

23718 W US HWY 27
High Springs, Florida 32643



Telephone: (386) 454-1416
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**HIGH SPRINGS PLAN BOARD
COMMISSION CHAMBER
AGENDA**

December 18, 2023

6:30 P.M.

CALL BOARD TO ORDER:	BOARD CHAIR- DONALD ALDERMAN
PLEDGE OF ALLEGIANCE:	BOARD CHAIR- DONALD ALDERMAN
ROLL CALL:	PLANNING TECHNICIAN – KRISTYN ADKINS
APPROVAL OF MINUTES:	November 20, 2023

NEW BUSINESS:

- 1. Z23-000043 – SPECIAL EXCEPTION – DUPLEXES (DAVID SUTTON)**

AJOURN

PLEASE NOTE: PURSUANT TO SECTION 286.015, FLORIDA STATUTES, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE PLAN BOARD WITH RESPECT TO ANY MATTER CONSIDERED DURING THIS MEETING, HE OR SHE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT, A PERSON WITH DISABILITIES NEEDING ANY SPECIAL ACCOMODATIONS TO PARTICIPATE IN CITY MEETING SHOULD CONTACT THE OFFICE OF THE CITY CLERK, 23718 W US HWY 27 HIGH SPRINGS, FLORIDA 32643. TELEPHONE (386) 454-1416 EXT 7237

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**HIGH SPRINGS
PLAN BOARD
MEETING MINUTES
November 20, 2023**

Meeting called to order by Chair Alderman at 6:30PM.
Pledge of Allegiance: Chair Alderman

ROLL CALL PLAN BOARD:

Chair Donald Alderman – Present

Vice-Chair Bradley Riddle – Present

Member Tim Bolliger – Absent

Member Rick Testa – Present

Member Mark Bertocci – Present

STAFF PRESENT:

Scott Walker, City Attorney
Kristyn Adkins, Planning Technician

The attorney swore in the new Plan Board member Rick Testa.

Motion Member Bertocci to approve the October 16, 2023 meeting minutes. Seconded by Member Testa. Motion passed 4-0.

Motion Member Bertocci to re-appoint Donald Alderman as Chair of the board. Seconded by Member Riddle. Motion passed 4-0.

Motion Member Bertocci to re-appoint Brad Riddle as the Vice Chair of the board. Seconded by Member Testa. Motion passed 4-0.

**Motion Member Riddle to adjourn. Seconded by Member Bertocci. Motion passed 4-0.
Meeting adjourned at 6:37PM.**

NEW BUSINESS ITEM #1:
Z23-000043 SPECIAL EXCEPTION - DUPLEXES
(DAVID SUTTON)

23718 W US HWY 27
High Springs, Florida 32643



Telephone: (386) 454-7322
Facsimile: (386) 454-2126
Web: www.highsprings.gov

APPLICATION FOR SPECIAL EXCEPTION ("SE") – PLAN BOARD

DATE: _____

APPLICATION # Z23-000043

NOTE: This form provides information to support an application of Conditional Use Permit pursuant to Articles 2, 7 and 11 of the High Springs Land Development Code. **THIS IS NOT A PERMIT. DO NOT COMMENCE CONSTRUCTION.**

NUMBER OF ACRES: .99
FILING FEE: _____

911 ADDRESS OF SUBJECT PROPERTY: 18865 NW 244 Street, High Springs, FL 32643

TAX PARCEL # 00870-000-000 and -001-000; **PLATBOOK** A, **PG** 6;

OWNER OF RECORD: Collins Place High Springs LLC;

LEGAL DESCRIPTION: (Attach copy of complete legal description, deed, existing survey or measured plot plan depicting location of existing and proposed improvements with reasonable accuracy.)

CURRENT ZONING (Circle One) R-1; R-1A; R-2; R-3; C-1; C-2; C-3; C/SP; BC; IND

LAND USE CLASSIFICATION: Current Res; Requested Duplex (LDC Section 16.06(5)).

DETAILED DESCRIPTION OF PROPOSED USE(S):

Construction of duplexes on split lot

APPLICANT'S ACKNOWLEDGEMENT: I HAVE READ THE FOREGOING AND UNDERSTAND THAT I WILL BE NOTIFIED TO APPEAR AND PRESENT MY APPLICATION TO THE CITY OF HIGH SPRINGS PLAN BOARD/CITY COMMISSION. I FURTHER ACKNOWLEDGE THAT IF MY REQUEST IS GRANTED, I MAY BE REQUIRED TO SUBMIT A DETAILED SITE AND DEVELOPMENT PLAN, CONSTRUCTION PLANS, AND OBTAIN ALL NECESSARY BUILDING PERMITS FOR ANY PROPOSED IMPROVEMENTS TO THE PROPERTY.*

[Signature]
(Applicant's Signature)

R. David Sutton
(Applicant's Printed Name)

15414 NW 188 St Alachua
(Applicant's Street Address)

Po Box 2675 High Springs Fl
(Mailing Address, if different)

Phone Numbers: Home _____; Work _____; Cell (352) 318-0583

IF APPLICATION IS MADE BY OWNER'S AGENT, ATTACH OWNER'S WRITTEN CONSENT, ADDRESS AND PHONE NUMBER.

FOR ZONING OFFICIAL'S USE

COMPLIES WITH COMPREHENSIVE PLAN? YES / NO
COMPLIES WITH CURRENT ZONING? YES / NO
SITE AND DEVELOPMENT PLAN REQUIRED? YES / NO
PLAN BOARD APPROVED? YES / NO

SRWMD PERMIT DATE _____; CERTIFICATE # _____;
HEALTH DEPT PERMIT DATE _____; CERTIFICATE # _____;
BUILDING PERMIT DATE _____; # _____;

**Collins Place High Springs, LLC.
Special Exception and COA Application Response**

Sec. 11.08.03- General Standards for Approval

If the procedural requirements above have been met and the plan board is empowered to hear the application for special exception, the plan board shall conduct a public hearing and review the application for special exception as submitted. Prior to granting a special exception approval, the plan board shall ensure that:

(a) There is: (1) ingress and egress to the development and proposed structures, with particular reference to automotive and pedestrian safety; (2) separation of automotive, bicycle, traffic and control; (3) provision of services and servicing of utilities and refuse collection; and (4) accesses for fire, catastrophe and emergency services. Access management standards on state and county roads shall be based on the latest access management standards of the Florida Department of Transportation "FDOT", or Alachua County, respectively.

The 2 structures will have access from 2 city roads- NW 244 Street and NW 189 Avenue. Both of these allow access for emergency services and utilities. County and state roads are not applicable in this project.

(b) The location and relationship of off-street parking, and off-street loading facilities to driveways and internal traffic patterns within the proposed development does not impose a traffic or safety hazard, with particular reference to automotive, bicycle, and pedestrian traffic; does not unnecessarily impede traffic flow and control, access in case of fire or catastrophe; or if screening and landscaping are adequate or excessive.

Both duplexes will have driveways with four parking spaces, two for each unit. The drives will connect to one building to NW 244 St and the other to NW 189 Ave. Neither will impede any flow of traffic.

(c) If necessary, a completed traffic impact report describing how this project will impact the adjacent streets and intersections. A detailed traffic report may be required to determine the project impact on the level of services of adjacent streets and intersections. Transportation system management techniques may be required, where necessary, to offset the traffic impacts.

N/A

(d) The drainage on the property is adequate with particular reference to the effects of provisions for drainage on adjacent and nearby properties, or the requirements of on-site

retention systems. The commission may grant approval as required by the Suwannee River Water Management District (SRWMD).

The drainage on each parcel is sufficient for the size building. Runoff will not have an affect on surrounding residences. SRWMD has not been contacted for this project.

(e) Any signs or proposed exterior lighting does not create an unnecessary glare, or constitute a traffic safety hazard, and are compatibility and harmonious with adjacent properties.

This is not a commercial project so there will not be any signage and exterior lighting will consist of floodlights and door lights as with any other residence.

(f) The orientation and location of buildings, recreational facilities, and open space in relation to the physical characteristics of the site is adequate, and the character of the neighborhood and the appearance and harmony of the building, with adjacent development and surrounding landscape are not materially adversely affected.

The location of the duplexes (available with site plan turned in) does not cause a detriment to the neighborhood. Other similar units located south on NW 244 St (although on commercially zoned property are still part of the neighborhood) fit nicely with the area. A newer residence just south of the proposed location on NW 244 Street has hardy board siding, the same type we will be using. Metal roofs are also very prevalent within the area.

(g) The intended use is compatibility with the existing natural environment of the site, historical and archaeological sites, and with properties in the neighborhood as outlined in the city's Comprehensive Plan.

The intended use will be residential fitting within the current R2 zoning. This application and response is for the special exception which is allowed also. Although the historic home on the property was not able to be preserved due to neglect and deterioration, this project is being built to honor our family who lived on the property before.

(h) There are no substantial detrimental effects to the proposed use. In considering this the commission should evaluate the impact of the concentration of similar or the same uses and/or structures on property values in the neighborhood.

There are not any detrimental effects to the proposed use. We are seeking to provide additional affordable housing that is needed in this community.

(i) There are no substantial detrimental effects to the proposed use. In considering this the commission should evaluate the impact of the concentration of similar or the same uses and/or structures on living or working conditions in the neighborhood.

There are not any detrimental effects to the proposed use. We are seeking to provide additional affordable housing that is needed in this community.

(j) The setbacks, screens, buffers, and general amenities to preserve internal and external harmony and compatibility with uses, inside and outside the proposed development are sufficient and adequate to control adverse effects of noise, lights, dust, fumes and other nuisances.

All setbacks have been followed according to the city building code and to preserve fruit trees remaining on the property.

(k) The land area is sufficient, appropriate, and adequate for the use and reasonable anticipated operations and expansion thereof.

The land area is suitable for this use and has been previously approved by city staff to be split into two parcels.

(l) The general amenities included as part of the development complement the character of the surrounding area.

The general amenities of the buildings will reflect nicely in the neighborhood. As stated previously, just south on NW 244 Street there are duplexes, although zoned commercially, are still part of the neighborhood and create a nice impression as you enter the area from US HWY 27 on NW 244 Street heading north.

(m) There is landscaping, as required in article VII of the LDC, and a preservation of natural man-made features of the site including trees, wetlands, and other vegetation.

Landscaping will be provided around the exterior of the buildings. This can be seen by the pictures submitted with the application.

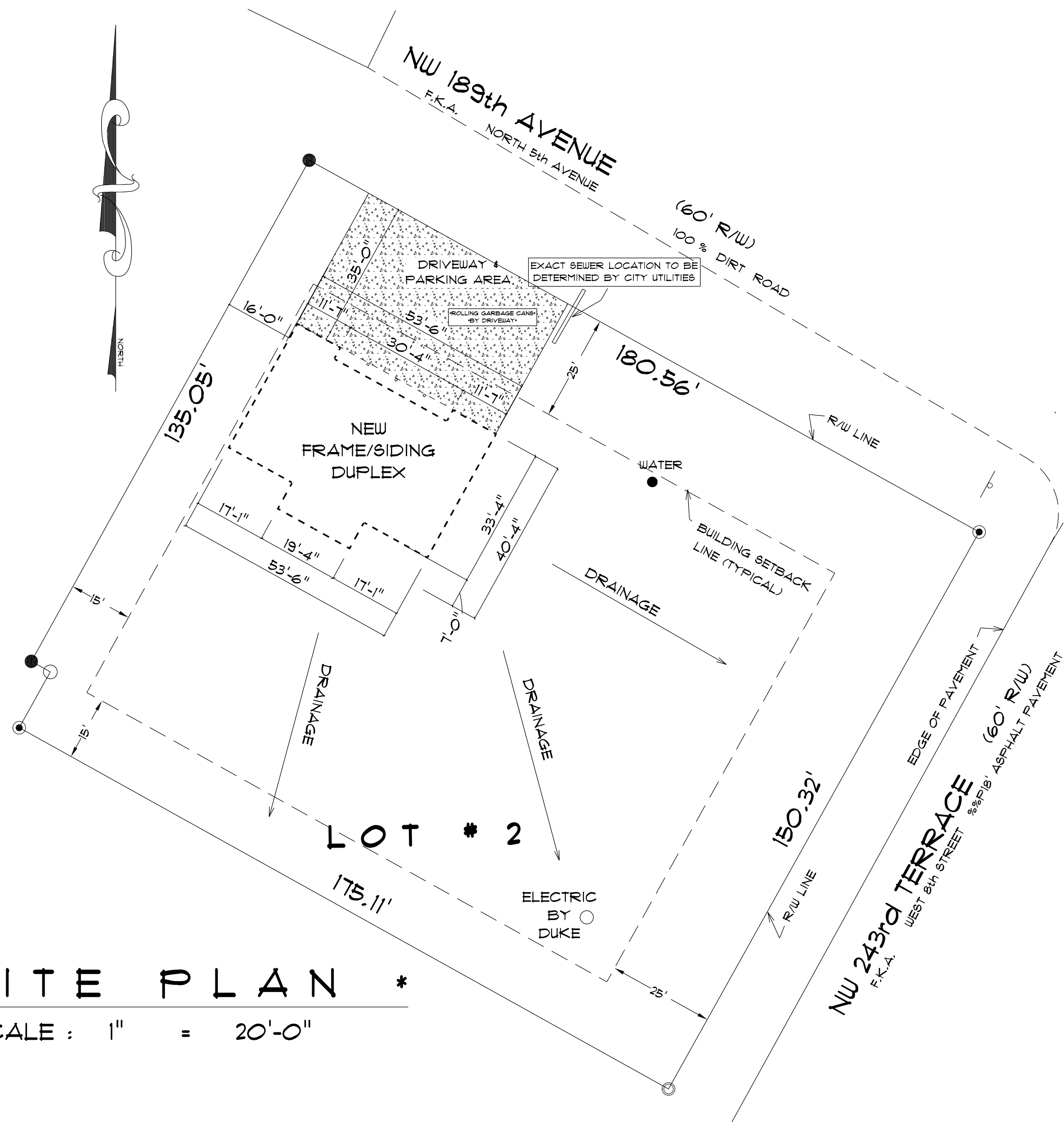
(n) The development is sensitivity to on-site and/or adjacent (within 200 feet) historical or archaeological resources related to scale, mass, building materials, and other impacts.

The development will not have an effect on other surrounding structures. As stated previously, building design and materials used are already on residences immediately surrounding the project site.

(o) The development meets adopted levels of services, and meets the requirements for a Certificate of Concurrency by complying with the adopted levels of services for:

- a. Water.**
- b. Sewer.**
- c. Parks and recreation.**
- d. Drainage.**
- e. Traffic.**
- f. Schools.**

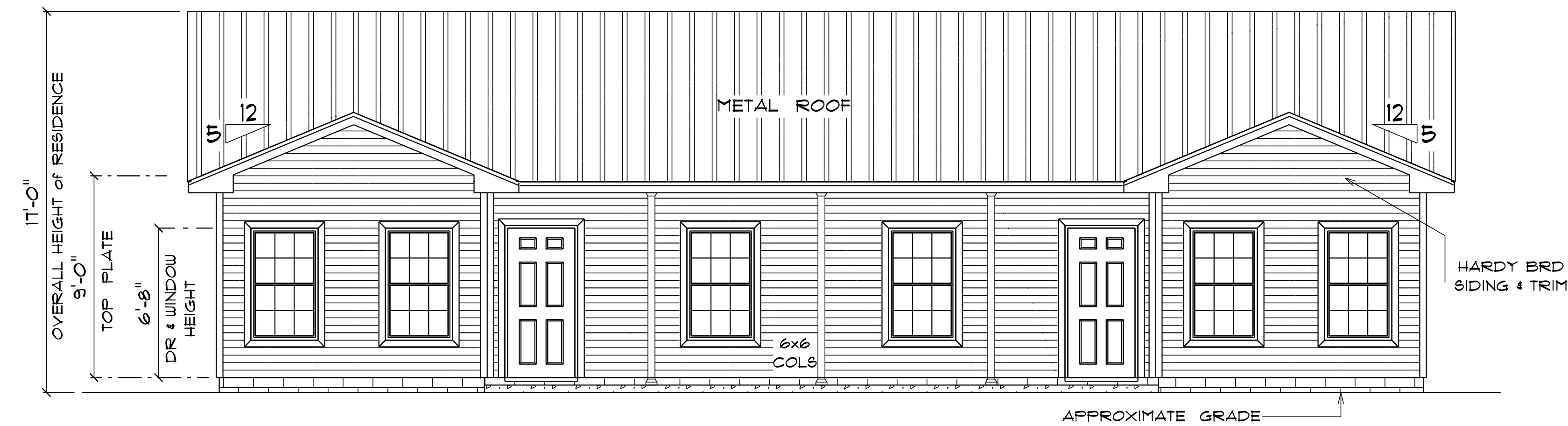
The two buildings meet these levels. The contractor has spoken with public works regarding the installation of a new grinder system and water meter and was advised it was not an issue.



* SITE PLAN *

SCALE : 1" = 20'-0"

DUPLEX for COLLINS PLACE LOT #1	
WHITE SPRINGS FLORIDA	
Teena M. Ruffo 2925 SW 58R 47 Lake City Florida, 32025 Cell: (386) 861-1191 Email: teenaruffo@gmail.com	
PRINTED DATE: Tuesday, November 28, 2023	
DRAWN BY: Teena M. Ruffo	CHECKED BY:
BUILDING CONTRACTOR CK CONSTRUCTION	
FINALS DATE:	
JOB NUMBER:	
DRAWING NUMBER A-1 OF 1 SHEET	



* FRONT ELEVATION *

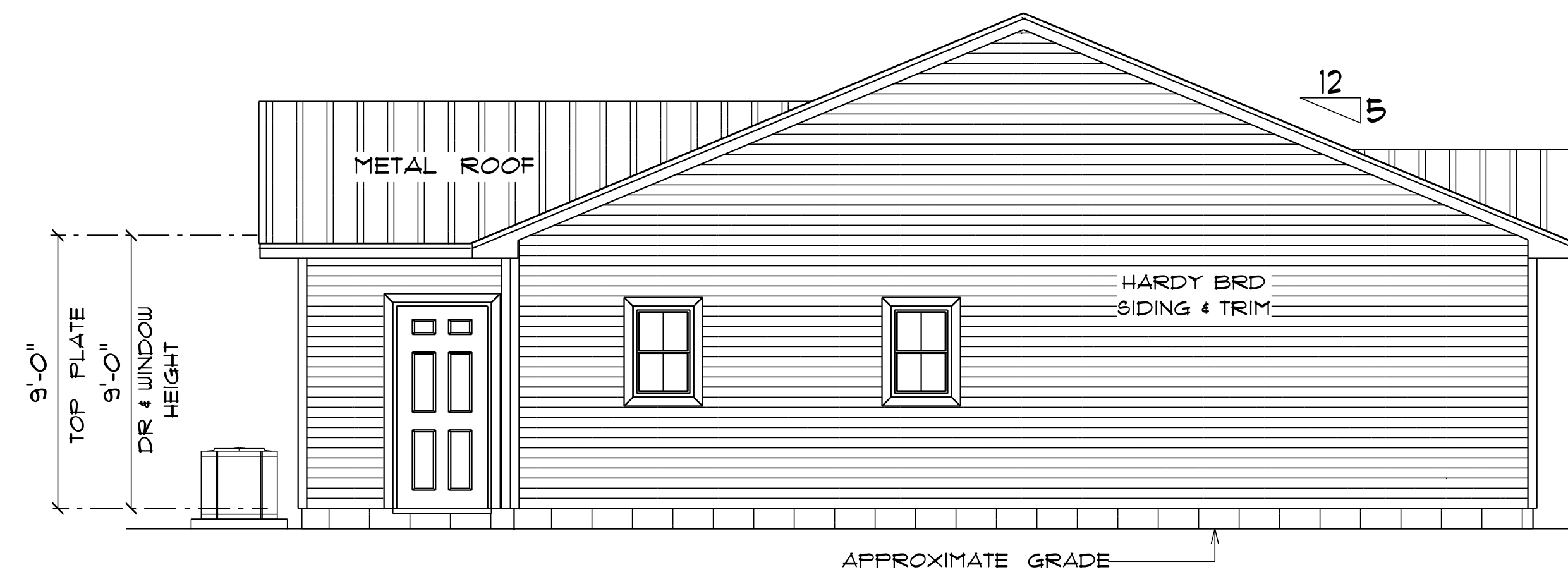
SCALE : 3/16" = 1'-0"

NOTE :
18" OVERHANG ON EAVES
5/12 PITCH



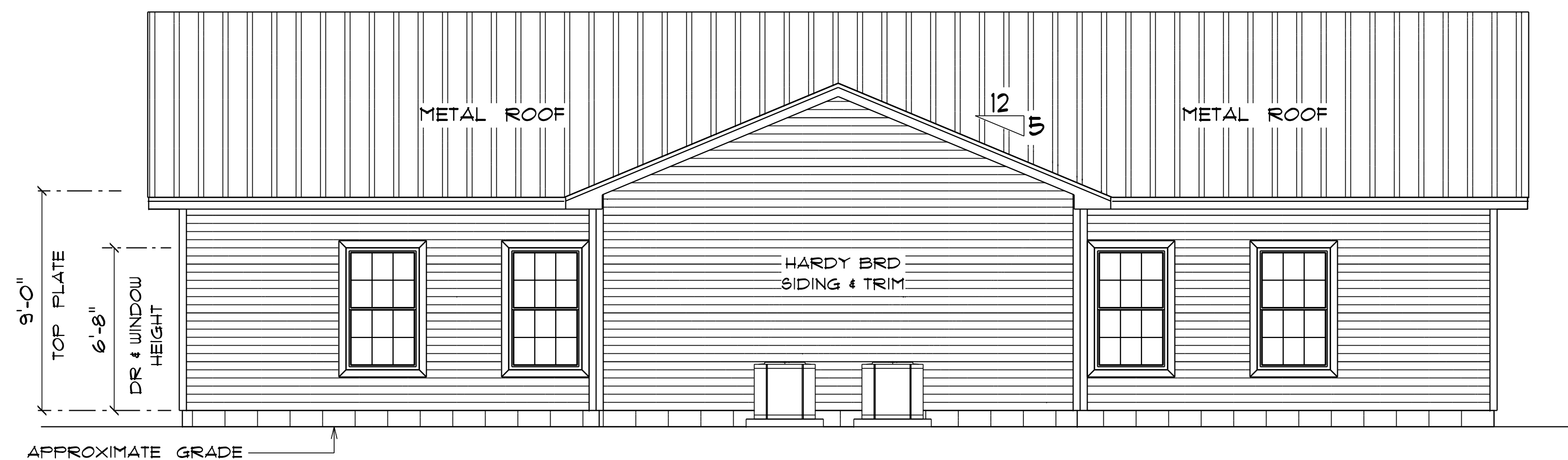
* RIGHT SIDE ELEVATION *

SCALE : 3/16" = 1'-0"



* LEFT SIDE ELEVATION *

SCALE : 3/16" = 1'-0"



* REAR ELEVATION *

SCALE : 3/16" = 1'-0"

DUPLEX
for
C.W. CONSTRUCTION
LOT #5

WHITE SPRINGS
FLORIDA

Teena M. Ruffo
2925 SW SR 47
Lake City Florida, 32025
Cell: (386) 867-1191
Email: teenaruffo@gmail.com

PRINTED DATE:
Friday, May 7, 2021

DRAWN BY: Teena M. Ruffo CHECKED BY:

BUILDING CONTRACTOR
CK CONSTRUCTION

FINALS DATE:

JOB NUMBER:

DRAWING NUMBER

A-4
OF 5 SHEETS



PLANNING DEPARTMENT

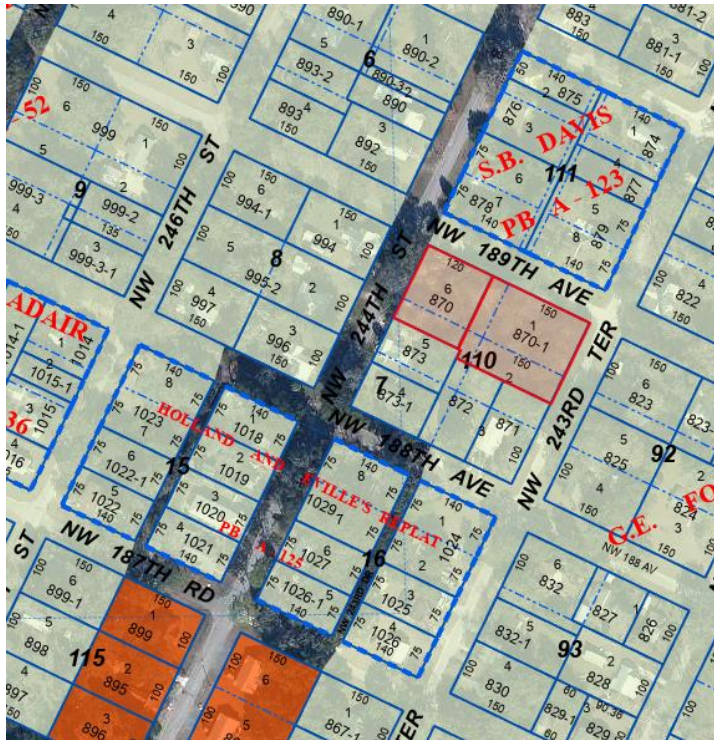
STAFF REPORT

SUBJECT: Z23-000043 – Special Exception – Duplex
APPLICANT: David Sutton
REQUEST: Request to place one duplex per parcel on 00870-001-000 and 00870-000-000

PROJECT LOCATION:

Tax Parcel: 00870-001-000 and 00870-000-000
Address: 18865 NW 244th Street, and TBD 189th Ave (vacant)
Property Owner: Collins Place High Springs LLC
Acreage: +/- 0.99 acres
Current Zoning: R2
Current Future Land Use: Residential Mixed

FIGURE 1: LOCATION/ADJACENT ZONING



(Light green – R2, Orange – C2, Red – subject parcels)

Adjacent Zoning	
North	R2
South	R2
East	R2
West	R2

BACKGROUND:

The project is located off of NW 244th Street and NW 189th Avenue and is comprised of two parcels. The applicant proposes one duplex to be placed per parcel. Duplexes within R2 zoning are Special Exceptions. The parcels are also within the historic district.

Originally, the subject area was one parcel. The applicant applied for a replat (one parcel into three), and upon receiving comments cancelled their replat and applied for a simple lot split (one parcel into two). During the process, the lots were clear cut without a tree permit.

Per our code for Special Exceptions:

“Sec. 2.02.03. - Special Exceptions.

Special exception uses are not allowed as a matter of right in a zoning district, but are allowed only upon a determination by the plan board that such use is in accordance with the standards specifically prescribed by Part 7.09.00 and otherwise set forth in this Code.”

Within Section 7.09.00 there is no section for additional Duplex standards at this time.

For review we use Section 11.08.03 which is the general standards for approval for a Special Exception:

“Sec. 11.08.03. - General standards for approval.

If the procedural requirements above have been met and the plan board is empowered to hear the application for special exception, the plan board shall conduct a public hearing and review the application for special exception as submitted. Prior to granting a special exception approval, the plan board shall ensure that:

- (a) There is:*
 - (1) ingress and egress to the development and proposed structures, with particular reference to automotive and pedestrian safety;*
 - (2) separation of automotive, bicycle, traffic and control;*
 - (3) provision of services and servicing of utilities and refuse collection; and*
 - (4) accesses for fire, catastrophe and emergency services. Access management standards on state and county roads shall be based on the latest access management standards of the Florida Department of Transportation "FDOT", or Alachua County, respectively.*
- (b) The location and relationship of off-street parking, and off-street loading facilities to driveways and internal traffic patterns within the proposed development does not impose a traffic or safety hazard, with particular reference to automotive, bicycle, and pedestrian traffic; does not unnecessarily impede traffic flow and control, access in case of fire or catastrophe; or if screening and landscaping are adequate or excessive.*
- (c) If necessary, a completed traffic impact report describing how this project will impact the adjacent streets and intersections. A detailed traffic report may be required to determine the project impact on the level of services of adjacent streets and intersections. Transportation system management techniques may be required, where necessary, to offset the traffic impacts.*
- (d) The drainage on the property is adequate with particular reference to the effects of provisions for drainage on adjacent and nearby properties, or the requirements of on-site retention systems. The commission may grant approval as required by the Suwannee River Water Management District (SRWMD).*
- (e) Any signs, or proposed exterior lighting does not create an unnecessary glare, or constitute a traffic safety hazard, and are compatibility and harmonious with adjacent properties.*
- (f) The orientation and location of buildings, recreational facilities and open space in relation to the physical characteristics of the site is adequate, and the character of the neighborhood and the appearance and harmony of the building, with adjacent development and surrounding landscape are not materially adversely affected.*

- (g) *The intended use is compatibility with the existing natural environment of the site, historical and archaeological sites, and with properties in the neighborhood as outlined in the city's Comprehensive Plan.*
- (h) *There are no substantial detrimental effects to the proposed use. In considering this the commission should evaluate the impact of the concentration of similar or the same uses and/or structures, on property values in the neighborhood.*
- (i) *There are no substantial detrimental effects to the proposed use. In considering this the commission should evaluate the impact of the concentration of similar or the same uses and/or structures, on living or working conditions in the neighborhood.*
- (j) *The setbacks, screens, buffers and general amenities to preserve internal and external harmony and compatibility with uses, inside and outside the proposed development are sufficient and adequate to control adverse effects of noise, lights, dust, fumes and other nuisances.*
- (k) *The land area is sufficient, appropriate, and adequate for the use and reasonable anticipated operations and expansion thereof.*
- (l) *The general amenities, included as part of the development complement the character of the surrounding area.*
- (m) *There is landscaping, as required in article VII of the LDC, and a preservation of natural man-made features of the site including trees, wetlands, and other vegetation.*
- (n) *The development is sensitivity to on-site and/or adjacent (within 200 feet) historical or archaeological resources related to scale, mass, building materials, and other impacts.*
- (o) *The development meets adopted levels of services, and meets the requirements for a Certificate of Concurrency by complying with the adopted levels of services for:*
 - a. *Water.*
 - b. *Sewer.*
 - c. *Parks and recreation.*
 - d. *Drainage.*
 - e. *Traffic.*
 - f. *Schools."*

The subject property is within the Historic District, so if the Special Exception is approved for the use, a Certificate of Appropriateness is also required to be obtained for the architecture/colors/etc. Within the Historic Board agenda for this month is the COA application for this project. If this Special Exception is approved, that item will move forward. If the Special Exception is denied, the COA should be denied on the grounds that it is not an approved use for the site.

ANALYSIS:

Of the listed review criteria above, staff finds the following items potentially applicable to this project:

1. *If necessary, a completed traffic impact report describing how this project will impact the adjacent streets and intersections. A detailed traffic report may be required to determine the project impact on the level of services of adjacent streets and intersections. Transportation system management techniques may be required, where necessary, to offset the traffic impacts.*

The portion of NW 189th Avenue along the northern side of the subject parcels is unpaved. Per LDC Section 6.01.02.01.02 – “*Subdivision: General Requirements: For Type 1, Type 2, and Type 3 (less than 15 acres) subdivision lots fronting on an existing unpaved public street, the developer shall be required to install street improvements. Any required improvements will comply with the requirements of article VII of the LDC.*” Since the applicant subdivided the parcel, the road needs to come into compliance and become a paved street to standard.

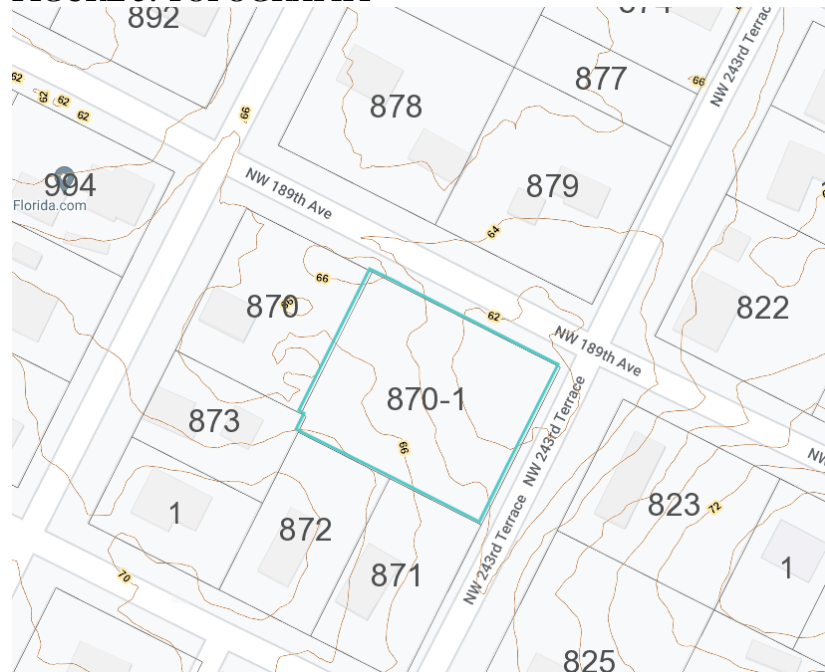
FIGURE 2: EXISTING ROAD CONDITION (SUBJECT PROPERTY ON RIGHT)



2. *The drainage on the property is adequate with particular reference to the effects of provisions for drainage on adjacent and nearby properties, or the requirements of on-site retention systems. The commission may grant approval as required by the Suwannee River Water Management District (SRWMD).*

During this submittal process, a neighboring citizen reached out to staff and stated that the north-eastern portion of parcel 00870-001-000 is a sinkhole and that she had concerns with this development. She spoke of issues of water pooling at the depression during storms and effecting the unpaved road. While City staff can see the elevation of the area does slope slightly down, we do not have the expertise to confirm whether it is simply a small change in elevation or a sinkhole. We would therefore recommend that if the Special Exception is approved to include the condition that the applicant have a geotechnical engineer confirm whether the depression is a sinkhole. If it is a sinkhole, the applicant would be required to follow the Land Development Code regarding development near sinkholes.

FIGURE 3: TOPOGRAPHY



3. *The intended use is compatibility with the existing natural environment of the site, historical and archaeological sites, and with properties in the neighborhood as outlined in the city's Comprehensive Plan.*

The Plan Board will need to decide whether the intended use is compatible with the area.

FIGURE 4: ADJACENT CURRENT USES



Red – Subject parcels

Green – Single-family Residential

Light Green – Vacant Residential

Orange – Duplex

Blue – Multi-family (3 duplexes, which is 6 units)

All directly adjacent blocks are single-family residential, with no duplexes. Two blocks west is an existing duplex built in 1978. Two blocks south is a multi-family parcel zoned C2 (Commercial) that contains 3 duplexes.

4. *There are no substantial detrimental effects to the proposed use. In considering this the commission should evaluate the impact of the concentration of similar or the same uses and/or structures, on property values in the neighborhood.*
And;
5. *There are no substantial detrimental effects to the proposed use. In considering this the commission should evaluate the impact of the concentration of similar or the same uses and/or structures, on living or working conditions in the neighborhood.*

The Plan Board will need to determine whether there is substantial impact to the single-family residential neighborhood with the addition of the duplexes on the property values in the neighborhood, or on the living/working conditions in the neighborhood. During review Plan Board should keep in mind the residential nature of this area, and the potential for historic structures in disrepair to be replaced with duplexes as was the case for this project.

The original structure on this site was a historic home (see below).

FIGURE 5: ORIGINAL STRUCTURE (REMOVED – Photo from 2021)



6. *The setbacks, screens, buffers and general amenities to preserve internal and external harmony and compatibility with uses, inside and outside the proposed development are sufficient and adequate to control adverse effects of noise, lights, dust, fumes and other nuisances.*
And;
7. *There is landscaping, as required in article VII of the LDC, and a preservation of natural man-made features of the site including trees, wetlands, and other vegetation.*

The two parcels were clear cut without permits. It is therefore recommended that if Plan Board is to approve the Special Exception, that they include a condition for landscaping.

FIGURE 6: PARCELS BEFORE CLEAR CUTTING



FIGURE 7: PARCELS AFTER CLEAR CUTTING



8. *The development is sensitivity to on-site and/or adjacent (within 200 feet) historical or archaeological resources related to scale, mass, building materials, and other impacts.*

The structure as proposed is significantly more modern in architecture than the existing historic homes within 200 feet. Staff would recommend that if Plan Board approves the Special Exception that they include conditions relating to making the structure more of a fit for the district.

FIGURE 8: EXAMPLES OF HISTORIC STRUCTURES WITHIN 200 FEET





STAFF RECOMMENDATION:

Staff would recommend one of the following:

- Denial of the application based on the criteria above; or
- Approval with conditions:
 - o The unpaved dirt road (NW 189th Ave) will be brought up to code
 - o The depression on the east side of parcel 00870-001-000 will be investigated by a geotechnical engineer to determine whether it is a sinkhole.
 - o Landscaping added
 - o Changes to the architecture to better match the district