

SPECIAL CALLED- BOARD OF ADJUSTMENT CITY OF LAKE CITY

May 18, 2021 at 5:45 PM

**Venue: CITY HALL 205 N MARION AVE, LAKE CITY. FL 32055 2ND FLOOR
COUNCIL CHAMBERS**

Due to the COVID-19 social distancing requirements, the City of Lake City will hold the May 18, 2021 SPECIAL CALLED- Board of Adjustment Meeting via telephonic and video conferencing communications media technology.

To participate: The SPECIAL CALLED- Board of Adjustment Meeting instructions are located at the end of this agenda.

AGENDA

INVOCATION

ROLL CALL

MINUTES

- [i.](#) MINUTES 04/06/2021

NEW BUSINESS

- [ii.](#) Petition SE 21-09 submitted by David Young, agent for City of Lake City-owner, to request a special exception for allowance of governmental use of a building in a central building district as described in section 4.14.5.3 of the Land Development Regulations on property described as Columbia County Parcel No. 11957-000 as lying within the City of Lake City, Florida, City Limits.
- [iii.](#) Petition SE 21-10 submitted by David Young, agent for City of Lake City-owner, to request a special exception for allowance of governmental use of a building in commercial building zoning district (CBD) as described in section 4.14.5.3 of the Land Development Regulations on property described as Columbia County parcel No. 11983-000 as lying within the City of Lake City, Florida, City Limits.
- [iv.](#) Petition SE 21-11 submitted by David Young, agent for City of Lake City-owner, to request a special exception for allowance of governmental use of a building in commercial building zoning district (CBD) as described in section 4.14.5.3 of the Land Development Regulations on property described as

Columbia County Parcel No. 11987-000 as lying within the City of Lake City, Florida, City Limits.

OLD BUSINESS

WORKSHOP

ADJOURNMENT

Pursuant to 286.0105, Florida Statutes, the City hereby advises the public if a person decides to appeal any decision made by the City Council with respect to any matter considered at its meeting or hearings, he or she will need a record of the proceedings, and that, for such purpose, he or she may 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.

Pursuant to 286.26, Florida Statutes, persons needing special accommodations to participate in this meeting should contact the City Manager's Office at (386) 719-5768.

COMMUNICATIONS MEDIA TECHNOLOGY INSTRUCTIONS

Meeting Instructions: Due to the COVID-19 social distancing requirements, the City of Lake City will hold the meeting via in person with social distancing requirements and as an alternative: telephonic and video conferencing communications media technology.

Members of the public may **attend the meeting online** at:
<https://us02web.zoom.us/j/84067027714>

Telephonic by toll number (no cost to the city), audio only: at 1-346-248-7799

Webinar ID: 840 6702 7714#

Then it will ask for Participant id, just press #.

Telephonic by toll-free number (cost per minute, billed to the city, zero cost to the caller), audio only: 1-888-788-0099

Webinar ID: 840 6702 7714#

Then it will ask for Participant id, just press #.

The public may participate at the appropriate time via: (i) video conference by utilizing the software chat function or raise hand function to request to speak; or (2) telephonically by using dialing *9 to raise hand. The Chair will allow for sufficient time for all participants to be heard.

In the event of connection or web conferencing failure, please use this secondary conference call option for public hearings:

1-844-992-4726 (toll-free)

Enter access code 173 541 6832#

Then it will ask for attendee ID number, just press #

Those attendees wishing to share a document must email the item to submissions@lcfla.com no later than noon on the day of the meeting.



DEPARTMENT OF GROWTH MANAGEMENT
205 North Marion Avenue
Lake City, Florida 32055
Telephone: (386) 719-5750
growthmanagement@lcfla.com

MINUTES
BOARD OF ADJUSTMENT
Regular Session- April 6, 2021 5:45 pm

ROLL CALL

The roll was called as follows:

- | | |
|-------------------------|----------------------|
| Mr. Adel – present | Mr. Lydick – present |
| Mr. Baughn – present | Mr. Naylor – present |
| Ms. Douberly – present | |
| Ms. Georgalis - present | |

MINUTES: To approve the minutes of the March 2, 2021 Meeting.

Motion to approve: First -Mr. Baughn Second- Mr. Naylor. Passed unanimously.

NEW BUSINESS:

- A. Petition # SE 21-02, submitted by agent for Pastor Donavan Shaw- owner, to request a Special exception for allowance to build a church in Residential Zoning (RSF 3) as described in Section 4.5.5 of the Land Development Regulations on property described as Columbia County Parcel No. 11428-002 as lying within the City of Lake City, Florida, City Limits.

Sworn in by: Ms. Georgalis Petitioner name: Pastor Donavon Shaw

Address of record: 308 Callaway Drive Lake City, Florida 32024

Discussion: New Build on vacant lot.

Motion to close the public Hearing: Ms. Douberly made a motion to close the public hearings and seconded by Mr. Adel. Passed unanimously.

Motion to approve SE 21-02 by Mr. Baughn and seconded by Mr. Naylor. Passed unanimously.

- B. Petition # SE 21-05 submitted by Jeff Kirsch/Kirsplash LLC- owner, to request a Special exception for allowance of Light Manufacturing (firearms) in Commerical Intensive Zoning District (CI) as described in Section 4.13.13 of the Land Development Regulations on property described as Columbia County Parcel No. 02577-003 as lying within the City of Lake City, Florida, City Limits.

Sworn in by: David Young, CBO Petitioner name: Jeff Kirsch

Address of record: 2716 W US Hwy 90 Lake City, Florida 32025

Discussion: Petitioner requests to manufacture light firearms at said property above.

Motion to close the Public Hearing: Mr. Adel made a motion to close the public hearings and seconded by Mr. Lydick. Passed unanimously.

Motion to approve the special exception Petition # SE 21-05 by Mr. Lydick and seconded by Mr. Naylor. Passed unanimously.

- C. Petition # SE 21-01 submitted by Yong Feng Zheng/Capt Crab- owner, to request a Special exception for allowance of Alcohol sales in Commercial Intensive Zoning District (CI) as described in Section 4.13.5.2 of the Land Development Regulations on property described as Columbia County Parcel No. 02611-004 as lying within the City of Lake City, Florida, City Limits.

Sworn in by: Ms. Georgalis Petitioner name: Yong Feng Zheng, Owner

Address of record: 2329 W US HWY 90 Lake City, Florida 32025

Discussion: Board confirms the alcohol sales will be limited to beer and wine only.

Motion to close the Public Hearing: Ms, Douberly made a motion to close the public hearings and seconded by Mr. Naylor. Passed unanimously.

Motion to approve the special exception Petition # SE 21-01 by Ms. Douberly and seconded by Mr. Adel. Passed unanimously.

- D. Petition # SE 21-06 submitted by Denise Smith owner, to request a Special exception for allowance of a childcare center in Commercial General Zoning District (CG) as described in Section 4.12.5. of the Land Development Regulations on property described as Columbia County Parcel No. 026212-001 as lying within the City of Lake City, Florida, City Limits.

Sworn in by: Mr. David Young, CBO Petitioner name: Denise Smith

Address of record: 140 NW Ridgewood Ave, Lake City Florida

Discussion: Day care will be a 24-hour facility, governed by Department of Children and Families guidelines.

Motion to close the Public Hearing: Ms, Douberly made a motion to close the public hearings and seconded by Mr. Naylor. Passed unanimously.

Motion to approve the special exception Petition # SE 21-01 by Ms. Douberly and seconded by Mr. Adel. Passed unanimously.

- E. Petition # V 21-03 submitted by Denise Smith owner, to request a Variance for allowance of a relief of Asphaltic II parking Lot - in Commercial General Zoning District (CG) as described in Section 4.2.12.5. of the Land Development Regulations on property described as Columbia County Parcel No. 026212-001 as lying within the City of Lake City, Florida, City Limits.

Sworn in by: Previously sworn in by, Mr. David Young, CBO Petitioner name: Denise Smith

Address of record: 140 NW Ridgewood Ave, Lake City Florida

Discussion: Other lots of similar nature are asphaltic II parking lots.

Motion to close the Public Hearing: **Motion to close the Public Hearing:** Mr. Adel made a motion to close public hearing seconded by Mr. Naylor. Passed unanimously.

Motion to approve the special exception Petition # V-21-03 by Ms. Douberly and seconded by Mr. Adel. Passed unanimously.

- F. Petition # SE 21-07, submitted by agent for Quana Perry- owner, to request a Special exception for allowance to build a church in Commercial Zoning (CG)4.12.5.9 as described in Section 4.5.5 of the Land Development Regulations on property described as Columbia County Parcel No. 13781-000 as lying within the City of Lake City, Florida, City Limits.

Sworn in by: Ms. Georgalis **Petitioner name:** Mr. Perry, Spouse

Address of record: 365 N Marion Ave Ste. 104 Lake City, Florida

Discussion: No discussion

Motion to close the Public Hearing: Ms, Douberly made a motion to close the public hearings and seconded by Mr. Adel. Passed unanimously.

Motion to approve the special exception Petition # SE 21-07 by Ms. Lydick and seconded by Mr. Naylor. Passed unanimously.

- G. Petition # SE 21-08, submitted by agent for Allen Pippins- owner, to request a Special exception for allowance to of a standard designed manufactured home in Residential Zoning (RSF 3) as described in Section 4.5.5.13 of the Land Development Regulations on property described as Columbia County Parcel No. 00662-000 as lying within the City of Lake City, Florida, City Limits.

Sworn in by: Mr. David Young, CBO **Petitioner name:** Allen Pippins

Address of record: No address given

Discussion: Petitioner requests to place a single wide mobile home on property. There are similar mobiles in the immediate area(s).

Motion to close the Public Hearing: Ms, Douberly made a motion to close the public hearings and seconded by Mr. Adel. Passed unanimously.

Motion to approve the special exception Petition # SE 21-08 by Ms. Lydick and seconded by Ms.Douberly. Passed unanimously.

- H. Petition # V 21-04 submitted by agent for Allen Pippins- owner, to request a Variance for allowance of relief of Lot size regulations (6000 sq. ft) in Residential Zoning (RSF 3) as described in Section 4.5.6of the Land Development Regulations on property described as Columbia County Parcel No. 00662-000 as lying within the City of Lake City, Florida, City Limits

Sworn in by: Mr. David Young, CBO **Petitioner name:** Allen Pippins

Address of record: No address given

Discussion: Petitioner requests to place a single wide mobile home on property. There are similar mobiles in the immediate area(s).

Motion to close the Public Hearing: Ms, Douberly made a motion to close the public hearings and seconded by Mr. Adel. Passed unanimously.

Motion to approve the special exception Petition # SE 21-08 by Ms. Lydick and seconded by Ms.Douberly. Passed unanimously.

- I. V 21-05-petition submitted by City of Lake City-Dave Young, agent to request a variance of setbacks for a park renovation, in a commercial intensive zoning district (CI), as described in Section 4.13.7 of the Land Development Regulations on property described as Columbia County Parcel No. 11479-000 as lying within the City of Lake City, Florida, City Limits.

Sworn in by: Ms. Georgalis Petitioner name: David Young

Address of record: 205 N. Marion Avenue Lake City, Florida 32055

Discussion: Improvements made for public use at Sallie Mae Jerry Park.

Motion to close the Public Hearing: Motion to close the Public Hearing: No public hearing took place.

Motion to approve the special exception Petition # V-21-05 by Mr. Lydick and seconded by Mr. Naylor. Passed unanimously.

OLD BUSINESS: NONE

WORKSHOP QUESTIONS: NONE

ADJOURNMENT TIME: 6:10pm

Mavis Georgalis, Board Chairman

Date Approved

Tara M. Kriehauser
Secretary

Date Approved



GROWTH MANAGEMENT
 205 North Marion Ave
 Lake City, FL 32055
 Telephone: (386) 719-5750
 E-mail: growthmanagement@lcfla.com

FOR PLANNING USE ONLY	Item ii.
Application # SE 21-09	
Application Fee \$200.00	
Receipt No. _____	
Filing Date <u>3/5/21</u>	
Completeness Date _____	

SPECIAL EXCEPTION

A. PROJECT INFORMATION

1. Project Name: City Hall use
2. Address of Subject Property: 129 SW Hillsboro St
3. Parcel ID Number(s): 11987-000
4. Future Land Use Map Designation: Commercial
5. Zoning Designation: Central Business District
6. Acreage: .853 Ac
7. Existing Use of Property: vacant
8. Proposed use of Property: City Hall use
9. Section of the Land Development Regulations ("LDRs") for which a Special Exception is requested (Provide a Detailed Description): 4.14.5. 3 Public buildings and facilities

B. APPLICANT INFORMATION

1. Applicant Status Owner (title holder) Agent
2. Name of Applicant(s): David Young Title: Growth Management Director
3. Company name (if applicable): City of Lake City
 Mailing Address: 205 N Marion Ave City: Lake City State: Florida Zip: 32055
4. Telephone (386) 719-5750 Fax: () Email: youngd@lcfla.com
PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.
5. If the applicant is agent for the property owner*.
6. Property Owner Name (title holder): City of Lake City Mailing Address: _____
 Mailing Address: 205 N Marion Ave City: Lake City State: Florida Zip: 32055
 Telephone (386) 719-5750 Fax: () Email: youngd@lcfla.com
PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.
 *Must provide an executed Property Owner Affidavit Form authorizing the agent to act on behalf of the property owner.

C. ADDITIONAL INFORMATION

- 1. Is there any additional contract for the sale of, or options to purchase, the subject property?
If yes, list the names of all parties involved: City of Lake City shall purchase for city hall use

- If yes, is the contract/option contingent or absolute: Contingent Absolute
- 2. Has a previous application been made on all or part of the subject property? Yes No
- Future Land Use Map Amendment: Yes _____ No _____
- Future Land Use Map Amendment Application No. _____
- Rezoning Amendment: Yes _____ No _____
- Rezoning Amendment Application No. _____
- Site Specific Amendment to the Official Zoning Atlas (Rezoning): Yes _____ No _____
- Site Specific Amendment to the Official Zoning Atlas (Rezoning) Application No. _____
- Variance: Yes _____ No _____
- Variance Application No. _____
- Special Exception: Yes _____ No _____
- Special Exception Application No. _____

D. ATTACHMENT/SUBMITTAL REQUIREMENTS

- 1. Analysis of Section 11.3 of the Land Development Regulations (“LDRs”):
 - a. Whether the proposed use would be in conformance with the city's comprehensive plan and would have an adverse effect on the comprehensive plan.
 - b. Whether the proposed use is compatible with the established land use pattern.
 - c. Whether the proposed use would materially alter the population density pattern and thereby increase or overtax the load on public facilities such as schools, utilities, and streets.
 - d. Whether changed or changing conditions find the proposed use to be advantageous to the community and the neighborhood.
 - e. Whether the proposed use will adversely influence living conditions in the neighborhood.
 - f. Whether the proposed use will create or excessively increase traffic congestion or otherwise affect public safety.
 - g. Whether the proposed use will create a drainage problem.
 - h. Whether the proposed use will seriously reduce light and air to adjacent areas.
 - i. Whether the proposed use will adversely affect property values in the adjacent area.
 - j. Whether the proposed use will be a deterrent to the improvement or development of adjacent property in accord with existing regulations.
 - k. Whether the proposed use is out of scale with the needs of the neighborhood or the community

2. Vicinity Map – Indicating general location of the site, abutting streets, existing utilities, complete legal description of the property in question, and adjacent land use.

3. Site Plan – Including, but not limited to the following:
 - a. Name, location, owner, and designer of the proposed development.
 - b. Present zoning for subject site.
 - c. Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties and any screening or buffers on such properties.
 - d. Date, north arrow, and graphic scale not less than one inch equal to 50 feet.
 - e. Area and dimensions of site (Survey).
 - f. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
 - g. Access to utilities and points of utility hook-up.
 - h. Location and dimensions of all existing and proposed parking areas and loading areas.
 - i. Location, size, and design of proposed landscaped areas (including existing trees and required landscaped buffer areas).
 - j. Location and size of any lakes, ponds, canals, or other waters and waterways.
 - k. Structures and major features fully dimensioned including setbacks, distances between structures, floor area, width of driveways, parking spaces, property or lot lines, and percent of property covered by structures.
 - l. Location of trash receptacles.

4. Stormwater Management Plan—Including the following:
 - a. Existing contours at one foot intervals based on U.S. Coast and Geodetic Datum.
 - b. Proposed finished elevation of each building site and first floor level.
 - c. Existing and proposed stormwater management facilities with size and grades.
 - d. Proposed orderly disposal of surface water runoff.
 - e. Centerline elevations along adjacent streets.
 - f. Water management district surface water management permit.

5. Fire Department Access and Water Supply Plan: The Fire Department Access and Water Supply Plan must demonstrate compliance with Chapter 18 of the Florida Fire Prevention Code, be located on a separate signed and sealed plan sheet, and must be prepared by a professional fire engineer licensed in the State of Florida. The Fire Department Access and Water Supply Plan must contain fire flow calculations in accordance with the Guide for Determination of Required Fire Flow, latest edition, as published by the Insurance Service Office (“ISO”) and/or Chapter 18, Section 18.4 of the Florida Fire Prevention Code, whichever is greater.

6. Concurrency Impact Analysis: Concurrency Impact Analysis of impacts to public facilities. For commercial and industrial developments, an analysis of the impacts to Transportation, Potable Water, Sanitary Sewer, and Solid Waste impacts are required.

7. Comprehensive Plan Consistency Analysis: An analysis of the application's consistency with the Comprehensive Plan (analysis must identify specific Goals, Objectives, and Policies of the Comprehensive Plan and detail how the application complies with said Goals, Objectives, and Policies).
8. Legal Description with Tax Parcel Number (In Microsoft Word Format).
9. Proof of Ownership (i.e. deed).
10. Agent Authorization Form (signed and notarized).
11. Proof of Payment of Taxes (can be obtained online via the Columbia County Tax Collector's Office).
12. Fee. The application fee for a Special Exception Application is \$200.00. No application shall be accepted or processed until the required application fee has been paid.

NOTICE TO APPLICANT

All twelve (12) attachments are required for a complete application. Once an application is submitted and paid for, a completeness review will be done to ensure all the requirements for a complete application have been met. If there are any deficiencies, the applicant will be notified in writing. If an application is deemed to be incomplete, it may cause a delay in the scheduling of the application before the Board of Adjustment.

A total of ten (10) copies of proposed Special Exception Application and support material, and a PDF copy on a CD, are required at the time of submittal. See Columbia County submittal requirements for more detail.

Before any Special Exception shall be granted, the Board of Adjustment shall make a specific finding that it is empowered under Article 3 of the Land Development Regulations to grant the Special Exception described in the petition, and that the granting of the Special Exception will not adversely affect the public interest. Before any Special Exception shall be granted, the Board of Adjustment shall further make a determination that the specific rules governing the individual Special Exception, if any, have been met by the petitioner and that, further, satisfactory provision and arrangement has been made.

In granting any Special Exception to the provisions of Article 4 of the Land Development Regulations, the Board of Adjustment may prescribe appropriate conditions and safeguards in conformity with such regulations, including but not limited to, reasonable time limits within which the action for which the Special Exception requested shall be begun or completed, or both. Violation of such conditions and safeguards, when made a part of the terms under which the Special Exception is granted, shall be deemed a violation of the Land Development Regulations.

The Board of Adjustment requires that the applicant or representative be present at the public hearing to address and answer any questions the Board may have during the public hearing. The application may be continued to future dates if the applicant or representative is not present at the hearing.

The City of Lake City Land Development Regulations require that a sign must be posted on the property ten (10) days prior to the Board to Adjustment hearing date. Once a sign has been posted, it is the property owner’s responsibility to notify the Planning and Zoning Department if the sign has been moved, removed from the property, torn down, defaced or otherwise disturbed so the property can be reposted. If the property is not properly posted until all public hearings before the Board of Adjustment are completed, the Board reserves the right to continue such public hearing until such time as the property can be property posted for the required period of time.

There is a thirty (30) day appeal period after the date of the decision. No additional permitting will be issued until that thirty (30) day period has expired.

I (we) hereby certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and correct to the best of my (our) knowledge and belief.

APPLICANT ACKNOWLEDGES THAT THE APPLICANT OR REPRESENTATIVE MUST BE PESENT AT THE PUBLIC HEARING BEFORE THE BOARD OF ADJUSTMENT, OTHERWISE THE REQUEST MAYBE CONTINUED TO A FUTURE HEARING DATE.

Applicant/Agent Name (Type or Print)

Applicant/Agent Signature

Date

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by (name of person acknowledging).

(NOTARY SEAL or STAMP)

Signature of Notary

Printed Name of Notary

Personally Known _____ OR Produced Identification _____
Type of Identification Produced

LAKE CITY GROWTH MANAGEMENT STAFF ANALYSIS REPORT

Item ii.

Project Information	
Project Name and Case No.	SE 21-09 / City Use
Applicant	David Young- Agent
Owner	City of Lake City
Requested Action	Request for special exception for government use on Property.
Hearing Date	May 4, 2021
Staff Analysis/Determination	City has no issues.
Prepared By	Tara Krieghauser

Subject Property Information	
Size	0.699 AC
Location	N DIV: ALL BLOCK 62 EX RD R/W
Parcel Number	00-00-00-11957-000 (40545)
Future Land Use	Commercial
Current Zoning District	Commercial Business District
Flood Zone	Not in a flood zone

Land Use Table				
Direction	Future Land Use	Zoning	Existing Use	Comments
North	Commercial	CBD	Retail store	N/A
South	Commercial	CBD	Residential	N/A
East	Commercial	CBD	Bank/ Vacant	N/A
West	Commercial	CG	Warehouse Distribution	N/A

Summary of Request

The City of Lake City requests a special exception for government use of said property.

Staff Analysis.

The City has no issues.



DEPARTMENT OF GROWTH MANAGEMENT
205 North Marion Avenue
Lake City, Florida 32055
Telephone: (386) 719-5750
growthmanagement@lcfla.com

Item ii.

REVIEW REPORT TO PLANNING AND ZONING, BOARD OF ADJUSTMENT AND
HISTORICAL COMMITTEES' BY STAFF
FOR SITE PLAN REVIEW, SPECIAL EXCEPTIONS, VARIANCES, COMPREHENSIVE
PLAN AMENDMENTS/ ZONING AND CERTIFICATE OF APPROPRIATENESS

Date: April 13, 2021

Request Type: Site Plan Review (SPR) Special Exception (SE) Variances (V)

Comprehensive Plan Amendment/Zoning (CPA/Z) Certificate of Appropriateness (COA)

Project Number: SE-09, SE-10, SE-11

Project Name: City of Lake City

Project Address: See parcels below

Project Parcel Number: 11957-000, 11987-000, 11983-000

Owner Name: City of Lake City

Owner Address: 205 N. Marion Street Lake City, Fl. 32055

Owner Contact Information: telephone number 386-752-2031 e-mail lcfla.com

Owner Agent Name: David Young, CBO

Owner Agent Address: 205 N. Marion Street Lake City, Fl. 32055

Owner Agent Contact Information: telephone 386-719-5752 e-mail youngd@lcfla.com

The City of Lake City staff has reviewed the application and documents provided for the above request and have determined the following:

Use of parcel and/or buildings for government use (City of Lake City).

Growth Management – Building Department, Planning and Zoning, Code Enforcement, Permitting

Building Department: approved ___ disapproved ___ Reviewed by: _____

Comments: _____

Planning and Zoning: approve ___ disapprove ___ Reviewed by: _____

Comments: _____

Business License: approve ___ disapprove ___ Reviewed by: _____

Comments: _____

Code Enforcement: approve ___ disapprove ___ Reviewed by: _____

Comments: _____

Permitting: approve ___ disapprove ___ Reviewed by: _____

Comments: _____

Water Department: approved ____ disapproved ____ Reviewed by: _____

Comments: _____

Sewer Department: approved ____ disapproved ____ Reviewed by: _____

Comments: _____

Gas Department: approved ____ disapproved ____ Reviewed by: _____

Comments: _____

Water Distribution/Collection: approved ____ disapproved ____ Reviewed by: _____

Comments: _____

Customer Service: approved ____ disapproved ____ Reviewed by: _____

Comments: _____

Public Safety – Public Works, Fire Department, Police Department

Public Works: approved ____ disapproved ____ Reviewed by: _____

Comments: _____

Fire Department: approve ____ disapprove ____ Reviewed by: _____

Comments: _____

Police Department: approve ____ disapprove ____ Reviewed by: _____

Comments: _____

Please provide separate pages for comments that will not fit in provided spaces and please label the pages for your department and for the project.

LAKE CITY GROWTH MANAGEMENT STAFF ANALYSIS REPORT

Item iii.

Project Information	
Project Name and Case No.	SE 21-10 / City Use
Applicant	David Young- Agent
Owner	City of Lake City
Requested Action	Request for special exception for government use on Property.
Hearing Date	May 4, 2021
Staff Analysis/Determination	City has no issues.
Prepared By	Tara Krieghauser

Subject Property Information	
Size	1.012 AC
Location	173 HILLSBORO ST, LAKE CITY
Parcel Number	00-00-00-11983-000 (40567)
Future Land Use	Residential
Current Zoning District	CBD
Flood Zone	Not in a flood zone

Land Use Table				
Direction	Future Land Use	Zoning	Existing Use	Comments
North	Commercial business District	CBD	Church Office	N/A
South	Commercial business District	CBD	Library	N/A
East	Commercial business District	CBD	Office Bldg.	N/A
West	Commercial business District	CBD	Vacant	N/A

Summary of Request

The City of Lake City requests a special exception for government use of said property.

Staff Analysis.

The City has no issues.



GROWTH MANAGEMENT
 205 North Marion Ave
 Lake City, FL 32055
 Telephone: (386) 719-5750
 E-mail: growthmanagement@lcfla.com

FOR PLANNING USE ONLY	Item iii.
Application # _____	
Application Fee \$200.00	
Receipt No. _____	
Filing Date <u>3/5/21</u>	
Completeness Date _____	

SPECIAL EXCEPTION

A. PROJECT INFORMATION

1. Project Name: City Hall use
2. Address of Subject Property: 129 SW Hillsboro St
3. Parcel ID Number(s): 11987-000
4. Future Land Use Map Designation: Commercial
5. Zoning Designation: Central Business District
6. Acreage: 1.012 Ac
7. Existing Use of Property: Financial Institute/Bank
8. Proposed use of Property: City Hall use
9. Section of the Land Development Regulations ("LDRs") for which a Special Exception is requested (Provide a Detailed Description): 4.14.5. 3 Public buildings and facilities

B. APPLICANT INFORMATION

1. Applicant Status Owner (title holder) Agent
2. Name of Applicant(s): David Young Title: Growth Management Director
3. Company name (if applicable): City of Lake City
 Mailing Address: 205 N Marion Ave City: Lake City State: Florida Zip: 32055
4. Telephone (386) 719-5750 Fax: () Email: youngd@lcfla.com
PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.
5. If the applicant is agent for the property owner*.
6. Property Owner Name (title holder): City of Lake City Mailing Address: _____
 Mailing Address: 205 N Marion Ave City: Lake City State: Florida Zip: 32055
 Telephone (386) 719-5750 Fax: () Email: youngd@lcfla.com
PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.
***Must provide an executed Property Owner Affidavit Form authorizing the agent to act on behalf of the property owner.**

C. ADDITIONAL INFORMATION

1. Is there any additional contract for the sale of, or options to purchase, the subject property?
If yes, list the names of all parties involved: City of Lake City shall purchase for city hall use

- If yes, is the contract/option contingent or absolute: Contingent Absolute
2. Has a previous application been made on all or part of the subject property? Yes No
 - Future Land Use Map Amendment: Yes _____ No _____
 - Future Land Use Map Amendment Application No. _____
 - Rezoning Amendment: Yes _____ No _____
 - Rezoning Amendment Application No. _____
 - Site Specific Amendment to the Official Zoning Atlas (Rezoning): Yes _____ No _____
 - Site Specific Amendment to the Official Zoning Atlas (Rezoning) Application No. _____
 - Variance: Yes _____ No _____
 - Variance Application No. _____
 - Special Exception: Yes _____ No _____
 - Special Exception Application No. _____

D. ATTACHMENT/SUBMITTAL REQUIREMENTS

1. Analysis of Section 11.3 of the Land Development Regulations (“LDRs”):
 - a. Whether the proposed use would be in conformance with the city's comprehensive plan and would have an adverse effect on the comprehensive plan.
 - b. Whether the proposed use is compatible with the established land use pattern.
 - c. Whether the proposed use would materially alter the population density pattern and thereby increase or overtax the load on public facilities such as schools, utilities, and streets.
 - d. Whether changed or changing conditions find the proposed use to be advantageous to the community and the neighborhood.
 - e. Whether the proposed use will adversely influence living conditions in the neighborhood.
 - f. Whether the proposed use will create or excessively increase traffic congestion or otherwise affect public safety.
 - g. Whether the proposed use will create a drainage problem.
 - h. Whether the proposed use will seriously reduce light and air to adjacent areas.
 - i. Whether the proposed use will adversely affect property values in the adjacent area.
 - j. Whether the proposed use will be a deterrent to the improvement or development of adjacent property in accord with existing regulations.
 - k. Whether the proposed use is out of scale with the needs of the neighborhood or the community

2. Vicinity Map – Indicating general location of the site, abutting streets, existing utilities, complete legal description of the property in question, and adjacent land use.

3. Site Plan – Including, but not limited to the following:
 - a. Name, location, owner, and designer of the proposed development.
 - b. Present zoning for subject site.
 - c. Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties and any screening or buffers on such properties.
 - d. Date, north arrow, and graphic scale not less than one inch equal to 50 feet.
 - e. Area and dimensions of site (Survey).
 - f. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
 - g. Access to utilities and points of utility hook-up.
 - h. Location and dimensions of all existing and proposed parking areas and loading areas.
 - i. Location, size, and design of proposed landscaped areas (including existing trees and required landscaped buffer areas).
 - j. Location and size of any lakes, ponds, canals, or other waters and waterways.
 - k. Structures and major features fully dimensioned including setbacks, distances between structures, floor area, width of driveways, parking spaces, property or lot lines, and percent of property covered by structures.
 - l. Location of trash receptacles.

4. Stormwater Management Plan—Including the following:
 - a. Existing contours at one foot intervals based on U.S. Coast and Geodetic Datum.
 - b. Proposed finished elevation of each building site and first floor level.
 - c. Existing and proposed stormwater management facilities with size and grades.
 - d. Proposed orderly disposal of surface water runoff.
 - e. Centerline elevations along adjacent streets.
 - f. Water management district surface water management permit.

5. Fire Department Access and Water Supply Plan: The Fire Department Access and Water Supply Plan must demonstrate compliance with Chapter 18 of the Florida Fire Prevention Code, be located on a separate signed and sealed plan sheet, and must be prepared by a professional fire engineer licensed in the State of Florida. The Fire Department Access and Water Supply Plan must contain fire flow calculations in accordance with the Guide for Determination of Required Fire Flow, latest edition, as published by the Insurance Service Office (“ISO”) and/or Chapter 18, Section 18.4 of the Florida Fire Prevention Code, whichever is greater.

6. Concurrency Impact Analysis: Concurrency Impact Analysis of impacts to public facilities. For commercial and industrial developments, an analysis of the impacts to Transportation, Potable Water, Sanitary Sewer, and Solid Waste impacts are required.

7. Comprehensive Plan Consistency Analysis: An analysis of the application's consistency with the Comprehensive Plan (analysis must identify specific Goals, Objectives, and Policies of the Comprehensive Plan and detail how the application complies with said Goals, Objectives, and Policies).
8. Legal Description with Tax Parcel Number (In Microsoft Word Format).
9. Proof of Ownership (i.e. deed).
10. Agent Authorization Form (signed and notarized).
11. Proof of Payment of Taxes (can be obtained online via the Columbia County Tax Collector's Office).
12. Fee. The application fee for a Special Exception Application is \$200.00. No application shall be accepted or processed until the required application fee has been paid.

NOTICE TO APPLICANT

All twelve (12) attachments are required for a complete application. Once an application is submitted and paid for, a completeness review will be done to ensure all the requirements for a complete application have been met. If there are any deficiencies, the applicant will be notified in writing. If an application is deemed to be incomplete, it may cause a delay in the scheduling of the application before the Board of Adjustment.

A total of ten (10) copies of proposed Special Exception Application and support material, and a PDF copy on a CD, are required at the time of submittal. See Columbia County submittal requirements for more detail.

Before any Special Exception shall be granted, the Board of Adjustment shall make a specific finding that it is empowered under Article 3 of the Land Development Regulations to grant the Special Exception described in the petition, and that the granting of the Special Exception will not adversely affect the public interest. Before any Special Exception shall be granted, the Board of Adjustment shall further make a determination that the specific rules governing the individual Special Exception, if any, have been met by the petitioner and that, further, satisfactory provision and arrangement has been made.

In granting any Special Exception to the provisions of Article 4 of the Land Development Regulations, the Board of Adjustment may prescribe appropriate conditions and safeguards in conformity with such regulations, including but not limited to, reasonable time limits within which the action for which the Special Exception requested shall be begun or completed, or both. Violation of such conditions and safeguards, when made a part of the terms under which the Special Exception is granted, shall be deemed a violation of the Land Development Regulations.

The Board of Adjustment requires that the applicant or representative be present at the public hearing to address and answer any questions the Board may have during the public hearing. The application may be continued to future dates if the applicant or representative is not present at the hearing.

The City of Lake City Land Development Regulations require that a sign must be posted on the property ten (10) days prior to the Board to Adjustment hearing date. Once a sign has been posted, it is the property owner’s responsibility to notify the Planning and Zoning Department if the sign has been moved, removed from the property, torn down, defaced or otherwise disturbed so the property can be reposted. If the property is not properly posted until all public hearings before the Board of Adjustment are completed, the Board reserves the right to continue such public hearing until such time as the property can be property posted for the required period of time.

There is a thirty (30) day appeal period after the date of the decision. No additional permitting will be issued until that thirty (30) day period has expired.

I (we) hereby certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and correct to the best of my (our) knowledge and belief.

APPLICANT ACKNOWLEDGES THAT THE APPLICANT OR REPRESENTATIVE MUST BE PESENT AT THE PUBLIC HEARING BEFORE THE BOARD OF ADJUSTMENT, OTHERWISE THE REQUEST MAYBE CONTINUED TO A FUTURE HEARING DATE.

Applicant/Agent Name (Type or Print)

Applicant/Agent Signature

Date

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by (name of person acknowledging).

(NOTARY SEAL or STAMP)

Signature of Notary

Printed Name of Notary

Personally Known _____ OR Produced Identification _____
Type of Identification Produced

LAKE CITY GROWTH MANAGEMENT STAFF ANALYSIS REPORT

Item iv.

Project Information	
Project Name and Case No.	SE 21-11 / City Use
Applicant	David Young- Agent
Owner	City of Lake City
Requested Action	Request for special exception for government use on Property.
Hearing Date	May 4, 2021
Staff Analysis/Determination	City has no issues.
Prepared By	Tara Krieghauser

Subject Property Information	
Size	0.853 AC
Location	129 HILLSBORO ST, LAKE CITY
Parcel Number	00-00-00-11987-000 (40571)
Future Land Use	Commercial
Current Zoning District	Central Business District
Flood Zone	Not in a flood zone

Land Use Table				
Direction	Future Land Use	Zoning	Existing Use	Comments
North	Commercial	CBD	Retail	N/A
South	Commercial	CBD	Retail	N/A
East	Commercial	CBD	Retail	N/A
West	Commercial	CBD	Retail	N/A

Summary of Request

The City of Lake City requests a special exception for government use of said property.

Staff Analysis.

The City has no issues.



DEPARTMENT OF GROWTH MANAGEMENT
205 North Marion Avenue
Lake City, Florida 32055
Telephone: (386) 719-5750
growthmanagement@lcfla.com

Item iv.

REVIEW REPORT TO PLANNING AND ZONING, BOARD OF ADJUSTMENT AND
HISTORICAL COMMITTEES' BY STAFF
FOR SITE PLAN REVIEW, SPECIAL EXCEPTIONS, VARIANCES, COMPREHENSIVE
PLAN AMENDMENTS/ ZONING AND CERTIFICATE OF APPROPRIATENESS

Date: April 13, 2021

Request Type: Site Plan Review (SPR) Special Exception (SE) Variances (V)

Comprehensive Plan Amendment/Zoning (CPA/Z) Certificate of Appropriateness (COA)

Project Number: SE-09, SE-10, SE-11

Project Name: City of Lake City

Project Address: See parcels below

Project Parcel Number: 11957-000, 11987-000, 11983-000

Owner Name: City of Lake City

Owner Address: 205 N. Marion Street Lake City, Fl. 32055

Owner Contact Information: telephone number 386-752-2031 e-mail lcfla.com

Owner Agent Name: David Young, CBO

Owner Agent Address: 205 N. Marion Street Lake City, Fl. 32055

Owner Agent Contact Information: telephone 386-719-5752 e-mail youngd@lcfla.com

The City of Lake City staff has reviewed the application and documents provided for the above request and have determined the following:

Use of parcel and/or buildings for government use (City of Lake City).

Growth Management – Building Department, Planning and Zoning, Code Enforcement, Permitting

Building Department: approved ___ disapproved ___ Reviewed by: _____

Comments: _____

Planning and Zoning: approve ___ disapprove ___ Reviewed by: _____

Comments: _____

Business License: approve ___ disapprove ___ Reviewed by: _____

Comments: _____

Code Enforcement: approve ___ disapprove ___ Reviewed by: _____

Comments: _____

Permitting: approve ___ disapprove ___ Reviewed by: _____

Comments: _____

Water Department: approved ____ disapproved ____ Reviewed by: _____

Comments: _____

Sewer Department: approved ____ disapproved ____ Reviewed by: _____

Comments: _____

Gas Department: approved ____ disapproved ____ Reviewed by: _____

Comments: _____

Water Distribution/Collection: approved ____ disapproved ____ Reviewed by: _____

Comments: _____

Customer Service: approved ____ disapproved ____ Reviewed by: _____

Comments: _____

Public Safety – Public Works, Fire Department, Police Department

Public Works: approved ____ disapproved ____ Reviewed by: _____

Comments: _____

Fire Department: approve ____ disapprove ____ Reviewed by: _____

Comments: _____

Police Department: approve ____ disapprove ____ Reviewed by: _____

Comments: _____

Please provide separate pages for comments that will not fit in provided spaces and please label the pages for your department and for the project.



GROWTH MANAGEMENT
 205 North Marion Ave
 Lake City, FL 32055
 Telephone: (386) 719-5750
 E-mail: growthmanagement@lcfla.com

FOR PLANNING USE ONLY	<i>Item iv.</i>
Application # _____	
Application Fee \$200.00	
Receipt No. _____	
Filing Date <u>3/5/21</u>	
Completeness Date _____	

SPECIAL EXCEPTION

A. PROJECT INFORMATION

1. Project Name: City Hall use
2. Address of Subject Property: 173 SW Hillsboro St
3. Parcel ID Number(s): 11957-000
4. Future Land Use Map Designation: Commercial
5. Zoning Designation: Central Business District
6. Acreage: 1.012 Ac
7. Existing Use of Property: Financial Institute/Bank
8. Proposed use of Property: City Hall use
9. Section of the Land Development Regulations ("LDRs") for which a Special Exception is requested (Provide a Detailed Description): 4.14.5. 3 Public buildings and facilities

B. APPLICANT INFORMATION

1. Applicant Status Owner (title holder) Agent
2. Name of Applicant(s): David Young Title: Growth Management Director
3. Company name (if applicable): City of Lake City
 Mailing Address: 205 N Marion Ave City: Lake City State: Florida Zip: 32055
4. Telephone (386) 719-5750 Fax: () Email: youngd@lcfla.com
PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.
5. If the applicant is agent for the property owner*.
6. Property Owner Name (title holder): City of Lake City Mailing Address: _____
 Mailing Address: 205 N Marion Ave City: Lake City State: Florida Zip: 32055
 Telephone (386) 719-5750 Fax: () Email: youngd@lcfla.com
PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.
***Must provide an executed Property Owner Affidavit Form authorizing the agent to act on behalf of the property owner.**

C. ADDITIONAL INFORMATION

1. Is there any additional contract for the sale of, or options to purchase, the subject property?
If yes, list the names of all parties involved: City of Lake City shall purchase for city hall use

If yes, is the contract/option contingent or absolute: Contingent Absolute

2. Has a previous application been made on all or part of the subject property? Yes No

Future Land Use Map Amendment: Yes _____ No _____

Future Land Use Map Amendment Application No. _____

Rezoning Amendment: Yes _____ No _____

Rezoning Amendment Application No. _____

Site Specific Amendment to the Official Zoning Atlas (Rezoning): Yes _____ No _____

Site Specific Amendment to the Official Zoning Atlas (Rezoning) Application No. _____

Variance: Yes _____ No _____

Variance Application No. _____

Special Exception: Yes _____ No _____

Special Exception Application No. _____

D. ATTACHMENT/SUBMITTAL REQUIREMENTS

1. Analysis of Section 11.3 of the Land Development Regulations (“LDRs”):
- a. Whether the proposed use would be in conformance with the city's comprehensive plan and would have an adverse effect on the comprehensive plan.
 - b. Whether the proposed use is compatible with the established land use pattern.
 - c. Whether the proposed use would materially alter the population density pattern and thereby increase or overtax the load on public facilities such as schools, utilities, and streets.
 - d. Whether changed or changing conditions find the proposed use to be advantageous to the community and the neighborhood.
 - e. Whether the proposed use will adversely influence living conditions in the neighborhood.
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Applicant/Agent Signature

Date

STATE OF FLORIDA
COUNTY OF _____

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(NOTARY SEAL or STAMP)

Signature of Notary

Printed Name of Notary

Personally Known _____ OR Produced Identification _____
Type of Identification Produced