



**LEON COUNTY GROWTH AND ENVIRONMENTAL  
MANAGEMENT  
DEVELOPMENT SERVICES DIVISION**

**DEVELOPMENT REVIEW COMMITTEE STAFF REPORT**

**Staff Recommendation:** Approval with Conditions

**Project Name:** Hope Evangelical Presbyterian Church – Change of Use (LSP080056)

**Date:** February 4, 2009

**Level of Review:** Type "C"

**Property Owner:** Hope Evangelical Presbyterian Church  
4680 Thomasville Road  
Tallahassee, FL 32309  
850-556-6461

**Applicant/Agent:** Moore Bass Consulting, Inc.  
805 North Gadsden Street  
Tallahassee, FL 32303  
850-222-5678  
Email: wpitt@moorebass.com

**Application Summary:** The project involves the change of use of an existing 2,864 (+/-) square foot single-family residence to a non-residential (religious organization) building to include applicable pervious (grass) parking spaces. Additionally, an impervious handicap parking space is proposed on the site plan. The property is located in the Residential Preservation (RP) zoning district and Residential Preservation (RP) Future Land Use Category. The property will be served by City of Tallahassee central water and electrical services. There is a private on-site septic system. The subject property is inside the Urban Service Area (USA). The property has frontage on Thomasville Road, a principal arterial roadway. The application proposes to continue to use Thomasville Road for ingress/egress.

Religious organizations are classified as Special Exception Uses in the Residential Preservation (RP) district. Proposed site and development plans for the this use require review pursuant to the procedures for a Type "C" Site and Development Plan as required by Sections 10-6.611, 10-6.617, 10-7.405 and 10-7.416 of the Leon County Land Development Regulations. A Type "C" Site and Development Plan requires a public hearing and final disposition from the Board of County Commissioners (BCC).

Staff Planner(s): Sheila T. Williams, Planner II  
 Date of DRC Meeting: February 4, 2009  
 Date of Technical Review: January 7, 2009  
 Date of Pre-App: April 16, 2008  
 Tax ID#: 14-33-20-156-000-0  
 Parcel Size: 2.0 (+/-) acres  
 Location: 4680 Thomasville Road  
 Access: Thomasville Road (principal arterial roadway)  
 Future Land Use Category: Residential Preservation (RP)  
 Zoning District: Residential Preservation (RP)  
 Existing Land Use: 2,684 (+/-) square foot single family residential home

Surrounding Development Character:

	North	South	East	West
Surrounding Land Use	Office	Single-family detached dwellings	Single-family detached dwellings	Vacant
Future Land Use Category	RP	RP	RP-1 (*City limits)	RP
Zoning District	RP	RP	RP-1 (* City limits)	RP

Infrastructure: Potable water: City of Tallahassee water; sanitary waste: Private septic tank; electricity: City of Tallahassee; stormwater management facilities: private.

School Districts: No impact to schools

Permitted Use Verification: VC080004 issued on February 22, 2008. The Certificate issued states that the request for a change of use from a single-family residence to a religious organization is a eligible special exception use that requires review as a Type "C" Site and Development Plan Review.

## APPLICATION REVIEW CRITERIA.

**Site Plan and Subdivision Review Criteria:** In deciding whether to recommend approval, approval with conditions, or denial of a site plan, the Development Review Committee shall determine pursuant to Section 10-2.301 and Section 10-7.405, Type "C" Review:

(a) *Consistency with the Comprehensive Plan: The proposed Type "C" shall be consistent with the Comprehensive Plan.*

(b) *Whether the design standards and requirements set forth in the Subdivision and Site and Development Plan regulations have been met (Article VII): The proposed Type "C" site and development plan must be consistent with the procedural and approval requirements for site and development plans, as well as substantive standards and platting requirements.*

(c) *Whether the applicable criteria of Environmental Management have been met (Article IV): The proposed site and development plan must demonstrate compliance with all applicable sections of Environmental Management including: stormwater management, performance and design standards, and tree protection.*

(d) *Whether the standards and requirements of the zoning code have been met (Article VI): The proposed site plan must meet all of the applicable Divisions of Article VI including: development standards of the Residential Preservation zoning district, special regulatory overlay districts, parking and loading as well as, the supplementary regulations.*

(e) *Whether the requirements of other applicable regulations or ordinances which impose specific requirements on the proposed development have been met (Articles VIII, Article III, Article IX, Article X, Article II: Division 5, Article XII, if applicable, Article XIII).*

**Site and Development Plan Criteria.** Pursuant to Article VII, Section 10-7.407, Leon County Land Development Code, to be approved, a site and development plan must demonstrate compliance with the following three general standards:

- 1. applicable provisions of Article VI, Zoning;*
- 2. applicable provisions of Article IV, Environmental Management; and,*
- 3. the Land Development Code and other applicable regulations or ordinances which impose specific requirements on site and development plans and development.*

## FINDINGS

**Growth and Environmental Management Staff Findings:** The staff is generally responsible for reviewing site plan application to ensure that the application meets the applicable requirements set forth in Chapter 10 of the Leon County Code of Laws, also known as the Leon County Land Development Code (LDC). Development Services Division staff's review emphasizes compliance with zoning, site and development plan, and subdivision design regulations; Environmental Compliance Division staff's review emphasizes compliance with the environmental management regulations.

Pursuant to the review criteria identified above, the Development Services findings are as follows:

**Finding #1. Comprehensive Plan Issues; General Consistency with the Future Land Use Category:** The subject site is located within an area designated Residential Preservation (RP) on the Future Land Use Map of the Comprehensive Plan. Community service facilities, including religious facilities, are special exception allowed uses within the RP category.

*The proposed development appears to be consistent with the RP land use district. Refer to any additional comments from the Planning Department.*

**Finding #2. Comprehensive Plan Issues; Compatibility with adjacent land uses:** Community service facilities shall provide adequate buffering or effective visual and sound buffering through vegetative buffering or other design techniques.

*The application proposes a Type "B" landscape buffer located along the southern portion of the subject property, adjacent to a single family residence. The adjacent property north of the subject property is office use and the adjacent properties west of the subject property are vacant. This is a change of use only, therefore, the proposed Type "B" buffering along the southern property line is sufficient. However, future improvements, expansions or additions may require additional buffering.*

**Finding #3. Comprehensive Plan Issues; Environmental Overlays/Preservation/Conservation Features:** According to the description in the Land Use Element narrative (page I-29) and pursuant to applicable objectives and policies in the Land Use Element and Conservation Element – Areas require special considerations for development due to significant environmental constraints, including floodplains, floodways and wetlands, watercourses and improved elements of the primary drainage system, closed basins, significant and severe grades (10+%), native and high quality successional forests, areas exhibiting active Karst features and designated canopy roads. Avoidance of these features and best management and design practices are required in potential development to ensure continued functioning of the ecosystem.

*This site contains areas of conservation features, including, but not limited to: significant and severe slope. The site and development plan does not propose development within or affecting this area. Please refer to any additional comments from the Environmental Compliance Division, included as Attachment #1. See also Finding #13.*

**Finding #4: Article III, Land Development Code, Concurrency Management:** A Preliminary Certificate of Concurrency for the change of use was issued, LCM080051 and the project was noted as de minimus. A Final Certificate of Concurrency shall be issued upon approval of this Type “C” Site and Development Plan.

*Attached is a Preliminary Certificate of Concurrency for the project, included as Attachment #2.*

**Finding #5: Article VI, Land Development Code, Environmental Management:** The Environmental Compliance Division of the Department of Growth and Environmental Management has reviewed the application to determine whether it complies with the Environmental Management provisions of the Code, with regard to potential development impacts upon natural features and environmentally sensitive resources.

*A Natural Features Inventory (NFI), LEA080072 was approved on December 17, 2008, by the Environmental Compliance Division. The submitted site plan dated December 16, 2008 does not propose any development activity upon the subject site. As such neither an Environmental Impact Analysis (EIA) nor Environmental Management Permit (EMP) is required for this project. Please refer to comments in the report from the Environmental Compliance Division, included as Attachment #1.*

**Finding #6: Residential Preservation (RP) Zoning District Issues and Development Standards, Section 10-6.617, Land Development Code:** The Residential Preservation (RP) zoning district allows the special exception use, religious organizations provide that they are consistent with Sections 10-6.611, 10-6.617, 10.7.402 and 10-7.502 of the Leon County Code of Laws. Special exception uses require review and approval by the Board of County Commissioners, pursuant to Sections 10-6.611. Should the application include non-religious ancillary principal uses (daycare, schools, regional offices, etc.) the application will be required to apply for a Planned Unit Development (PUD), pursuant to Sections 10-6.696 and 10-7.406 of the Leon County Land Development Regulations. Also, compatibility with surrounding development is required.

**Setbacks for the proposed development:**

	Front	Side Interior	Side Corner	Rear
Required	20 feet	15 feet	20 feet	25 feet
Proposed	20+ feet	15+ feet	20+ feet	25+ feet

Note: Maximum building height is 30 feet

Note: Maximum impervious area is 25% (applies to the developable portion of the site), may be reduced further if it meets additional LDC requirement for such.

*Type “C” site and development plan review is required for all special exception uses, pursuant to Section 10-6.617. The application does not appear to propose any ancillary uses. The application proposes a building height of one (1) story with a maximum height to exceed no more than 30 feet. The site and development plan complies with the required minimum standards. However, the site and development plan does not illustrate geometrically the front, side and rear setbacks on Sheet 3.0 of the drawings. All building setbacks are required to be shown as dimensions on the site plan sheet or can be indicated on the site plan sheet in tabular format. Additionally, the site plan sheet shall include a regarding lighting, as follows: “Lighting shall be designed to not shine on offsite residential parcels and recess lighting shall be used. Lighting fixtures shall not exceed twenty (20) feet in height to maintain zoning compatibility issues.”*

**Finding #7. Landscaping and Natural Area Standards (Sec. 10-4.344, 10-4.345 & 10-4.347):** All development activity shall preserve a minimum of 25% of the total area of the development in a natural condition. However, this site qualifies for the site design alternative, pursuant to Section 10-4.346 which ensures preservation of at least 10% of the pre-development vegetation on the site with emphasis on preservation of tree clusters, urban forest, native understory vegetation, and includes wildlife inhabitants enhancements as defined in Section 10-1.101. A Type “B” landscape buffer shall be required along the southern property line for the proposed change of use. Additional buffering requirements or standards shall apply with future development/improvements/expansion.

*At this time, the Type “B” landscape buffer to be located along the southern property line is sufficient for the proposed change of use. However, future development, improvements or expansion shall require strict adherence to all applicable landscaping and natural area standards, pursuant to the LDC.*

**Finding #8: Required Parking, Section 10-7.544 and 10-7.544, Land Development Code:** The off-street parking spaces required for churches and other spaces of public assembly are 1 space per 100 square feet of sanctuary assembly area. One handicapped parking space for every 25 regular parking spaces should be provided. Bicycle parking is 0.10 spaces per regular parking space. Normally, regular parking spaces may be all pervious material. However, handicap accessible parking must be paved.

*The proposed pervious (grass) parking spaces appear to be consistent with the parking standards, pursuant to Section 10.7-544 and 10-7.545 of LDC, Schedule 6.2. Additionally, the application proposes the construction of one (1) impervious handicap parking space.*

**Finding #9: General layout and design standards, Section 10-7.502, Land Development Code:** The proposed plan of development and plat shall comply with the general layout and design standards in this section; including: 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.

*The site and development plan application for change of use does not propose new development. Therefore, at this time stormwater management and various other standards shall not apply. However, future improvements shall be required to comply with all applicable LDC sections. For additional information, please refer to the Department of Public Works' Comments in Attachment #3.*

**Finding #10: Stormwater Management, Section 10-7.521, Land Development Code:** The stormwater standards must be met for any proposed improvements or additions to the existing structure.

*Change of use only, no proposed new improvements are shown. Refer to memorandums from the Environmental Compliance Division, included as Attachment #1, and from the Department of Public Works, included as Attachment #3.*

**Finding #11: Public water supply, Section 10-7.523, Land Development Code:** Potable water facilities must be installed in accordance with the standards, specifications and policies of the County and the utility service provider. A utility concept plan must be provided and approved by the appropriate utility service provider prior to site and development plan approval. The applicant to provide documentation of conceptual utility approval to Development Services.

*The application must obtain approval of the utility concept plan by the utility provider and submit to Development Services, prior to approval of the site and development plan application.*

**Finding #12: Public sanitary sewer or on-site sewage disposal systems, Section 10-7.524, Land Development Code:** Sanitary sewer facilities must be installed in accordance with the standards, specifications and policies of the County and the utility service provider. A utility concept plan must be approved by the appropriate utility provider.

*The subject property is served by on-site sewage disposal system. The location of the existing septic system and drainfield shall be indicated on the site plan sheet. Additionally, a septic tank evaluation shall be required for any activity on the subject property that requires permitting. See comments from Department of Health regarding the existing septic system. See Attachment #4*

**Finding #13: General development layout relating to natural features, Section 10-7.504, Land Development Code:**

The size, shape and orientation of lots and the siting of buildings shall be designed to provide building sites logically related to protected trees, topography, and natural features.

*The application proposes the change of use from a single family residence to a religious organization and is located outside of any environmental constraints. Please also refer to comments in the report from the Environmental Compliance Division, included as Attachment #1.*

**Finding #14: Article X, Land Development Code, Aquifer/Wellhead Protection:**

The intent and purpose of this article is to protect and maintain the quality and quantity of groundwater in the county by providing criteria for regulating the use, handling, production, storage, and disposal of regulated hazardous substances.

*The City of Tallahassee Aquifer Protection Division granted approval for Aquifer Protection Clearance on September 10, 2007 for this proposed change of use.*

**Finding #15: Technical Deficiencies:**

The application shall be revised to address the following Type “C” site and development plan submittal requirements:

- a) *The site and development plan shall be revised to address typical hours of operation. Add not to site plan sheet.*
- b) *The site and development plan shall be revised to add a note on the site plan sheet that future improvements, expansion or additions shall require adherence to all applicable sections of the LDC, (i.e. buffering, sidewalks and landscaping).*
- c) *The site and development plan shall be revised to add the location of on-site septic tank(s), number of sanctuary seats to site plan. Also, the existing on-site septic system must be evaluated by the Department of Health prior to any permit approvals.*
- d) *All buildings shall be annotated appropriately to include building height.*

- e) *The site and development plan shall be revised to add annotation to the site plan, as follows: "All signage must be in accordance with Article XIII, Chapter 10 of the Leon County Code of Ordinances."*
- f) *The site and development plan shall be revised to include a note which describes typical hours of operation.*
- g) *The site and development plan shall be revised to address the deficiencies stated in the attached memorandums from the Technical Staff Committee.*

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**DEVIATION REQUEST(S):** *No deviations have been requested.*

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**SITE AND DEVELOPMENT PLAN RECOMMENDATION:**

Based upon the findings provided above, Development Services recommends approval of this site and development plan, dated December 16, 2008, subject to the following conditions:

1. The site and development plan shall be revised to include existing building height (i.e. one story, 15'). All building setback shall be indicated either by dimensions or listed in tabular format on the site plan sheet. (See Finding #6 of the DRC report)
2. The site and development plan shall be revised to include the following note on Sheet 3 of the site plan sheet: "*Lighting shall be designed to not shine on offsite residential parcels and that recessed lighting shall be used. Lighting fixtures shall not exceed twenty (20) feet in height to maintain zoning compatibility issues.*" (See Finding #6 of the DRC report)
3. The site and development plan application shall be revised to provide conceptual utility service plan approval from the City of Tallahassee prior to final site and development plan approval. (See Finding #11 of the DRC report)
4. The site plan shall be revised to show the location of the existing septic tank and drainfield. Also, the site plan sheet shall indicate the number of seats in the sanctuary. Note: A septic tank evaluation shall be required at permitting. (See Finding #12 of the DRC report)
5. The site and development plan shall be revised to address additional deficiencies noted. (See Finding #15 of the DRC report.)

**Responses to Notification:**

- 33 notices mailed to property owners
- 24 notices mailed to homeowner's associations

**Attachments:**

- Attachment #1: February 3, 2009, memorandum from Charley Schwartz, Environmental Compliance
- Attachment #2: January 20, 2009, Preliminary Certificate of Concurrence, Ryan Guffey, Concurrence
- Attachment #3: January 6, 2009, memorandum from Kim Wood, Public Works
- Attachment #4: January 7, 2009, memorandum from Alex Mahon, Department of Health
- Attachment #5: February 4, 2009, memorandum from Maurice Majszak, Tallahassee Fire Department

Leon County, Department of Growth & Environmental Management

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## MEMORANDUM

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TO: Sheila Williams  
Planner II

FROM: Charley M. Schwarz, P.E. (MS)  
Senior Environmental Engineer

DATE: February 3, 2009

RE: Hope Evangelical Presbyterian Church  
Type "C" Site and Development Plan  
DRC Meeting February 4<sup>th</sup>, 2009  
Parcel ID: 14-33-20-156-0000

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The applicant for the referenced project is seeking DRC approval of the 3-sheet (including the cover sheet) site and development plan set received January 21<sup>st</sup>, 2009 and titled:

TYPE 'C' SITE AND DEVELOPMENT PLAN  
REVIEW PLAN  
FOR  
HOPE EVANGELICAL  
PRESBYTERIAN CHURCH

Environmental Compliance staff has completed their review of information and plans submitted for the referenced project. The applicant received an approval with conditions, for the Natural Features Inventory – No Impact (LEA08-0072), on January 7<sup>th</sup>, 2009. Based on our review of the plans and the absence of new disturbed/developed area, we recommend approval of this project.

ATTACHMENT 1  
page 1 of 1

Attachment # 3  
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Certificate Number LCM080051  
Date Issued: 01/20/2009  
Expiration Date: 04/20/2009

LEON COUNTY  
PRELIMINARY CERTIFICATE OF CONCURRENCY

Applicant: HOPE EVANGELICAL PRESBYTERIAN CHURCH INC  
Owner: HOPE EVANGELICAL PRESBYTERIAN CHURCH INC  
Project Name: HOPE EVANGELICAL PRESBYTERIAN CH  
Project Location: 4680 Thomasville Road  
Current Zoning: RESIDENTIAL PRESERVATION  
Future Use Description: RESIDENTIAL PRESERVATION  
Parcel I.D. Number(s) 14-33-20-156-0000

Type of Land Use:  
Church/Synagogue 2862 Sq Ft

Conditions:

This Preliminary Certificate of Concurrency 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 Concurrency. Concurrency 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.

*Ryan Guffey*, AICP  
Development Review and  
Inspection Division

1-20-09  
Date

Note: This project is de minimus.

# BOARD OF COUNTY COMMISSIONERS

## MEMORANDUM

DATE: January 6, 2009  
TO: Sheila Williams – Planner II  
FROM: Kimberly A. Wood P.E. – Chief of Engineering Coordination  
SUBJECT: Type C Review of Hope Evangelical Presbyterian Church for January 7, 2009,  
Technical Review Meeting

The site plan proposes no improvements to the property and essentially provides for the zoning change necessary to properly utilize the site for the proposed purposes. Public Works has no comments regarding the plan as submitted. Any future improvements to the property to allow for more extended uses, such as access improvements, parking, sidewalks, ADA facilities, etc., are subject to Public Works review and approval.

Charlie Crist  
Governor

Ana M. Viamonte Ros, M.D., M.P.H.  
Secretary of Health

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### Technical Review

Date: January 7, 2009  
Project: Hope Evangelical Presbyterian Church  
Applicant: Hope Evangelical Presbyterian Church  
Agent: Moore Bass Consulting  
Parcel ID: 14-33-20-156-000-0

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### Comments

- 1 Show location of existing septic system.
- 2 Provide number of sanctuary seats.
3. An existing septic system evaluation must be conducted prior to opening. If existing system is not adequate to meet the flow requirements of the proposed church the system will have to be modified.



Attachment # 5  
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Attachment # 3  
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### TALLAHASSEE FIRE DEPARTMENT SITE PLAN REQUIREMENTS

Project Name: Hope Evangelical Presbyterian Church - Type "C"  
Parcel ID #: 14-33-20-156-000-0  
LSP080056  
AGENT: Moore Bass Consulting, Inc.  
PLANNER: Sheila Williams  
MEETING DATE: February 4, 2009

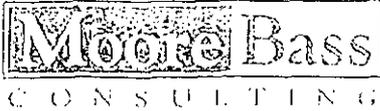
Located at 4680 Thomasville Road, the proposed is a change of use of an existing 2,862 SF single-family home to a church facility.

Request is for change of use only. Fire Department issues will be addressed on next submittal for structure to be placed on site. See letter from Moore Bass Consulting (in file)

Fire Department has no issues.

Maurice Majszak  
Tallahassee Fire Department  
Senior Plans Examiner  
327 N. Adams St  
Tallahassee FL 32301  
(850)891-7179

Maurice.Majszak@talgov.com



Land Use Planning • Engineering Design • Environmental Permitting • Landscape Architecture • Surveying

February 3, 2009

Mr. Maurice Majszak  
Senior Plans Examiner  
City of Tallahassee Fire Department  
327 North Adams Street  
Tallahassee, Florida 32301

Re: Hope Evangelical Presbyterian Church (Hope)  
Type C Site Plan

Dear Mr. Majszak:

As a follow-up to our earlier conversations concerning improvements noted by the Fire Department for approval of the pending Type C Site Plan, Moore Bass Consulting, as agent for Hope Evangelical Presbyterian Church, hereby requests that such improvements be deferred until after the Type C Site Plan is approved by the Board of County Commissioners of Leon County. The purpose of this site plan is to have Leon County formally recognize Hope as a church at this site where religious services have been held for approximately 2 years. Upon approval of the Type C Site Plan, Hope will initiate the filing of the necessary permitting documents with Leon County for the addition of an approximately 960 square foot modular sanctuary building. It is at that time that Hope would propose to address the fire access (turnaround) and water needs for the church facilities.

On behalf of Hope, I would like to thank you for working with the church so that it can be formally recognized by Leon County. As you know, it is a small church and it must take small steps in achieving its ultimate goal of expansion with the requisite infrastructure necessary to support the facility(s). As agent, I look forward to working with you to assure that these issues will be addressed to code requirements and your satisfaction. Your consideration of this request is sincerely appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Wade L. Pitt".

Wade L. Pitt  
Project Manager

Cc: William Connor, Elder and Trustee, Hope Evangelical Presbyterian Church  
Sheila Williams, Leon County Growth and Environmental Management