

23718 W US HWY 27  
High Springs, Florida 32643



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**HIGH SPRINGS PLAN BOARD  
COMMISSION CHAMBER  
AGENDA**

**March 18, 2024**

**6:30 P.M.**

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<b>CALL BOARD TO ORDER:</b>	<b>VICE CHAIR – BRAD RIDDLE</b>
<b>PLEDGE OF ALLEGIANCE:</b>	<b>VICE CHAIR – BRAD RIDDLE</b>
<b>ROLL CALL:</b>	<b>PLANNING TECHNICIAN – KRISTYN ADKINS</b>
<b>APPROVAL OF MINUTES:</b>	<b>DECEMBER 18, 2023 JANUARY 16, 2024</b>

**NEW BUSINESS:**

- 1. SWEAR IN NEW PLAN BOARD MEMBER: STEVE TAPANES**
- 2. ELECT A CHAIR**

**UNFINISHED 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  
December 18, 2023**

Meeting called to order by Chair Alderman at 6:36PM.  
Pledge of Allegiance: Chair Alderman

**ROLL CALL PLAN BOARD:**

Chair Donald Alderman – Present

Vice-Chair Bradley Riddle – Present

Member Tim Bolliger – Present

Member Rick Testa – Present Member

Mark Bertocci – Present

**STAFF PRESENT:**

Scott Walker, City Attorney  
Kristyn Adkins, Planning Technician  
Kevin Mangan, Public Information Officer

**Motion Member Riddle to approve the minutes with the minor correction of ‘angled columns’ to ‘flared columns’. Seconded by Member Bolliger. Motion passed 5-0.**

**NEW BUSINESS:**

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

The City Attorney went over Ex Parte communication with the board and swore in those who wished to speak. Chair Alderman stated he is a friend of David Sutton, but it does not affect his decision on the matter.

The City Attorney gave a brief overview of the code requirements outlined in the staff report for a special exception. Kristyn Adkins, Planning Technician, summarized the recommendations in the staff report and provided some background information on the site. She spoke regarding residential zonings and code changes within the last few years. She spoke regarding the clearcutting of the site.

Member Bolliger asked regarding the noticing requirements. Staff responded that Special Exceptions require a mailed notice, but no sign on site.

Chair Alderman asked the applicant, David Sutton, why the lot was cleared without a permit. Mr. Sutton stated that it had to do with the demolition of the structure that was on site, and that the contractors who did the demo got a little excited and removed all the trees. He stated he would be willing to add landscaping. Mr. Sutton gave some background information on the lot, as it has been in his family a long time.

Chair Alderman asked the applicant regarding the sinkhole. Mr. Sutton said just because something is a low area doesn't make it a sinkhole, and that he would be curious as to where the neighbors who reported it as a sinkhole are getting their information.

Chair Alderman asked whether the intent had always been duplexes, as he thought when the demolition of the historic structure came before the board that the intent was single-family homes. Mr. Sutton stated that was incorrect, and the intent had always been duplexes. He spoke of how they originally wanted to split the lot into 3 parts, but that was considered a subdivision and the reviewing engineer had substantial comments that made it financially unfeasible.

Member Testa spoke of the recent rains, and how several blocks drain into the depression area, and of the washed-out road. He spoke of the area being retention, and asked whether fill dirt would be brought in. Mr. Sutton stated that they would not be bringing in multiple tons of fill, and while there would be some changes to the elevations due to construction that they wanted that area as retention. Member Bolliger spoke of his concerns on the drainage, and of the roads. Chair Alderman asked regarding what happens when things drain onto private property. Mrs. Adkins responded that in naturally occurring drainage such as this depression, you cannot develop/alter it in such a way that it floods your neighbors. She spoke of drainage calculations that are usual for subdivisions.

Member Riddle asked regarding the phone call a neighboring citizen called in that spoke regarding the sinkhole. Mrs. Adkins responded that the neighbor had lived there a long time and stated it was a sinkhole, but she was not provided any sort of credentials or other competent substantial evidence that would indicate whether it is a sinkhole or just a depression. Member Bertocci asked if this was a standard subdivision would they be required to get geotechnical. Mrs. Adkins responded yes, and that while she's not an engineer that knows the technical side, geotechnical and drainage calculations are part of submittals.

Member Bolliger asked whether these would look like the duplexes off of 244<sup>th</sup>. Staff and applicant responded yes. Chair Alderman reminded him that the existing duplexes on 244<sup>th</sup> are in the commercial district. He spoke of the two recent duplexes who changed their architecture to have a classic 'old Florida' look.

Mr. Sutton spoke regarding some of the recommendations in the packet being financially unfeasible, specifically the ones that would change the floor plan. Member Bertocci asked if it was the same floor plan as the existing 244<sup>th</sup> and not a unique floor plan. Mr. Sutton answered yes. Member Bertocci spoke regarding the use of the term 'affordable housing' not being accurate, and that instead it is market rate housing.

Member Bertocci spoke regarding the landscape, and stated there wasn't much in the packet to indicate what is going to be done. Mr. Sutton stated he was happy to come back with more

information on the landscaping. He stated they would do more landscaping than what is at the other duplexes on 244<sup>th</sup>.

Chair Alderman asked regarding the process and when they would see landscaping details. Mrs. Adkins stated it was during this process, and they could assign conditions during the Special Exception or the COA that was before them tonight. Mrs. Adkins stated that conditions should be specific to the sections of code they are addressing.

Member Bertocci asked what staff was recommending. Mrs. Adkins stated that if there are no changes to the application they recommend denial, and that if conditions are applied to fix some of the noted issues that they would recommend approval with conditions.

Member Bolliger spoke regarding how if this was approved that people might start tearing down all their old homes to build a duplex. He spoke of duplexes within the R2 zoning, and gave an example of how Gainesville had tried to allow for multi-family in any district. He spoke of his concerns for the existing homeowners, and that while there is a need for duplexes and he appreciates the applicant trying to do them, but that they belong in certain areas. He spoke of concerns for the amount of duplexes that could come in if this one is approved.

Member Riddle asked staff regarding the two homes that are more modern looking off of 188<sup>th</sup> Avenue. Mrs. Adkins stated she would have to research into it, as there could be several factors as to why they were placed – such as they weren't in the district, built before the district was in code, or during the time period where COAs were not done. Chair Alderman asked whether a demolition of the more modern structures would require a COA. Mrs. Adkins stated yes, if it is in the district it would require a COA. She explained that there is a spreadsheet that contains the addresses/parcel numbers of the historic district and that when a permit is applied for it gets flagged as requiring a COA. Member Bertocci asked if the demolition permit was approved for the historic structure that was previously on this site. Mrs. Adkins stated yes.

Member Testa agreed with Member Bolliger regarding duplexes 'opening a can of worms' and spoke regarding the duplexes on 244<sup>th</sup> not matching anything in the area except commercial. He spoke regarding the clear cutting of old growth/second growth, and how this site no longer had any trees, bushes, etc. He stated that the duplexes are not being aesthetically built to match anything in the area. Mr. Sutton spoke of some nearby new construction, of his history in the area, and how the City needs to start allowing things to happen. He stated he was willing to make some aesthetic changes to the building to give it a more 'old Florida' look and plant more trees.

Member Bolliger asked if the applicant was willing to change from a duplex to single family. He stated he can't answer that without consulting with his people. He spoke regarding the two new homes that do not match the district. Member Bolliger stated his biggest concern is the multi-family aspect in the single-family area.

Chair Alderman spoke of the issues with people making changes in the district and not getting caught. Mrs. Adkins explained regarding the history of the spreadsheet that contains historic properties, and the issues faced there. She explained regarding special exceptions, and code requirements. Member Bertocci spoke of the special exception noticing requirements, and regarding the zoning.

The Attorney spoke regarding the R2 district, special exceptions, and historic district standards.

Mrs. Adkins explained the process that occurred regarding the property: how it had originally been one parcel, that they had applied for a replat of the parcel into three but had cancelled upon receiving the comments they would have to address by the engineer, and then a simple lot split occurred into two parts.

Member Testa spoke regarding the responsibility of the plan board and the code they are to follow. He stated in the standards there were items that were identified problems such as the drainage and landscaping.

Citizen Lynn Dirk spoke of the economic aspects, and regarding why there is a historic district, bringing in tourism. Mrs. Adkins confirmed that having the district is an economic gain, as it allows us to apply for certain grants.

Citizen Mary Lynch read a letter from the neighbor across the street from the proposed project, Susan Pecheco. The letter spoke of the negative impacts on traffic, clear cutting the lot without permits, modern building architecture not fitting the area, and that she opposes the request.

Citizen Mary Lynch spoke of the history of the project site, of the trees that used to be there that she would care for, and the site visits she made with the applicant on site. She stated that Mike Collins had confirmed there was a sinkhole on site. She spoke of the demolition of the original structure, and that the applicant had told her "money trumps feelings" on the matter.

Citizen Diane Krauss spoke regarding the item on behalf of her daughter and son-in-law who live caddy corner to the project site. She stated they were concerned with the multi-family development as it would change the character of the neighborhood. They were also concerned regarding the drainage, and the property values of the area.

Applicant David Sutton asked about what Member Testa considered a problem with the drainage. Member Testa explained the issue with the area, the water cutting over the dirt roads, the amount of water and how quickly it disappeared underground, the potential for geological issues underground with caverns and limestone. Member David Sutton asked if he was allowed to fence off his property for safety reasons. Mrs. Adkins responded that the proper procedure is to apply for a certificate of appropriateness for a fence. Member Testa stated the applicant was changing the subject and that this isn't about safety issues, but about drainage issues which is part of the requirements for approval. Member Bertocci spoke of the impacts on neighboring properties and property values, and that two duplexes surrounded by single-family is of an incongruent nature. Mr. Sutton asked how far away the duplexes would need to be to not affect the values. Member Bertocci explained how the duplexes in the commercial district/near the highway were different than this proposed project. Chair Alderman explained commercial property versus residential, and how realtors look at areas.

Member Bolliger spoke regarding the drainage, that the City has drainage issues as a whole, and that his concern is more with the single-family versus multi-family. Mr. Sutton asked if he would have to come to the board if he was doing single-family. Member Bolliger explained that they wouldn't need a special exception, but they would still have to go before the historic board for the architecture/colors.

The board discussed the boundaries of district, and how items fall through the cracks. The attorney spoke of the code requirements for special exceptions.

Mr. Sutton spoke regarding safety concerns with the sinkhole, and the board discussed fencing, sinkholes, and no trespassing signs. Mr. Sutton said he would like to reevaluate the path forward.

Mrs. Adkins spoke of the modern house they had referenced earlier in the meeting. She stated the permit was pulled in 2020 shortly after she started, and it would have been before the list for the COAs was created.

Mr. Sutton said staff was wonderful to work with, but did note that the planning council was difficult to get things moving forward and that's why things were delayed.

The attorney recommended Mr. Sutton explore the option having an expert from the area look into the geotechnical, planning, and engineering side.

Chair Alderman and Mr. Sutton discussed potential dates to table the item to.

Mr. Sutton spoke of how he hates the fact that three parcels is considered a subdivision, as he would have liked to place 3 single-family homes. Mrs. Adkins explained why it was considered a subdivision.

**Motion Member Bolliger to table it to the March 18, 2024 meeting.**

Member Riddle asked if Mr. Sutton would consider anything besides duplexes. Mr. Sutton stated yes. Member Riddle asked if Mr. Sutton thinks he needs to do a geological study of the depression. Mr. Sutton stated he doesn't think he needs to, but was doing that to satisfy the board.

**Seconded by Member Riddle.**

Member Bertocci asked for clarification on the motion. Mrs. Adkins explained that the item would be tabled to March, and if the applicant wanted to change any of the proposed details they would need to provide that information. If the applicant were to switch to single-family, a Special Exception would no longer be needed, but the item would still need to be dealt with at the March meeting.

**Motion passed 5-0.**

Mrs. Adkins explained that when they get to the Certificate of Appropriateness for this project in the Historic Board meeting that the board will need to table the item, as it related to the item they just tabled.

**Motion Member Bolliger to adjourn. Seconded by Member Bertocci. Motion passed 5-0. Meeting adjourned at 8:30PM.**

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**HIGH SPRINGS  
PLAN BOARD  
MEETING MINUTES  
January 16, 2023**

Meeting called to order by Chair Alderman at 6:35PM.  
Pledge of Allegiance: Chair Alderman

**ROLL CALL PLAN BOARD:**

Chair Donald Alderman – Present

Vice-Chair Bradley Riddle – Present

Member Tim Bolliger – Present

Member Rick Testa – Present

Member Mark Bertocci – Absent

**STAFF PRESENT:**

Ashley Stathatos, City Manager  
Scott Walker, City Attorney  
Kristyn Adkins, Planning Technician  
Kevin Mangan, Public Information Officer

**NEW BUSINESS:**

**1. SIP23-000005 – BRIDLEWOOD FINAL PLAT & CONSTRUCTION DOCUMENTS  
PHASE 1A**

Ashley Stathatos presented the item. She stated the item complies with our code. She spoke of future phases where they would loop the water system.

The applicant's engineer, Chris Potts, with JBPro said he was available to answer questions the board has.

Member Bolliger asked Thomas Henry, Public Works Director, if our system is able to handle 106 more homes with the capacity we have now. Mr. Henry stated yes. Member Bolliger asked if they were tying into the 6in water main, and asked where the next one is to loop it in. Mr. Henry spoke of the line running 174<sup>th</sup> Avenue, and the line on State Road 45. Member Bolliger spoke of his concerns on if there were a fire out there, and if the 6 inch was down,

that there would be no water out there. Mr. Henry spoke of the flow calculations run. Chair Alderman asked if there would be a hydrant at the entrance of the subdivision. Mr. Henry responded yes. Mr. Henry spoke of wanting to avoid dead loops.

Member Testa asked regarding the traffic report, and regarding pages C11-00 through C13.3. Mr. Potts stated those sheets are for the connection to 45, and it's done with FDOT. Mr. Potts stated FDOT has agreed to the traffic analysis, and the proposed improvements. He stated they are finishing up that approval process with FDOT. Mr. Potts explained the phased improvements and traffic counts. Member Testa asked if all of the information was gathered on January 11, 2023, which is the date referenced in the document. Mr. Potts explained how the traffic counts are conducted.

Member Riddle asked the attorney what he needs to do regarding speaking to a citizen, Janet Evans, on October 26, 2022, regarding the Bridlewood project. The attorney said as long as he states what was said and whether or not it affects his ability to approve/disapprove it. Member Riddle stated she had just wanted information.

Member Riddle asked regarding the traffic counts, and how the daily trips is estimated at 11,716 with 842 AM peak and 1,217 trips in PM. Member Riddle wants to know how the 11,000 number is calculated. Mr. Potts explained that there's different parameters for AM peak/PM peak and average day. He explained that the peak times are people going to work/coming home from work, which is the times DOT looks at for traffic. Mr. Potts stated that the engineer took the 'worst case scenario' for the project in that all the traffic would exit onto State Road 45. The traffic analysis didn't account for other connections modeled for distribution, which is what DOT requested in case the other connections were closed off or did not happen. He stated the traffic study is redone as they continue to build out.

Member Riddle spoke regarding the lift station, and how he had done tours of the City facilities. He asked if there was a possibility that in addition to the float balls that they could put in an ultrasonic meter in there as a backup redundant system. Mr. Potts stated yes, there is a chance they could look at it, and there would also be the SCADA system too. Member Riddle asked regarding SCADA. Mr. Potts explained that since it is not something currently set up and used by the City, it is challenging to set it up now, because there are multiple systems that the City could potentially order. Member Riddle asked Thomas Henry about the DSF system. Member Riddle asked regarding the MAG meter on the discharge side and if it would be read eventually through DFS. Mr. Potts stated eventually it would be, depending on how the City wanted to operate it, but right now it would be a traditional 'come out and read it' meter. He stated the City requested the meter. Member Riddle asked who would pay for the DFS system. Mr. Potts stated it depends on when it comes online. Member Riddle asked regarding the pad for the generator. Mr. Potts stated that was to be coordinated with City staff, as there are multiple options for the generator. Member Riddle asked if the generator was a cost to the City. Mr. Potts stated no. Member Riddle asked regarding the control cabinet. Mr. Potts stated the process for that is a shop drawing that will be sent to the City for



review. Member Riddle spoke regarding a 0 to 100 psi Rosemont transmitter as an option. Member Riddle asked regarding lines for reuse. Mr. Potts stated yes, they are doing reuse for irrigation purposes. Member Riddle asked Thomas whether the reuse would be on the system. He stated yes.

Chair Alderman asked whether anyone in Bridlewood would be able to pull a permit for a well. Mr. Potts and Ms. Stathatos stated they cannot.

Member Bolliger asked whether they would offer gas to the subdivision. Mr. Potts stated they are working on a plan with GRU to bring gas to the subdivision, but they don't have a time frame.

Member Bolliger asked how many lift stations there are in this plan. Mr. Potts stated there is one in this phase. Member Bolliger asked how many for the whole subdivision. Mr. Potts stated it would be potentially four or five for the whole community. Member Bolliger asked if this lift station is adequate to handle future phases. Mr. Potts stated yes, this lift station is designed to handle four or five phases of the development. Member Bolliger spoke his concerns on the stormwater basins, and how he is seeing more and more that the ponds can't keep up with the rain. Mr. Potts stated they now have their Suwannee River Water Management District Permit, and that there will not be any damage to the existing Tillman Acres houses. He stated these ponds are designed to handle 18 inches of rain.

Member Bolliger asked regarding the lift station and whether the pumps were alternating. Mr. Potts stated yes. Member Bolliger spoke of his concerns with the generator. Ms. Stathatos spoke of GRU wanting to be in new subdivisions. Chair Alderman spoke of options for GRU to serve existing homes.

Member Riddle stated that Mr. Potts did a good job answering his questions. Member Riddle mentioned that they never did find any Indian burial grounds, which was mentioned at a previous meeting. Mr. Potts stated no, they did not, and Suwannee River Water Management District did their inspection as well and did not find any environmental concerns.

Member Testa spoke of his experience of being new on the board, the process of this project, native landscaping, and of the environmental work. He asked the attorney regarding the vote, as he has been opposed to this project from the beginning due to the size of the development. He spoke of the people he's talked to the last three years regarding the project, and asked regarding recusing himself. The attorney explained conflict of interest, zoning rights, density, and the code regarding plats. Ms. Stathatos stated that you needed a reason related to code in order to deny an item. Member Testa spoke of his concerns on voting, and his bias against the project. The attorney stated if the level of bias is such that he cannot apply the principles to his vote, then that would be an appropriate reason to recuse himself. Mrs. Adkins asked for clarification on whether there was a form to recuse. The attorney stated he would double check.

Member Riddle spoke of the original plat on the land, Tamiami Gardens, and about the small lots.

Member Bolliger asked regarding an old ROW between Lot 43 and 44 on Tillman Acres, and whether anything is planned. Mr. Potts explained it is private property and not a platted roadway, and that it would remain as the 50 ft strip. He stated there would be no maintenance vehicles coming in there, as all of the maintenance would be on the other side. Member Bolliger asked about the option to deed it to the neighbors. Member Bolliger asked if the City is taking ownership of anything in the community. Ms. Stathatos answered that the only thing the City will have ownership over is the water and sewer system. She stated the roads and stormwater is all going to be private. Chair Alderman asked if it would be a gated community. Mr. Potts stated no, it would be open. Chair Alderman asked if all the parks would be open to everyone. Ms. Stathatos said she didn't want to say all the parks are open, as there might be some that are public and some that are restricted. She gave the example of an amenity center. Member Bolliger spoke about growth, and that you can't stop it, but you can control it. He spoke of wanting gas in the community, and the importance of looping the water system.

Citizen Diane DiRocco spoke regarding her concerns on the small strip of land that Member Bolliger brought up. She lives next to it and has significant drainage issues. She gave the history on the house/how it was approved that way by the City. She stated she has maintained the grass for 15 years and pays for someone to mow it. Ms. Stathatos directed her to make an appointment with her office to discuss. Mr. Potts stated the landowner was interested in giving that piece of property over, and was willing to attend a meeting to discuss.

**Motion Member Bolliger to approve. Seconded by Member Riddle. Motion passed 3-0, with Member Testa abstaining for ex parte communication bias.**

Chair Alderman spoke regarding the plan board when he first joined. He stated he has some things he needs to deal with, and that he is stepping down as Chair, and from the board. The board discussed the process for appointing a new chair.

**Motion Member Bolliger to adjourn. Seconded by Member Riddle. Motion passed 4-0. Meeting adjourned at 7:32PM.**

**UNFINISHED BUSINESS**

Z23-000043 - SPECIAL EXCEPTION  
DUPLEXES (DAVID SUTTON)



## PLANNING DEPARTMENT

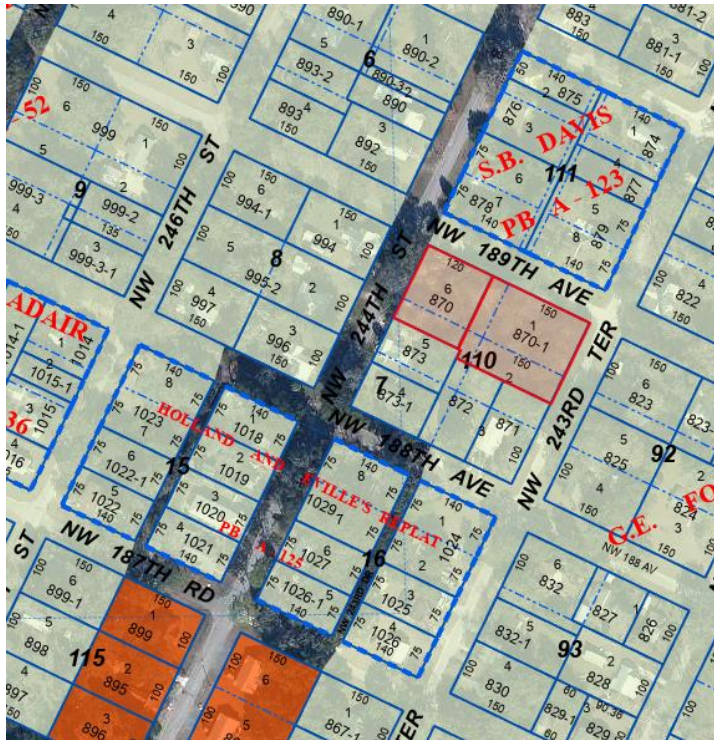
### STAFF REPORT

**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 244<sup>th</sup> Street, and TBD 189<sup>th</sup> 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 244<sup>th</sup> Street and NW 189<sup>th</sup> 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 189<sup>th</sup> 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.

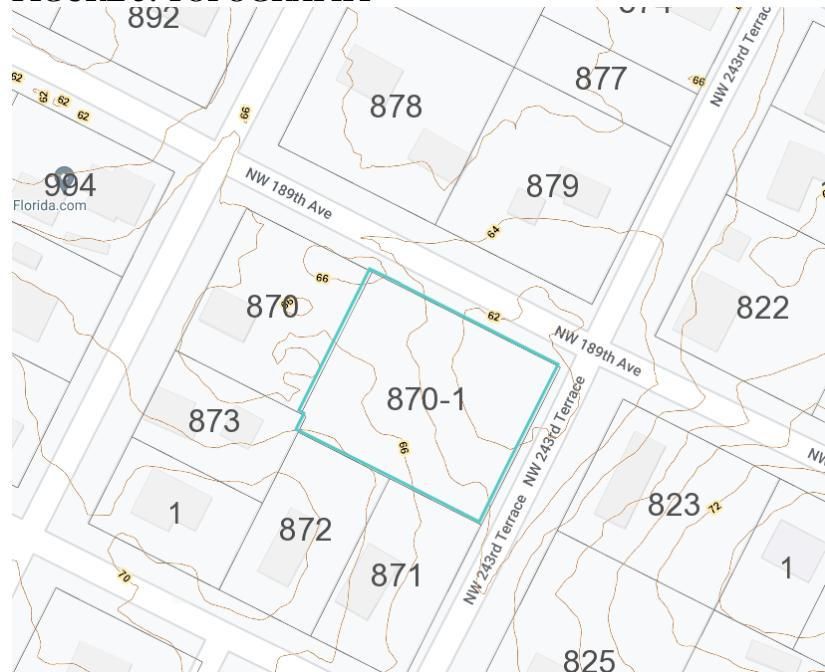
**FIGURE 2: EXISTING ROAD CONDITION (SUBJECT PROPERTY ON RIGHT)**



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 189<sup>th</sup> 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

23718 W US HWY 27  
High Springs, Florida 32643



Telephone: (386) 454-7322  
Facsimile: (386) 454-2126  
Web: [www.highsprings.gov](http://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.**

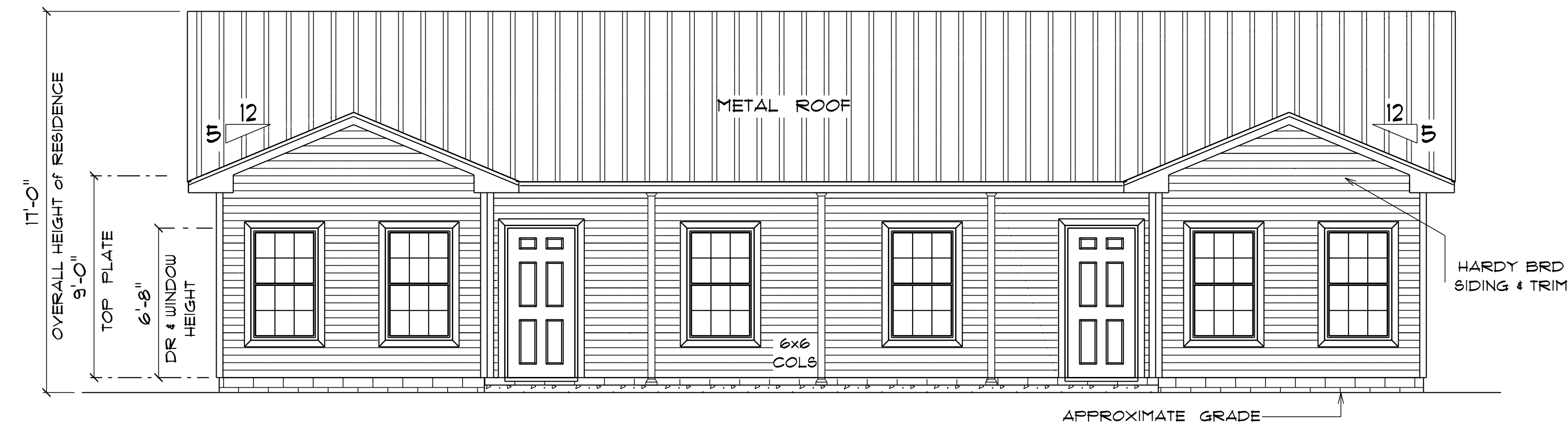
The development will not have an effect on other surrounding structures. As stated previously, building design and materials used are already on residences immediately surrounding the project site.

**(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.

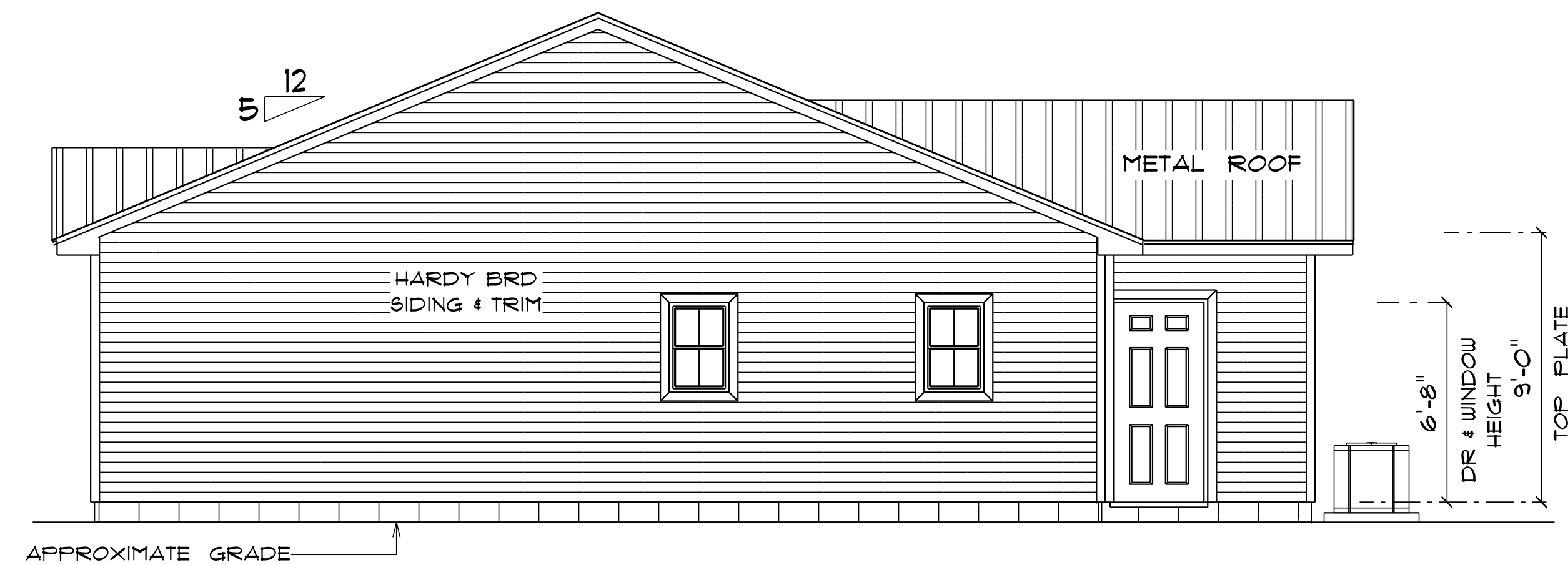




\* FRONT ELEVATION \*

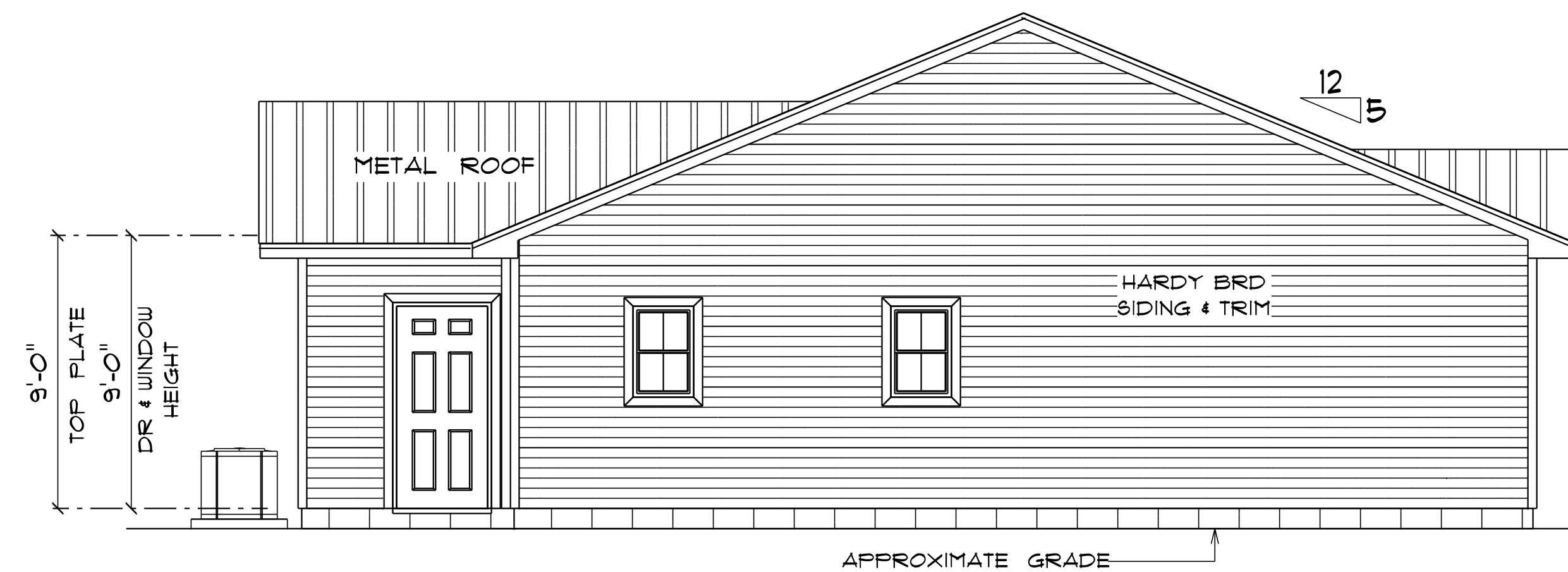
SCALE : 3/16" = 1'-0"

NOTE :  
18" OVERHANG ON EAVES  
5/12 PITCH



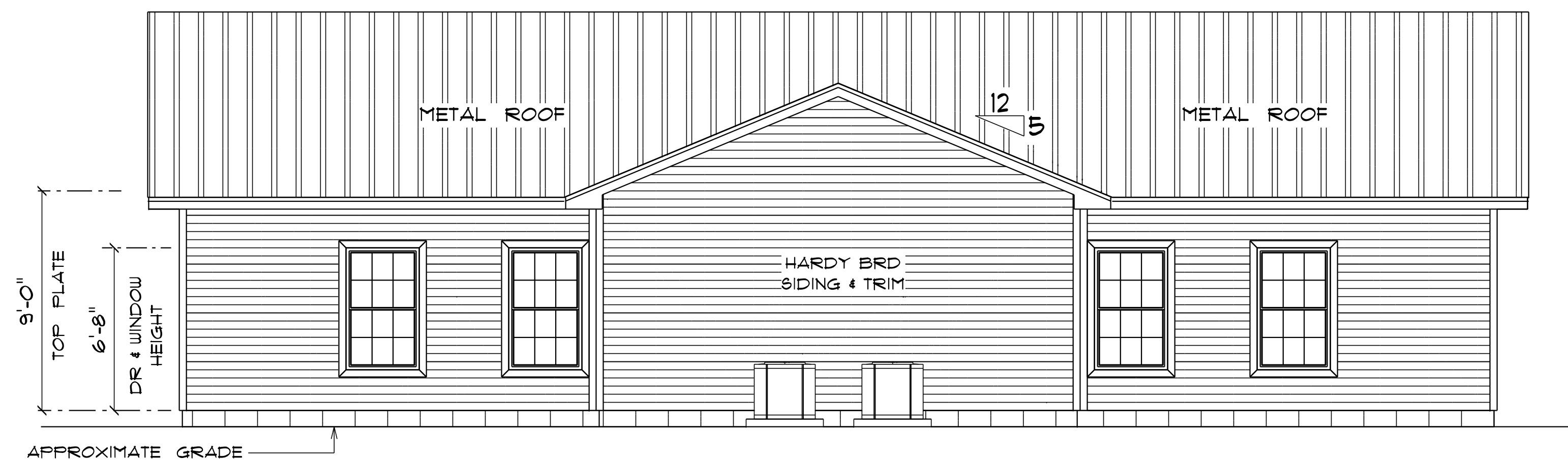
\* RIGHT SIDE ELEVATION \*

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 58 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

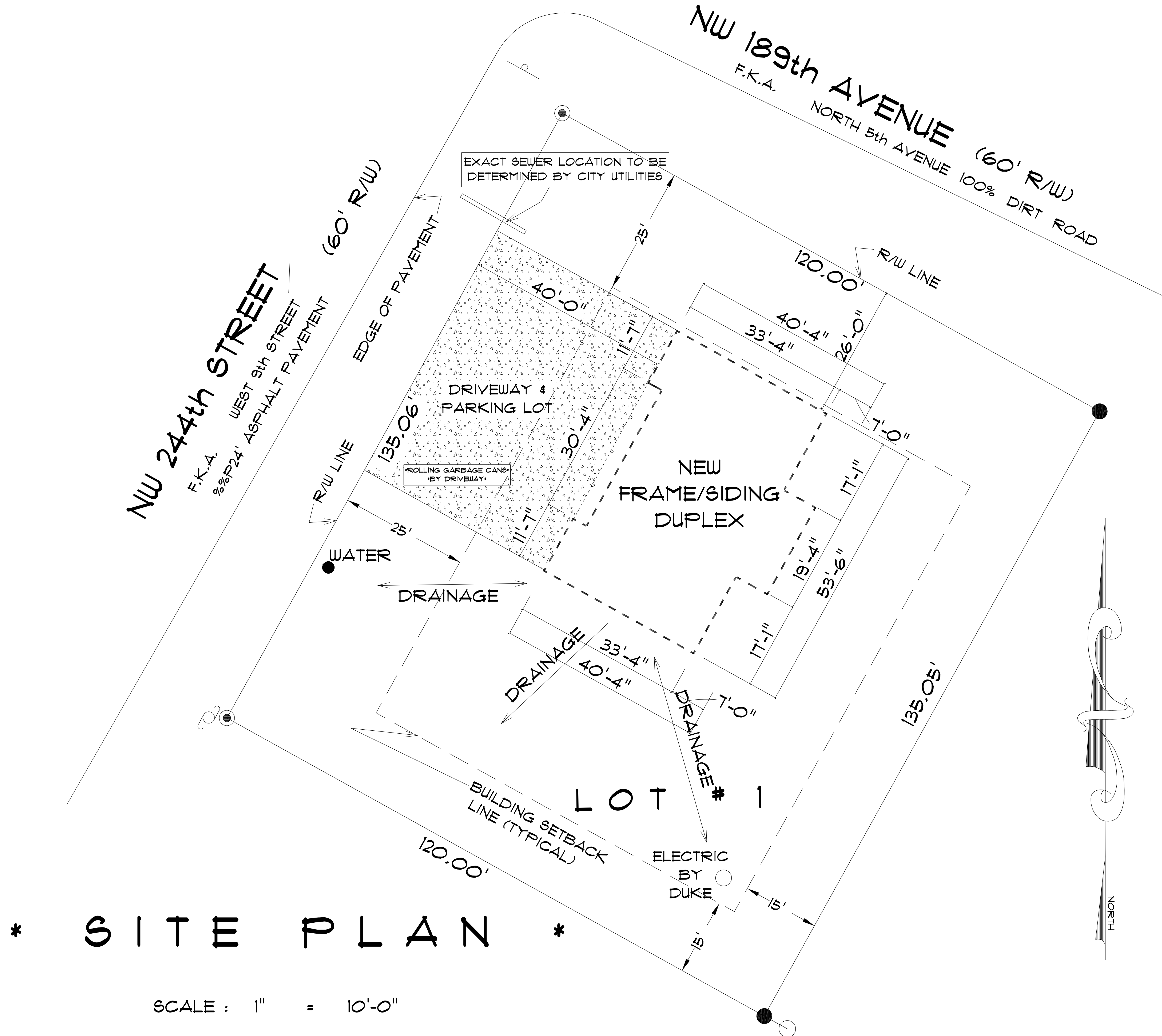
FINALS DATE:

JOB NUMBER:

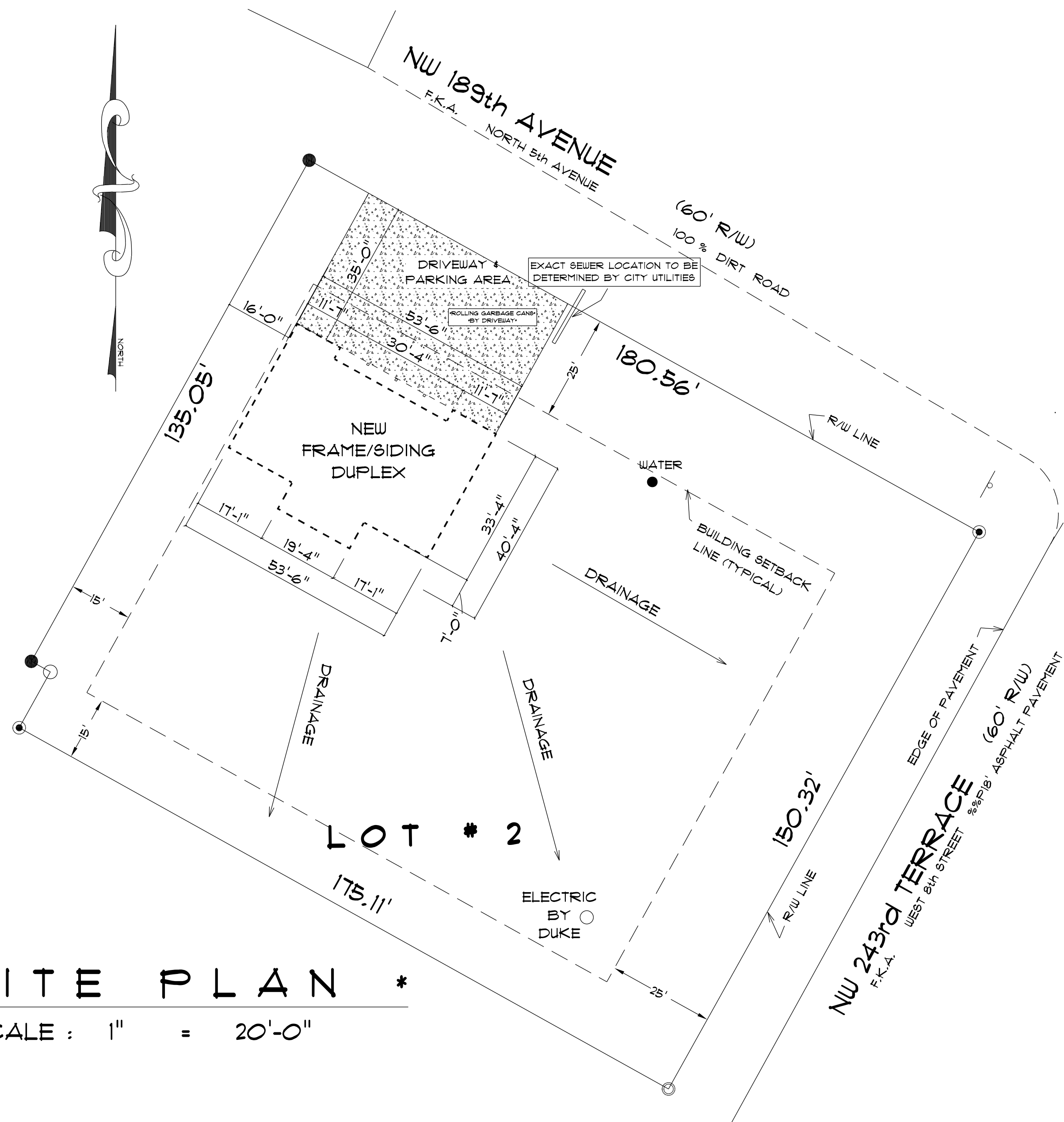
DRAWING NUMBER

A-4

OF 5 SHEETS



DUPLEX for COLLINS PLACE LOT #1	
WHITE SPRINGS FLORIDA	
Teresa M. Ruffo 2925 SW 6th St. 41 Lake City Florida, 32025 Cell: (386) 867-1181 Email: tseraurf@gmail.com	
PRINTED DATE: Tuesday, November 28, 2023	
DRAWN BY: Teresa M. Ruffo	CHECKED BY:
BUILDING CONTRACTOR CK CONSTRUCTION	
FINALS DATE:	
JOB NUMBER:	
DRAWING NUMBER A-1	
OF 1 SHEET	



\* SITE PLAN \*

SCALE : 1" = 20'-0"

DUPLEX for COLLINS PLACE LOT #1	
WHITE SPRINGS FLORIDA	
Teena M. Ruffo 2925 SW 5R 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	