



LEON COUNTY
DEPARTMENT OF DEVELOPMENT SUPPORT &
ENVIRONMENTAL MANAGEMENT
DEVELOPMENT SERVICES DIVISION

2nd APPLICATION REVIEW MEETING

April 2, 2014 @ 1:30 p.m.

PROJECT NAME: Crump Road Gas Station and Convenience Store
PROJECT ID #.: LSP140004
PARCEL I.D. NUMBER: 12-04-20-018-000-0
ACREAGE: 6.58 acres (total site area) – proposed 2.0 acre parcel for gas station
LEVEL OF REVIEW: Type "A" Site Plan
REVIEW TRACK: Final Design Plan Approval (FDPA) Track
DATE OF 1st ARM: March 5, 2014
DATE OF 2nd ARM: April 2, 2014
RECOMMENDATION: Approval, Subject to Conditions

PROPERTY OWNER: William Glen Brown
2802 Topaz Way
Tallahassee, FL 32309

APPLICANT: William Glen Brown
OWNER'S AGENT: Joseph Alday, PE
Alday-Howell Engineering, Inc.
2860 Hwy 71N., Suite B
Marianna, FL 32446
(850) 526-2040

ZONING DISTRICT: Rural
FUTURE LAND USE: Rural
LOCATION: The location address is listed as 4955 Crump Road
ROADWAY ACCESS: Crump Road – Major Collector
APPROVAL BODY: County Administrator's designee

PROJECT SUMMARY: This is the second Application Review Meeting for the proposal. The revised application requests development of a 2,904 square foot convenience store and gasoline station with seven fueling positions on two acres. The revised plans no longer include the proposed 807 sq. ft. carwash. A total of three fueling positions have been removed since the initial submittal and the length of the gas canopy has been reduced by approximately 30 feet.

The site is located outside the Urban Services Area and is within the Rural zoning district. The parcel is designated Rural, according to the Future Land Use Map of the Tallahassee-Leon County Comprehensive Plan. A portion of the site is located within the Canopy Road Protection Zone. Additionally, the site is located within the Black Creek Watershed and the Lake Lafayette and Bird Sink Basins. Bird Sink is a regulated closed basin.

The site is located near the northeast quadrant of the Crump Road/Miccosukee Road intersection. There is one existing driveway connection to Crump Road (Major Collector facility) and a second is proposed to the north. No driveway connections are proposed to Miccosukee Road (Minor Arterial), which is a designated canopy road. The proposal includes ten regular parking spaces and one disabled parking space. The facility is proposed to be served by an on-site potable water well and an on-site septic treatment tank. A conservation easement is proposed at the southeast portion of the site over the Canopy Road Protection Zone.

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 those 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.
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.

Division 1. Subdivision and Site and Development Plan Regulations

Compliance and Consistency with Comprehensive Plan (Sec. 10-7.108 and Sec. 10-7.109)

- (a) All proposed subdivisions or development shall be designed to be consistent with the adopted Comprehensive Plan, as amended.

Finding #1: A Comprehensive Plan consistency determination was provided from the Tallahassee-Leon County Planning Department. Please refer to the attached memorandum (Attachment #1) from Susan Denny, Senior Planner with the Tallahassee-Leon County Planning Department.

- (b) All proposed subdivisions or development shall be designed to comply with at least the county zoning, building regulations, concurrency, and environmental management ordinances, and such other applicable land development regulations, ordinances, and policies, for the area in which the proposed subdivisions or development shall be located. ***The requirements and findings pertaining to these regulations are outlined in this report and the reports of the other review staff.***

- (c) In accordance with this article and other applicable requirements of the local Comprehensive Plan and county ordinances, land, proposed subdivision or site and development plans shall be suitable for the characteristics of the underlying land. Sites where topographic features, flooding potential, drainage, soil type or other site specific features are likely to harm neighboring landowners, future users of the subject property, natural resources or public infrastructure demand, shall not be developed and/or subdivided, unless adequate methods of mitigation or correction of the harm area formulated by the developer and accepted by the county.

Finding #2. A Natural Features Inventory was conditionally approved on February 27. Please refer to Environmental Management findings and comments from Environmental Services – Charley Schwartz, PE.

- (d) Any applicant subdividing land shall record an approved final plat in accordance with the requirements of this chapter.

Finding #3. The applicant has included a note on the cover sheet (Note #15) that

states the resulting parcel will not exceed two (2) acres pursuant to Policy 3.1.2 of the Land Use Element of the Comprehensive Plan and that subdivision may only commence upon approval of the proposed site plan. This note needs to be listed as a condition on the site plan sheet (Sheet 4) in a prominently located position.

- (e) The adequacy of necessary public or private facilities and services for traffic and pedestrian access and circulation, solid waste, waste water disposal, potable water supply, storm water management, parks and recreation and similar public facilities and services, shall be considered in the review of all subdivision or development site and development plan proposals to assure the concurrency requirements of the local Comprehensive Plan and county ordinances are met.

Finding #4. A Preliminary Certificate of Concurrency was issued on March 20, 2014. According to written correspondence from Ryan Guffey, Concurrency Management Planner for Leon County, the reduction of the number of fueling positions has eliminated the requirement for Concurrency mitigation (Attachment #2). Reviews relating to landscaping, natural area, stormwater improvements are noted in the Environmental Services memorandum and requirements are set forth in Article IV of Chapter 10, Leon County Land Development Code.

Gary Donaldson with the City of Tallahassee Fire Department has included a memorandum response with a request for revision and an additional condition of approval (Attachment #3). The Fire Department has requested revisions to the auto-turn sheet and a note on the plan set requiring a supervised manual fire alarm system.

- (f) Unless installation of a required improvement is waived pursuant to Division 6, no final plat or certified survey shall be recorded until a site and development plan, as required by this article, has been approved, the required infrastructure or development improvements which are applicable to the subject parcel or parcels are completed or an appropriate surety instrument, as approved in advance by the County Attorney, is posted, in accordance with the requirements of this article, and the terms and conditions of any applicable development order have been fulfilled.

Finding #5. Subdivision of the property is required. Per the Planning Department findings, the maximum parcel size for minor commercial development is two (2) acres - Policy 3.1.2 of the Land Use Element of the Comprehensive Plan. The applicant has the option of filing a plat or filing an application for ASAP (2-Lot Split) review subsequent to the Type "A" review process. The applicant has chosen the option to subdivide the parcel pursuant to the ASAP review process, post site plan approval. The revised cover sheet includes annotation which states subdivision of the property is required and the resulting parcel shall be no greater than two (2) acres. Subdivision of the two acre parcel for the proposed gas station may only commence upon approval of the site plan. As previously noted, this condition also needs to be annotated in a prominent location on Sheet 4 of the site plan set.

Environmental Services has noted as conditions of approval that as-built and operating permits are required.

- (g) No parcel shall be approved for platting for any purpose unless it is suitable for a use permitted by Article VI. No parcel shall be approved for development unless it is consistent with the local Comprehensive Plan and contains an adequate development site, both in size for the use intended and in its relationship to abutting land uses.

Finding #6. Platting is not proposed with this application. The application has been determined to be consistent with the Tallahassee-Leon County Comprehensive Plan. Refer to the attached memorandum (Attachment #1) with findings from Susan Denny, Senior Planner with the Tallahassee-Leon County Planning Department.

DEVELOPMENT SERVICES STAFF FINDINGS:

ARTICLE III. CONCURENCY

According to Section 10-3.105(a) of the LDC, no final development order can be issued until such time it is determined that there is sufficient available capacity of concurrency facilities to meet level of service standards for the existing population, vested development, and for the proposed development.

Finding #7: A Preliminary Certificate of Concurrency has been issued by Ryan Guffey, Concurrency Management Planner for Leon County. According to correspondence from Mr. Guffey dated March 20, 2014, the proposal no longer meets the minimum threshold for mitigation due to the reduction of the number of fueling positions (Attachment #2).

Comprehensive Plan Issues.

The subject site is located within an area designated Rural on the Future Land Use Map of the Comprehensive Plan. According to Policy 3.1.2 of the Land Use Element, the major function of minor commercial is to provide for the sale of convenience goods and services to immediate residential areas. Further, minor commercial uses are intended to be located toward intersections in an effort to prevent strip commercialization. Minor commercial uses must be located on or near the intersection (access within 330 feet of the centerline of the intersection) of a local and arterial, a collector and arterial, a collector and collector. Minor commercial sites, not located on a local street, are limited to two (2) acres or less.

Finding #8. The applicant has obtained a determination from the Tallahassee-Leon County Planning Department that the proposal is consistent with the Comprehensive Plan

Rural Zoning District (Section 10-6.612, Land Development Code)

The Rural zoning district allows agricultural uses, passive recreation, community services, low-density residential development and small-scale commercial uses designed to service basic household needs of area residents. Minor commercial uses are permissible consistent with the list of allowable uses, applicable development standards and the commercial site location standards of Section 10-6.619 of the LDC.

Finding #9. Gasoline stations and convenience stores as listed as permissible land uses in the Rural zoning district. The amount of overall impervious area has been decreased from thirty percent to twenty-five percent. The building sizes are consistent with the square footage limitations applicable for the intersection classification; according to the Rural zoning district, no single structure can be greater than 5,000 square feet. The proposal meets the minimum parking and building setbacks, maximum building height, minimum lot size (0.5 ac) and maximum impervious surface area (max. 30%) requirements for minor commercial development in the Rural zoning district.

Commercial Site Location Standards (Section 10-6.619)

Commercial site location provisions are applicable to commercial development in the Rural zoning district. Commercial sites are determined through the use of site location standards. The intensity of the commercial use is dependent upon the land use category of the potential site and the classification of the immediate roadway. The site location standards set forth in the referenced section is intended to group commercial land uses toward intersections to provide access and prevent strip commercialization.

The major function of the minor commercial standards is to provide for sale of convenience goods and services to immediate residential areas. According to the Comprehensive Plan, minor commercial uses are those uses that are located on or near the intersection (access within 330 feet of the centerline of the intersection) of a local and arterial, collector and arterial, collector and collector. Minor commercial includes a trade area of generally one mile that is not considered as an attractor.

Design shall be compatible with adjacent uses and include adequate buffering, screening, and architectural treatment if integrated into a neighborhood. The site shall include sufficient parking and properly designed to include safe internal traffic circulation.

Finding #10. The site proposes two direct driveway connections to Crump Road. The southerly access is within 330 feet of the centerline of the Miccosukee Road (minor arterial) and Crump Road (major collector) intersection.

Finding #11. The proposed parking meets the minimum required parking in Article VII. The plans have been revised to include additional parking for up to five (5) bicycles, as was recommended during the initial review.

Finding #12. There is an adjacent residential use on the parcel located to the east. A Type "B" landscape buffer has been illustrated on the revised plans. However, the plantings proposed for the Type "B" buffer need to be reconfigured to meet planting requirements, since a buffer fence is required to be incorporated into the design. A Type "B" buffer response has been summarized within Findings #18 & #19 of this report. For general landscaping and natural area findings and recommendations, please refer to comments from Charley Schwartz with Environmental Services included as Attachment #4.

Canopy Roads Overlay District (Article VI, Div. 7).

Miccosukee Road is a designated canopy road. There is a protective overlay district that measures from the centerline for a distance of 100 feet in either direction. This protection area is intended to preserve and protect existing roadside trees and other vegetation. According to this section, any site that has access from roads other than the canopy road shall not have direct access to the canopy road.

Finding #13. The site plan shall be revised to include annotation which states clearing, access, disturbance or construction within the Canopy Road Protection Zone is prohibited.

The application illustrates the location of the canopy road protection zone on the plan set. The plans have been revised to include the 100-ft. canopy road setback within a conservation easement.

Type “A” Review (Section 10-7.403).

Application Review Meeting and Decision by the County Administrator’s Designee. Pursuant to this section, the application review committee shall render a written recommendation to the County Administrator’s designee recommending approval, approval with conditions or denial of the application. The designee shall render a written preliminary decision within 14 calendar days from the date that the application is determined complete. Within five (5) calendar days of the decision, notice of the written preliminary decision shall be provided to the applicant and persons who submitted written comments, provided the person’s mailing address is readily ascertainable on the face of the written comments provided.

Appeals. As noted above, the County Administrator’s designee will issue a written preliminary decision (once determined complete) that will be distributed and shall become final fifteen (15) calendar days after it is rendered, unless an applicant or person who qualifies as a party, as defined in Section 10-7.414 of the LDC, has filed written comments with the Department of Development Support and Environmental Management prior to adjournment of the meeting at which the decision was rendered. A qualified party, as defined by Section 10-7.414 of the LDC, may file a Notice of Intent to File an Appeal of a decision on a site and development plan application consistent with the procedures outlined in Section 10-7.403(h) of the LDC. Subsequent to the filing of a notice of intent, a Petition must be filed within thirty (30) calendar days from the date of rendition of the decision. A petition shall be made in writing and filed at the Department of Development Support and Environmental Management, and shall include the project name, the application number, a description of the facts upon which the decision is challenged, all allegations of inconsistency with the Comprehensive Plan and Land Development Codes, and any argument in support thereof. Failure to file both a Notice of Intent or Petition is jurisdictional and will result in a waiver of the hearing. Appeals heard by a special master will be conducted in accordance with the procedures outlined in Section 10-7.414 and 10-7.415, LDC.

Finding #14. *The written recommendation from the application review committee to the County Administrator’s Designee is to approve the application, subject to the conditions outlined in the staff reports of the application review committee. However, prior to the County Administrator’s Designee issuing a preliminary decision, the applicant shall make the required revisions within thirty (30) calendar days of the staff recommendation. Once the revisions are made and the application is determined complete, a written preliminary decision will be rendered within fourteen (14) calendar days from the date the application is determined complete. Within five (5) calendar days, the written preliminary decision will be provided to the applicant and persons who submitted written comments, provided the person’s mailing address is readily ascertainable on the face of the written comments provided.*

General Principles of Design Relating to Impacts on Nearby Owners (Section 10-7.505)

Developments shall be designed to be as compatible as practical with nearby residences. The standards included in this section identify design approaches that can be incorporated to facilitate compatibility.

Finding #15. Staff recommended various “design alternatives” at the March 5 review meeting. Specific standards and/or examples were suggested in an effort to be as ‘compatible as practicable’ with nearby residences and better fit the surrounding rural character. The applicant was afforded the opportunity to provide alternate treatments for staff consideration. The applicant has chosen to include the design alternatives recommended by staff as requirements and has listed these requirements on Sheet 4 of the site plan.

Finding # 16. The applicant has noted the hours of operation will be limited to help reduce the amount of light trespass and impacts on adjacent properties. However, the applicant has not indicated the store hours of operation. Will gas canopy lighting be dimmed during non-store hours? This information is useful in determining whether the proposed use would be as compatible as practical with nearby residences.

Finding #17. There are a total of four (4) fueling islands with seven (7) fueling positions included with this proposal. To help further reduce the overall scale of the development proposal, staff recommends reducing the number of fueling islands to no more than three (3). This would allow the same number of fueling positions (7), but would ultimately eliminate 30 additional feet (+/-) from the length of the gas canopy.

Buffer Zone Standards (Section 10-7.522).

A buffer zone is a landscaped strip along parcel boundaries that serve a buffering and screening function between uses and zoning districts, provides an attractive boundary of the parcel or use. The width and degree of vegetation required depends on the nature of the adjoining uses. The buffer matrix in this section of the code is utilized to determine the type of buffer. A buffer fence shall be required in addition to minimum landscaping standards, when non-residential uses are adjacent to existing single-family or manufactured home uses.

Finding #18. According to the buffer matrix, a Type “B” buffer is required at the rear of the lot (east) adjacent to Parcel ID 12-04-20-016-000-0. The width of the buffer shall be delineated on the plans. In addition to the planting requirements, an eight foot (height) opaque fence is required. The Landscape Plan notes the fence shall be an 8-ft. (height) opaque fence. The plans have illustrated the location of the proposed fence immediately adjacent to the property line.

Finding #19. Pursuant to Section 10-7.522(2) and (3), the side of the fence facing the less intensive use shall have a finished appearance (meaning... the less intensive side will not have view of support posts and rails). This requirement needs to be annotated as a condition on Sheet 7 (Landscape Plan) of the site plan. Subsection (3) states at least one-half of all required plant materials shall be installed and maintained on the side facing the less intensive use. The buffer shown along the east property line shall be revised to illustrate the 8-ft. fence with half of the required plantings on the less intense (residential) side.

Public Sanitary Sewer or On-Site Sewage Disposal Systems (Section 10-7.524).

Sanitary sewer facilities shall be installed in accordance with the requirements, policies and specifications of the county and service provider and those treatment standards of the Florida Department of Environmental Regulation.

Finding #20. The Department of Environmental Health has noted the proposed septic system and wells not intended for future use must be properly abandoned. The applicant is also required to

provide signed and sealed documents at the time of permitting that the stormwater facility is not designed to hold water for no more than 72 hours after a rainfall event.

The Department of Environmental Health has noted the area of septic system installation appears to have approximately 3,600 s.f. of unobstructed area, which should be sufficient to install a septic system. The Department of Health has noted the size of the system is based on the planned use. Sewage flows will be determined at the time of permitting, based on the uses within the store (i.e. deli counter, food preparation, etc.). Should the final proposed use result in sewage flows exceeding the space limitations for the septic installation, the proposed use will have to be modified to comply with code requirements. See Attachment #7 for details.

Electric Services (Section 10-7.526)

According to representatives from Talquin Electric Cooperative, the proposal is located within City of Tallahassee electric service area.

Finding #21. No additional comments have been provided by the City of Tallahassee Power Engineering since the initial application meeting held on March 5, 2014.

Number of Off-Street Parking Spaces (Section 10-7.545) – Includes Schedule 6-2.

The number of off-street parking spaces required for a convenience store is one space for every 300 gross square feet of gross floor area. The minimum bicycle parking required for convenience stores is 0.10 spaces for every required parking space.

Finding #22. The 2,904 s.f. convenience store requires 10 ($2,904 \text{ s.f.}/300 = 9.68$) regular spaces. Pursuant to Section 10-7.545 of the Land Development Code, the standard number of spaces required may be equivalent (at the developer's discretion) to the range of spaces provided in Section 10-7.545(a) of the Land Development Code. According to this Section, 95% - 100% of the standard parking required in the Rural zoning district may be applied. Therefore, the applicant has the option of reducing the total number of regular off-street spaces to nine (9) - without requesting a parking deviation. The applicant has met the parking standard requirements, providing ten (10) regular spaces in addition to one disabled parking space.

Finding #23. One (1) bicycle parking space is required pursuant to this section (0.10 per required parking spaces [$10 \times 0.10 = 1$]). One bicycle parking space was proposed with the previous submittal. Staff had recommended at least five, since the site is located in close distance to the Crump Road trailhead for the Miccosukee Greenway. The latest revised site plan now shows parking for up to five (5) bicycle spaces.

Finding #24. At the initial review, staff recommended a safe connection through the site for trail users. The site plan has been revised to include a safe route (6" solid white striping) from the front of the parcel (adjacent to the north property line) to the store front.

Required Off-Street Loading Space (Section 10-7.547 and Section 10-7.548)

Every use requiring delivery or distribution of products and/or materials by motor vehicles requires loading berths in accordance with Schedule 6-6 of this section. Loading spaces shall observe the interior setbacks used for structures within the zoning district. Loading spaces shall not hinder the use of travel lanes and parking spaces. Schedule 6-6 states, commercial uses with a gross building floor area less than 8,000 square feet requires one (1) loading berth. Each required off-street

loading berth shall have a minimum width of 12 feet and a minimum length of 30 feet for local delivery vehicles. Semi-trailers require a minimum length of 60 feet.

Finding #25. The development proposal is less than 8,000 s.f. The site plan includes one 12' x 60' loading berth in a revised location that is situated on the north end of the site. The loading berth meets the location standards outlined in Section 10-7.548 of the LDC.

Sec. 10-10.307. Well maintenance, well abandonment and geotechnical borings.

According to this section, wells that are not in use shall be properly abandoned at the property owner's expense following guidelines established with the Northwest Florida Water Management District (NFWFMD).

Finding #26. The Aquifer Protection Division (COT) has indicated there is an existing well and septic system on-site. According to Paul Schmid with the Aquifer Protection Division, the well and septic systems need to be properly abandoned. The Aquifer Protection Division has noted the well abandonment and new well installation require permits from the NFWFMD. The Leon County Department of Environmental Health will require septic tank abandonment. These are conditions that need to be annotated on the site plan in a prominent location.

Deviations. Criteria for granting a deviation from development standards (Section 10-1.106).

A deviation was not requested with the application submittal. However, should the applicant file a request for a deviation, it shall be determined consistent with the criteria established in the referenced section. Each request for a deviation from a development standard is \$600. There is no application for such requests; however, each request shall be accompanied by a narrative which addresses the criteria mentioned above and the associated fee.

CONCLUSION:

As noted in Finding #14 of the staff report, the written recommendation from the application review committee to the County Administrator's Designee is to approve the application, subject to the conditions – as outlined in the staff reports of the application review committee. Prior to the County Administrator's Designee issuing a preliminary decision, the applicant shall make the required revisions within thirty (30) calendar days of the staff recommendation. If the requested revised plans are not submitted within thirty (30) calendar days from the date of this report, the County Administrator's designee shall consider the application to be withdrawn. The designee may grant extensions of up to thirty (30) days, provided such request for extension is filed prior to the deadline date.

REVISIONS: The following is a list of revisions or additional information that needs to be incorporated as part of the site plan re-submittal prior to the application receiving a determination of completeness. The applicant shall submit the revised site plan within thirty (30) calendar days, which has addressed those items outlined below as well as, any additional revisions requested by other review staff included as an attachment.

1. **Auto-Turn** – The *Tallahassee Fire Department* has noted that the site plan shall be revised to demonstrate the access roadways are accessible to fire department apparatus by way of an “all-weather driving surface” of not less than 20 feet of unobstructed width, with adequate turning radius capable of supporting the imposed loads of fire apparatus (32 tons) and having a minimum clearance of 13 feet, 6 inches. The auto-turn provided on Exhibit C-2 by separating the BUS-40 emergency vehicle auto-turn configuration from the dumpster truck auto-turn configuration. These two auto-turn configurations need to be included in the site plan package as separate documents.

The *Public Works Department* has noted the auto-turn shall be revised to demonstrate the semi-truck can maneuver safely through the parking lot without encroaching on parking spaces, curbs or the pump area to access the loading zone. If deliveries are limited to off-hours only, then a note stating such must be include in the plans identifying the hours of operation and hours of deliveries. Be aware that off-hour deliveries and loading may affect access to the dumpster area.

2. **Sight Triangles** – The Public Works Department has stated the site plan shall be revised to show and dimension sight distance triangles in their entirety.
3. **Southernmost Driveway** – The southernmost driveway has been reconfigured as right-in, right-out configuration that includes a concrete "pork chop." The site plan shall be revised to include annotation which states the concrete pork chop shall have a mountable curb for emergency vehicle access.
4. **Hours of Operation** - The applicant has noted the hours of operation will be limited to help reduce the amount of light trespass and impacts on adjacent properties. However, the applicant has not indicated the store hours of operation. *Will gas canopy lighting be dimmed during non-store hours?* This information is useful in determining whether the proposed use would be as compatible as practical with nearby residences, as suggested with Section 10-7.505 of the LDC.
5. **Type "B" Landscape Buffer** – the site and development plan shall be revised to address landscaping and fencing requirements as per Section 10-7.522(2) and (3) of the LDC. Pursuant to subsection (2), the less intensive side will not have view of support posts and rails. This requirement needs to be annotated as a condition on Sheet 7 (Landscape Plan) of

the site plan. Subsection (3) states at least one-half of all required plant materials shall be installed and maintained on the side facing the less intensive use. The buffer shown along the east property line shall be revised to illustrate the 8-ft. fence with half of the required plantings on the less intense (residential) side.

6. **Two Acre Site Limitation** - Subdivision of the property to create a commercial tract that is no greater than two acres is required. The site plan has been amended to include a note to this effect on the cover sheet. However, this note shall also be included on Sheet 4 of the site plan in a prominent location.
7. **Environmental Services** – The applicant shall make the necessary revisions outlined in the Environmental Services Memorandum from Charley Schwartz dated April 1, 2014.
8. **Environmental Health (Septic)** - The applicant is required to provide signed and sealed documents, at the time of permitting for the septic system, that the stormwater facility is not designed to hold water for no more than 72 hours after a rainfall event.
9. **Fueling Islands** - The site plan should be revised to illustrate a maximum of three fueling islands. This reduction in canopy size will also further compatibility as set forth in Section 10-7.505 of the LDC. The reduced canopy size will help control the intensity of lighting as established under subsection seven (7). The maximum number of fueling positions shall be limited to seven (7) and the total (max.) number of vehicles that can fuel at any given time is limited to six (6) vehicles.

CONDITIONS OF APPROVAL: The following are conditions of approval that will be incorporated as part of the written recommendation to be included as part of the development order to the County Administrator's designee:

1. **Environmental Management Permit** – The applicant shall receive an approved EMP.
2. **As-Built and Operating Permit** – Approved As-Built and Operating Permits are required prior to final inspection. This condition needs to be annotated on the cover sheet and Sheet 4 of the site plan package.
3. **Two Acre Site Limitation** - Subdivision of the property to create a commercial tract that is no greater than two (2) acres is required. *The Planning Department has noted the commercial site is limited to 2 acres or less pursuant to Policy 3.1.2 of the Land Use Element.* The site plan has been amended to include a note to this effect on the cover sheet.
4. **Supervised Manual Fire Alarm System** – The Tallahassee Fire Department will require the applicant to provide a manual fire alarm system with complete smoke detection to be located at the proposed gas station facility. (As a condition, a restrictive note including these fire safety conditions is required to be included on the site plan.)
5. **Aquifer Protection Clearance** – The Aquifer Protection Division (COT) has indicated there is an existing well and septic system on-site. There is also an existing dwelling that will need to be removed, as noted on the existing conditions sheet. According to Paul Schmid with the Aquifer Protection Division, the well and septic systems need to be "properly abandoned." The Aquifer Protection Division has noted the well abandonment and new well installation require permits from the NFWFMD. Abandonment and/or removal needs to be included in the construction sequence as part of the environmental permit. The Leon County Department of Environmental Health will require septic tank abandonment. These are conditions that need to be annotated on the site plan in a prominent location.
6. **Design Alternatives** – Those design alternatives agreed to by the applicant as outlined on Sheet 4 of the Site Plan.

Attachments:

1. Tallahassee-Leon County Planning Department Memorandum from Susan Denny, Senior Planner
2. Concurrency Management Correspondence from Ryan Guffey, Concurrency Management Planner
3. Tallahassee Fire Department Memorandum from Gary Donaldson
4. Environmental Services Memorandum from Charley Schwartz
5. Public Works Memorandum from Kimberly Wood, PE, Chief of Engineering Coordination
6. Talquin Electric Cooperative Response
7. Memorandum from Department of Environmental Health, Alex Mahon

Certificate Number: LCM140004
Date Issued: 03/20/2014
Expiration Date: 06/20/2014

LEON COUNTY
PRELIMINARY CERTIFICATE OF CONCURRENCY

Applicant.....: BROWN WILLIAM G
Owner:.....: BROWN WILLIAM G
Project Name.....: Crump Road Gas with Convenience
Project Location: Crump Road
Current Zoning: RURAL
Future Use Description: RURAL
Parcel I.D. Number(s) 12-04-20-018-0000

Type of Land Use:
Gas Station w/Conv Store 2904 SQ FT

Conditions:

This Preliminary Certificate of Concurrence is issued pursuant to Article VI of Chapter 10 of Leon County Code of Laws. Based upon the information submitted by the applicant, this certificate certifies that a development with the land use densities and intensities specified at the location specified above will have adequate infrastructure capacity tentatively reserved for water, wastewater, solid waste, recreation, mass transit, stormwater and transportation to serve the needs of the development. School capacity is not reserved at the time of the issuance of a Preliminary Certificate of Concurrence. Concurrence applicants for residential development after June 6, 2008 are required to provide proof from the Leon County School Board that school concurrency has been satisfactorily addressed.

The information provided by the applicant has not been verified as accurate by staff. Upon notification from the Development Services Division that a complete application for a Development Order is received from the applicant, staff will begin the assessment of the information received from the applicant. This permit in no way gives the proposed development any final authorization to develop, nor does it absolve the applicant from fulfilling the requirements of any Federal, State, County, or City Laws or regulations related to land use or land development.

Bryan Guffey, AICP
Development Review and
Inspection Division

3/20/14
Date



Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5302 www.leoncountyfl.gov

Commissioners

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At-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE
County Attorney

March 20, 2014

Mr. Joseph Alday, PE
Alday-Howell Engineering, Inc.
2860 Highway 71 North, Suite B
Marianna, Florida 32446

RE: Crump Road Gas Station and Convenience Store
PID # 12-04-20-018-0000
LCM # 140004

Dear Mr. Alday:

The Leon County Department of Development Support and Environmental Management reviewed the Application for Concurrency Determination for the proposed Crump Road Gas Station and Convenience Store. The project was revised to reduce the number of vehicle fueling positions to seven (7). The project no longer meets the minimum threshold for concurrency mitigation.

Concurrency Management is issuing a Preliminary Certificate of Concurrency (PCOC) due to the reduced impact. A Final Certificate of Concurrency (FCOC) will be issued prior to the signature by the County Administrator's designee. If you have any further questions or require additional information, please do not hesitate to contact me.

Sincerely,


Ryan Guffey, AICP

Cc: David McDevitt, AICP, Development Support and Environmental Management
Ryan Culpepper, Development Support and Environmental Management
Scott Brockmeier, Development Support and Environmental Management

Attachment: Preliminary Certificate of Concurrency for LCM #140004



TALLAHASSEE FIRE DEPARTMENT SITE PLAN REQUIREMENTS

Project Name: Crump Road Gas Station and Convenience Store
Parcel ID # 12-04-20-018-000-0
LSP 140004
AGENT: Alday-Howell Engineering, Inc.
PLANNER: Scott Brockmeier
MEETING DATE: April 2, 2014

The Required width of a fire department access road shall not be obstructed in any manner, including the parking of vehicles. *NFPA 1, 18.2.3.1.1, (2010 Edition of the Florida Fire Prevention Code, 2009, edition).*

Listed below are the Tallahassee Fire Department's requirements concerning the above proposed development. The agent or owner prior to approval shall address the items listed below.

1. The Tallahassee Fire Department will require the applicant to provide a manual fire alarm system with complete smoke detection to be located at the proposed gas station facility. A restrictive note including these fire safety conditions is required to be included on the site plan.
2. 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 (32 tons) and having a minimum clearance of 13 feet, 6 inches. Please revise the auto turn alignment included on Exhibit C2 by separating the BUS-40 emergency vehicle auto turn configuration from the dumpster truck auto turn configuration. Please include the auto turn configurations in the site plan drawings as separate documents.

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

Leon County, Department of Development Support
& Environmental Management

MEMORANDUM

TO: Scott Brockmeier
Development Services Administrator

FROM: Charley Schwartz, PE *CMS*
Senior Environmental Engineer

DATE: April 1, 2014

RE: **Crump Road Convenience Store
Site Plan Type "A" FDPA (LSP14-0004)
Application Review Meeting (April 2, 2014)
Parcel ID: 12-04-20-018-0000**

We have conducted a review of the referenced project for its consistency with stormwater, landscaping, and other environmental protection requirements found in Chapter 10 of the Leon County Land Development Code (LDC). Recommendations, comments, and information necessary for the review process include, but are not limited to, the following. All other requirements of the code, although not mentioned hereon, are still applicable.

Environmental Review Processes Requirements:

- A Natural Features Inventory (NFI) for the site was approved with conditions on October 10, 2013 (LEA13-0041).
- An Environmental Management Permit (EMP) is required for this project. An EMP application has been received (LEM14-00010). This memorandum identifies items that must be addressed prior to approval of the site plan. These items must also be addressed within the associated EMP plan. There are additional comments that are related to the EMP plans only (Construction level plans) which are being provided to the applicant and agent under separate cover. The EMP comments will also be uploaded to the Projectdox Site Plan folder for additional clarity.
- An As-Built and an Operating Permit are required prior to final inspection.

Project construction cannot commence until an EMP is issued.

Environmental Conditional Recommendation for Approval:

The Environmental Services Division recommends approval of the subject site plan provided that a revised plan and stormwater report demonstrates compliance with the following approval conditions:

PLAN REVISIONS

1. **Sheet 1 Cover Sheet:** Address the Following:
 - a. In the utility provider information area, note that wastewater and potable water are addressed via on-site septic and well.
 - b. For construction sequence Note 5, the stormwater facility shall be identified as a *retention* pond (not *detention* pond).
2. **Sheet 3 Grading with Tree Survey:** Address the Following:
 - a. Remove the tree critical root protection zone circles or change the symbology of the line type. The circles make some grading areas unclear/confusing.
 - b. Clearly and consistently show the slopes of the SWMF. "3:1" and "4:1" labels do not align with proposed slope locations. Ensure the wetted portion of the SWMF has slopes no steeper than 4:1 (otherwise fencing and perimeter landscaping are required).
 - c. Move the note with leader arrow stating "*Design 100 Year Flood Elevation (To Be Placed In Drainage Easement)*" to the 100-year floodplain on the remaining parent tract (not the adjacent southern parcel).
3. **Sheet 4 Site Plan:** Address the Following:
 - a. Show areas on the remaining parent tract within the 100-year flood area within drainage easement.
 - b. Show the 20' drainage easement from the overflow of the saddle of the on-site depression to the property boundary of the remaining parent tract.

4. **Sheet 5 Drainage & Utility Plan:** Address the Following:

- a. Identify and show compliance with all required setbacks for septic, potable wells and USTs (ex. Setbacks from each other, from property boundaries, SWMF, etc.). Please provide a table matrix similar to the following or comparable (footnotes referencing specific standards being cited would be helpful):

	UST	Private Well	SWMF	Property Line	Building	Other...
UST						
Septic						
Private Well						

- b. Specify the proposed volume (or total volume not to exceed) for the UST system to demonstrate applicable UST setback is identified.
- c. Confirm that there are no Public potable wells within 500' of the proposed UST system.
- d. Drainage from the UST fill port area shall be routed to the pretreatment system.
- e. The plans shall provide information regarding a specific stormceptor system to be used as pretreatment at the site. The stormceptor model must be designed for petroleum sites (the STC model noted does not appear to be the stormceptor recommendation for petroleum sites, EOS model appears to be recommended). Indicate whether an oil/level alarm will be provided

5. **Sheet 7 Landscape Plan:** Address the Following:

- a. Clearly show natural areas, conservation easements and landscape areas on the site plan. The Canopy Road Protection Zone shall be labeled as Conservation Easement or Natural Area on the plan view (Not Conservation Area).
- b. Confirm whether areas located outside of the Canopy Road Protection Zone are intended to be designated as Natural Area or Landscape Area.
- c. As described in 10-4.346(1)(a) ten percent of the site shall be established as a forest community. Identify the forest community area and provide a planting plan consistent with LDC Sec.10-4.351(d)(6). The landscape plan shall specify the required number, location and species of trees, shrubs and groundcover plants.
- d. The maintenance access path to the SWMF shall be free of trees, shrubs and other obstructions.
- e. Remove the Vegetation Management Plan (VMP) notes. The VMP as presented is not acceptable but can be addressed within the EMP application.

6. **Sheet 8 Irrigation Plan:** Show temporary irrigation for the Canopy Road Protection Zone Forest Community establishment area. Irrigation pipes shall be specified to be placed on grade (no trenching for pipes).

STORMWATER CALCULATIONS REVISIONS

7. **Stormwater Calculations from Alday-Howell Engineering, Inc (dated 3/19/14):** Address the Following:

- a. The rationale for the selection of the petroleum pretreatment system shall be discussed in the stormwater report. A specific operation and maintenance plan for the pretreatment system shall be supplied (reference to a website is not acceptable).
- b. Provide the calculations demonstrating that the full retention volume of the SWMF recovers within 30 days and 1/2 of the volume recovers within 7 days.
- c. Revise narrative and calculations to demonstrate that the proposed internal conveyances are designed to manage the critical duration 25-yr storm (The noted 24-hr duration storm is critical for volumetric analysis but not instantaneous rate for this site).
- d. Correct the watershed name to "Black Creek" (not Apalachee Bay-St Marks).
- e. Revise the 2nd to last sentence of the first paragraph on Page 2 of the narrative which reads "The SWMF is designed to maintain post-development runoff generated by storms up to and including the 100yr24hr design storm." The meaning of this sentence is unclear.
- f. Within the Pre-Development calculations shown on Page 3, revise the 100yr24hr rainfall volume to 10.9" to be consistent with the pre-post volume comparison shown on the next page of the report.

General Comments:

It should be noted that non-inclusion in this letter of a Leon County Land Development Regulation\Requirement does not constitute exemption from compliance with the requirement.



Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5302 www.leoncountyfl.gov

Development Support & Environmental Management
Renaissance Center, 2nd Floor
435 North Macomb Street
Tallahassee, FL 32301-1019

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District 3

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District 4

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District 5

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At-Large

NICK MADDOX
At-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE
County Attorney

April 1, 2014

Alday-Howell Engineering, Inc.
ATTN: Joseph Alday, PE
2860 Hwy 71N, Suite B
Marianna, FL 32446

**Re.: Second Notice of Application Deficiency (NAD-2)
Crump Road Convenience Store
Environmental Management Permit (LEM14-00010)
Parcel ID No.: 12-04-20-018-0000**

Dear Mr. Alday,

We have completed our review of the subject EMP application resubmittal received on March 19th, 2014. The following comments shall be satisfactorily addressed prior to approval of the environmental management permit (EMP). This letter is considered the Second Notice of Application Deficiency since comments related to the EMP were originally included as part of the 3/5/14 Environmental Memorandum for the Site Plan.

1. Site Plan Approval Conditions: The EMP plans shall be consistent with the final approved site plan. As such, the EMP shall be revised to address the approval conditions outlined within the 4/1/2014 Memorandum from Environmental Services (see attached copy). Any site plan approval conditions from other review departments shall also be reflected within the EMP plans.
2. Demolition Plan Notes: Within the demolition details, include specifics addressing the necessary activities for properly disposing of demolished structures and proper abandonment of any existing wells and/or septic systems on the subject site.
3. Grading Plan: Provide the following notes on the EMP grading plan:
 - a. Add a note that any subsurface conduits identified during excavation of the SWMF, including improperly abandoned wells, shall be properly filled and or abandoned.
 - b. Add a note indicating that the engineer and LCDSEM shall be contacted in the event any limestone is identified during the excavation of the SWMF. Additional improvements and analysis will be required to ensure proper separation between the floor of the SWMF and subsurface karst features.
 - c. Add a note indicating that the engineer and LCDSEM shall be contacted in the event a sinkhole or other opening forms within the SWMF. Additional improvements and analysis will be required to ensure proper separation between the floor of the SWMF and subsurface karst features.
 - d. The grading and piping associated with the separate pretreatment system needs to be clear and readily legible.

Second Notice of Application Deficiency (NAD-2)
Project: Crump Road Convenience Store
Environmental Management Permit (LEM14-00010)

4. Operation & Maintenance Plan: The operation and maintenance plan shall address stormwater pretreatment facilities, landscape upkeep, and be consistent with the County fertilizer ordinance (LDC Sec. 10-14.101).
5. Vegetation Management Plan: The proposed vegetation management plan is insufficient. The plan needs be a separate document that can be easily added to the operation and maintenance plan and operating permit for the site. Sample documents can be supplied and staff can assist with generation of the plan.

Resubmittal fees: Please be advised that a fee, in the amount established by the Board of County Commissioners by resolution, shall be paid at the time of the third and each subsequent resubmittal of any application as to which staff review and comments relating to the preceding submittal have indicated deficiencies and a need to address such [ref LDC Sec. 10-4.216(b)(1)].

To expedite the permitting process and avert misunderstandings, staff is available to meet and provide assistance. It should be noted that non-inclusion in this letter of a Leon County Land Development Regulation Requirement does not constitute exemption from compliance with the requirement. Please contact me if you have any questions concerning this NAD letter.

With Regards,
Leon County Development Support & Environmental Management



Charley M. Schwartz, P.E.
Senior Environmental Engineer

Attachment: 4/1/14 Environmental Review Memorandum for Site Plan

Cc: William Brown
2802 Topaz Way
Tallahassee, FL 32309

Board of County Commissioners
Interoffice-Memorandum

Date: April 1, 2014
To: Scott Brockmeier, Development Services Administrator
From: Kimberly A. Wood, P.E., Chief of Engineering Coordination
Subject: Crump Road Gas Station ~ LSP140004
PID: 12-04-20-018-0000

Public Works has reviewed the project and recommends approval with the following conditions;

1. The applicant is proposing to subdivide the property using the one into two lot subdivision, it should be noted that siteplan approval would be conditional upon the subdivision approval. Also, the ASAP subdivision plans must include any existing easements with the type and recording information and any proposed easements. Please note that the applicant does not own the property to the south and cannot commit to placing a drainage easement on that property as shown on sheet 3. If this easement is required it must be obtained prior to any siteplan approval.
2. The southernmost drive must be reconfigured as a right in right out only, including a concrete pork chop. Please note that the pork chop must have a mountable curb for Emergency vehicle access.
3. Exhibits B, C1, & C2 must be incorporated into the plan set. Exhibit C1 (semi-truck) does not demonstrate that it can safely maneuver thru the parking lot without encroaching on parking spaces, curbs or the pump area to access the loading zone and must be adjusted. If deliveries are limited to off hours only then a note stating such must be included in the plans identifying the hours of operations and hours of deliveries. Please be advised if the applicant chooses off hour deliveries that may impact access to the dumpster area.
4. Driveway Connection permits must be obtained from Leon County for the connections to Crump Road.
5. The sight triangles must be shown and dimensioned in their entirety.

TALQUIN ELECTRIC MEMO

Based on the latest plans it appears that our issues have been addressed for this project
Mainly that our existing 40 foot easement was included and that the UG storage tanks were located
outside our easement area. However, the Project Engineer or owner will need to make the sign
contractor aware to contact Mark Gainous with Talquin 1 week in advance of the sign construction.
We may elect to send an Operations crew to the site to assess the equipment setup & procedure
that the sign company proposes to utilize at this site.

RASARAH BROWDER
TALQUIN ELECTRIC
COOPERATIVE, INC.
P.O. Box 1679
Quincy, FL 32353
(850) 627-7651

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Rick Scott
Governor

John H. Armstrong, MD, FACS
State Surgeon General & Secretary

Vision: To be the Healthiest State in the Nation

Date: April 2, 2014
To: Scott Brockmeier
From: Alex Mahon
Environmental Manager
Subject: **LSP140004** Crump Road Gas Station & Convenience Store

1. Existing wells and septic systems not intended for future use must be properly abandoned.
2. Plans indicate that the stormwater facility is designed to hold water for no more than 72 hours after a rainfall event. Design Engineer must provide signed and sealed document to that effect at the time of permitting. A 15 foot setback may be maintained if the stormwater structure is normally dry and is designed to hold stormwater for no more than 72 hours after a rainfall event.
3. Area of septic system installation shall have a minimum of 1½ times the area of the drainfield in unobstructed area contiguous to the drainfield. Location of proposed septic system appears to have approximately 3600 square feet of unobstructed area which should be sufficient to install septic system.

Note: Septic system sizing is based on planned use. At this time applicant has not provided proposed use. As such, sewage flows cannot be determined. Should final proposed use result in sewage flows exceeding the space limitations for the septic system installation, the proposed use will have to be modified/reduced to comply with code requirements.