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### **Review Recommendation:**

- Street naming is required for the interior streets of this proposed subdivision as outlined in Section 10-11.105 Article XI – Uniform Street Naming and Property Numbering System Ordinance.
- The names identified on the preliminary plat have been reviewed and the following response provided:
  - Camellia Oaks Proposed S/D Name: Approved for use.**
  - Oak Run Dr – approved for use.
  - Blakely Blvd – already exist cannot approve for use.
  - Carson Terrace Cir – pending review by LC Emergency Management.*
  - Cottage Lane Dr – pending review by LC Emergency Management.*
  - Park Lane Drive – cannot approve is a sound-a-like to Parklawn Cir.
  - Ashly Dr – cannot approve is a sound-a-like to Ashley Lane.

All street names must be submitted on the appropriate street name application which can be found online at: <http://cms.leoncountyfl.gov/Home/Departments/Development-Support-and-Environmental-Management>. (D-16) [Street Name Approval Application](#)

### **Criteria for Street Naming - Section 10-11.106:**

- Names should be easy to spell and pronounce, and not be confused when spoken or written with other existing street names previously approved.
- Prefixes (i.e. north, south, etc.) are only allowed for streets which cross the Tallahassee Prime Meridian or Tallahassee Base line. Post-directional identifiers will not be allowed (e.g. Plank Road South).
- Names phonetically similar to other street names are not allowed.
- Streets with the same name, but different suffixes, are not allowed unless they are adjoining (abutting).
- Street names shall not be used which will duplicate or can be confused with the names of existing or proposed streets.
- Streets which are extensions of existing streets shall have the same name, as long as duplicate street numbers are not created as a direct result of the name being continued.
- All streets names shall have a suffix. Suffixes can only be used as a true suffix. Suffixes to street names will be assigned according to the definitions in section 10-11.103.