

BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

AGENDA REGULAR MEETING

**Tuesday, May 12, 2020
3:00 p.m.**

The meeting will be held via video conferencing. The media and the public can access the meeting in real time on Comcast channel 16, Prism channels 16 and 1016-HD, the County's [Facebook Live](#) page and [YouTube](#) channel.



COUNTY COMMISSIONERS

Bryan Desloge, Chairman
District 4

Rick Minor, Vice Chair
District 3

Kristin Dozier
District 5

Jimbo Jackson
District 2

Mary Ann Lindley
At-Large

Nick Maddox
At-Large

Bill Proctor
District 1

Vincent S. Long
County Administrator

Chasity H. O'Steen
County Attorney

The Leon County Commission meets the second and fourth Tuesday of each month. Regularly scheduled meetings are held at 3:00 p.m. A tentative schedule of meetings and workshops is attached to this agenda as a "Public Notice." Commission meeting agendas and minutes are available on the County Home Page at: www.leoncountyfl.gov. The media and the public can access the meeting in real time on Comcast channel 16, Prism channels 16 and 1016-HD, the County's [Facebook](#) page and [YouTube](#) channel.

Please be advised that if a person decides to appeal any decision made by the Board of County Commissioners with respect to any matter considered at this meeting or hearing, such person will need a record of these proceedings, and for this purpose, such person may need to ensure that verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. The County does not provide or prepare such record (Section 286.0105, Florida Statutes).

In accordance with Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact the ADA Coordinator by written or oral request at least 48 hours prior to the proceeding, at 850-606-5011 or Facilities Management at 850-606-5000, or 7-1-1 (TTY and Voice) via Florida Relay Service. Accommodation Request Forms are available on the website www.leoncountyfl.gov/ADA.

Board of County Commissioners

Leon County, Florida

Agenda

Regular Public Meeting

Tuesday, May 12, 2020, 3:00 p.m.

The Board will meet via video conference to conduct the May 12th meeting. The meeting is being held utilizing communications media technology pursuant to the Governor's Executive Order 20-69, Emergency Management – COVID-19 – Local Government Public Meetings.

The media and the public can access the meeting in real time on Comcast channel 16, Prism channels 16 and 1016-HD, the County's [Facebook](#) page and [YouTube](#) channel.

Public comment will be accepted via electronic submission. Citizens wishing to provide input for this meeting may submit their comments at Leoncountyfl.gov/PublicComments. To ensure adequate time for Commissioner review, comments should be submitted by 8 p.m. on May 11, 2020. Comments will be distributed to the Commissioners prior to the May 12, 2020 3 p.m. meeting. Comments submitted after the 8 p.m. deadline will be added to the official record of the meeting, but the County cannot guarantee that the Commissioners will have adequate time to review those comments prior to the meeting. Anyone needing assistance with submitting comments may contact County Administration via email at LCG_PublicComments@leoncountyfl.gov or via phone at 850-606-5300.

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation and Pledge of Allegiance by Chairman Bryan Desloge

SCHEDULED PUBLIC HEARINGS, 3:00 P.M.

1. Second and Final Public Hearing to Consider Adopting an Ordinance Amending Section 10-6.660 of the Land Development Code, Entitled "Lake Protection Node Zoning District"
(County Administrator/ PLACE/ Development Support & Environmental Management)
2. First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Urban Fringe (UF) District to the General Commercial (C-2) District (7601 Blountstown Hwy.)
(County Administrator/ PLACE/ Planning)
3. First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Manufactured Home and Single-Family Detached District (R-5) to the Light Industrial (M-1) Zoning District (Hwy. 20 west of Capital Circle SW)
(County Administrator/ PLACE/ Planning)
4. First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Lake Protection (LP) to the Commercial Parkway (CP) Zoning District (Oak Valley Shopping Center)
(County Administrator/ PLACE/ Planning)
5. First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Residential Preservation (RP) to the General Commercial (C-2) Zoning District (Capital Cir. SW at Tillie Lane)
(County Administrator/ PLACE/ Planning)

AWARDS AND PRESENTATIONS

- Update on the Coronavirus Disease 2019 (COVID-19) Pandemic
(Vincent S. Long, County Administrator)

CONSENT

6. Minutes: February 11, 2020 Regular Meeting
(Clerk of Court)
7. Payment of Bills and Vouchers
(County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)
8. Adjustments to the FY 2021 Budget Calendar
(County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)
9. FY 2020 Commissioner Discussion Items Semiannual Status Report
(County Administrator/ County Administration)
10. Third Performance Agreement and Surety Device for Dempsey Office Park
(County Administrator/ Public Works)
11. Approval of Maintenance Maps for the Woodville Septic to Sewer Project
(County Administrator/ Public Works)
12. Florida Department of Transportation Grant for the Construction and Construction Engineering Inspection for Phase I of the Smith Creek Bicycle Lanes Improvement Project
(County Administrator/ Public Works)
13. Florida Department of Transportation Grant for the Construction and Construction Engineering Inspection for Phase II of the Smith Creek Bicycle Lanes Improvement Project
(County Administrator/ Public Works)
14. Maintenance Agreement with Florida Department of Transportation for Landscaping of the Medians on Thomasville Road from Millstone Plantation North to Wolfpack Way
(County Administrator/ Public Works)
15. Extension of Solid Waste Consulting and Engineering Services Contract
(County Administrator/ Office of Resource Stewardship/ Public Works)
16. National Endowment of the Arts Big Read Grant
(County Administrator/ Library)
17. State Housing Initiative Partnership Emergency Rental Assistance Funding
(County Administrator/ Office of Human Services & Community Partnerships)
18. Askew School Proposal for Additional Analysis of the Community Human Services Partnership
(County Administrator/ Office of Human Services & Community Partnerships)

Status Reports: *(These items are included under Consent.)*

19. Status Report on Child Care and Summer Camps
(County Administrator/ County Administration)

20. Status Report on the Washington Square Development
(County Administrator/PLACE/ Planning)

21. Status Report on County Code Enforcement Process and Options
(County Attorney)

CONSENT ITEMS PULLED FOR DISCUSSION

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

(Public comment will be accepted via electronic submission. Citizens wishing to provide input for this meeting may submit their comments at Leoncountyfl.gov/PublicComments. To ensure adequate time for Commissioner review, comments should be submitted by 8 p.m. on May 11, 2020. Comments will be distributed to the Commissioners prior to the May 12, 2020 3 p.m. meeting. Comments submitted after the 8 p.m. deadline will be added to the official record of the meeting, but the County cannot guarantee that the Commissioners will have adequate time to review those comments prior to the meeting. Anyone needing assistance with submitting comments may contact County Administration via email at LCG_PublicComments@leoncountyfl.gov or via phone at 850-606-5300.)

GENERAL BUSINESS

22. Status Report on Virtual County Commission Meetings and Additional Options for Public Participation
(County Administrator/ County Administration)

23. Status Report on the Development of a Land Management Plan for Upper Lake Lafayette Lake Bottom
(County Administrator/ Office of Resource Stewardship/ Parks & Recreation)

24. Commissioner Appointments to the Value Adjustment Board
(County Administrator/ County Administration)

25. Full Board Appointments to the Affordable Housing Advisory Committee
(County Administrator/ County Administration)

COMMENTS/DISCUSSION ITEMS

Items from the County Attorney

Items from the County Administrator

Discussion Items by Commissioners

RECEIPT AND FILE

- none

ADJOURN

*The next regular meeting of the Board of County Commissioners is tentatively scheduled for
Tuesday, May 26, 2020 at 3:00 p.m.*

**All lobbyists appearing before the Board must pay a \$25 annual registration fee.
For registration forms and/or additional information, please contact the Board Secretary
or visit the County Clerk website at www.leoncountyfl.gov**

PUBLIC NOTICE
Leon County Board of County Commissioners
2020 Tentative Meeting Schedule

Date	Day	Time	Meeting
January 27	Monday	9:00 a.m.	Board Retreat
January 28	Tuesday	3:00 p.m.	Regular Board Meeting
February 11	Tuesday	3:00 p.m.	Regular Board Meeting
February 25	Tuesday	1:00 p.m.	Joint Workshop Comprehensive Plan Amendments
February 25	Tuesday	3:00 p.m.	Regular Board Meeting
March 10	Tuesday	3:00 p.m.	Regular Board Meeting
April 14	Tuesday	3:00 p.m.	Regular Board Meeting
April 28 <i>cancelled</i>	Tuesday	9:00 a.m.	Budget Policy Workshop
April 28	Tuesday	3:00 p.m.	Regular Board Meeting
May 12	Tuesday	3:00 p.m.	Regular Board Meeting
May 26	Tuesday	3:00 p.m.	Regular Board Meeting
May 26	Tuesday	6:00 p.m.	Joint Transmittal Hearing on 2020 Cycle Comprehensive Plan Amendments
May 26 <i>to be rescheduled</i>	Tuesday	6:00 p.m.	Joint Adoption Hearing on 2020 Cycle Comprehensive Plan Amendments
June 16	Tuesday	9:00 a.m.	Budget Workshop
June 16	Tuesday	3:00 p.m.	Regular Board Meeting
July 14	Tuesday	9:00 a.m.	Budget Workshop
July 14	Tuesday	3:00 p.m.	Regular Board Meeting
September 15	Tuesday	3:00 p.m.	Regular Board Meeting
September 15	Tuesday	6:00 p.m.	First Public Hearing on Tentative Millage Rate and Budgets
September 29	Tuesday	3:00 p.m.	Regular Board Meeting
September 29	Tuesday	6:00 p.m.	Second Public Hearing on Final Millage Rate and Final Budgets
October 13	Tuesday	3:00 p.m.	Regular Board Meeting
October 27	Tuesday	3:00 p.m.	Regular Board Meeting
November 17	Tuesday	3:00 p.m.	Reorganization & Regular Board Meeting
December 8	Tuesday	3:00 p.m.	Regular Board Meeting

PUBLIC NOTICE

Leon County Board of County Commissioners 2020 Tentative Meeting Schedule

All Workshops, Meetings, and Public Hearings are subject to change.

Month	Day	Time	Meeting Type
January 2020	Wednesday 1	Offices Closed	NEW YEAR'S DAY
	<i>Thursday 9 & Friday 10</i>	<i>Seminar 2 of 3</i>	<i>FAC Advanced County Commissioner Program Alachua County; Gainesville, FL</i>
	Tuesday 14	No meeting	BOARD RECESS
	Monday 20	Offices Closed	MARTIN LUTHER KING, JR. DAY
	Tuesday 21	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Monday 27	9:00 a.m.	Board Retreat FSU Dodd Hall, Heritage Museum
	Tuesday 28	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	Second & Final Public Hearing to adopt Ordinance amending Section 10-1.101, entitled "Definitions" creating a new Section 10-6.820, entitled "Solar Energy Systems"
		6:00 p.m.	First & Only Public Hearing to Consider an Ordinance Amending Chapter 7, Article II of the Leon County Code of Laws Entitled, "Additional Civil Traffic Penalty"
		6:00 p.m.	First & Only Public Hearing to Consider an Ordinance Amending Chapter 16, Article V, to Comply with Recent Florida Legislative Amendments for Wireless Technology in Rights-of-Way
	<i>Wednesday 29</i>	<i>7:30 a.m.</i>	<i>FAC Legislative Day Tallahassee, FL</i>
	Thursday 30	3:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
February 2020	Tuesday 11	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	First of two Public Hearings to consider adoption of a proposed Ordinance creating a new Section 10-6.657 of the Land Development Code, entitled "Mining Zoning District"
		6:00 p.m.	First of two Public Hearings to consider adoption of a proposed Ordinance amending the Land Development Code of the Leon County Code of Laws to allow Urban Agriculture and Urban Equine as permitted uses
	Friday 14	9:00 – 10:30 a.m.	Community Legislative Dialogue Meeting
	Tuesday 18	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 25	1:00 p.m.	Joint City/County Workshop on the 2020 Cycle Comprehensive Plan Amendments
		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	<i>Saturday 29 – Wednesday 4</i>		<i>NACO Legislative Conference Washington, D.C.</i>
March 2020	Tuesday 10	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	Second and Final Public Hearing to Consider Adoption of a Proposed Ordinance Creating a New Section 10-6.657 of the Land Development Code, Entitled "Mining Zoning District"

Month	Day	Time	Meeting Type
March 2020 (cont.)	Tuesday 10	6:00 p.m.	First & Only Public Hearing on an Ordinance updating the Capital Improvements Schedule of the Capital Improvements Element of the Comprehensive Plan
		6:00 p.m. To be rescheduled	First and Only Public Hearing to Consider a Sixth Amendment to the Southwood Development of Regional Impact Integrated Development Order
	Thursday 12	1:00 p.m.	Blueprint Economic Development Strategic Plan Workshop
		3:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	Tuesday 17	1:30 p.m. <i>Cancelled</i>	Capital Region Transportation Planning Agency City Commission Chambers
	Wednesday 25	1:00 p.m.	Blueprint Intergovernmental Agency Special Meeting – Web Conference on COVID-19
April 2020	Tuesday 14	3:00 p.m.	Regular Meeting – Virtual Meeting County Courthouse, 5th Floor Commission Chambers
		6:00 p.m. <i>Rescheduled</i>	All Board of County Commissioners Public Hearings
	Wednesday 15	1:00 p.m.	Blueprint Intergovernmental Agency Special Meeting – Web Conference on COVID-19
	Thursday 16 & Friday 17	Seminar 3 of 3 <i>Cancelled</i>	FAC Advanced County Commissioner Program Alachua County; Gainesville, FL
	Tuesday 21	1:30 p.m. <i>Cancelled</i>	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 28	9:00 a.m. <i>Cancelled</i>	Budget Policy Workshop County Courthouse, 5th Floor Commission Chambers
	Tuesday 28	12:30 p.m.	Board of County Commissioners Attorney-Client Meeting Re: Petrandis litigation
	Tuesday 28	3:00 p.m.	Regular Meeting – Virtual Meeting County Courthouse, 5th Floor Commission Chambers
		3:00 p.m.	Adoption Public Hearing on Small Scale Comprehensive Plan Amendments
		3:00 p.m.	First & Only Public Hearing to Consider Adoption of an Ordinance Amending Chapter 10, the Land Development Code, to Correct Scrivener’s Errors and Inadvertent Inconsistencies
		3:00 p.m.	First of Two Public Hearings to Consider Adoption of an Ordinance Amending Section 10-6.660 of the Land Development Code, Entitled “Lake Protection Node Zoning District”
		3:00 p.m.	Second and Final Public Hearing to Consider Adoption of a Proposed Ordinance Amending the Land Development Code of the Leon County Code of Laws to Allow Urban Agriculture and Urban Equine as Permitted Uses
		3:00 p.m.	First and Only Public Hearing to Consider a Proposed Ordinance Amending Chapter 4, Article II of the Leon County Code of Laws Regarding Animal Control
May 2020	Tuesday 12	3:00 p.m.	Regular Meeting – Virtual Meeting County Courthouse, 5th Floor Commission Chambers
		3:00 p.m.	Second and Final Public Hearing to Consider Adoption of an Ordinance Amending Section 10-6.660 of the Land Development Code, Entitled “Lake Protection Node Zoning District”

Month	Day	Time	Meeting Type
May 2020 (cont.)	Tuesday 12	3:00 p.m.	First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Urban Fringe (UF) District to the General Commercial (C-2) District (7601 Blountstown Highway)
		3:00 p.m.	First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Lake Protection (LP) to the Commercial Parkway (CP) Zoning District (N. Monroe and Capital Circle Northwest)
		3:00 p.m.	First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Manufactured Home and Single-Family Detached District (R-5) to the Light Industrial (M-1) Zoning District (north side of Highway 20 west of Capital Circle Southwest)
		3:00 p.m.	First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Residential Preservation (RP) to the General Commercial (C-2) Zoning District (Capital Circle Southwest at Tillie Lane)
	Tuesday 19	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Thursday 21	1:00 p.m.	Blueprint Intergovernmental Agency Budget Workshop
	Thursday 21	3:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	Monday 25	Offices Closed	MEMORIAL DAY
	Tuesday 26	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m. <i>To be rescheduled</i>	Joint City/County Transmittal Hearing on Cycle 2020 Comprehensive Plan Amendments
		6:00 p.m. <i>To be rescheduled</i>	Joint City/County Adoption Hearing on Cycle 2020 Comprehensive Plan Amendments
June 2020	Tuesday 9 – Friday 12	Cancelled	FAC Annual Conference & Educational Exposition Orange County, Orlando, FL
	Monday 15	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 16 <i>(tentative)</i>	9:00 a.m. <i>Rescheduled to Aug. 25</i>	Budget Workshop
	Tuesday 16	3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
		6:00 p.m.	First of Two Public Hearings to Consider Adoption of an Ordinance Amending the Leon County Land Development Code and Creating a New Section 10-6.659, Entitled “Government Operational (GO) Zoning District.”
July 2020	Friday 3	Offices Closed	INDEPENDENCE DAY observed
	Thursday 9	3:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	Tuesday 14	9:00 a.m.	Budget Workshop County Courthouse, 5th Floor Commission Chambers
		3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers

Month	Day	Time	Meeting Type
July 2020 (cont.)	Tuesday 14	6:00 p.m.	<u>Second and Final Public Hearing to Consider Adoption of an Ordinance Amending the Leon County Land Development Code and Creating a New Section 10-6.659, Entitled "Government Operational (GO) Zoning District,"</u>
	Friday 17 - Monday 20		NACo Annual Conference Orange County; Orlando, FL
	Tuesday 28	No Meeting	BOARD RECESS
August 2020	Wednesday 5 – Saturday 8		National Urban League Annual Conference Houston, TX
	Friday 14 - Sunday 16		Chamber of Commerce Annual Conference Amelia Island, Fernandina Beach, FL
	Tuesday 25	9:00 a.m. (tentative)	Budget Workshop County Courthouse, 5th Floor Commission Chambers
September 2020	Monday 7	Offices Closed	LABOR DAY
	Wednesday 9 - Thursday 10		FAC Innovation & Policy Conference Palm Beach County; Palm Beach Gardens, FL
	Tuesday 15	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 15	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.*	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 20/21*
	Wednesday 16 – Sunday 20		Congressional Black Caucus Annual Legislative Conference – Washington D.C.
	Thursday 17	5:00 p.m.	Blueprint Intergovernmental Agency Meeting & 6:00 p.m. Budget Public Hearing, City Commission Chambers
	Wednesday 23 – Saturday 26		ICMA Annual Conference Toronto
	Tuesday 29	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.*	Second & Final Public Hearing on Adoption of Final Millage Rates and Budgets for FY 20/21*
<i>*These public hearing dates may change because of the School Board's scheduling of its budget adoption public hearings</i>			
October 2020	Tuesday 13	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Tuesday 20	9:00 a.m.	Capital Region Transportation Planning Agency Workshop/Retreat – Location TBD
	Tuesday 27	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
November 2020	Wednesday 11	Offices Closed	VETERAN'S DAY OBSERVED
	Monday 16 TENTATIVE	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 17	3:00 p.m.	Reorganization and Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Thursday 26	Offices Closed	THANKSGIVING DAY
	Friday 27	Offices Closed	FRIDAY AFTER THANKSGIVING DAY
December 2020	Wednesday 2 - Friday 4		FAC Legislative Conference Duval County; Jacksonville, FL
	Tuesday 8	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers

Month	Day	Time	Meeting Type
December 2020 (cont.)	Thursday 10	3:00 – 5:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	Tuesday 15	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Friday 25	Offices Closed	CHRISTMAS DAY
January 2021	Friday 1	Offices Closed	NEW YEAR'S DAY
	Tuesday 12	No Meeting	BOARD RECESS

Citizen Committees, Boards, and Authorities **Current and Upcoming Vacancies**

leoncountyfl.gov/committees

CURRENT VACANCIES

Advisory Committee on Quality Growth

(seat for a person employed by a university or local school system)
Board of County Commissioners (1 appointment)

Affordable Housing Advisory Committee

Board of County Commissioners (up to 10 appointments)
Seats available for the following categories:

- a. A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- b. A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- c. A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- e. A citizen who is actively engaged as a for-profit provider of affordable housing.
- k. A citizen who represents essential services personnel, as defined in the local housing assistance plan.

Board of Adjustment & Appeals

City of Tallahassee Commission (3 appointments)

UPCOMING VACANCIES

MAY 31, 2020

Advisory Committee on Quality Growth

Board of County Commissioners (6 appointments)

JUNE 30, 2020

Architectural Review Board

(seat for the Planning Commission Chair or designee)
Planning Commission (1 appointment)

Board of Adjustment & Appeals

Board of County Commissioners (2 appointments)

CareerSource Capital Region Board

Board of County Commissioners (2 appointments)

Planning Commission

Board of County Commissioners (1 appointment)

JULY 31, 2020

Big Bend Health Council

Board of County Commissioners (4 appointments)

Code Enforcement Board

Commissioner - District II: Jackson, Jimbo (1 appointment)
Commissioner – At-large I: Lindley, Mary Ann (1 appointment)
Commissioner - At-large II: Maddox, Nick (1 appointment)

Investment Oversight Committee

Clerk of Court (1 appointment)

Leon County Educational Facilities Authority

Board of County Commissioners (3 appointments)

SEPTEMBER 30, 2020

Animal Shelter Advisory Board

Board of County Commissioners (3 appointments)

Council on Culture & Arts

Board of County Commissioners (1 appointment)

Housing Finance Authority of Leon County

Commissioner - District IV: Bryan Desloge (1 appointment)
Commissioner - District V: Kristin Dozier (1 appointment)
Commissioner – At-large I: Mary Ann Lindley (1 appointment)

Leon County Research & Development Authority

Board of County Commissioners (3 appointments)

Science Advisory Committee

Commissioner - District II: Jimbo Jackson (1 appointment)
Commissioner - District V: Kristin Dozier (1 appointment)

Tallahassee-Leon County Commission on the Status of Women & Girls

Board of County Commissioners (Ratify 4 CSWG appointments)
Commissioner - District I: Bill Proctor (1 appointment)
Commissioner - District III: Rick Minor (1 appointment)
Commissioner – District V: Kristin Dozier (1 appointment)

**Leon County
Board of County Commissioners**

Notes for Agenda Item #1

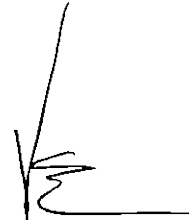
Leon County Board of County Commissioners

Agenda Item #1

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Second and Final Public Hearing to Consider Adopting an Ordinance Amending Section 10-6.660 of the Land Development Code, Entitled “Lake Protection Node Zoning District”

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator David McDevitt, Director, Development Support and Environmental Management Benjamin H. Pingree, Director, Planning, Land Management, and Community Enhancement (PLACE) Cherie Bryant, Director, Planning Department
Lead Staff/ Project Team:	Ryan Culpepper, Director, Development Services Division Shawna Martin, Principal Planner, Development Services Division Scott Brockmeier, Administrator, Development Services Division Jeremy Floyd, Neighborhood and Urban Design Manager, PLACE Anne Rokyta, Urban Designer, PLACE Artie White, Comprehensive Planning Manager, PLACE

Statement of Issue:

This item requests the Board conduct the second and final required Public Hearing to consider adoption an Ordinance to amend the Lake Protection Node (LPN) zoning district which is intended to provide greater flexibility of development options within the nodes in order to more effectively encourage new development and redevelopment while still meeting the intent and goals of the Lake Protection (LP) Future Land Use (FLU) Category.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the second and final Public Hearing and adopt an Ordinance amending Section 10-6.660 of the Land Development Code, entitled “Lake Protection Node Zoning District” (Attachment #1).

Report and Discussion

Background:

At the April 28, 2020 meeting, the Board conducted the first of two public hearings to consider adopting an Ordinance amending Section 10-6.660 of the Land Development Code, entitled “Lake Protection Node Zoning District.” This item provides for the second and final Public Hearing to adopt an Ordinance to amend the Lake Protection Node (LPN) zoning district. At the October 15, 2019 meeting, the Board authorized staff to proceed with the drafting of an Ordinance to amend the LPN zoning district. The proposed Ordinance amendments are based on an assessment of current development standards against recent development activity in the district. The proposed revisions are intended to provide greater flexibility of development options within the nodes in order to more effectively encourage new development and redevelopment while still meeting the intent and goals of the Lake Protection (LP) Future Land Use (FLU) Category.

In January 2013, the Board approved a strategic initiative to develop solutions to promote sustainable growth inside the LP zoning district. At a November 2013 workshop, the Board approved several options to implement this strategic initiative, including the creation of the new LPN zoning district. On May 26, 2015, the Board adopted an amendment to the Tallahassee-Leon County 2030 Comprehensive Plan which revised the LP FLU to address numerous issues, including the location of nonresidential uses and the incentivization of clustered residential development.

Subsequent to the adoption of the Comprehensive Plan amendment, the Board approved related revisions to the Leon County Land Development Code (LDC). These revisions operationalized the changes to the LP FLU and included the creation of the LPN zoning district.

The LPN zoning district allows for compact, mixed-use, and multimodal neighborhood centers at specific intersections (nodes) within the Lake Jackson Basin. The node concept also allows for mixed-use development in a compact form that reduces stormwater impacts to Lake Jackson by minimizing impervious surface area within the lake’s basin. In addition, the node can reduce the number and length of automobile trips by bringing pedestrian-oriented, neighborhood centers proximate to residential neighborhoods. As a result, there were four node locations established that are generally located near the following intersections:

- Highway 27 North / Capital Circle Northwest;
- Fred George Road / Highway 27 North;
- Sessions Road / Highway 27 North; and
- Bull Headley Road / Bannerman Road.

Development standards for the LPN were predicated upon traditional, walkable development patterns and intended to provide for significant environmental and quality of life improvements over auto-oriented or “strip” development. By concentrating commercial, office, and higher density residential uses in compact, walkable centers, the LPN reduces automobile trips, decreases the need for costly and environmentally impactful roadway improvements, and provides convenient and attractive shopping and employment options to nearby residential areas.

Analysis:

The LDC is intended to be a living document that is evaluated and amended over time to respond to new information and the needs of the community. The LPN zoning district has been in effect for approximately four years but has experienced limited use in that time. Of the approximately 150 acres eligible for development under the LPN standards, less than 10 acres have been approved for development. This limited level of interest in the newly created district is unusual given the robust development and construction market in recent years and has provided the opportunity to evaluate the LPN zoning district standards. Through such, it has become apparent that some of the allowable uses and development standards have not led to the intended nodal development pattern of walkable mixed-use neighborhood centers.

The original intent of the LPN zoning district was to encourage neighborhood shopping centers that would create cohesion with surrounding uses, thereby fostering healthy neighborhoods. The development pattern that was not desired was the establishment of singular, big-box retail stores set in isolation from neighboring communities. Neighborhood centers, as defined by the International Council of Shopping Centers (ICSC; Attachment #2) are small-scale malls that serve the local neighborhood by providing day-to-day needs, typically have a supermarket or a drugstore as an anchor, usually have a retail area of 30,000 to 125,000 square feet (5-20 stores) and serve a primary trade area of three miles. Anchor stores are typically 30-50 percent of the gross leasable area of the center, with the primary anchor being a supermarket which typically ranges from 45,000 to 60,000 square feet.

As adopted, the current development standards for the LPN district allow a maximum building footprint size of only 10,000 square feet. This standard would at best promote the development of a strip mall/convenience center style development where the stores are typically arranged in a row, “L” or “U” shaped, with a sidewalk and large parking lots in front facing major traffic arterials. They tend to be self-contained, do not promote walkability and have few pedestrian connections to surrounding neighborhoods. These centers are typically anchor-less or have a small convenience-store anchor similar to a general store or mini-mart. It is among the smallest of the shopping centers categorized by the ICSC and provides a narrow mix of goods and personal services to a limited trade area of less than one mile.

The American Planning Association addresses the concerns of communities regarding big-box development in a Planning Advisory Service Report (PAS; Attachment #3). The report notes that the banning of stores over a certain size may actually limit the kind of retail a city wants and can thereby be an ineffective means of regulating big-box stores. The PAS Report instead advises communities to carefully structure their ordinances to include specific definitions of retail uses and consider implementing an overall square footage cap for anchor stores and provides guidance on how these caps should be applied.

Urban design measures are also critical to facilitate the strengthening of a commercial district and its surrounding neighborhood. Layout and building design standards are integral to increasing compatibility between multi-family, single-family and commercial development to ensure an inviting pedestrian destination. Pedestrian-friendly storefronts and a special district character or identity also play an important role in compatibility and connectivity to adjacent neighborhoods.

Larger developments can also use design details such as awnings, noncontinuous facades, landscaping, interior block parking and other amenities in order to provide the look and feel of a real streetscape. All these measures were considered when drafting the proposed Ordinance amendments, which are summarized in this analysis.

Permitted, Prohibited and Restricted Uses

The node was intended to generate a mixed-use development pattern which incorporates residential and nonresidential components that complement and tie in neighboring developments. A recent project in one of the LPN nodes was developed solely with single-family detached residential dwelling units. Single-family detached residential development could have occurred within in the original LP zoning district without rezoning to LPN, but unfortunately, the LPN zoning district did not expressly prohibit single-family detached residential dwellings from being developed on their own, apart from nonresidential or mixed-use development. Therefore, this portion of the node was not developed at the intended intensities/densities that would have created a neighborhood, walkable, mixed-use development pattern.

Additionally, the current list of permitted, prohibited and restricted uses in the LPN district has proven to cause some confusion. Ideally, uses are regulated by category, such as commercial, office, lodging, residential, civic, institutional, and industrial, and are not specific, such as coffee shop, ice cream parlor, and barber shop. Where there are uses that need to be restricted or prohibited, these uses should be specifically listed to avoid confusion. This eliminates the need of trying to create an exhaustive list of permitted uses and helps the development community clearly understand what uses are not desirable in an area.

The Ordinance proposes the following amendments to the list of permitted, prohibited and restricted uses:

1. Single-family detached residential dwelling units and duplexes would be prohibited. Provisions will be included to allow existing single-family residential units in the LPN to remain “conforming,” provide the ability to add improvements to those properties and have the ability to rebuild in the event of casualty.
2. The list of permitted uses would be streamlined into main categories instead of by specific uses.
3. Automotive service and repair (including car wash) would be added to the list of prohibited uses as it does not promote the desired type of development pattern in the district.
4. Restrictive uses would be limited to drive-through restaurants and pick-up windows in order to apply specific site layout criteria such as a pedestrian-friendly design.

Development Standards

Some of the existing LPN site and development standards have proven hard to effectively implement with the intended Neighborhood Center development pattern. As written, the development standards do not provide clear direction to create a site layout that promotes a main street concept and walkability. Development Support and Environmental Management (DSEM) Development Services staff and members of the Department of Planning, Land Management and

Community Enhancement (PLACE) urban design and comprehensive planning teams collaborated on the desired development pattern for the nodes. As part of the proposed amendments, illustrative examples were drawn, and corresponding written development standards developed to aid in describing the desired development pattern. The amendments include updates to site layout and design standards including, but not limited to streets, streetscapes, parking, frontages, signage, lighting and building design and orientation.

A synopsis of the proposed amendments is provided below:

1. Maximum Building Size - As noted previously, the development pattern that was not desired in the nodes was singular, big-box retail stores set in isolation from other commercial and residential uses. As such, a maximum building size of 10,000 SF was established for nonresidential uses. This was intended to foster the creation of small neighborhood shopping centers that were walkable and contained a mix of uses from commercial to office to residential. What was not anticipated, however, was that this type of development in a suburban setting was often not sustainable without a strong anchor to pull in and support such neighborhood commercial enterprises. In fact, it has been noted in market research by Retail Markets SmartCode (Attachment #4) that Neighborhood Centers are often anchored with a supermarket which is the engine that supports most of the other smaller businesses to the extent that when a supermarket closes, many of the other tenants will immediately leave the center.

The intended development pattern, the creation of a Neighborhood Center, was actually being hindered by the current maximum building size standard as it did not allow for the establishment of a viable anchor store. Additionally, many of the existing nodes already have anchor stores that exceed the 10,000 SF building footprint size. The maximum footprint size would therefore prohibit existing anchors from completely rebuilding because they would only be allowed to redevelop within the confines of a nonconforming status, which would also prove challenging for financing the redevelopment. This unintended consequence would keep the existing nodal development patterns stagnant and would be ineffective in intent.

To prevent the establishment of big-box stores while still allowing for a viable anchor, the proposed Ordinance would increase the maximum building size for one building per node to 50,000 SF. All other buildings would have to meet a maximum building size of 20,000 SF or less, except vertical mixed-use buildings which would be allowed a maximum building size of up to 25,000 SF.

Lastly, the maximum building footprint size for multi-family development was reduced from a 15,000 SF footprint to a 12,000 SF footprint in order to be in line with the intended development pattern. This footprint size creates consistency with the development standards already in place in the County's Mahan Corridor Node for multi-family development.

2. Building Setbacks: Maximum building setbacks, rather than minimum, have been determined to be the most important factor when attempting to create a walkable district. When buildings are set back too far from the sidewalk, streetscape enclosures are eroded, and the vibrancy of a street suffers. Therefore, minimum building setbacks would be removed for nonresidential uses in the proposed Ordinance. Additionally, building setbacks from adjoining land uses would be removed as other development standards, incompatible land uses, buffers and perimeter buffers will naturally set these uses apart at comparable distances without imposing additional setback requirements.
3. Residential Densities: As noted previously, single-family detached dwelling units and duplexes would be removed from the list of permitted uses and be prohibited in the LPN district. In addition, minimum residential density requirements for single-family attached and multi-family residential uses would be removed as they were deemed unnecessary due to the market dictating profitable returns based on maximum density allowances, not minimum. Maximum residential densities for single-family attached and multi-family uses would remain the same at eight dwelling units per acre.
4. Site Layout and Design: The most critical element to commercial success and the creation of a vibrant walkable district is how buildings meet the street. These areas should encourage cross-shopping where a visitor can park once and easily access businesses along a corridor leading to an anchor store. Functional sidewalks, streetscapes, building orientation, street facing entries, transparency, control of parking locations and restrictions on blank walls, to name a few, are all vital in creating a supportive pedestrian environment. Amendments to the existing LPN development standards will better define and illustrate how buildings should meet the street and the importance of site layout. Drawings will be included in these amendments to further illustrate the intent of the district.

Stakeholder Outreach

An overview of the proposed amendments to the LPN zoning district were presented on January 13, 2020, to the DSEM Advisory Committee for Quality Growth (ACQG) for their review and recommendations. The ACQG group consists of a diversity of organizations which are intended to garner broader stakeholder input on draft policies being proposed by DSEM. During the presentation of the LPN zoning district amendments, the Committee asked specific questions regarding whether development in the LPN districts is required to connect to central utilities and the impact of the proposed changes on established stormwater requirements. Upon being informed that any new development within the district would need to connect to central water and sewer and that no changes to the established stormwater standards were proposed, the Committee was supportive of the proposed amendments.

Stakeholder input was also sought from Summerbrooke representatives, given the level of development activity near the LPN at the intersection of Bannerman and Bull Headley Roads and the expressed interest of the Summerbrooke Homeowners Association (HOA) on future development in the area. An overview of the proposed modifications to the LPN zoning district were presented to representatives of the Summerbrooke HOA for their review and comments at a meeting held at DSEM on December 19, 2019. The Summerbrooke representatives expressed concerns about stormwater management facility design and the impacts it may have on their lakes

and ponds in Summerbrooke. Additionally, they wanted to be involved with any design standards for the Lake Protection (LP) zoned portion of the Cawthon property, adjacent to Summerbrooke and within the LPN, and any future interconnect with their neighborhood. They were informed that no changes were being proposed to the LP or Bradfordville stormwater standards, which are the highest in the County. Their desired involvement related to the development of the Cawthon property, which will be part of the development review process, and that notifications would be mailed if a development application is received for the County's review. They were also informed that County staff would email the Summerbrooke HOA the agenda materials should an applicant request a pre-submittal meeting regarding development of the Cawthon property.

A second meeting with the Summerbrooke HOA representatives took place on February 5, 2020, to discuss the specific amendments being proposed in the draft Ordinance. The representatives were asked to provide any comments and feedback on the draft Ordinance prior to the first public hearing. Brief comments were received on March 11, 2020 and the primary concern was regarding loading and waste service trucks and dumpsters. The proposed amendments currently include specific development standards regarding how loading and waste services shall be sited and screened on-site in order to mitigate impacts to neighboring properties. In addition, the site itself will have uncomplimentary land use buffers, natural areas, setback requirements and site layout standards that will all address any potential conflicts or concerns regarding noise from dumpsters or loading areas.

Lastly, the Friends of Lake Jackson (FOLJ) have also been provided a copy of the proposed LPN amendments and a conference call with the President of the FOLJ was held to discuss the proposed amendments and answer his immediate questions and concerns. The immediate questions and concerns centered around stormwater and inter-basin transfer, both of which are not being altered as part of this amendment. Additionally, increased traffic and the potential for an increase in impervious surface associated with parking areas due to the allowance of an increased footprint size for one single-use tenant in each node. Staff explained that the overall intensity of development associated with each nodal site was not changing, so the allowance for one building to increase in overall footprint would not necessarily increase the amount of impervious surface on a site. Additionally, it was noted that the LPN zoning district standard limits parking to a range of 40 percent to 70 percent of the general parking standard typically allowed by code and require shared parking arrangements between tenants. Furthermore, the LPN standards encourage low-impact development techniques, such as rain gardens and bio-retention swales, to be incorporated into the design of the site to allow stormwater infiltration to occur as close to the source as possible.

Mr. Alan Niedoroda, President of the FOLJ, provided written comments by email on April 29th that noted concerns regarding the removal of a statement in the Ordinance that limits the district location to those areas inside the urban service area. This statement was removed because the LPN locations are already depicted in code and all are located inside the urban services area; therefore, keeping this statement in code was determined to be redundant and unnecessary. Mr. Niedoroda's second comment centered around the construction sequence of stormwater management facilities which occurs at the permitting stage.

Comments were received by George Lewis with the FOLJ on April 26th prior to the first public hearing regarding the proposed amendments to the LPN. His concerns surrounded the protection of the Lake Jackson basin and making note of the stringent stormwater requirements upfront in the intent section of the LPN zoning district standards. Additional language was added to the intent that references the Environmental Management Act section of the LDC. The additional comments received about other sections of the proposed ordinance were considered but ultimately decided by staff to be clear in intent and therefore, no further revisions were required.

Comprehensive Plan Consistency Determination

PLACE staff conducted a review of the proposed Ordinance and determined it is consistent with the Tallahassee-Leon County Comprehensive Plan (Attachment #5). The Ordinance will be reviewed by the Planning Commission at a Public Hearing on May 5, 2020. The recommendation of the Planning Commission will be shared with the Board at the May 12th public hearing.

Public Notification:

Notice of the Public Hearing has been published in accordance with the requirements of Florida Statutes (Attachment #6).

Options:

1. Conduct the second and final Public Hearing and adopt an Ordinance amending Section 10-6.660 of the Land Development Code, entitled “Lake Protection Node Zoning District” (Attachment #1).
2. Conduct the second and final Public Hearing and do not adopt an Ordinance amending Section 10-6.660 of the Land Development Code, entitled “Lake Protection Node Zoning District.”
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Ordinance
2. ICSC U.S. Shopping Center categories
3. APA PAS Report excerpt
4. Retail Markets SmartCode excerpt
5. Planning Consistency memo
6. Notice of Public Hearing

LEON COUNTY ORDINANCE NO. 2020-

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3
4 **AN ORDINANCE OF THE BOARD OF COUNTY**
5 **COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING**
6 **CHAPTER 10, THE LAND DEVELOPMENT CODE, OF THE**
7 **CODE OF LAWS OF LEON COUNTY, FLORIDA; AMENDING**
8 **SECTION 10-6.660, LAKE PROTECTION NODE ZONING**
9 **DISTRICT; PROVIDING FOR CONFLICTS; PROVIDING FOR**
10 **SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**
11

12
13 **RECITALS**
14

15 WHEREAS, the intent of the Lake Protection and Lake Protection Node Zoning Districts is to
16 ensure that environmentally sound and sustainable development occurs within the Lake Jackson drainage
17 basin with minimal impacts to water quality; and
18

19 WHEREAS, the Board is desirous to ensure the continued protection of the water quality in the
20 Lake Jackson drainage basin; and
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22 WHEREAS, the Ordinance will amend the development standards of the Lake Protection Node
23 Zoning District to address issues with the implementation of the intended Neighborhood Center
24 development pattern; and
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26 WHEREAS, the implementing regulations for the Lake Protection Node Zoning District are
27 located in Chapter 10 of the Leon County Code of Laws; and
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29 WHEREAS, amendments to the applicable provisions of Chapter 10 will be required to maintain
30 consistency with the Comprehensive Plan;
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32 BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY,
33 FLORIDA, that:
34

35 **Section 1. Amendments to Code.**
36

37 Section 10-6.660 of Article VI of Chapter 10 of the Code of Laws of Leon County, Florida,
38 entitled "Lake Protection Node Zoning District," is hereby amended to read as follows:
39

40 ~~Sec. 10-6.660. - Lake Protection Node.~~

1. District Intent	2. Allowable District Location
<p>—The lake protection node (LPN) zoning district is intended to:</p> <ol style="list-style-type: none"> 1. Accommodate compact mixed use development at designated major intersections to provide retail, service and recreation opportunities to nearby residents; 2. Provide a development pattern that is transit supportive, based on a high degree of interconnected streets, and a compact layout of uses that addresses streets and sidewalks; 3. Create a development pattern that maximizes infrastructure and minimizes environmental impact by concentrating non-residential uses around major intersections; 4. Protect community health and safety by minimizing automobile dependency and reducing vehicle miles traveled through design supporting a variety of travel modes; 5. Create a community where travel by foot and bicycle is safe, convenient, and comfortable; 6. Minimize stormwater runoff by limiting surface area devoted to parking and requiring strict volume control stormwater facilities; and 7. Facilitate compatibility with nearby neighborhoods through buffers, transitioning building mass and scale, and through careful site design. <p>—The LPN district shall permit residential, non-residential, and mixed-use development (including, but not limited to, office and commercial uses) utilizing urban services. Non-residential development allowed within this district is limited to office, retail, services, and community facilities. The LPN district also allows certain community and recreational facilities related to residential uses. Urban services are intended for this district inside the urban service area. The density or intensity of permitted development may depend upon the availability of such services. Existing non-residential uses within this district that meet all water quality and stormwater treatment standards set forth in the Comprehensive Plan and the environmental regulations of the county will be considered permitted, lawfully established conforming uses.</p>	<ol style="list-style-type: none"> a. The district may only be located within areas designated lake protection on the future land use map; and b. The lake protection node zoning district shall be permitted generally within ¼ mile of the center of the following intersections and as specifically illustrated in exhibits A, B, C and D of this section: <ol style="list-style-type: none"> (1) Highway 27 North and Sessions Road; (2) Highway 27 North and Fred George Road; (3) Highway 27 North and Capital Circle NW/Old Bainbridge Road; (4) Bannerman Road and Bull Headley Road; and c. Within the areas described in subsection (b) of this section, the location of the district may be further limited to facilitate compatibility with existing residential areas in the lake protection future land use category or to minimize potential adverse environmental impacts on Lake Jackson and its tributaries and other environmental features; and, d. Shall be located in areas served by central sewer and central water.

PERMITTED, PROHIBITED AND RESTRICTED USES			
3. Principal Uses	4. Prohibited Uses	5. Restricted Uses	6. Accessory Uses
<p>(1) Active and passive recreation facilities.</p> <p>(2) Automotive retail, service, and repair, including car wash.</p> <p>(3) Banks and other financial institutions.</p> <p>(4) Community facilities related to the permitted principal uses, including libraries, religious facilities, police/fire stations, and elementary, middle, high, and vocational schools</p> <p>(5) Daycare centers.</p> <p>(6) Government offices and services.</p> <p>(7) Live work units.</p> <p>(8) Lodging.</p> <p>(9) Medical and dental offices, services, laboratories, and clinics.</p> <p>(10) Nursing homes and other residential care facilities.</p> <p>(11) Office.</p> <p>(12) Residential—any unit type.</p> <p>(13) Restaurants, without drive-in facilities.</p> <p>(14) Retail.</p> <p>(15) Studios for photography, music, art, dance, and voice.</p>	<p>(1) Campgrounds and recreational vehicle parks, except where legally established and in existence prior to 1-1-2010.</p> <p>(2) Dry cleaners.</p> <p>(3) Gas stations, fuel/oil dealers and liquefied petroleum products.</p> <p>(4) Golf courses.</p> <p>(5) Heavy equipment rental.</p> <p>(6) Manufactured home parks.</p> <p>(7) Motor vehicle tracks.</p> <p>(8) Outdoor gun range.</p> <p>(9) Outdoor storage.</p> <p>(10) Residential—Mobile homes and standard design manufactured homes</p> <p>(11) Scrap material storage or processing.</p> <p>(12) Towing, wrecking, and recovery.</p> <p>(13) Warehouses and self storage.</p> <p>(14) Welding and machine shops.</p> <p>(15) Wholesale trade.</p> <p>(16) Other uses, which in the opinion of the County Administrator or designee are of a similar and compatible nature to those uses described in this district.</p>	<p>(1) Small appliance repair.</p> <p>a. All repair activity shall occur within an enclosed structure;</p> <p>(2) Pet day care.</p> <p>a. Shall be an accessory use to a veterinary clinic or pet store.</p> <p>b. Outside boarding and unsupervised outside activity are prohibited.</p> <p>(3) Shared stormwater management facilities.</p> <p>a. Shall be designed as an amenity.</p> <p>b. Safety fences shall be planted with vegetation equal to the fence height at plant maturity.</p> <p>c. Shall meet the requirements of section 10-4.301.</p>	<p>(1) Any use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure as determined by the County Administrator or designee.</p> <p>(2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the County Administrator or designee.</p>

Development Standards										
	7. Density, Intensity and Building Restrictions			8. Lot or Site Area Restrictions			9. Building Setbacks			
Use Category	a. Allowable Densities (dwelling units/acre)	b. Allowable Intensities (square feet/acre)	c. Maximum Building Height	a. Minimum Lot Area	b. Lot Width	c. Minimum Lot Depth	a. Front	b. Side Interior	c. Side Corner	d. Rear Single Use Development
Single-family detached and attached residential	Min: 4 Max: 8	None	35-foot	None	None	None	Min: 10 feet Max: 15 feet	Min: 0 feet Max: 10 feet Adjoins existing single-family subdivisions: 25 feet min.	Min: 10 feet Max: 15 feet	Min: 20 feet Adjoins existing single-family subdivisions 40 feet min.
Multi-family residential	Min: 4 Max: 8	None	35-foot	None	None	None	Min: 5 feet Max: 15 feet	Min: 10 feet Max: 15 feet Adjoins RP future land use category: 40 feet min.	Min: 10 feet Max: 15 feet	Min: 20 feet Adjoins existing single-family subdivisions: 40 feet min.
Non-residential and community and recreational facilities	N/A	10,000 sf/ac, vertical mixture of uses may receive a bonus of 2,500 sf/ac for a total of 12,500 square feet/ac	4 stories	N/A	N/A	N/A	Min: 5 feet Max: 15 feet	Min: Zero abutting buildings or 10 feet Max: 15 feet Adjoins existing single-family subdivisions: 40 feet min.	Min: Zero Max: 15 feet	Min: 20 feet Adjoins existing single-family subdivisions: 40 feet min.

Mixed-Use Development										
Mixed-use development	Min: 4 feet Max: 8 feet	10,000 sf/ac, vertical mixture of uses may receive a bonus of 2,500 sf/ac for a total of 12,500 square feet/ac	4 stories	N/A	N/A	N/A	Min: 5 feet Max: 15 feet	Min: Zero abutting buildings or 10 feet Max: 15 feet Adjoins existing single-family subdivisions: 40 feet min.	Min: 10 feet Max: 15 feet	Min: 20 feet Adjoins existing single-family subdivisions: 40 feet min.

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10. Building Size Standards		
Use Category	a. Maximum Building Size	b. Maximum building floor area per structure
Single-Family Detached and Attached Residential	N/A	N/A
Multi-Family Residential	15,000 square feet	N/A
Non-Residential and Community and Recreational Facilities	Standard: 10,000 square feet	Standard: 14,000 square feet
Mixed-Use Development	Standard: 10,000 square feet	Standard: 30,000 square feet

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11. Mixed Use Incentive Qualifications: ~~Developments incorporating a vertical mixture of residential and non-residential uses within a single development application or those which retrofit an existing development to include a vertical mixture of residential and non-residential uses, qualify for additional density and intensity provided for mixed use development, pursuant to the following criteria:~~

- ~~a. At the completion of all development phases, no less than 20 percent of the gross floor area within the development is devoted to either residential use or non-residential use;~~
- ~~b. The development consists of a mixture of uses within a single building or within multiple adjacent buildings, wherein the different uses are located no further than 200 feet apart; and~~
- ~~c. The development application must provide a common plan for the development of all included parcels, including shared infrastructure.~~

12. Access Management:

- ~~a. Direct access to an arterial roadway or major collector shall be limited and provided via public right-of-way.~~
- ~~b. There shall be no more than one public right-of-way connection to an arterial roadway and to each adjacent collector street per each nodal quadrant; until such time as a street system is created to provide access to all parcels adjoining the adjacent arterial roadway or the adjacent collector street, individual properties may obtain access, if needed, on a temporary basis.~~
- ~~c. Applicants for development shall enter an agreement to cooperate in any future project to consolidate access points or to share access with abutting properties as opportunities arise.~~

13. Blocks, Frontage, and Sidewalks: ~~Street design and layout shall support an interconnected street network and pattern of a scale conducive to pedestrian and bicycle use.~~

- ~~a. Block length: Long side: 600 feet maximum, except where divided by a mid-block pedestrian crossing or alley, in which case, maximum block length may be 850 feet. Short side: Distance may vary between 200 and 400 feet to accommodate environmental and physiographic limitations.~~
- ~~b. Mid-block pedestrian crossings: A publicly accessible pedestrian crossing shall be provided for blocks with a length greater than 600 feet on one or more sides.~~
- ~~c. Sidewalk width and placement: Frontage sidewalks shall be a minimum of eight feet in width. All other sidewalks shall be no less than 5 feet in width.~~
- ~~d. Pedestrian weather protection: Where practical, non-residential and mixed-use buildings shall provide weather protection, arcade, awning, etc., along the frontage sidewalk extending at least 3 feet.~~
- ~~e. Alternative surface material: Use of distinctive paving texture, type, and color for transitions between neighborhoods and within pedestrian areas is encouraged. Interconnections between neighborhoods should also be distinguished through the use of vertical architectural elements, such as archways, gateways, or bollards.~~

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14. Street Trees: All development or redevelopment shall incorporate street trees within the right of way, preferably between the back of curb and sidewalk.

- a. Street trees shall be planted between 20—30 feet on center, except when a greater distance may be required to avoid conflict with visibility, street lamps, utilities, or safety issues would be compromised with the required location.
- b. A minimum planting strip of six feet shall be provided between the back of curb and sidewalk, except where on-street parking is provided and tree wells or planters are more appropriate.
- c. Tree selection and location shall be approved by the local utility provider and shall be no higher than 20 feet at maturity when located beneath power lines.

15. Parking:

- a. Location: Parking shall not be located between the building facade and the right of way, and shall be located on street, internal to the block, or to the rear of structures. Where site constraints necessitate, up to 25 percent of required parking may be permitted to the side of buildings.
- b. On-street parking: All streets created or expanded in association with development in this district shall be designed to accommodate on-street parking.
- c. Quantity: On-site parking shall be limited to a range of 40 percent to 70 percent of the general parking standard set forth in section 10-7.545. Schedule 6-2, On-street parking, provided on adjacent rights-of-way within the LPN zoning district without crossing an arterial or collector street may be counted towards meeting the parking requirement. Shared parking may also count toward the requirement.
- d. Size: Individual off-street surface parking lots shall not exceed 0.75 acre.

16. Building Position:

- a. Orientation: The principal building entryway shall be oriented to the street, other than an arterial roadway, and be designed to provide direct pedestrian access from that street. Where buildings are equidistant to two or more streets, the principal entryway may be located on either street. Buildings may be oriented toward the arterial roadway so long as there is a parallel street located between the arterial roadway and the building.
- b. Encroachments: Porches, balconies, patios, pedestrian weather protection features and other like architectural features may encroach into 50 percent of the front setbacks. Seating within the required yard setbacks shall be allowed. Encroachments, permanent and temporary, shall not result in a constrained pedestrian passageway of less than 5 feet in width.

17. Building Facade Length: Non-residential and mixed-use building facades along any public street frontage shall not exceed 100 feet, unless vertical structural elements and functional entrance doors divide that facade no less than every 50 feet.

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18. Transparency: ~~Adjacent to streets, sidewalks, and publicly accessible parking areas, non-residential and mixed-use buildings shall provide a minimum facade transparency of 50 percent at pedestrian level—between two and eight feet above finished grade—and residential buildings shall provide a minimum facade transparency of 25 percent at pedestrian level.~~

19. Building Materials:

- a. ~~The following materials are prohibited: corrugated metal, standing seam, or v-crimp metal sheeting exterior walls or wall coverings.~~
- b. ~~The use of vinyl siding may not comprise more than 20 percent of any exterior wall plane.~~

20. Roof Types:

- a. ~~All roof types are allowed. The use of gable roofs, cross-gable roofs, and dormers are encouraged for buildings of two stories or less.~~
- b. ~~Flat roofs shall provide horizontal articulation with a building cap at the top of the building base and/or incorporate the use of parapets.~~

21. Buffering, Fencing, and Screening:

- a. ~~Buffer zone standards: Buffering is not required between uses in the LPN zoning district. Where development abuts existing single-family subdivisions, the landscape buffer standards of section 10-7.522 shall apply.~~
- b. ~~Fencing: Chainlink fencing visible from public right-of-way or property is prohibited, unless screened by vegetation that covers completely at plant maturity.~~
- c. ~~Screening of service connections and facilities: Outdoor service areas, loading docks, trash collection, outdoor storage, mechanical equipment, shall be mitigated by the use of screening material consistent with the materials and design treatments of the primary facade of the primary building and/or evergreen landscape plant material.~~
 - i. ~~Landscape plans shall provide sight lines for natural surveillance between 3 and eight feet above grade.~~
 - ii. ~~The service areas shall not be within 50 feet of any adjoining residential property.~~
 - iii. ~~The service areas shall be screened with vegetation and fences/ masonry walls that are of sufficient height (minimum six feet) and opacity (minimum 50 percent) to screen from nearby streets and residential areas. Fences or masonry walls shall be constructed with materials that are incorporated in the design of the principal building.~~
 - iv. ~~Above ground utility boxes visible from the street shall be screened with landscaping on at least two sides, thereby preserving access for the utility provider.~~
- d. ~~Off street parking; landscaping: A minimum 10-foot wide landscaping strip shall line the perimeter of surface parking lots, and shall be landscaped with one canopy tree per 20 linear feet of frontage and a continuous row of shrubbery not to exceed 3 feet at maturity.~~
- e. ~~Required landscaping; Alternative compliance methods. Development is encouraged to utilize the site design alternatives set out in sections 10-4.347 and 10-4.350.~~

22. Lighting:

- a. Intensity limits. Lighting levels at the property line as measured at 6 feet above ground level shall not exceed 0.5 footcandles. The footcandle average in on-site parking lots should not exceed 2.0 footcandles. The recommended maximum uniformity ratio (average: minimum light level) is 4:1.
- b. Light fixture types and location:
 - i. "Shoebox" and "Cobrahead" lights are prohibited.
 - ii. All light fixtures shall be full cut-off type fixtures and direct light internal to the site.
 - iii. Individual light poles and wall mounted light fixtures shall be no taller than 20 feet above grade. Wall mounted light fixtures shall be placed no closer than every 25 feet along the facade. Lighted bollards are encouraged along pedestrian routes.

23. Signage: All signs shall comply with the county sign code and requirements set out in this section: where conflicts occur, the most restrictive standard applies.

- a. Prohibited signs: Roof signs, billboard signs, pole signs, signs that rotate or are in motion, including animated signs, are not allowed in this district.
- b. One freestanding monument ground sign of no greater than 80 square feet display area per side, with no more than two sides, may be provided for each tenant. Properties shall be entitled to one ground sign per 500 feet of frontage.
- c. Maximum height of monument signs shall not exceed six feet above grade for single tenant structures and shall not exceed 15 feet above grade for multiple tenant structures.
- d. Monument ground signs shall incorporate the same exterior materials as the principal structure, and should utilize exterior finish of metal, wood, or masonry materials.
- e. Two on-site directional signs, not to exceed 4 square feet each, shall be allowed per tenant. Such signs are intended for navigational purposes and shall be free of logos, advertisements, badges, or slogans.
- f. Sign illumination:
 - i. Prohibited lighting: Flashing, rotating, pulsing, search, laser, or lights moving in any manner.
 - ii. Ground sign lighting: Ground signs are encouraged to be illuminated with an opaque field and letters of a lighter tone to control glare.
 - iii. Wall sign lighting: Wall mounted signs shall be internally illuminated or externally illuminated with full cut-off type light fixtures directed downward.

24. Stormwater Management Facilities:

- a. Refer to section 10-4.301 for water quality treatment and volume control standards associated with development.
- b. Whenever possible, low impact development (LID) techniques such as rain gardens and bio-retention swales are encouraged to allow stormwater infiltration to occur as close to the source as possible. A decentralized stormwater management design which disperses stormwater facilities across the site rather than to a centralized treatment facility is encouraged.
- c. Landscape vegetation shall be incorporated around the perimeter of the stormwater facility, which at maturity will visually conceal required

fencing.

d. ~~Landscape plants should be native. A minimum of four different species of trees and shrubs shall be utilized. Stormwater management facilities shall incorporate appropriate tree and plant species that take into account the soil, hydrologic, and other site and facility conditions. Existing vegetation should be incorporated into the facility design where possible.~~

e. ~~Existing non-residential uses within the Lake Protection land use category that meet all water quality and stormwater management standards for their respective use, as specified within the land development regulations, will be considered permitted uses.~~

25. Sidewalks:

~~Sidewalks shall be provided in the LPN district consistent with the provisions of section 10-7.529. For clustered subdivision, all required sidewalks shall connect to existing and proposed sidewalks to the maximum extent possible. Multi-use trails designed for non-motorized vehicles and pedestrians are also encouraged in the LPN district to promote connectivity and to reduce automobile dependency.~~

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General notes:

~~(1) Central sanitary sewer and water are required within LPN.~~

~~(2) Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.~~

~~(3) Refer to the concurrency management ordinance for information pertaining to the availability of capacity for certain public facilities (roads, schools, parks, etc.).~~

~~(4) Development standards. All proposed development shall meet the buffer zone standards (section 10-7.522), and the parking and loading requirements (subdivision 3, division 5, article VII of this chapter).~~

1 **Sec. 10-6.660. Lake Protection Node Zoning District.**

<p style="text-align: center;"><u>1. District Intent</u></p>	<p style="text-align: center;"><u>2. District Location</u></p>
<p><u>The Lake Protection Node (LPN) zoning district is intended to:</u></p> <ul style="list-style-type: none"> (a) <u>Accommodate compact, mixed-use development at designated major intersections to provide retail, service, and recreation opportunities to nearby residents;</u> (b) <u>Provide a development pattern that is transit-supportive, based on a high degree of interconnected streets, and a compact layout of uses that fronts streets and sidewalks;</u> (c) <u>Create a development pattern that efficiently uses infrastructure and minimizes environmental impact by concentrating non-residential uses around major intersections;</u> (d) <u>Protect community health and safety by minimizing automobile dependency and reducing vehicle miles traveled through design supporting a variety of travel modes;</u> (e) <u>Create a safe, convenient, interconnected, and comfortable foot and bicycle network in the nodes;</u> (f) <u>Minimize stormwater runoff by utilizing low-impact design and requiring strict water quality treatment and volume control stormwater facilities as outlined in section 10-4.301 to protect the Lake Jackson Basin; and</u> (g) <u>Facilitate compatibility with nearby neighborhoods through buffers, transitioning building mass and scale, and other considerate site design strategies.</u> <p><u>The LPN district permits residential, non-residential, and mixed-use development utilizing urban services. Non-residential development allowed within this district is limited to office, retail, lodging, professional and medical services, and residential care facilities. Community facilities, institutional uses and recreational facilities are also allowed.</u></p>	<ul style="list-style-type: none"> (a) <u>The LPN district may only be located within areas designated lake protection on the future land use map of the Comprehensive Plan; and</u> (b) <u>The LPN zoning district shall be permitted generally within ¼ mile of the center of the following intersections and as specifically illustrated in exhibits A, B, C and D of this section:</u> <ul style="list-style-type: none"> 1. <u>Highway 27 North and Sessions Road;</u> 2. <u>Highway 27 North and Fred George Road;</u> 3. <u>Highway 27 North and Capital Circle NW/Old Bainbridge Road;</u> 4. <u>Bannerman Road and Bull Headley Road; and</u> (c) <u>Within the areas described in subsection (b) above, the location of the district may be further limited to facilitate compatibility with existing residential areas in the Lake Protection Future Land Use Category or to minimize potential adverse environmental impacts on Lake Jackson and its tributaries and other environmental features.</u>

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3. PERMITTED, PROHIBITED AND RESTRICTED USES

<u>(a) Permitted Uses</u>	<u>(b) Prohibited Uses</u>	<u>(c) Restricted Uses</u>	<u>(d) Accessory Uses</u>
<p>(1) <u>Retail</u> (2) <u>Lodging</u> (3) <u>Office, Professional and Medical</u> (4) <u>Active and Passive Recreation</u> (5) <u>Community Facilities</u> (6) <u>Institutional</u> (7) <u>Single-family attached and multi-family residential</u> (8) <u>Daycare, Nursing Homes, and other residential care facilities</u> (9) <u>Other uses, which in the opinion of the County Administrator or designee are of a similar and compatible nature to those uses described in this district.</u></p>	<p>(1) <u>Automotive service and repair, including car wash.</u> (2) <u>Campgrounds and recreational vehicle parks, except where legally established and in existence prior to 1-1-2010.</u> (3) <u>Gas stations, fuel/oil dealers and liquefied petroleum products.</u> (4) <u>Golf courses.</u> (5) <u>Heavy equipment rental.</u> (6) <u>Manufactured home parks.</u> (7) <u>Motor vehicle tracks.</u> (8) <u>Outdoor gun range.</u> (9) <u>Outdoor storage.</u> (10) <u>Single-family detached and two-family (duplex) residential dwellings.</u> (11) <u>Scrap material storage or processing.</u> (12) <u>Towing, wrecking, and recovery.</u> (13) <u>Warehouses and self-storage.</u> (14) <u>Welding and machine shops.</u> (15) <u>Wholesale trade.</u></p>	<p>(1) <u>Drive-thru and pick-up window facilities</u></p>	<p>(1) <u>Any use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure as determined by the County Administrator or designee.</u> (2) <u>Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the County Administrator or designee.</u></p>

DEVELOPMENT STANDARDS

<u>4. Density, Intensity, Height and Building Restrictions</u>					<u>5. Building Setbacks</u>			
<u>Use Category</u>	<u>(a) Residential Densities [dwelling units/acre]</u>	<u>(b) Non-residential Intensities [square feet (sf)/acre]</u>	<u>(c) Max Building Height</u>	<u>(d) Building Restrictions</u>	<u>(a) Front</u>	<u>(b) Side Interior</u>	<u>(c) Side Corner</u>	<u>(d) Rear</u>
<u>Single-family attached residential</u>	<u>Max: 8</u>	<u>N/A</u>	<u>3 Stories</u>	<u>Minimum of 3 units attached;</u> <u>Maximum of 6 units attached</u>	<u>Min: None</u> <u>Max: 15 feet</u>	<u>Min: 7.5 feet</u> <u>Max: 10 feet</u>	<u>Min: 10 feet</u> <u>Max: 15 feet</u>	<u>Min: 20 feet</u> <u>Max: None</u>
<u>Multi-family residential</u>	<u>Max: 8</u>	<u>N/A</u>	<u>3 Stories</u>	<u>12,000 sf maximum building footprint</u>	<u>Min: None</u> <u>Max: 15 feet</u>	<u>Min: 10 feet</u> <u>Max: 15 feet</u>	<u>Min: 10 feet</u> <u>Max: 15 feet</u>	<u>Min: 20 feet</u> <u>Max: None</u>
<u>Non-residential</u>	<u>N/A</u>	<u>10,000 sf/ac</u>	<u>3 Stories</u>	<u>20,000 sf maximum building footprint¹</u>	<u>Min: None</u> <u>Max: 25 feet</u>	<u>Min: None</u> <u>Max: None</u>	<u>Min: None</u> <u>Max: 25 feet</u>	<u>Min: None</u> <u>Max: None</u>
<u>Community and recreational facilities</u>	<u>N/A</u>	<u>10,000 sf/ac</u>	<u>3 Stories</u>	<u>12,000 sf maximum building footprint</u>	<u>Min: None</u> <u>Max: 25 feet</u>	<u>Min: None</u> <u>Max: None</u>	<u>Min: None</u> <u>Max: 25 feet</u>	<u>Min: None</u> <u>Max: None</u>
<u>Vertical mixed-use</u>	<u>Max: 8</u>	<u>12,500 sf/ac</u>	<u>4 stories</u>	<u>25,000 sf maximum building footprint</u>	<u>Min: None</u> <u>Max: 25 feet</u>	<u>Min: None</u> <u>Max: None</u>	<u>Min: None</u> <u>Max: 25 feet</u>	<u>Min: None</u> <u>Max: None</u>

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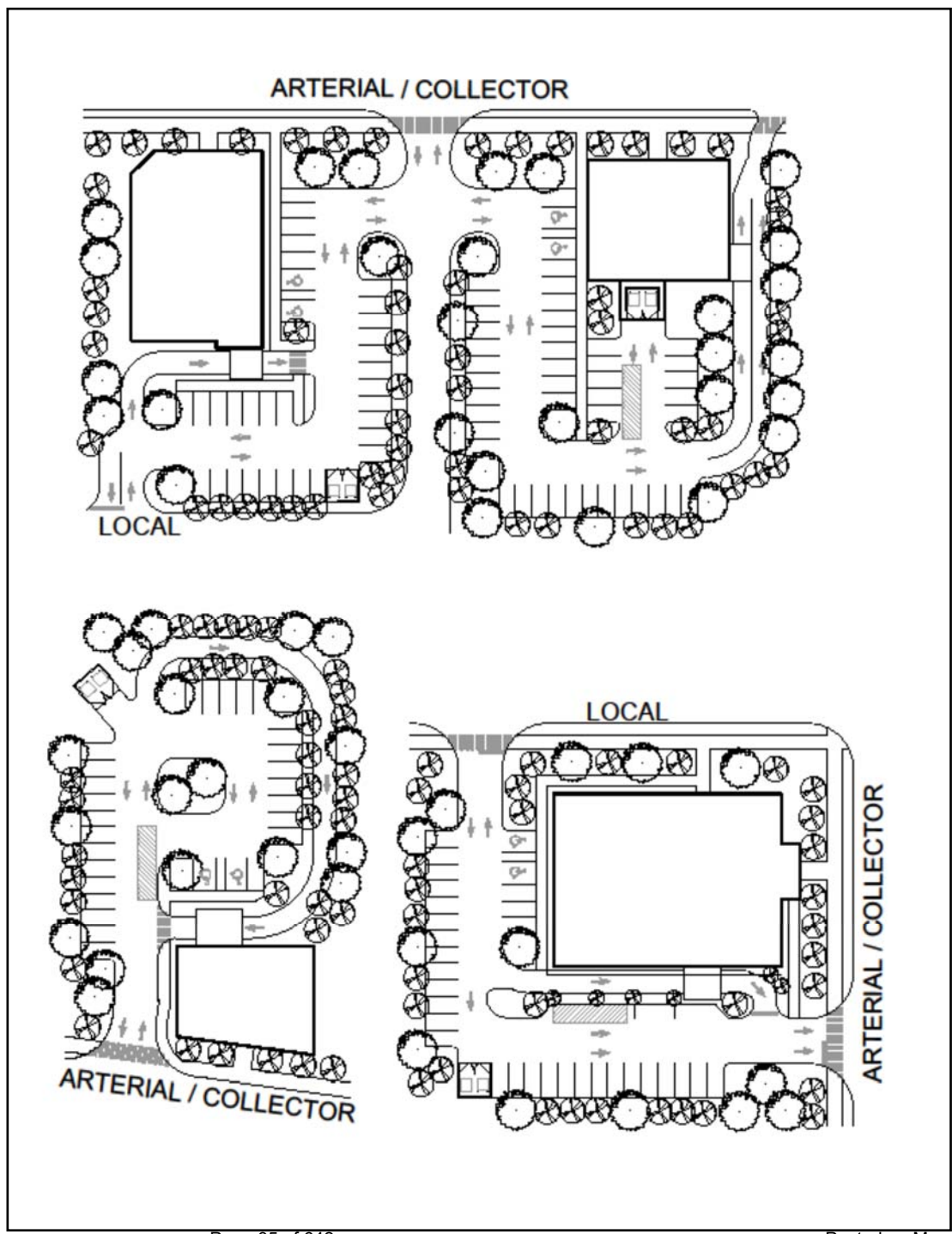
¹ With the exception of vertical mixed-use buildings, one building per node as illustrated in Exhibits A-D may exceed a maximum building footprint of 20,000 sf, but in no case shall exceed a building footprint of 50,000 sf.

- 1 **6. Vertical Mixed-Use Incentive Qualifications:** Developments incorporating a vertical mixture of residential and non-residential uses within
2 a single development application or those which retrofit an existing development to include a vertical mixture of residential and non-
3 residential uses, qualify for additional density and intensity, pursuant to the following criteria:
4 (a) At the completion of the development plan, including any phases, no less than 25 percent of the gross floor area within the overall
5 development shall be devoted to either residential use or non-residential use.
6 (b) The development application must provide a common plan for the development of all included parcels, including shared infrastructure.
7
- 8 **7. Access Management:** Development within the node shall be designed to provide an internal circulation system with consolidated access
9 for all properties via streets or cross-access easements to adjacent arterials and collectors.
10 (a) Access to adjacent arterial and collector roadways shall be limited to the minimum necessary as determined by the county engineer and
11 at least one access point shall be provided via public right-of-way.
12 (b) Shared access points, rather than individual access points on adjacent arterial and collector roadways, shall be required as determined
13 by the county engineer or designee.
14
- 15 **8. Additional Development Standards for Restricted Uses:** Drive-throughs and pick-up windows shall be sited to prioritize pedestrian traffic
16 and shall meet the following standards and those outlined in subsections 8-18 below. Should conflicts arise, the stricter standard shall apply.
17 Refer to Figure 1.
18 (a) **Building Footprint:** Uses with a drive-through or pick-up window shall also include an indoor retail and/or seating area that shall
19 comprise at least one-quarter of the building footprint.
20 (b) **Drive-through Location:** Drive-through lanes shall not be located between the street frontage and the façade of the building and shall
21 be adjacent to no more than two sides of the building. Direct pedestrian access shall be provided from the public sidewalk to the principal
22 frontage entrance. A pedestrian network internal to the site shall provide safe and convenient routes from associated parking areas to
23 the building entrances and/or public sidewalk.
24 (c) **Screening:** Each drive-through or pick-up window and queuing lane shall be visually screened with evergreen landscape materials of
25 sufficient height (at maturity) to reasonably reduce visibility from adjacent streets and residential areas.
26

1 **Figure 1: Drive-through Layout Examples**

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- 1 **9. Site Layout (Blocks and Streets):** Street design and site layout shall not be an auto-centric design but rather employ a pedestrian- and
2 bicycle-centric model that prioritizes and maximizes comfort, convenience, safety and access for these users. Refer to Figures 2 - 5.
- 3 (a) **Block Length:** Long side: 600 feet maximum, except where divided by a mid-block pedestrian street crossing, in which case, maximum
4 block length may be 850 feet. Short side: Distance may vary between 200 and 400 feet to accommodate environmental and
5 physiographic limitations.
- 6 (b) **Pedestrian Passageways:** Publicly accessible pedestrian passageways from the street to and through the interior of the block are
7 encouraged to separate pedestrians from traffic and provide pedestrian access from parking lots at the rear of the buildings to the street.
8 Passageways shall be a minimum of eight (8) feet wide and a minimum of twelve (12) feet height. Pedestrian passageways shall be
9 designed to preclude normal vehicular access and preferably be separate from other emergency vehicle access ways to the interior of
10 the block.
- 11 (c) **Streetscape:** Convenient pedestrian and bicycle circulations systems that minimize conflicts with motor vehicles shall be provided
12 continuously throughout the development. All development or redevelopment shall incorporate street trees within the right-of-way,
13 preferably between the back of curb and sidewalk.
- 14 1. The Frontage Zone is defined as the area between the building façade and pedestrian clear zone. Depending on the size of the
15 frontage zone, they may be able to accommodate sidewalk cafes, store entrances, retail display, landscaping, transit stop amenities,
16 or other features that activate and enhance the pedestrian environment. Wider frontage zones provide more room for future tenants
17 and residents to activate the public right-of-way in a manner compatible with street trees and other required features between the
18 frontage zone and curb. A minimum of 2' is recommended for the frontage zone to allow for shy distance from fixed objects.
- 19 2. The Pedestrian Clear Zone is the area of the sidewalk corridor that is specifically reserved for pedestrian travel. Additional pedestrian
20 clear zone widths are required within transit zones and pedestrian-designated zones. Street furniture, street trees, planters, and
21 other vertical elements such as poles, fire hydrants and street furniture, as well as temporary signs and other items shall not protrude
22 into the pedestrian clear zone.
- 23 a. Sidewalks, whether adjacent to streets or not, must be at least eight (8) feet wide on retail or mixed-use blocks and at least five
24 (5) feet wide on all other blocks.
- 25 b. Sidewalks shall be provided consistent with the provisions of section 10-7.529. Multi-use trails designed for non-motorized
26 vehicles and pedestrians are also required in the LPN district to promote connectivity and to reduce automobile dependency.
27 Bicycle and pedestrian interconnections shall also be provided, where possible and determined appropriate, to existing and
28 programmed multi-use trails, greenways and public parks.
- 29 3. The Landscape/Furniture Zone (including the curb) is defined as the area between the roadway curb face and the front edge of the
30 pedestrian clear zone and shall be a minimum of six (6) feet in width. In certain locations, this zone does not exist due to limited
31 right-of-way widths. This zone buffers pedestrians from the adjacent roadway and is the appropriate location for bioretention cells,
32 rain gardens, street furniture, art, street trees and vegetation, and includes the 6-inch curb in its dimensions. It is also the preferred
33 location for other elements such as signage, pedestrian lighting, hydrants, and above and below grade utilities. Clearance and
34 setback requirements apply to many elements located in the landscape/furniture zone.
- 35 a. Frontage and landscape/furniture zone shift: In areas where ground-level active uses are anticipated within the building frontage
36 zone—such as sidewalk cafes or merchandise display—frontage zones should be designed to be wide enough to accommodate

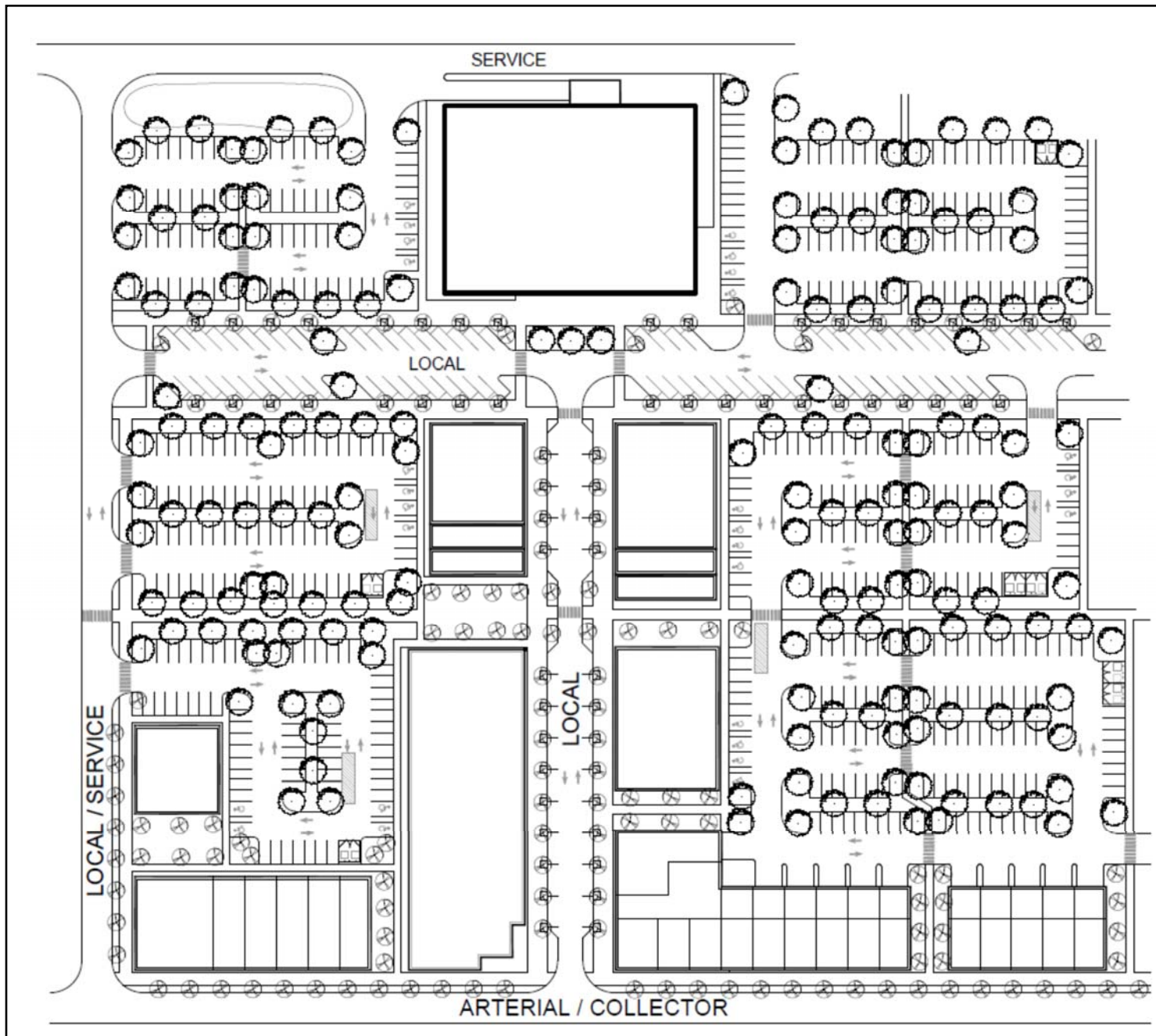
1 those uses. In no case can an active use encroach on the pedestrian clear zone. In rare cases, the furniture zone may be reduced
2 in width through the deviation process in order to maintain the minimum pedestrian clear zone and allow for activation uses in
3 the frontage zone.

- 4 b. Street trees shall be planted between 20-30 feet on center, except when a greater distance may be required to avoid conflict with
5 visibility, streetlights, utilities, or safety issues would be compromised with the required location. Tree selection and location shall
6 be approved by the local utility provider and shall be no higher than 14 feet at maturity when located beneath power lines.

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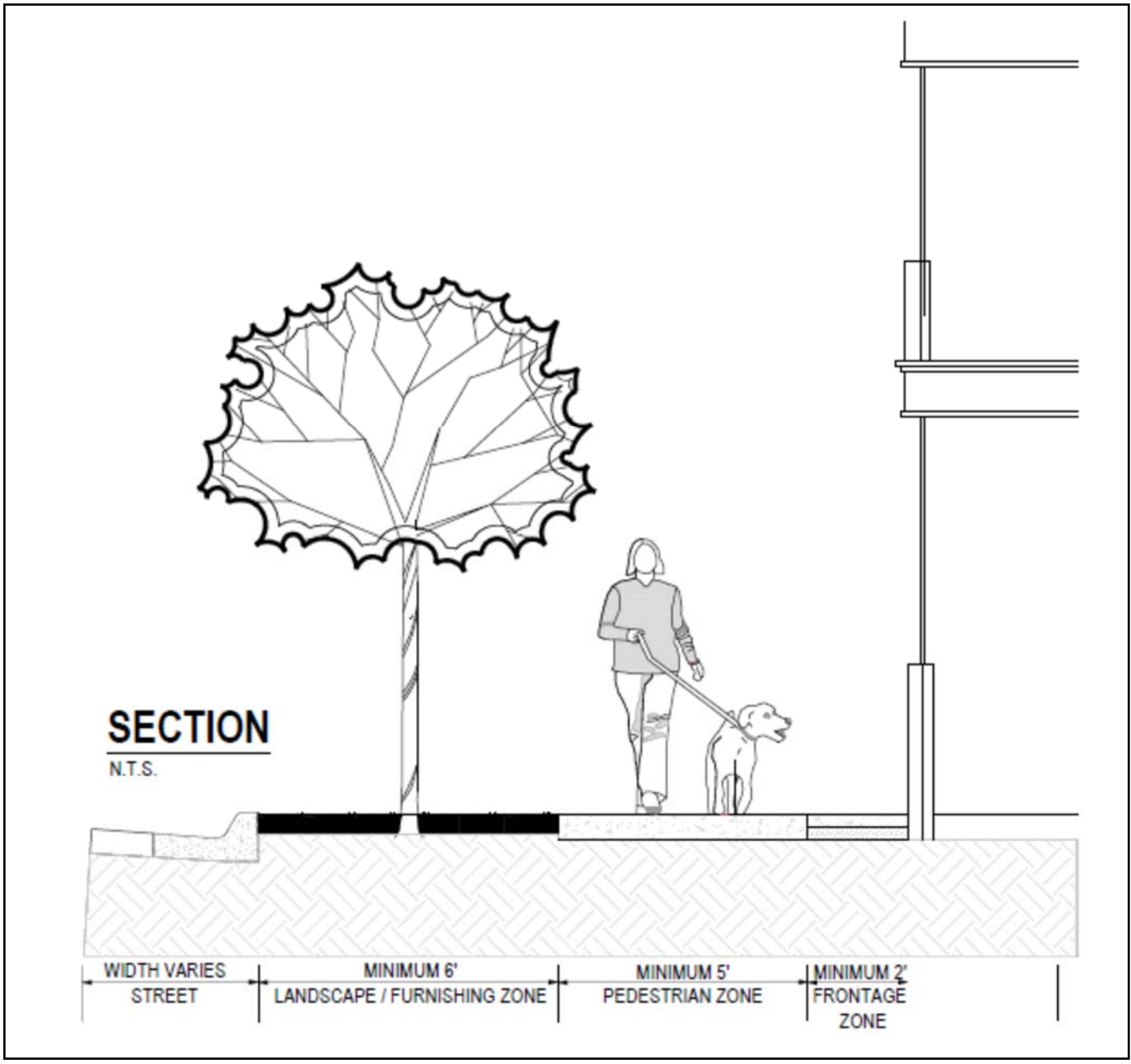
Figure 2: Main Street Layout

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1 **Figure 3. Streetscape Section**

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1 **Figure 4. Commercial Streetscape Plan**

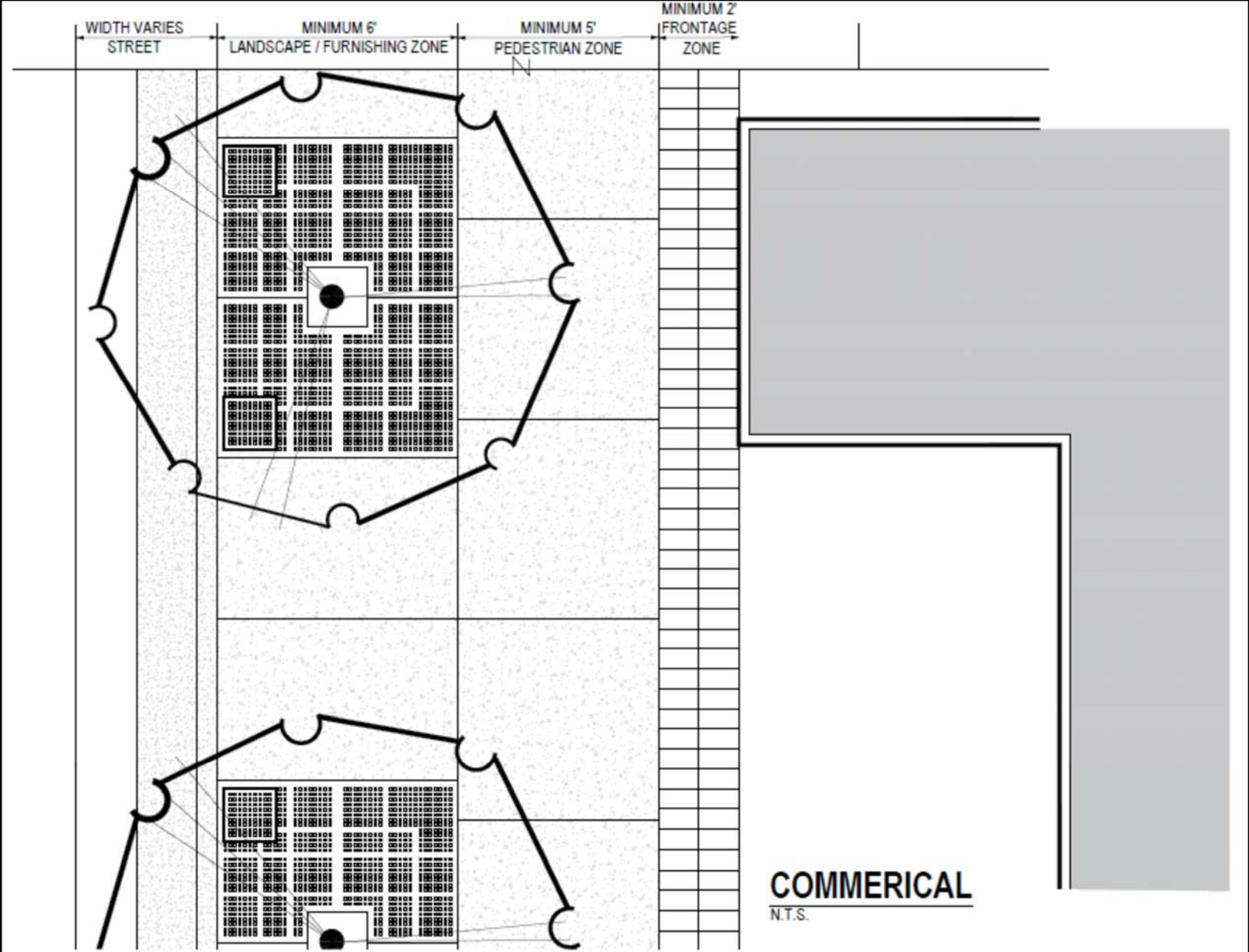
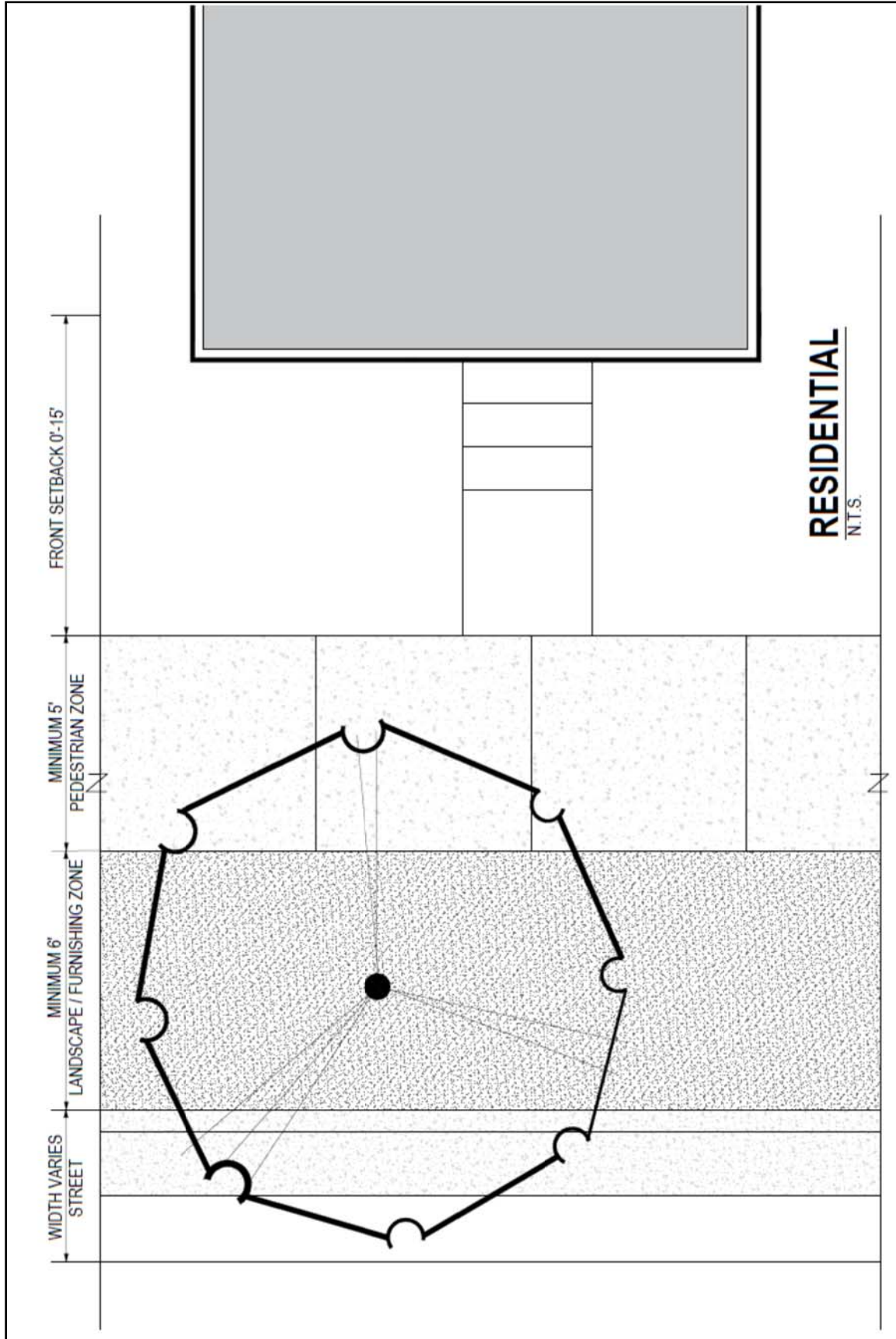


Figure 5: Residential Streetscape Plan



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10. Building Orientation and Frontage:

- (a) Proximity: Building shall contribute to the street wall of the overall development.
- (b) Orientation: The principal building entryway shall be oriented and accessible from the most pedestrian-friendly street or corridor and be designed to provide direct pedestrian access from that street.
- (c) Building Facade: Building facades along any public street frontage shall not exceed 100 feet, unless vertical structural elements and functional entrance doors divide that facade no less than every 50 feet. No more than 20% of the street-facing facade shall be faced directly by garage and service bay openings.
- (d) Encroachments: Porches, balconies, pedestrian weather protection features and other like architectural features shall not encroach more than eight (8) feet into setbacks. Seating within the required yard setbacks shall be allowed. Encroachments, permanent and temporary, shall not result in a constrained pedestrian passageway of less than 5 feet in width.

11. Parking: Drive aisles, streets and parking shall not have primacy over pedestrian areas. Shared parking is envisioned as a necessity; therefore, large parking fields shall be prohibited. Refer to Figure 2.

- (a) Location: Off-street parking shall not be located between the building facade and the right-of-way. Parking shall be dispersed throughout the site by using on-street parking and at the rear of buildings or internal to the block. One double-loaded bay of parking may be located to the side of buildings. Where site constraints necessitate, up to 25 percent of required parking may be permitted to the side of buildings.
- (b) On-street parking: All streets created or expanded in association with development in this district shall be designed to accommodate on-street parking.
- (c) Quantity: Parking shall be limited to a range of 40 percent to 70 percent of the general parking standard set forth in section 10-7.545 (Schedule 6-2). On-street parking provided on adjacent rights-of-way within the LPN zoning district without crossing an arterial or collector street may be counted towards meeting the parking requirement. Shared parking may also count toward the requirement.
- (d) Size: Individual off-street surface parking lots shall not exceed 0.75 acre. Parking separated by a 30-foot wide landscape and sidewalk area shall be counted as separate parking areas.
- (e) Screening: A minimum 10 feet wide landscaping strip shall be required between surface parking lots and adjacent streets. Landscaping shall require one canopy tree per 20 linear feet of frontage and a continuous row of shrubbery not to exceed 3 feet at maturity.

- 1 **12. Building Design:** Color architectural renderings shall be provided at the time of site plan review demonstrating compliance with this section.
2 Refer to Figure 6. Variety in design elements, transparency, color, texture and materials shall create visual interest, particularly at the
3 pedestrian scale, and contribute to the establishment of the architectural character of the area. This includes the incorporation of building
4 facades that vary in mass, scale and height by inclusion of the following:
- 5 (a) **Architectural Features:** Large, unadorned and monolithic building faces and walls shall be prohibited. Multiple architectural and trim
6 components including changes in color, texture, material and plane by using a reveal, offset or projecting rib shall be incorporated into
7 the building design. Corner locations shall be considered opportunities for distinctive design on each frontage.
- 8 (b) **Transparency:** Adjacent to streets, sidewalks, and publicly accessible parking areas, non-residential and mixed-use buildings shall
9 provide a minimum facade transparency of 50 percent at pedestrian level - between two and eight feet above finished grade—and
10 residential buildings shall provide a minimum facade transparency of 25 percent at pedestrian level.
- 11 (c) **Materials and Colors:** Building facades shall be composed of natural materials such as brick, stone or wood siding or high-quality, man-
12 made materials such as stucco and tinted or textured concrete masonry. The use of vinyl siding may not comprise more than 20 percent
13 of any facade. Primary colors shall be natural, subdued earth tones while accent colors may be applied to architectural design elements.
14 The following materials are prohibited: corrugated metal, standing seam, or v-crimp metal sheeting exterior walls or wall coverings. The
15 materials used on the street-facing façades must return around exterior corners and terminate only at an internal corner (or a minimum
16 of 6 feet from the principal façade).
- 17 (d) **Rooflines:** Variations in roofline accomplished by varying the building’s mass in height and width so it appears divided into distinct
18 massing elements through projections, recesses, and vertical changes in roof edges and slopes. Lengthy roofs with some transition but
19 appearing to be flat shall not be permitted. Rooftop or ground mechanical equipment shall be considered in the initial stage of design
20 and shall be screened through incorporation into the architectural form and layout of the building.
- 21 (e) **Roof Types:** All roof types are allowed. The use of gable roofs, cross gable roofs, and dormers are encouraged for buildings of two
22 stories or less. Flat roofs shall provide horizontal articulation with a building cap at the top of the building base and/or incorporate the
23 use of parapets.
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Figure 6: Building Design Examples

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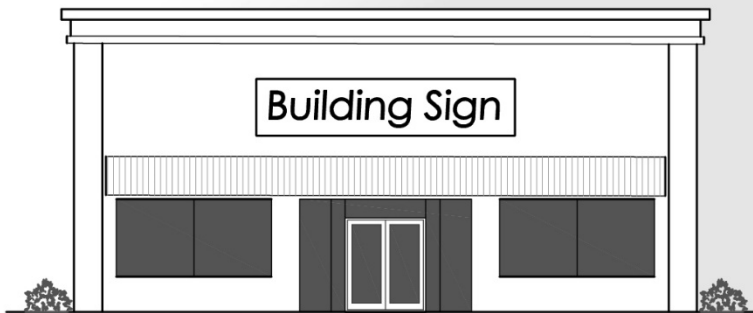


Elevation

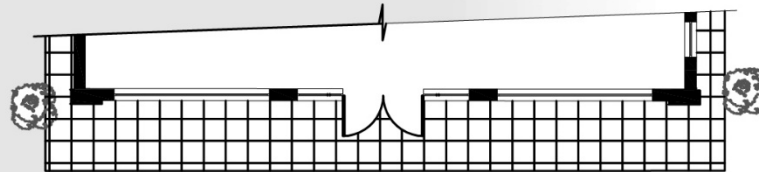


Plan

Not This



Elevation



Plan

1 **13. Buffering, Screening and Outdoor Service Areas:**

2 (a) **Buffer zone standards:** Buffering is not required between uses within the LPN zoning district. Where development abuts existing
3 single-family subdivisions, the landscape buffer standards of section 10-7.522 shall apply.

4 (b) **Fencing:** Chain link fencing visible from public streets or adjoining property is prohibited, unless it is screened by vegetation that
5 provides 100% opacity within 5 years from planting or at plant maturity, whichever is less.

6 (c) **Outdoor service areas, loading docks, delivery areas:**

7 1. Location: Shall only be located to the rear, side of a building, or in an interior location and shall adhere to the screening
8 requirements in subsection (c)(2). Additionally, all outdoor services areas, loading docks and delivery areas shall be set back a
9 minimum of 75-feet from the nearest residential structure in an adjoining zoning district.

10 2. Screening: Outdoor service areas, loading docks, delivery areas, trash collection, outdoor storage, and mechanical equipment
11 shall be mitigated using screening material consistent with the materials and design treatments of the primary facade of the
12 primary building and/or evergreen landscape plant material.

13 a. Landscape plans shall provide sight lines for natural surveillance between 3 and 8 feet above grade.

14 b. The service areas shall not be within 50 feet of any adjoining residential property.

15 c. The service areas shall be screened with vegetation and fences/masonry walls that are of sufficient height (minimum six feet)
16 and opacity (minimum 50 percent) to screen from nearby streets and residential areas. Fences or masonry walls shall be
17 constructed with materials that are incorporated in the design of the principal building.

18 d. Above ground utility boxes visible from the street shall be screened with landscaping on at least two sides, thereby preserving
19 access for the utility provider.

20 (d) **Required landscaping; alternative compliance methods:** Development is encouraged to utilize the site design alternatives set out
21 in sections 10-4.347 and 10-4.350.
22

23 **14. Lighting:** A lighting and photometric plan that includes all lighting proposed on-site shall be provided at the time of site plan review to
24 demonstrate compliance with this section.

25 (a) **Parking Areas and Pedestrian Pathways:**

26 1. Intensity limits: Lighting levels adjacent to residential areas shall not exceed 0.5 footcandles at the property line as measured at 6
27 feet above ground level. The footcandle average for on-site parking lots shall not exceed 2.0 footcandles. The recommended
28 maximum uniformity ratio (average: minimum light level) is 4:1.

29 2. Light fixture types and location:

30 a. Dark Sky compliant fixtures are encouraged.

31 b. All light fixtures shall be full cut-off type fixtures and direct light internal to the site.

32 c. Parking lighting shall be spaced a maximum of 50 feet apart and shall not exceed 20 feet in height above grade.

33 d. Lighting for off-street walkways shall be spaced no more than 30 feet apart and shall not exceed 10 feet in height.

34 (b) **Building Lighting:** Lighting should be concentrated at ground floor. Above the ground floor, lighting shall only be used to selectively
35 highlight specific architectural features and signs without lighting up an entire façade of the building. General floodlighting of building
36 facades is not permitted.

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15. Signage: All signs shall comply with the county sign code (Article IX) and any additional requirements set out in this section. Where conflicts occur, the most restrictive standard shall apply.

(a) **Prohibitions:** Roof signs, billboard signs, electronic message centers, pole signs, signs that rotate or are in motion, or signs that contain flashing, rotating, pulsing, search, laser, or lights which move in any manner.

(b) **Allowances:**

1. A master sign plan for the entire LPN zone or unified development plan is highly encouraged. Additional sign allowances may be granted through a deviation process during site plan review if a master sign plan is developed and approved. Any future modifications to an approved master sign plan will require a site plan modification with associated fee.
2. Monument signs shall not exceed six feet above grade for single tenant structures and 15 feet above grade for multiple tenant structures.
3. All monument signs shall be setback a minimum of 10 feet from the right-of-way line and shall be constructed with a full-base width to the sign face that is constructed with materials that are consistent with the principal building. It is encouraged that the base is constructed with either metal, wood, or masonry materials.
4. One wall mounted sign per tenant is permitted. A wall mounted sign shall not exceed 10 percent of the area of the tenant wall area on which it is mounted. Wall signs for multiple tenant commercial buildings shall be uniformly designed and placed. Wall mounted signs shall be internally illuminated or externally illuminated with full cut off-type light fixtures directed downward.
5. Two on-site directional signs, not to exceed 4 square feet each, shall be allowed per tenant. Such signs are intended for navigational purposes and shall be free of logos, advertisements, badges, or slogans.

16. Stormwater Management Facilities: All stormwater management facilities shall be constructed with 4:1 side slopes. Refer to section 10-4.301 for water quality treatment and volume control standards associated with development.

(a) Stormwater ponds shall be designed to imitate "natural" pond characteristics, including curved geometrics, gently sloping edges, landscaping and paving materials, and should be placed to be focal design amenities. A decentralized stormwater management design which disperses stormwater facilities across the site rather than to a centralized treatment facility is encouraged. Low impact development (LID) techniques, such as rain gardens and bio-retention swales, are encouraged to allow stormwater infiltration to occur as close to the source as possible.

(b) Landscape vegetation shall be incorporated around the perimeter of the stormwater facility, which at maturity will visually conceal required fencing. Landscape plants should be native and a minimum of four different species of trees and shrubs shall be utilized. Stormwater management facilities shall incorporate appropriate tree and plant species that consider the soil, hydrologic, and other site and facility conditions. Existing vegetation should be incorporated into the facility design wherever possible.

(c) Chain-link and vinyl clad fencing enclosures are prohibited where stormwater management facilities are visible from public roadways/access ways. Where fencing and/or retaining walls are proposed and visible from a public roadway/access way, such fencing shall be architecturally compatible with the principle structure.

1 **17. Single-Family Attached Dwelling Units:** Front-loaded units are prohibited. Driveway and parking access shall be from the rear of the unit.

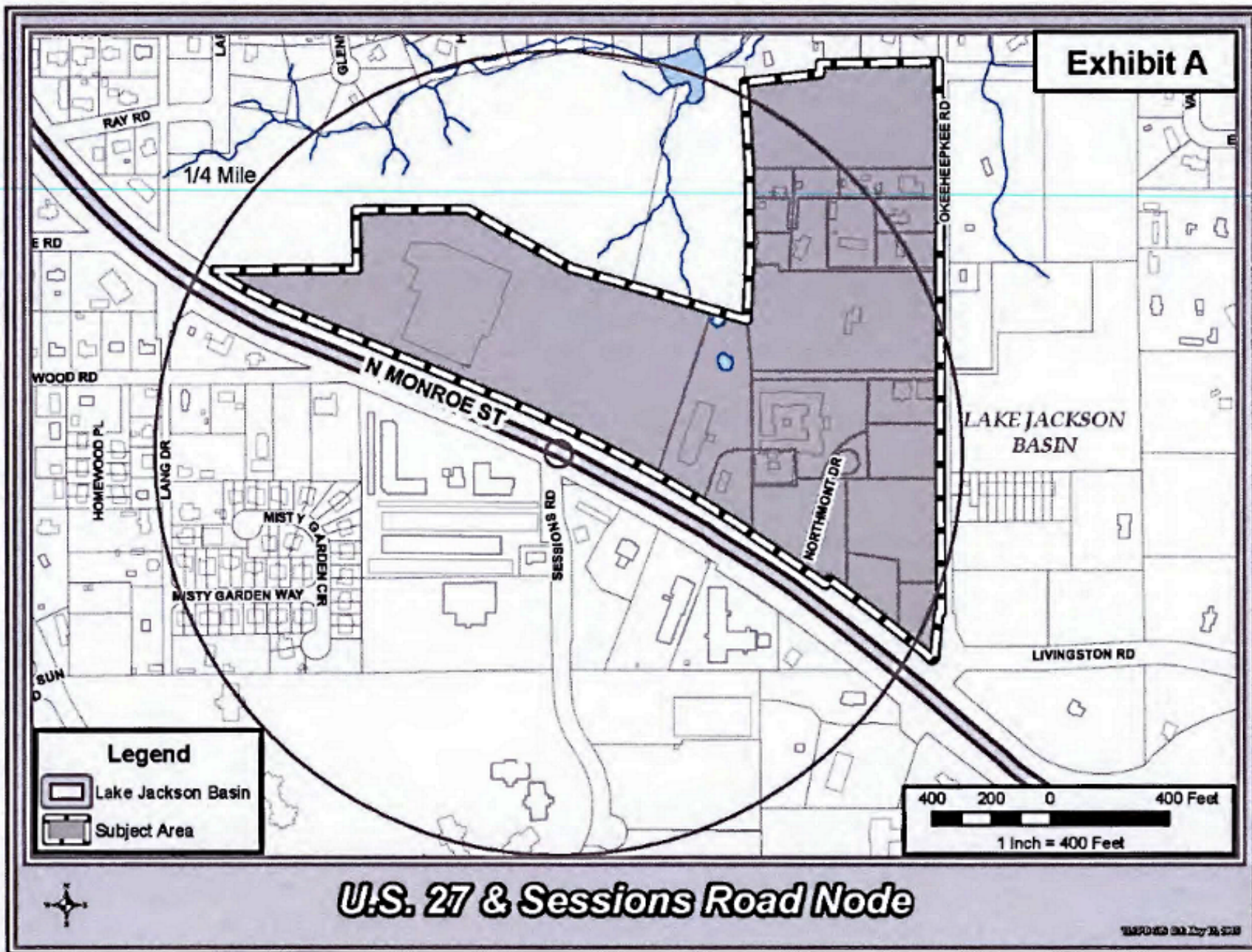
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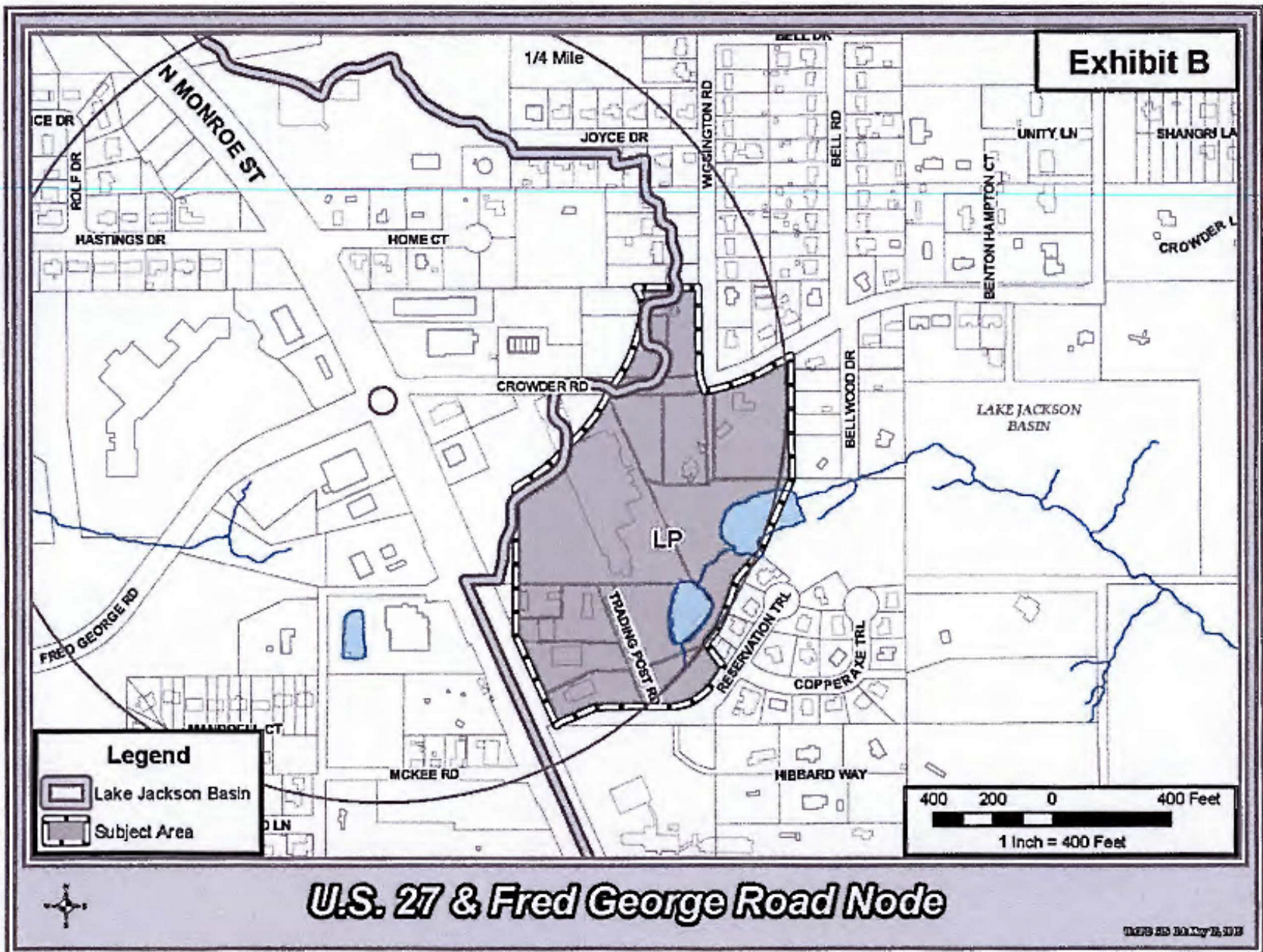
3 **18. Existing Single-Family Detached Dwelling Units:** Individual single-family homes in the LPN zoning district that became non-conforming
4 as of the date of this ordinance, shall be allowed to make improvements such as additions to the home, porches, accessory structures and
5 an accessory dwelling unit provided they meet all the requirements for establishing such improvements on the property. Setback standards
6 for single-family detached dwelling units shall be as follows: 10-foot front yard setback, 20-foot rear yard setback, 10-foot side corner setback
7 and 10-foot maximum side yard setback. In the event of casualty, in whole or in part, structures located on the property shall be allowed to
8 rebuild provided all provisions and requirements of the county's land development code have been met.

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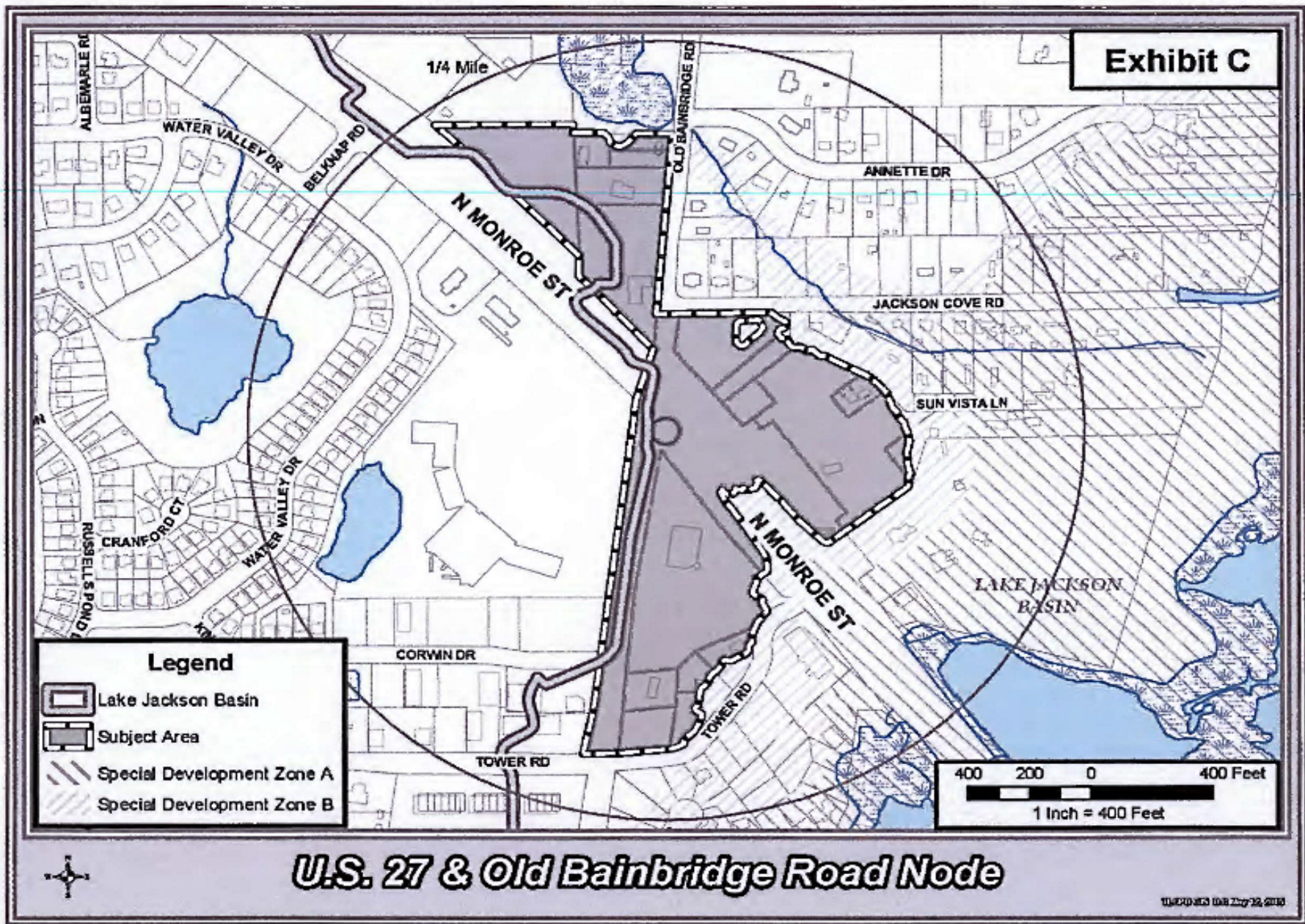
10 **General Notes:**

- 11 1. Central sanitary sewer and water are required within LPN.
- 12 2. Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features
13 (preservation/conservation features), stormwater management requirements, etc.
- 14 3. Refer to the concurrency management ordinance for information pertaining to the availability of capacity for certain public facilities (roads,
15 schools, parks, etc.).
- 16 4. Development standards. All proposed development shall meet the buffer zone standards (section 10-7.522), and the parking and loading
17 requirements (subdivision 3, division 5, article VII of this chapter).

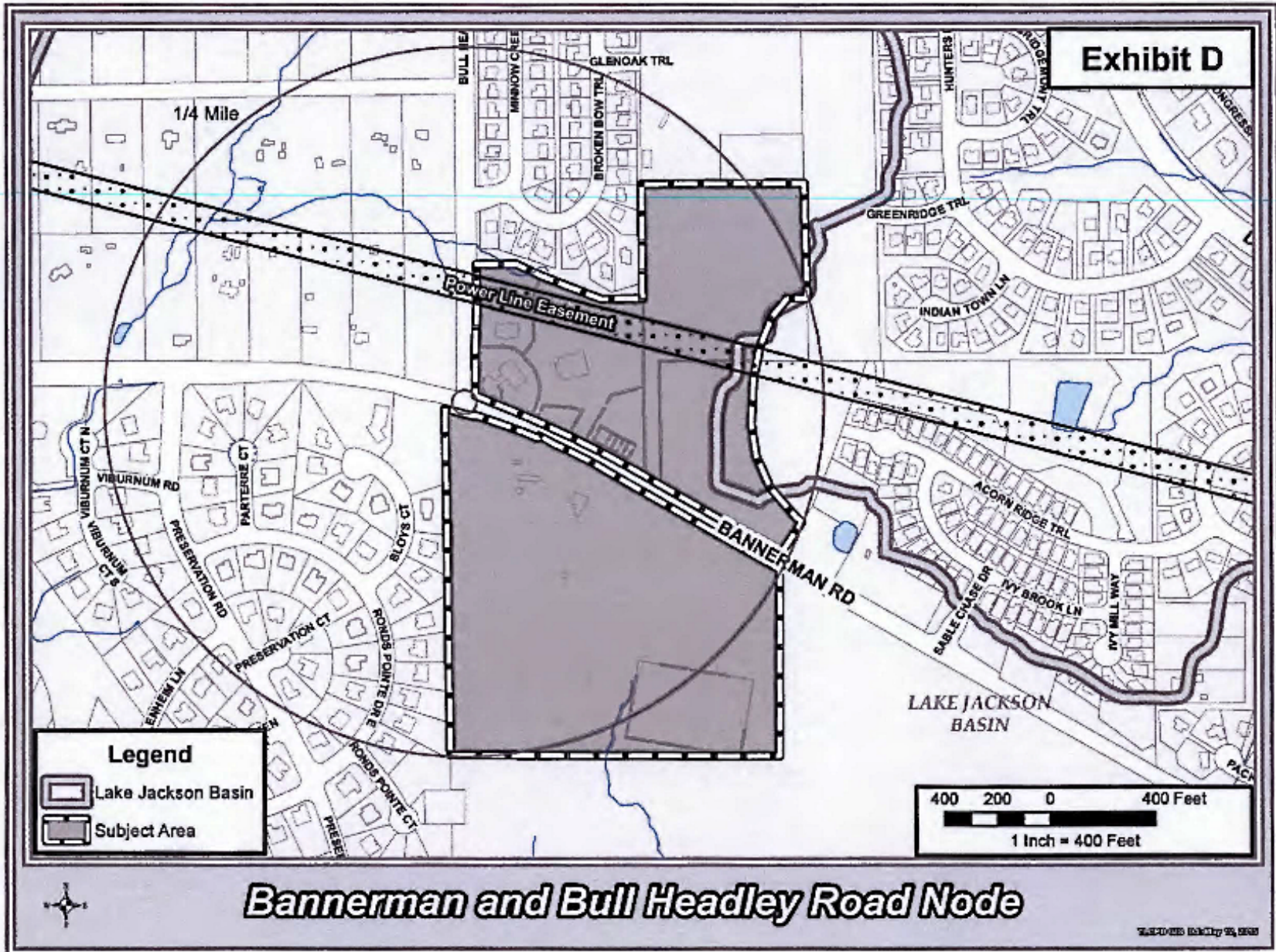




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Section 2. Conflicts.

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon County 2030 Comprehensive Plan as amended, which provisions shall prevail over any parts of this ordinance which are inconsistent, either in whole or in part, with the said Comprehensive Plan.

Section 3. Severability.

If any word, phrase, clause, section, or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

Section 4. Effective Date.

This ordinance shall have effect upon becoming law.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this _____ day of _____, 20____.

LEON COUNTY, FLORIDA

By: _____
Bryan Desloge, Chairman
Board of County Commissioners

ATTESTED BY:
Gwendolyn Marshall, Clerk of Court
& Comptroller, Leon County, Florida

By: _____

APPROVED AS TO FORM:
Leon County Attorney's Office

By: _____
Chasity H. O'Steen, Esq.
County Attorney

U.S. Shopping-Center Classification and Typical Characteristics*

Type of Shopping Center	Concept	Typical GLA Range (Sq. Ft.)	Acres	# of Anchors	% Anchor GLA	Typical Number of Tenants	Typical Type of Anchors	Trade Area Size
General-Purpose Centers								
Super-Regional Mall	Similar in concept to regional malls, but offering more variety and assortment.	800,000+	60-120	3+	50-70%	N/A	Full-line department store, mass merchant, discount department store, fashion apparel store, mini-anchor, cineplex or other large-scale entertainment attraction, and food-and-beverage service cluster.	5-25 miles
Regional Mall	General merchandise or fashion-oriented offerings. Typically, enclosed with inward-facing stores connected by a common walkway. Parking surrounds the outside perimeter.	400,000-800,000	40-100	2+	50-70%	40-80 stores	Full-line department store, mass merchant, discount department store, fashion apparel store, mini-anchor, cineplex or other large-scale entertainment attraction, and food-and-beverage service cluster.	5-15 miles
Community Center ("Large Neighborhood Center")	General merchandise or convenience-oriented offerings. Wider range of apparel and other soft goods offerings than neighborhood centers. The center is usually configured in a straight line as a strip, or may be laid out in an L or U shape, depending on the site and design.	125,000-400,000	10-40	2+	40-60%	15-40 stores	Discount store, supermarket, drug, large-specialty discount (toys, books, electronics, home improvement/furnishings or sporting goods, etc.)	3-6 miles
Neighborhood Center	Convenience-oriented.	30,000-125,000	3-5	1+	30-50%	5-20 stores	Supermarket	3 miles
Strip/Convenience	Attached row of stores or service outlets managed as a coherent retail entity, with on-site parking usually located in front of the stores. Open canopies may connect the storefronts, but a strip center does not have enclosed walkways linking the stores. A strip center may be configured in a straight line, or have an "L" or "U" shape. A convenience center is among the smallest of the centers, whose tenants provide a narrow mix of goods and personal services to a very limited trade area.	< 30,000	<3	Anchor-less or a small convenience e-store anchor.	N/A	N/A	Convenience store, such as a mini-mart.	<1 mile
Specialized-Purpose Centers								
Power Center	Category-dominant anchors, including discount department stores, off-price stores, wholesale clubs, with only a few small tenants.	250,000-600,000	25-80	3+	70-90%	N/A	Category killers, such as home improvement, discount department, warehouse club and off-price stores	5-10 miles
Lifestyle	Upscale national-chain specialty stores with dining and entertainment in an outdoor setting.	150,000-500,000	10-40	0-2	0-50%	N/A	Large-format upscale specialty	8-12 miles
Factory Outlet	Manufacturers' and retailers' outlet stores selling brand-name goods at a discount.	50,000-400,000	10-50	N/A	N/A	N/A	Manufacturers' and retailers' outlets	25-75 miles
Theme/Festival	Leisure, tourist, retail and service-oriented offerings with entertainment as a unifying theme. Often in urban areas, they may be adapted from older—sometimes historic—buildings, and part of a mixed-use project.	80,000-250,000	5-20	Unspecified	N/A	N/A	Restaurants, entertainment	25-75 miles
Limited-Purpose Property								
Airport Retail	Consolidation of retail stores located within a commercial airport	75,000-300,000	N/A	N/A	N/A	N/A	No anchors; retail includes specialty retail and restaurants	N/A

*Disclaimer: While every effort is made to ensure the accuracy and reliability of the information contained in this report, ICSC does not guarantee and is not responsible for the accuracy, completeness or reliability of the information contained in this report. Use of such information is voluntary, and reliance on it should only be undertaken after an independent review of its accuracy, completeness, efficiency, and timeliness. Criteria used in the definitions above are intended to be only typical of general features, rather than covering all situations.

Meeting the Big Box Challenge: Planning, Design, and Regulatory Strategies



Jennifer Evans-Cowley



American Planning Association

Planning Advisory Service
Report Number 537

multistory shopping center that includes Target, Kaufmann's, TJ Maxx, and a Tops supermarket (Thorne 2003). This project is discussed in more detail in the Trends in Big-box Retail section above.

These approaches proved successful in helping these cities meet their development needs. In all the above-cited cases, big-box retailers were crucial in helping redevelop an area or in creating a new town center.

Economic development incentives should be used cautiously with retail development. It does not make economic sense to offer economic development incentives to retailers in particular because this often just shifts retail activity from one place to another and typically does not generate new jobs (Houston et al. 2000). Studies of the economic impact of big-box retail development describe this as a "fixed pie" or "zero-sum game theory" of consumer demand (Stone and Artz 2001). In terms of job creation, studies show that the development of a big-box retail establishment may even result in a net job loss, with the large-scale retailers operating at greater labor productivity than the small retailers that they have displaced or put out of business (Basker 2004; Mehta et al. 2004).

Communities may think they are able to capture new tax revenue from other jurisdictions, but this gain is only temporary. Economic development incentives for retailers should only be used, as in the cases above, where there is a redevelopment purpose.

REGULATORY STRATEGIES

There are a wide range of development regulations jurisdictions currently use, including development moratoria, limitations on types of products (especially groceries) sold by a retailer, "formula business" ordinances, design review, and building requirements, including regulation of size, parking, signage, landscaping, pedestrian and bicycle accommodations, and more. The following sections cover the variety of regulatory approaches reported by respondents to our survey. Please note the importance of articulating a policy of promoting local businesses in a community's comprehensive plan, which can provide a good foundation for these regulations. Consider the following examples from *The Hometown Advantage* (New Rules 2005):

- The Kent County, Maryland, plan lists among its objectives "support [for] small, locally owned business" and "prevent[ion of] commercial sprawl outside the county's existing traditional commercial centers."
- The Skaneateles, New York, plan suggests "Rather than establishing competing shopping centers in the Town to provide basic goods and services, the Village commercial center...should remain the center for shopping in the community."
- And the Corvallis, Oregon, comprehensive plan states that the city should "support existing businesses and industries and the establishment of locally owned, managed, or controlled small businesses."

Moratoria

When communities are unprepared for the impact of a development, especially one that can be as significant to the existing retail sector of the community and region as a big-box, it is only reasonable to impose a temporary moratorium on this type of development. (Check your state enabling legislation to clarify the terms of a legal moratorium.) The community and its citizens should use the time "bought" with the moratorium to consider the

Economic development incentives should be used cautiously with retail development.

Please note the importance of articulating a policy of promoting local businesses in a community's comprehensive plan, which can provide a good foundation for these regulations.

effects of big-box development, to find a way to mitigate its negative effects, and to enhance its positive ones. This may involve review and revision of both the comprehensive plan and zoning regulations.

In 1999, Easton, Maryland, enacted a temporary moratorium on all new retail buildings greater than 25,000 square feet in size due to significant development pressures. At the time there were three large-scale commercial developments with 766,000 square feet of retail proposed. The town was concerned with maintaining its reputation as one of the finest small towns in America. At the same time, the town wanted to consider how to incorporate smart growth policies enacted by the state and county. The moratorium lasted three months (Easton 1999). In 2000, Easton adopted a big-box retail ordinance that limits all retail to no more than 65,000 square feet (Easton 2000).

Austin, Texas, placed a 45-day moratorium on the planning and building of supercenters and large retail stores over the Edwards Aquifer. The moratorium was a result of efforts by Wal-Mart to build a supercenter over the Edwards aquifer environmentally sensitive recharge zone. The moratorium was passed in order to allow the city time to draft a permanent ordinance to protect the aquifer (Inks 2003). The ban on big-box retail inside the Edwards aquifer recharge zone was passed in late 2003.

Other moratorium efforts are chronicled at www.newrules.org.

Square-Footage Limitations

Banning stores over a certain size may limit the kind of retail a city wants (e.g., department stores) and prove an ineffective means of regulating big-box stores in particular, as established in the discussion of side-by-side stores above. To get around this problem, some cities have chosen to limit big-box retail based on whether they have a grocery component, but even that has posed a problem (see the following section). Communities can also structure the definitions within their ordinances to treat retailers occupying multiple buildings as a single retail use subject to the cap. For example, see the definitions on page 9 from Hailey, Idaho; Winston-Salem, North Carolina; and Greeley, Colorado. Also consider these regulations on retail stores from Agoura Hills, California.

SECTION. 9306. Retail stores.

In all commercial districts, the gross floor area of a retail store shall not exceed sixty thousand (60,000) square feet. This limitation shall be applied as follows:

- A. The sixty thousand (60,000) square foot limitation shall apply to individual retail stores for which permits are sought and also to the cumulative sum of related or successive permits for retail stores that are part of a larger project, such as piecemeal additions to a building or multiple buildings on a lot or adjacent lots.
- B. For purposes of this section, the gross floor area of a retail store shall include gross floor area as defined in section 9120.6 and the area of all portions of the site outside of the exterior walls of buildings used for the display, storage, or sale of any goods, wares or merchandise, except that the gross floor area of a retail store shall not include exterior areas of not more than three thousand (3,000) square feet used for seasonal or temporary sales events under appropriate city permits or approvals.
- C. The gross floor area of adjacent stores shall be aggregated in cases where the stores (1) are engaged in the selling of similar or related goods, wares or merchandise and operate under common ownership or management; (2) share checkstands, a warehouse, or a distribution facility; or (3) otherwise operate as associated, integrated or co-operative business enterprises. (Agoura Hills, California, Ordinance No. 02-310, Section 3B, 3-5-2002)

RETAIL MARKETS SMARTCODE MODULE

PREPARED BY ROBERT J. GIBBS, ASLA, CNU-A

When a citizen left the privacy of his home, wishing to engage in public life, most likely he went to the agora.

John Carroll

I went to a general store but they wouldn't let me buy anything specific.

Steven Wright

SMARTCODE ANNOTATED

These annotations are advisory only. The SmartCode itself appears only on the right side of each spread.

RETAIL MARKETS SMARTCODE MODULE

The Retail Markets Module provides goals to return neighborhoods, villages, towns and city centers to their historical role as the centers for commerce and trade in their respective regions. American towns and cities traditionally provided for the majority of their markets and offered a wide range of goods and services including groceries, hardware, apparel, and home furnishings, in small shops as well as at least one major department store. These stores contributed toward sustainable urban centers that allowed for residents to walk or have only a short drive for most of the goods and services that they desired or needed. In larger towns and cities, department stores were often hundreds of thousands of square feet, covering entire blocks.

Presently, shopping centers in sprawl areas capture the vast majority of the retail spending of most communities, resulting in an unsustainable land pattern. Urban residents must drive outside their neighborhood, village, town or city for most of their goods and services. This reverse trip often results in a lower quality of life for urban dwellers, while at the same time the locations of shopping centers and malls encourage people to move outside of towns and cities. Both tendencies support more sprawl.

However, due to demographic trends toward urban living, many leading retailers are now seeking urban locations to deploy new stores. They have designed flexible formats that can be adapted to historic buildings or smaller block grids. Downtowns and urban centers have an opportunity for rebirth as the center of commerce for their regions.

ARTICLE 3. NEW COMMUNITY PLANS

These sections activate the tables of this Module as regulatory, if desired.

3.4 TRANSECT ZONES

In order for a Retail type that is more intense than a Corner Store to occur in a T-4 zone, the Function designation must be changed from Limited to Open, or the language for Limited must be revised on Table 10. In the uncalibrated model SmartCode, the functional intensity is assigned as follows: T-2 and T-3 are Restricted, T-4 is Limited, and T-5 and T-6 are Open. Using the Function assignments for subzoning is a useful tool that was applied extensively in the Miami 21 transect-based code.

Alternatively, the larger Retail type may become its own higher T-zone.

RETAILER TYPE ALLOCATION

This table categorizes the typologies of the shopping center industry with the appropriate Transect Zones. Several of these types have their own tables on following pages.

Most shopping centers fall into one of six primary proven typologies. Each type of center appeals to a distinct market segment and has a specific size, tenants, location criteria and site plan standards. Although there are always exceptions, centers that deviate from these industry standards and sizes are often considered risky and difficult to finance or lease. Therefore the industry terms are used here, although calibrators of the SmartCode may have other meanings for Neighborhood Center, Community Center, etc., that are not associated with retail. In the final assembled code, calibrators must take care not to use the same term for two different purposes.

The primary conventional shopping center types are: Corner Store, Convenience Center, Neighborhood Center, Community Center, Regional Center and Lifestyle Center or "Town Center."

The Lifestyle Center is intended to appeal to those who enjoy a traditional Main Street experience and are seeking specific national or regional chain specialty shops. However, most Lifestyle Centers do not include a mix of uses; they are strictly retail and are thereby threatened by conventional malls. They are unlike traditional Main Streets where there are apartments over shops and civic buildings on T-5 blocks, yet they have competed with them and harmed historic downtowns. Infill strategies for ailing Lifestyle Centers include adding complementary uses, i.e., residential and office in locations where there are transit connections to other communities. See the Sprawl Repair Module or the SR tables in the base SmartCode.

The T-zones allocated for Retail types in this Module indicate are those within which the retailer is best located for transit and walking access. The associated square footage that fits the context of that zone is adjusted along the Transect.

SMARTCODE ANNOTATED

These annotations are advisory only. The SmartCode itself appears only on the right side of each spread.

NEIGHBORHOOD CENTER

Anchored with a supermarket, Neighborhood Centers offer a full range of food and useful goods and services not available at smaller centers. The primary anchor is a full sized supermarket typically ranging from 45,000 to 60,000 square feet. This major anchor is the engine that supports most of the other smaller businesses, so much so that when a supermarket closes, many of the other tenants will immediately leave the center.

Neighborhood Centers generally require 6000 to 8000 households within their primary trade area. They are typically visited once or twice per week by most households living within a one- to two-mile radius. However, in very rural areas it is not unusual for residents to drive more than 50 miles weekly to visit a Neighborhood Center.



MEMORANDUM

TO: Ryan Culpepper, Director
Development Services Division
Development Support and Environmental Management
Leon County

THROUGH: Artie White, Administrator
Comprehensive Planning
Tallahassee-Leon County Planning Department

FROM: Stephen Hodges, Senior Planner, Tallahassee-Leon County Planning Department

DATE: March 19, 2020

SUBJECT: Consistency Review: Proposed Ordinance Revising the Lake Protection Node Zoning District

Staff has reviewed the proposed Ordinance revising the Lake Protection Node zoning district as prepared by the Leon County Department of Development Support and Environmental Management (DSEM). This proposed Ordinance identifies changes necessary to foster development in the Lake Protection Node zoning district while meeting the intent of Policy 2.2.18 [L] Lake Protection in the Land Use element of the Comprehensive Plan.

Staff reviewed the proposed Ordinance in relation to all relevant Comprehensive Plan policies. For those items in the Ordinance that are not addressed at the policy level in the Plan, direction previously provided to the Department from the Planning Commission Attorney has been to find an item consistent with the Comprehensive Plan if the Plan does not address the issue.

Conclusion

The proposed ordinance includes the intent of the district, the location, and clarifies the allowed, prohibited, restricted, and accessory uses, and presents development standards that meets Policy 2.2.18. including residential densities and non-residential intensities. Additional development standards addressing development incentives, access, urban design, walkability, and mixed uses meet the intent of Policy 2.2.18 [L]. Planning staff finds the proposed ordinance consistent with the Comprehensive Plan based on the policy language contained in the Plan, including Policy 2.2.18 [L] Lake Protection.

NOTICE OF ESTABLISHMENT OR CHANGE OF A LAND USE REGULATION

Notice is hereby given that the Board of County Commissioners of Leon County, Florida (the "Board") will conduct a virtual only public hearing on Tuesday, May 12, 2020, at 3:00 p.m., or as soon thereafter as such matter may be heard, by utilizing communications media technology in accordance with the Florida Governor's Executive Order 20-69, to consider adoption of an ordinance entitled to wit:

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA; AMENDING CHAPTER 10, THE LAND DEVELOPMENT CODE, OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA; AMENDING SECTION 10-6.660, LAKE PROTECTION NODE ZONING DISTRICT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Leon County will be broadcasting the virtual only public hearing on Comcast Channel 16, Prism Channels 16 and 1016-HD, and the County's Facebook page, You Tube channel, and web site (www.LeonCountyFL.gov). All interested parties are invited to submit public comment until 8:00 p.m. on Monday, May 11, 2020, by visiting <http://cms.leoncountyfl.gov/Home/Commission-Meetings/Meeting-Comments>. All submitted comments will be distributed to the Board prior to the public hearing and made a part of the record. Written comments received by the public will be posted on the County's website (www.LeonCountyFL.gov) in advance of the hearing. Persons needing assistance with submitting comments may contact County Administration via telephone at 850-606-5300, or via email at LCG_PublicComments@leoncountyfl.gov.

Public comment received after the 8:00 p.m., Monday, May 11, 2020, deadline will be made available to the Board and entered into the record during the hearing, although the County cannot guarantee that Commissioners will have adequate time to review such comments prior to the hearing or that the comments will be posted on the County website prior to the hearing.

Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Mathieu Cavell or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 850-606-5300 or 850-606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

Copies of the ordinance may be inspected on the County's web site (www.LeonCountyFL.gov). To receive copies of the ordinance by other means, such as email, mail, or facsimile transmittal, contact County Administration via telephone at 850-606-5300, or the Department of Development Support and Environmental Management at 850-606-1300.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #2

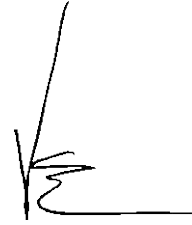
Leon County Board of County Commissioners

Agenda Item #2

May 12 , 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Urban Fringe (UF) District to the General Commercial (C-2) District

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Benjamin H. Pingree, Director, PLACE Cherie Bryant, Planning Director
Lead Staff/ Project Team:	Artie White, Administrator of Comprehensive Planning Anne Rokyta, Senior Planner

Statement of Issue:

This proposed rezoning implements Comprehensive Plan map amendment LMA 2020 01 (7601 Blountstown Highway), which was adopted on April 28, 2020. The rezoning requests a change to the Official Zoning Map from the Urban Fringe (UF) District to the General Commercial (C-2) District for an approximately 3.34-acre parcel located at 7601 Blountstown Highway (SR 20).

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and adopt the proposed Ordinance (Attachment #1) amending the Official Zoning Map to Change the Zoning Classification from the Urban Fringe (UF) District to the General Commercial (C-2) District.

Report and Discussion

Background:

This proposed rezoning implements a concurrently proposed Future Land Use Map (FLUM) amendment, requested as a part of the 2020 Comprehensive Plan Amendment Cycle, to change the land use designation for an approximately 3.34-acre parcel from the Urban Fringe to the Suburban category. The rezoning requests a land use change from the Urban Fringe (UF) Zoning District to the General Commercial (C-2) Zoning District. The proposed rezoning Ordinance and location map are included as Attachment #1.

The applicant, Teramore Development, LLC, is a potential purchaser of the site located at 7601 Blountstown Highway (SR 20). The current UF zoning limits Minor Commercial uses to 5,000 square feet per structure while the proposed C-2 zoning would allow up to 12,500 square feet per acre. The site is located within the Urban Services Area (USA), however central sanitary service is not currently available to the property.

The proposed changes were recommended for approval by the Local Planning Agency at a public hearing on February 4, 2020 and presented to the Board at a Joint County/City Commission workshop on February 25, 2020. On April 28, 2020, the Board conducted a public hearing and adopted the land use map amendment. The staff report for the land use amendment and rezoning is included as Attachment #2.

Analysis:

The proposed rezoning is consistent with the following intent and standards of the C-2 Zoning District (Leon County Code of Ordinances Sec. 10-6.647).

1. The C-2 district is intended “to be located in areas designated [...] Suburban [...] on the future land use map of the Comprehensive Plan” and “shall apply to areas with direct access to major collector or arterial roadways located within convenient traveling distance to several neighborhoods, wherein small groups of retail commercial, professional office, community and recreational facilities and other convenience commercial activities are permitted in order to provide goods and services that people frequently use in close proximity to their homes. The C-2 district is not intended to accommodate large scale commercial or service activities or other types of more intensive commercial activity.”
 - The proposed Suburban FLUM category is appropriately implemented by the proposed C-2 Zone. The subject site’s location meets the access criteria to an arterial roadway and is within convenient traveling distance to several neighborhoods.
2. Sec. 10-6.647 of the Leon County Code of Ordinances states “[i]n order to maintain compact and nonlinear characteristics, C-2 districts shall not be located closer than one-quarter mile to other C-2 or C-1 districts or to parcels of land containing commercial

Title: First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Urban Fringe (UF) District to the General Commercial (C-2) District

May 12, 2020

Page 3

developments including more than 20,000 gross square feet of floor area and shall not exceed 30 acres in size.”

- The proposed rezone to C-2 General Commercial zoning district will join with an existing C-2 zone, resulting in a C-2 Zone of approximately six acres. The particular zone will take on a somewhat linear quality because it is across Blountstown Highway from the conservation land of Lake Talquin State Forest but will create a commercial node around the intersection of Blountstown Highway with Ravensview Drive. The length of the proposed C-2 district will be approximately 1,000 feet along Blountstown Highway.
 - The nearest other C-1 or C-2 zoning district is over 6,000 feet (1.13 miles) away. Existing commercial development on two parcels to the east, within the Urban Fringe designation and zone, total to approximately 8,250 square feet based on Property Appraiser information.
3. Sec. 10-6.647(6)(a) of the Leon County Code of Ordinances limits the maximum gross non-residential floor area to 12,500 square feet per acre and a maximum gross 200,000 square feet for each district containing 20 acres or less.
- If the subject property is designated Suburban and rezoned to C-2, the 3.34+/- acre site would qualify for up to 41,750 square feet of non-residential floor area based on the maximum building restrictions. The other properties located in the proposed district are vacant and would not count against the maximum 200,000 square feet for the district.
4. General note (1) under Sec. 10-6.647 of the Leon County Code of Ordinances limits non-residential development to a maximum of 2,500 square feet of building area if central sanitary sewer is not available.
- Proposed development may be eligible for a deviation to the square footage limitation for non-residential development not connected to sewer if it can be demonstrated that the use complies with Comprehensive Plan Policy 1.2.3 [SS] limiting uses using septic to 900 gallons per day.

Notice of the Public Hearing has been published in accordance with the requirements of Section 125.66, Florida Statutes (Attachment #3). This item is quasi-judicial in nature, therefore, any ex parte communications shall be disclosed prior to the item being heard.

Title: First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Urban Fringe (UF) District to the General Commercial (C-2) District

May 12, 2020

Page 4

Options:

1. Conduct the first and only public hearing and adopt the proposed Ordinance (Attachment #1) amending the Official Zoning Map to Change the Zoning Classification from the Urban Fringe (UF) District to the General Commercial (C-2) District.
2. Conduct the first and only public hearing and do not adopt the proposed Ordinance (Attachment #1) amending the Official Zoning Map to Change the Zoning Classification from the Urban Fringe (UF) District to the General Commercial (C-2) District.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Ordinance and location map
2. Staff report
3. Notice of Public Hearing

LEON COUNTY ORDINANCE NO. _____

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM URBAN FRINGE (UF) TO THE GENERAL COMMERCIAL (C-2) ZONING DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF
LEON COUNTY, FLORIDA:

SECTION 1. On April 14, 2020, the County Commission approved an Ordinance which adopted Comprehensive Amendment LMA 2020 01. To implement plan amendment LMA 2020 01, the property which is the subject of that amendment as shown in Exhibit A attached hereto, must be rezoned. Accordingly, the part or area of Leon County and the same as indicated in Exhibit A is hereby changed from Urban Fringe (UF) and hereby designated and established as General Commercial (C-2) on the official zoning map of Leon County as adopted and established by the Leon County Commission. The official zoning map as adopted in Leon County Ordinance No. 92-11 is hereby amended as it pertains to Exhibit A.

LEGAL DESCRIPTION:

Part of the property as described in O.R. Book 1232, on page 746, of the Public Records of Leon County, Florida, as described as follows:

Commence at the intersection of the West boundary of the Southeast Quarter of the Northwest Quarter of Section 35, Township 1 North, Range 2 West, Leon County, Florida with the Southerly right of way boundary of State Road No. 20 and run thence North 86 degrees 00 minutes 07 seconds East along the Southerly boundary of State Road No. 20 (bearing base for this description) 538.83 feet to a concrete monument (found, 4"x4", #4016) marking the Northwest corner of said property as described in O.R. Book 1232, on page 746, for the Point of Beginning; From said Point of Beginning continue North 86 degrees 00 minutes 07 seconds East along the Southerly boundary of State Road No. 20 a distance of 476.96 feet to an iron rod (set, 5/8", #LB5509), thence leaving said Southerly boundary of State Road No. 20, run South 00 degrees 50 minutes 01 seconds East along the Easterly boundary of said property as described in O.R. Book 1232, on page 746, a distance of 320.42 feet to a concrete monument (found, 4"x4", #4016); thence South 86 degrees 01 minutes 19 seconds West along the Northerly boundary of Lots 1 thru 5 of the Southern Country Lane, an unrecorded subdivision, 474.48 feet to a concrete monument (found, 4"x4", #4016) on the Easterly right of way boundary of Ravensview Road;

thence North 01 degrees 16 minutes 29 seconds West along said right of way boundary 320.13 feet to the Point of Beginning.

(See Exhibit A)

SECTION 2. All Ordinance or parts of Ordinance in conflict with the provisions this ordinance are hereby repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon County 2030 Comprehensive Plan as amended which provisions shall prevail over any parts of this ordinance which are inconsistent, either in whole or in part, with the said Comprehensive Plan.

SECTION 3. If any word, phrase, clause, section or portion of this Ordinance shall be held invalid or unconstitutional by a court of competent jurisdiction, such portion or words shall be deemed a separate and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 4. The effective date of this ordinance shall be the effective date of comprehensive plan amendment LMA 2020 01.

DULY PASSED AND ADOPTED by the Board of County Commissioners of
Leon County, Florida, on this ____ day of _____, 2020.

LEON COUNTY, FLORIDA

Bryan Desloge, Chairman
Board of County Commissioners

ATTEST:
Gwendolyn Marshall, Clerk of the Court
& Comptroller, Leon County, Florida

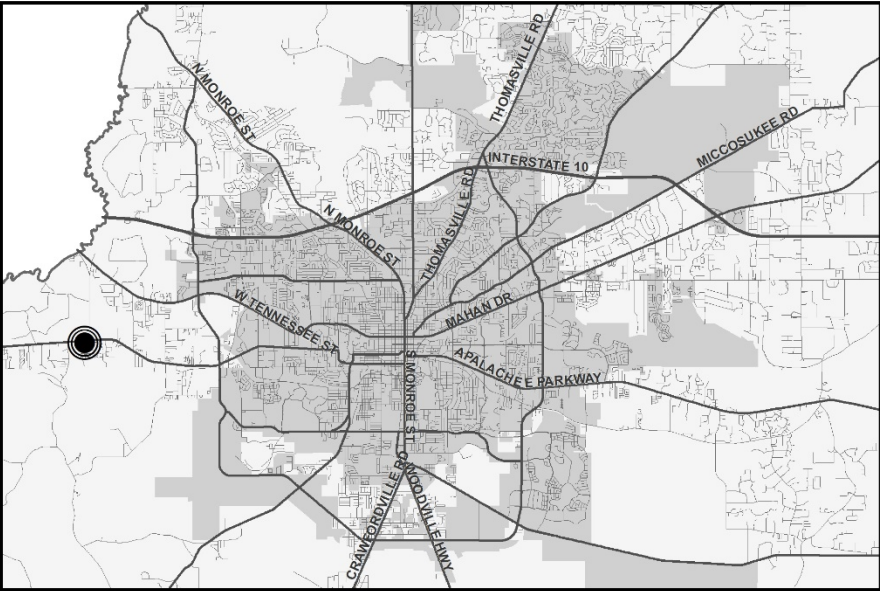
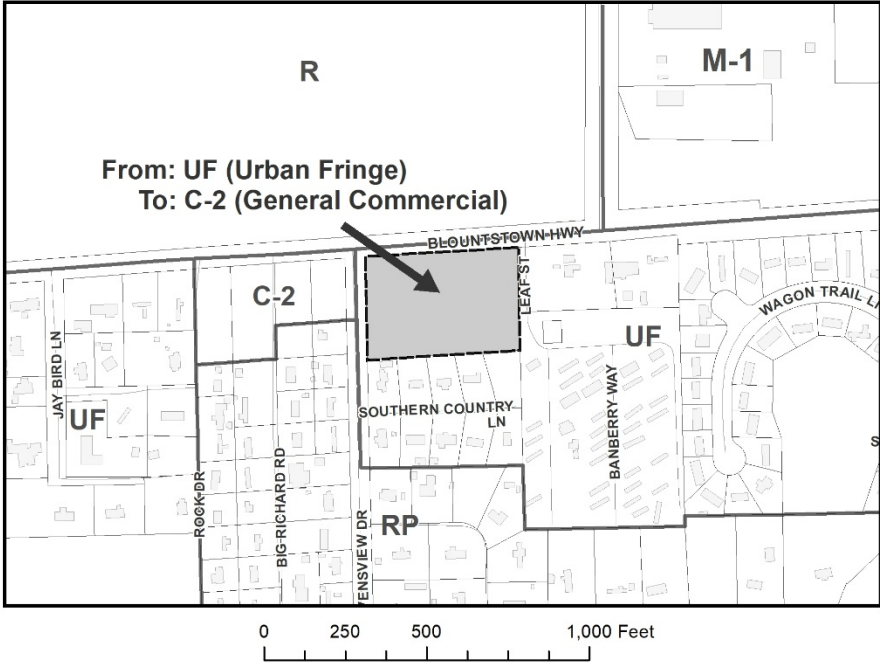
By: _____

APPROVED AS TO FORM:
County Attorney's Office
Leon County, Florida

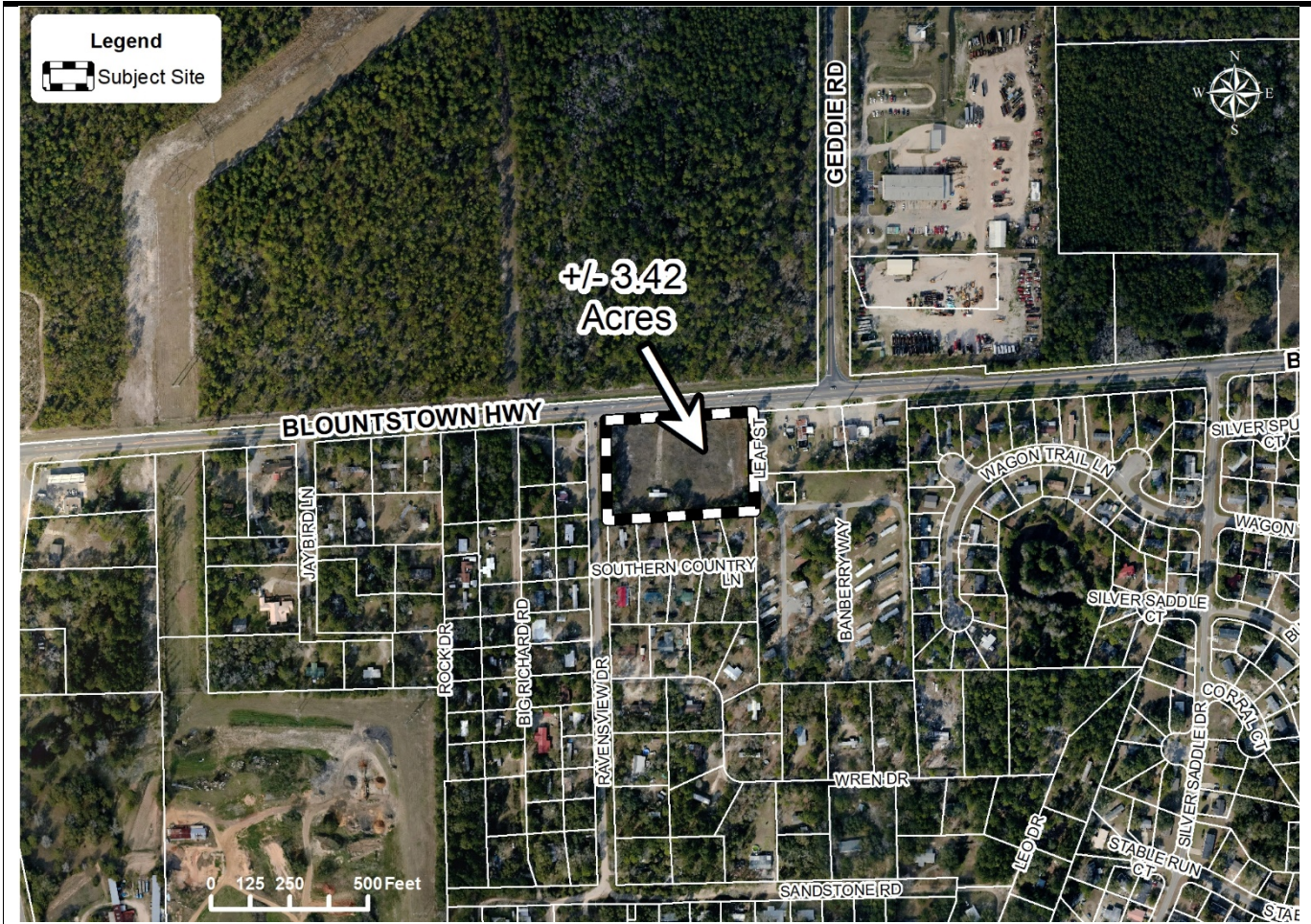
By: _____
Chasity O'Steen, Esq.
County Attorney

Exhibit A 7601 Blountstown Highway Rezoning

LRZ #200001



GENERAL LOCATION MAP



SUMMARY

Property Owners:	Property Location:	TLCPD Recommendation:
Secon Recovery & Towing, LLC	7601 Blountstown Highway, between Ravensview Drive and Leaf Street	Approve
Applicant:		
Teramore Development, LLC		
TLCPD Staff:	Current Future Land Use & Zoning:	LPA Recommendation:
Anne Rokyta	<u>Future Land Use:</u> Urban Fringe <u>Zoning:</u> Urban Fringe	Approve
Contact Information:	Proposed Future Land Use & Zoning:	
anne.rokyta@talgov.com 850-891-6436	<u>Future Land Use:</u> Suburban <u>Zoning:</u> C-2 General Commercial	
Date: November 1, 2019	Updated: April 4, 2020	

A. REASON FOR REQUESTED CHANGE

The applicant, Teramore Development, LLC, is a potential buyer of a 3.34+/- acre site located at 7601 Blountstown Highway (SR 20) and proposes a FLUM amendment from Urban Fringe to Suburban to allow for the development of a freestanding commercial structure intended for use as a neighborhood retail store. A preliminary site plan attached to the application shows an 8,960 square foot retail structure on the western portion of the site. The anticipated tenant offers an assortment of consumable basic merchandise including health and beauty aids, packaged food products, home cleaning supplies, housewares, stationery, seasonal goods, basic clothing and domestics. In general, most new stores of this type also offer coolers that have perishable items such as meats, dairy and frozen items such as vegetables, etc.

The site's current FLUM designation, Urban Fringe, allows for appropriately sized minor commercial and office. The Urban Fringe designation is implemented by the Urban Fringe (UF) zoning district (Sec. 10-6.613) which allows for Minor Commercial uses based on locational standards. The proposed retail store exceeds the 5,000 square foot maximum for a single structure under the Minor Commercial use.

The requested change to the Suburban land use category and concurrent rezone to the General Commercial (C-2) district would allow 12,500 square feet per acre, which would allow up to 41,750 square feet of non-residential development on the subject site. However, central sanitary sewer is not available to the site, limiting non-residential development to a maximum of 2,500 square feet. It may be possible to request a deviation from this limitation if it can be shown the proposed development does not exceed 900 gallons of wastewater flow per day per Comprehensive Plan Sanitary Sewer Policy 1.2.3.

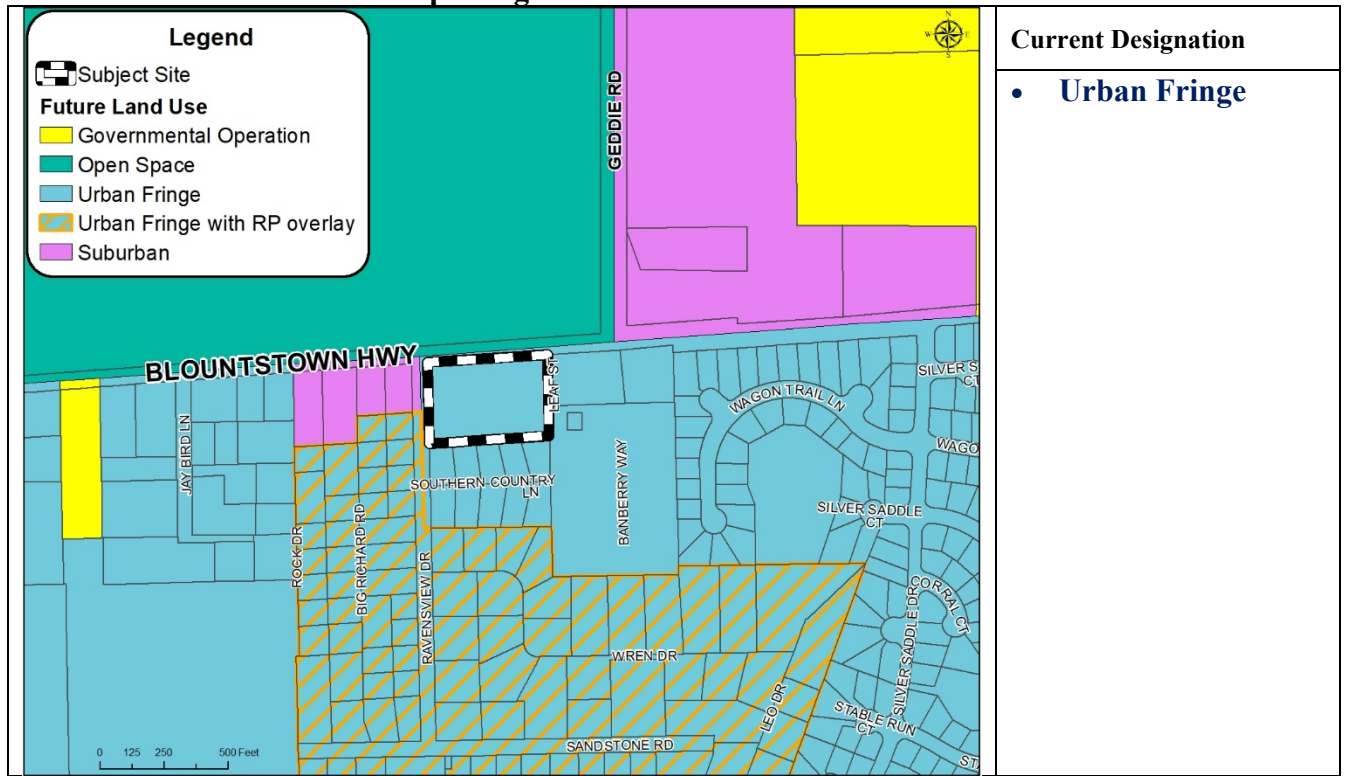
B. CURRENT AND PROPOSED FUTURE LAND USE DESIGNATION

The Subject Site is currently designated Urban Fringe on the Future Land Use Map (FLUM). The proposed amendment would change the FLUM designation of the site to Suburban.

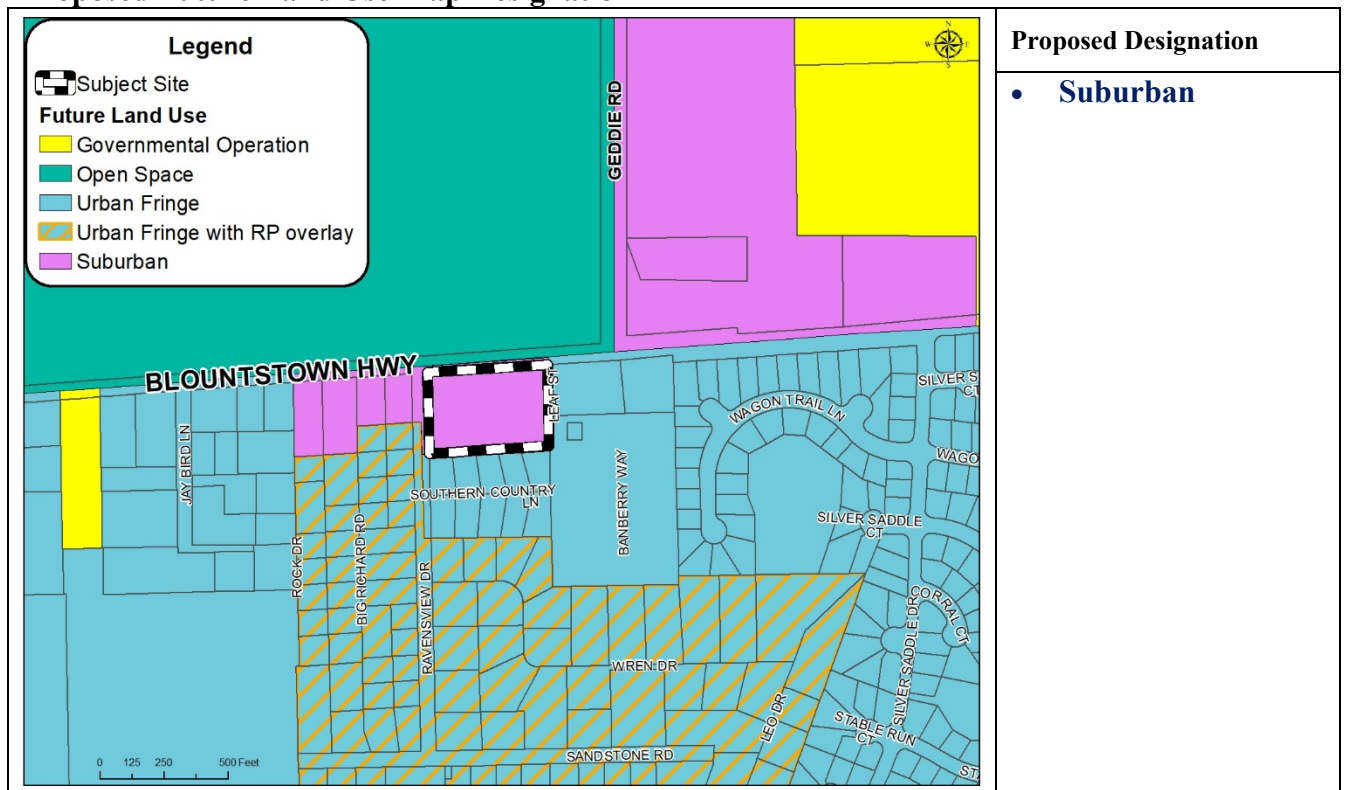
The current FLUM designation, Urban Fringe, is characterized by very low-density residential areas mixed with open space and agricultural activity on the periphery of the Urban Service Area and allows for appropriately sized minor commercial and office. The proposed Suburban FLUM designation provides for reinvestment in residential, office, and retail development with convenient access to low and medium density residential land uses.

The following maps illustrate the current and proposed FLUM designations for the Subject Area.

Current Future Land Use Map Designation



Proposed Future Land Use Map Designation



C. STAFF RECOMMENDATION

Find that the proposed Future Land Use Map amendment is consistent with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommend **ADOPTION** of the proposed amendment.

Find that the proposed rezoning is consistent with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommend **APPROVAL** of the proposed rezoning.

D. LOCAL PLANNING AGENCY (LPA) RECOMMENDATION

Find that the proposed future land use map amendment is **consistent** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommend **ADOPTION** of the proposed amendment.

Find that the proposed rezoning is **consistent** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommend **APPROVAL** of the proposed rezoning.

E. SUMMARY OF FINDINGS

Staff presents the following findings of fact:

1. The subject site is currently used for a towing and recovery business, a use that is not permitted in the current Urban Fringe (UF) zoning district and was illegally established. Compliance is being sought under code enforcement case #LEC190250. This application is made by a potential buyer as part of the process to relocate the current use.
2. The proposed development qualifies for Minor Commercial uses based on its location at an intersection of an arterial with a local street, but would exceed the maximum 5,000 square foot limitation for Minor Commercial single structures.
3. The subject site is eligible for designation from Urban Fringe (Policy 2.2.2 [L]) to a more dense or intense land use category because it is within the Urban Service Area.
4. The subject site is suitable for non-residential uses because:
 - The site is located near an intersection of major roadways in a suburban to rural setting, falling within a natural node.
 - Development of the site will have little environmental impact because the site is flat, largely cleared of vegetation, and is not identified as having environmental concerns.
 - The large-lot site provides a transition of uses and a buffer from heavy traffic between Blountstown Highway (a Principal Arterial) and residential lots to its south.
 - Historically, the site has been zoned and used for non-residential uses. It was zoned C-4 Automotive Commercial District in 1987 by a limited use site plan adopted by Leon County Ordinance 87-48. With the adoption of the 1990 Comprehensive Plan it was zoned to Urban Fringe, which allows Minor and Neighborhood commercial. The property was used as a manufactured homes sales lot from 1987 to 2006.

5. The Suburban category (Policy 2.2.5 [L]) is appropriate for the proposed retail use because:
 - the intent of the Suburban category is for “advantageous placement of employment and shopping opportunities”,
 - “the category predominantly consists of single-use projects that are interconnected whenever feasible”, and
 - “business activities are not intended to be limited to serve area residents”.
6. The subject site is appropriately situated for designation as Suburban (Policy 2.2.5 [L]) because the site is:
 - located adjacent to lands already within the Suburban category,
 - has “convenient access to low to medium density residential land uses” by way of its adjacency to Blountstown Highway (a principal arterial),
 - oriented such that interconnection between single-use projects is feasible,
 - located outside the Central Core
 - in close proximity to residential uses “to reduce automobile dependency of residents and employers” and
 - located such that “[b]usiness activities are not intended to be limited to serve area residents; and as a result may attract shoppers from throughout larger portions of the community.”
7. Expansion of the Suburban FLUM category (Policy 2.2.5 [L]) is compatible with the adjacent Urban Fringe FLUM category (Policy 2.2.2 [L]) because the existing residential development pattern exceeds the maximum residential density allowed by the Urban Fringe category (1 unit per 3 acres). The existing development patterns (generally 0.25 to 0.50 acre lots) are more consistent with the intended development patterns of the Suburban category (0 to 20 units per acre) than with Urban Fringe category.
8. Inability to connect to central sanitary sewer does not necessarily preclude designation of the site to the Suburban category, however intensity of non-residential development will be limited according to the following policies:
 - In the Suburban category “areas lacking the necessary infrastructure, the Land Development Regulations may designate a low intensity interim use” (Policy 2.2.5 [L]),
 - “any non-residential development that is calculated to generate a wastewater flow in excess of 900 gallons per day must be connected to a central sanitary sewer service.” (Policy 1.2.3 [SS]), and
 - requirements that anticipate future connection to sanitary sewer for any development using septic tanks within the Urban Service Area are established by Policy 2.1.12 [SS].
 - If rezoned to C-2 General Commercial as requested, “non-residential development is limited to a maximum of 2,500 square feet of building area” if central sanitary sewer is not available. (Leon County Code of Ordinances Sec. 10-6.647, General Note (1)).

- Development may be eligible for a deviation to the above referenced square footage limitation in Sec. 10-6.647 if it can be demonstrated that the use complies with Policy 1.2.3 [SS] limiting non-residential uses connected to septic systems to 900 gallons of wastewater per day.
9. The concurrent request to rezone the subject site to the C-2 General Commercial Zoning District (Leon County Code of Ordinances Sec. 10-6.647) is consistent with the request to designate the site Suburban.
- “The C-2 district is intended to be located in areas designated [...] Suburban [...] on the future land use map of the Comprehensive Plan.”
 - The C-2 zone “shall apply to areas with direct access to major collector or arterial roadways located within convenient traveling distance to several neighborhoods, wherein small groups of retail commercial, professional office, community and recreational facilities and other convenience commercial activities are permitted in order to provide goods and services that people frequently use in close proximity to their homes.”
 - “The C-2 district is not intended to accommodate large scale commercial or service activities or other types of more intensive commercial activity.”
 - “C-2 districts shall not be located closer than one-quarter mile to other C-2 or C-1 districts or to parcels of land containing commercial developments including more than 20,000 gross square feet of floor area and shall not exceed 30 acres in size.”

F. STAFF ANALYSIS

History and Background

The subject site is currently used for vehicle storage and an office by the current owners of the property, Secon Recovery & Towing, LLC. The property was conveyed to the current owners on September 7, 2016 (Leon County Clerk of Courts Official Record BK: 4970 PG: 1709). Leon County Permitted Use Verification VC1900036, issued March 18, 2019, found that the use was not lawfully established. As such, there is an active zoning code enforcement case (#LEC190250). The owner is in the process of relocating. This application is made by a prospective buyer in coordination with the property owner.

The site was previously utilized for a commercial mobile home sales business between 1987 and 2006. According to Leon County Residential Compliance Certificate VC160131, issued November 11, 2016, a mobile home and septic tank were permitted on the property in 1987. The mobile home was permitted to be used as an office for a commercial mobile home sales business that same year. Based on aerial and street view imagery, it appears this business operated until 2006.

Prior to 1990 the property was zoned Automotive Commercial C-4 with a Limited Use Site Plan established by Leon County Ordinance 87-48 wherein it was rezoned from Agricultural 2. A retail use was consistent with the limited use site plan. The subject site has been designated and zoned Urban Fringe (UF) since the adoption of the 1990 Comprehensive Plan.

The four parcels directly to the west of the subject site are currently designated Suburban and zoned C-2 General Commercial. These four parcels were designated Residential Preservation by the 1990 Comprehensive Plan, but were previously zoned C-1. A FLUM amendment to Mixed Use B was approved in 2000 and was concurrently rezoned to C-2 General Commercial. The Mixed Use B designation was updated to Suburban in 2007 with adoption of a Comprehensive Plan Update to more specific categories.

Current and Proposed Future Land Use Categories

The complete comprehensive plan policies for Urban Fringe (Land Use Policy 2.2.2) and Suburban (Land Use Policy 2.2.5) are included as Attachment #1.

Urban Fringe (Current)

The site is currently designated Urban Fringe, which is intended to provide the opportunity for very low-density residential areas mixed with open space and agricultural activity on the periphery of the Urban Service Area. The designation also provides for appropriately sized minor commercial and office activities. More intense commercial, office, and industrial uses are prohibited due to lack of infrastructure and potential environmental impacts. The maximum residential density allowed is one unit per three acres. Lands designated Urban Fringe shall not be converted to a more dense or intense land use category unless lands are within the Urban Service Area.

The site is located within the Urban Services Area and is eligible for conversion to a more dense or intense land use category. The residential uses within the Urban Fringe category surrounding the site are more dense than allowed by the category.

Suburban (Proposed)

The proposed FLUM designation, Suburban, is intended to create an environment of economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses. Business activities are not intended to be limited to serve area residents; and as a result may attract shoppers from throughout larger portions of the community.

Allowed land uses within the Suburban Future Land Use Category are regulated by zoning districts that implement the intent while recognizing the unique context of different areas. Any proposed change to a more intensive district shall consider availability of infrastructure. In areas lacking the necessary infrastructure, low intensity interim uses may be permitted.

Consistency with Comprehensive Plan

The proposed amendment is consistent with the following goals, objectives, and policies of the Tallahassee-Leon County Comprehensive Plan.

1. Policy 2.2.2 [L] states “the Urban Fringe category is intended to provide the opportunity for very low-density residential areas” and residential “may be permitted at a density of up to one unit per three acres.”

The areas surrounding the subject site are developed at densities exceeding one unit per three acres. The residential development surrounding the subject site are generally single family detached homes on lots ranging from approximately 0.25 acre to 0.50 acre.

2. Policy 2.2.2 [L] states that “no additional lands designated [...] Urban Fringe as of August 26, 2006 shall be converted to a more dense or intense land use category unless adjoining lands are also within the designated Urban Service Area boundary.”

The subject site is within the Urban Service Area.

3. Policy 2.2.5 [L] states that the Suburban future land use category is intended for “shopping opportunities with convenient access to low to medium density residential land uses.” Table 4 defines low density residential as 0-8 units per acre and medium density as 8-16 units per acre.

Although the subject site is located adjacent to areas designated Recreation/Open Space and Urban Fringe that allow no to very low density (1 unit per 3 acres) residential uses, the surrounding existing development pattern is low density.

Blountstown Highway, a Principal Arterial, is the primary vehicular circulation route for several residential subdivisions. The subject site’s location on Blountstown Highway makes it convenient to these residential uses.

4. Policy 2.2.5 [L] states that the Suburban future land use category “predominantly consists of single-use projects that are interconnected whenever feasible.”

The preliminary site plan indicates that only a portion of the subject site will be used for the proposed single-use project, presumably allowing for other, interconnected, development on the site.

5. Policy 2.2.5 [L] states that the Suburban future land use category “is most suitable for those areas outside of the Central Core.”

The subject site is well outside the Central Core.

6. Policy 2.2.5 [L] states that the Suburban future land use category intends “to reduce automobile dependency of residents and employers” and “to complement the residential aspects of this development pattern [...] commercial goods and services should be located nearby.”

The subject site’s location directly adjacent to developed residential areas provides shopping opportunities within walking or biking distance. The site’s location at the periphery of the Urban Service Area provides an opportunity for residents further afar to reduce automobile miles traveled to reach shopping.

7. Policy 2.2.5 [L] states that business activities within the Suburban future land use category “are not intended to be limited to serve area residents; and as a result may attract shoppers from throughout larger portions of the community.”

The subject site’s location on Blountstown Highway provides an optimal location to serve shoppers from the greater area in a manner that limits impacts to area residents.

8. Policy 2.2.5 [L] states within Suburban future land use category “those areas lacking the necessary infrastructure, the Land Development Regulations may designate a low intensity interim use” and “[a]ny evaluation of a proposed change of zoning to a more intensive district shall consider, among other criteria, the availability of the requisite infrastructure.”

The subject site lacks access to central sewer services. The proposed General Commercial (C-2) zoning district implements the Suburban FLUM category and limits non-residential uses to a maximum of 2,500 square feet of building area if central sanitary sewer is not available (General note (1) to Sec. 10-6.647).

9. Policy 1.2.3 [SS] addressing septic tank regulation, states “any non-residential development that is calculated to generate a wastewater flow in excess of 900 gallons per day must be connected to a central sanitary sewer service. For the purposes of administering this specific policy, Rule 64E-6.008 F.A.C. shall be used in calculating estimated sewage flows attributable to various types of non-residential development.”

The wastewater flow per day will be calculated at the time of site plan submittal and this Policy will be administered by the Leon County Development Support and Environmental Management department.

10. Policy 2.1.12 [SS] establishes requirements that anticipate future connection to sanitary sewer for any development using septic tanks within the Urban Service Area.

The proposed C-2 General Commercial zoning district (Sec. 10-6.647) references this Comprehensive Plan policy in General note (1) to be applied at site plan review.

Zoning

The Land Development Code sections for Urban Fringe Zoning District (Leon County Code of Ordinances Sec. 10-6.613) and C-2 General Commercial Zoning District (Leon County Code of Ordinances Sec. 10-6.647) are included as Attachment #2.

Urban Fringe (UF) (Current)

The purpose of the Urban Fringe zoning district is to provide the opportunity for very low-density residential areas mixed with open space and agricultural activity on the periphery of the urban service area. The district allows for residential development of no greater than one unit on three acres of land. Smaller scale, low-intensity commercial development is permitted to conveniently serve area residents. Commercial uses are allowed within the UF Zone based on locational standards found in Sec. 10-6.619. The subject site, located at the intersection of an arterial with a local street qualifies for Minor Commercial, which allows for “miscellaneous general merchandise stores” and is limited to a maximum of 5,000 square feet per structure.

The proposed 8,960 square foot retail store exceeds the maximum 5,000 square foot per structure allowed in the UF Zone.

C-2 General Commercial (C-2) (Proposed)

The proposed rezoning is consistent with the following intent and standards of the C-2 Zoning District (Leon County Code of Ordinances Sec. 10-6.647).

1. The C-2 district is intended “to be located in areas designated [...] Suburban [...] on the future land use map of the Comprehensive Plan” and “shall apply to areas with direct access to major collector or arterial roadways located within convenient traveling distance to several neighborhoods, wherein small groups of retail commercial, professional office, community and recreational facilities and other convenience commercial activities are permitted in order to provide goods and services that people frequently use in close proximity to their homes. The C-2 district is not intended to accommodate large scale commercial or service activities or other types of more intensive commercial activity.”

The proposed Suburban FLUM category is appropriately implemented by the proposed C-2 Zone. The subject site’s location meets the access criteria to an arterial roadway and is within convenient traveling distance to several neighborhoods.

2. Sec. 10-6.647 of the Leon County Code of Ordinances limits the maximum density for residential development to 16 units per acre and requires residential uses to be located above the non-residential uses on the first floor.

The proposed development does not include residential uses.

3. Sec. 10-6.647 of the Leon County Code of Ordinances states “[i]n order to maintain compact and nonlinear characteristics, C-2 districts shall not be located closer than one-quarter mile to other C-2 or C-1 districts or to parcels of land containing commercial developments including more than 20,000 gross square feet of floor area and shall not exceed 30 acres in size.”

The proposed rezone to C-2 General Commercial zoning district will join with an existing C-2 zone, resulting in a C-2 Zone of approximately 6 acres. The particular zone will take on a

somewhat linear quality because it is across Blountstown Highway from the conservation land of Lake Talquin State Forest but will create a commercial node around the intersection of Blountstown Highway with Ravensview Drive. The length of the proposed C-2 district will be approximately 1,000 feet along Blountstown Highway.

The nearest other C-1 or C-2 zoning district is over 6,000 feet (1.13 miles) away. Existing commercial development on two parcels to the east, within the Urban Fringe designation and zone, total to approximately 8,250 square feet based on Property Appraiser information.

4. Sec. 10-6.647(6)(a) of the Leon County Code of Ordinances limits the maximum gross non-residential floor area to 12,500 square feet per acre and a maximum gross 200,000 square feet for each district containing 20 acres or less.

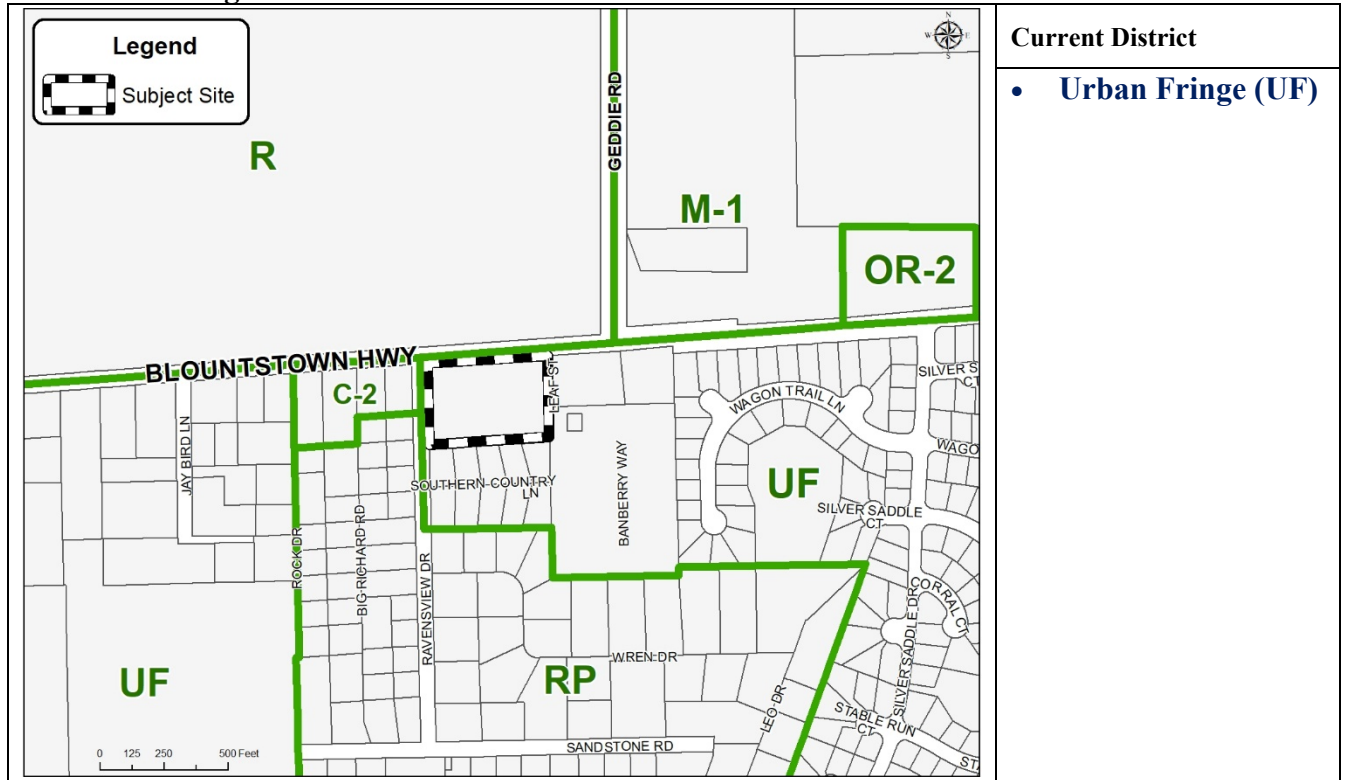
If the subject property is designated Suburban and rezoned to C-2, the 3.34+/- acre site would qualify for up to 41,750 square feet of non-residential floor area based on the maximum building restrictions. The other properties located in the proposed district are vacant and would not count against the maximum 200,000 square feet for the district.

5. General note (1) under Sec. 10-6.647 of the Leon County Code of Ordinances limits non-residential development to a maximum of 2,500 square feet of building area if central sanitary sewer is not available.

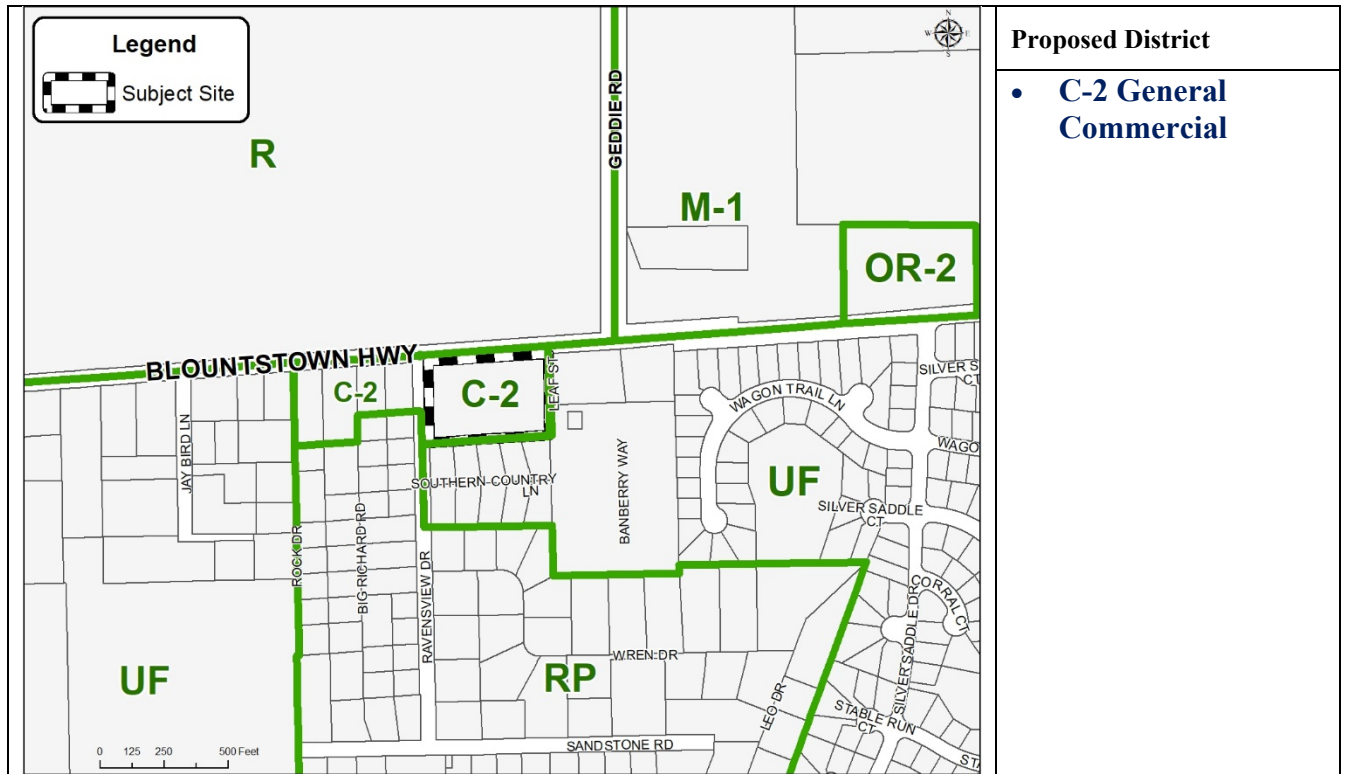
Proposed development may be eligible for a deviation to the square footage limitation for non-residential development not connected to sewer if it can be demonstrated that the use complies with Comprehensive Plan Policy 1.2.3 [SS] limiting uses using septic to 900 gallons per day.

The following maps illustrate the current and proposed zoning for the Subject Site.

Current Zoning



Proposed Zoning

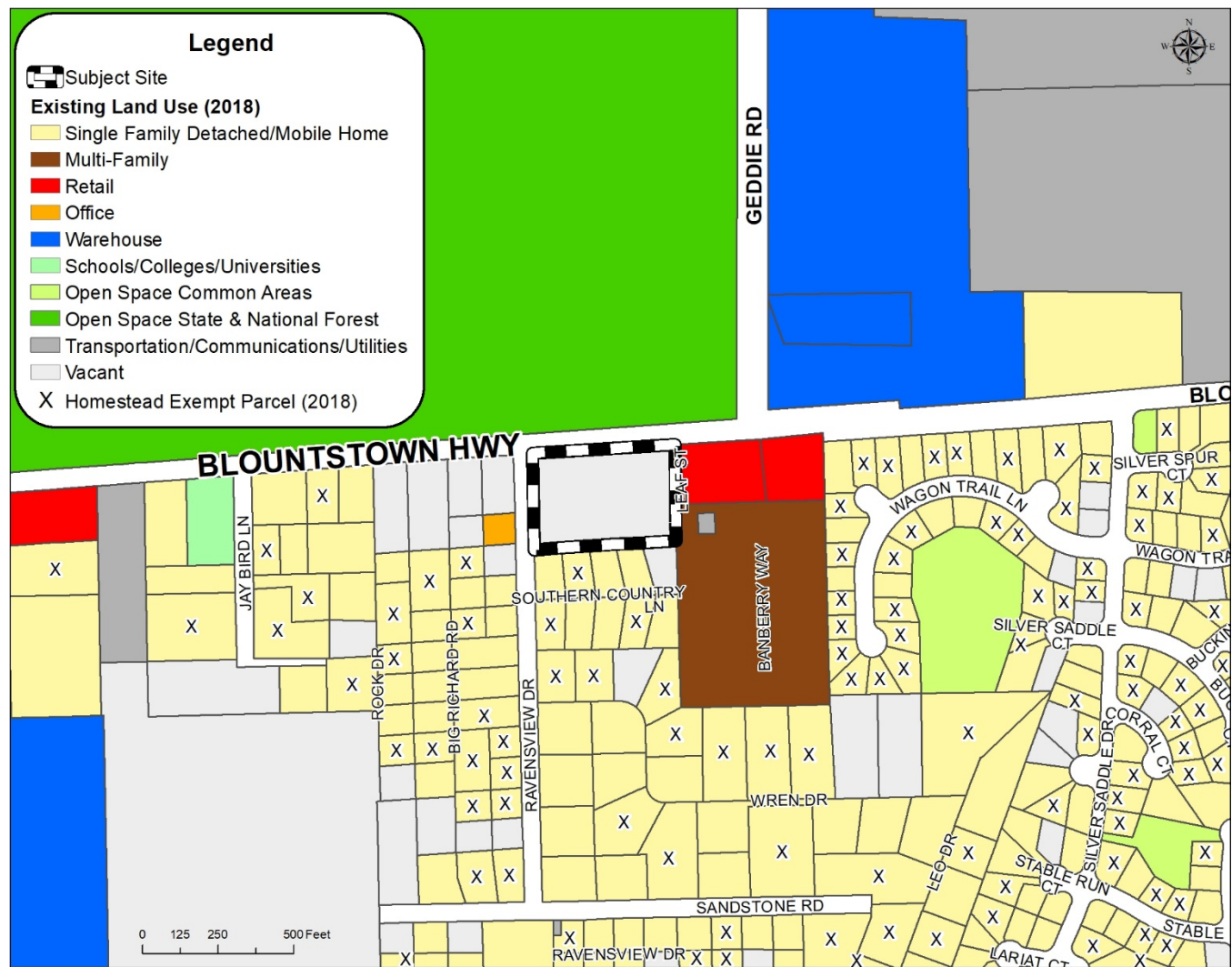


Existing Land Uses

The 3.42 +/- acre-property is currently utilized for automobile towing and is developed with a mobile home used as an office. Leon County Development Support and Environmental Management (DSEM) records do not indicate the use was lawfully established.

Surrounding uses include Lake Talquin State Forest across Blountstown Highway to the north, retail and a mobile home park across Leaf Street to the east, single-family residential to the south, and single-family and vacant commercial across Ravensview Drive to the west.

Existing Land Use Map



Infrastructure Analysis

Water/Sewer

The site is currently served by a well and septic system. Talquin Water & Wastewater, Inc. is able to serve the site with potable and irrigation water. Sewer service through the City of Tallahassee is not available at this time.

Schools

The Subject Area is zoned for Sabal Palm Elementary School, Nims Middle School, and Godby High School. School concurrency impact forms were submitted to the Leon County School Board’s Division of Facilities, Construction and Maintenance and approved by the School Board on November 13, 2019.

School Name	Sabal Palm Elementary	Nims Middle	Godby High
Present Capacity	257	559	575
Post Development Capacity	246	554	570

The table above depicts preliminary calculations provided by School Board staff based on the maximum residential development allowed under the requested future land use category. Final school concurrency calculations will be conducted in the future when a site plan for proposed development is submitted.

Roadway Network

The site is located near the intersection of Blountstown Highway (SR 20), a principal arterial, with Geddie Road (major collector). Ravensview Drive to the west is a local County Road. Leaf Street to the east is a private street.

Pedestrian and Bicycle Network

The site and surrounding area is not served by sidewalks. Bicycle lanes are located on Blountstown Highway adjacent to the site.

Transit Network

The site is not served by transit.

Environmental Analysis

No impacts to environmental features are anticipated. The site is flat and largely cleared of vegetation. No severe slopes, drainage features, flood plains, or karst features are identified on the site. It is also not designated as a springs protection area, brownfield, or special development zone. The subject site is located within the Lake Munson Drainage Basin.

F. PUBLIC OUTREACH AND NOTIFICATION

An initial mailing was sent to 110 property owners within 1,000 feet of Subject Site.

Public Outreach		Date	Details
X	Mail Notification of Proposed Changes	December 6, 2019	Notices Mailed to Property Owners within 1000 feet
X	Notice of Proposed Land Use Change and Rezoning	November 21, 2019	Two signs providing details of proposed land use and zoning changes posted on subject site
X	Public Open House	December 17, 2019	5:30 PM, Second Floor, Frenchtown Renaissance Center
X	Staff Reports Available Online	January 27, 2020	Email Subscription Notice sent to all users of service

Public Open House – December 17, 2019: Twenty-four citizens attended the open house to discuss the 2020 Cycle amendments. The applicants for this amendment were present and discussed the issues relating to lack of sanitary sewer with staff. No property owners within 1,000 feet of the site or members of the general public had questions or comment about this amendment.

G. STAFF REPORT UPDATE

Below is a list of all public meetings and actions taken by appointed or elected bodies in consideration of this proposed amendment:

Cycle 2020 Meetings		Dates	Time and Locations
X	Local Planning Agency Workshop	January 7, 2020	6:00 PM, Second Floor, Frenchtown Renaissance Center
X	Local Planning Agency Public Hearing	February 4, 2020	6:00 PM, Second Floor, Frenchtown Renaissance Center
X	Joint City-County Commission Workshop	February 25, 2020	1:00 PM, Fifth Floor, Leon County Courthouse
	County Adoption Public Hearing	April 28, 2020	3:00 PM, Fifth Floor, Leon County Courthouse

Local Planning Agency Workshop – January 7, 2020: A workshop was held January 7, 2020 to discuss the proposed 2020 Cycle amendments. The LPA had no questions on this amendment.

Local Planning Agency Public Hearing – February 4, 2020: The Local Planning Agency voted to recommend approval of the proposed map amendment and rezoning. The applicant was available to answer questions. There were no other citizen speakers on this amendment or rezoning.

Joint City-County Commission Workshop – January 25, 2020: A workshop was held January 25, 2020 to discuss the proposed 2020 Cycle amendments. The Commissioners had no questions on this amendment.

H. ATTACHMENTS

- Attachment #1: Comprehensive Plan policies 2.2.1 and 2.2.5 of the Land Use Element
- Attachment #2: Leon County Code of Ordinances sections 10-6.613 and 10-6.647
- Attachment #3: [Citizen comments](#)



2020 Comprehensive Plan Amendment Cycle
LMA 2020 01
7601 Blountstown Highway

Attachment #1

Policy 2.2.2: [L] URBAN FRINGE

(REV. EFF. 8/17/92; REV. EFF. 7/26/06; REV. EFF. 4/10/09; REV. EFF. 12/24/10; REV. EFF. 12/15/11)

The Urban Fringe category is intended to provide the opportunity for very low-density residential areas mixed with open space and agricultural activity on the periphery of the Urban Service Area. To protect Rural areas from premature development, facilitate infill and redevelopment inside the Urban Service Area, and in recognition of the significant area already mapped as Urban Fringe, no additional lands designated Rural or Urban Fringe as of August 26, 2006 shall be converted to a more dense or intense land use category unless adjoining lands are also within the designated Urban Service Area boundary or the designated Woodville Rural Community. Conversions to the Woodville Rural Community designation shall be consistent with the Transfer of Development Units provision in Policy 4.2.5: [C].

Conventional subdivision of land in the Urban Fringe may be permitted at a density of up to one unit per three acres. To promote a mix of residential areas and perpetually protected open space and agricultural lands, Conservation Subdivision developments are allowed and encouraged. Conservation Subdivision design in Urban Fringe may be permitted at a density of up to one unit per three gross acres with units clustered on no more than 50% of the site. Conservation Subdivisions must also permanently set aside at least 50% of the total site as open space and restrict development to the least environmentally sensitive and otherwise significant portions of the land. I. Land Use Tallahassee-Leon County 2030 Comprehensive Plan (as of 2018 Amendment Cycle, eff. 8/13/18) 31 Appropriately sized minor commercial activities and minor offices are permitted. Industrial, office and more intensive commercial land uses are prohibited due to lack of present infrastructure services or potential negative environmental impacts. Present or future agricultural, silviculture and forestry activities may be allowed.

Policy 2.2.5: [L] SUBURBAN
(EFF. 3/14/07)

To create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses. Employment opportunities should be located near residential areas, if possible within walking distance. This category recognizes the manner in which much of Tallahassee-Leon County has developed since the 1940s. The category predominantly consists of single-use projects that are interconnected whenever feasible. Mixed-use projects and the principles of traditional neighborhood developments are encouraged, though not required. The Suburban category is most suitable for those areas outside of the Central Core. However, additional areas inside the Central Core may be designated as appropriate based on existing land use pattern.

To complement the residential aspects of this development pattern, recreational opportunities, cultural activities, commercial goods and services should be located nearby. To reduce automobile dependency of residents and employers alike, mass transit stops should be located at large commercial centers and appropriate street and pedestrian connections established between commercial and residential areas. Except within mixed use centers, larger scale commercial development should be buffered from adjacent residential neighborhoods.

Development shall comply with the Suburban Intensity Guidelines. Business activities are not intended to be limited to serve area residents; and as a result may attract shoppers from throughout larger portions of the community.

Suburban Intensity Guidelines
(EFF. 3/14/07; REV. EFF. 7/14/14; REV. EFF. 5/31/18)

Table 4: Suburban Intensity Guidelines

Development Patterns	Allowed Land Uses	Gross Residential Density	Non-Res Intensity	Percentage Mix of Uses
Low Density Residential	Residential, Recreation, Light Infrastructure & Community Service	0 to 8 UNITS/ ACRE ⁽⁴⁾	10,000 SQ FT/ACRE	65-80%
Low Density Residential Office	Residential, Office, Recreation, Light Infrastructure & Community Service	0 to 8 UNITS/ ACRE ⁽⁴⁾	10,000 SQ FT/ACRE ⁽⁵⁾	
Medium Density Residential	Residential, Recreation, Light Infrastructure & Community Service	8 to 16 UNITS/ ACRE	20,000 SQ FT/ACRE	
Medium Density Residential Office	Residential, Office, Ancillary 1st Floor Commercial, Recreation, Light Infrastructure, Community Service & Post-Secondary Schools	8 to 20 UNITS/ ACRE	20,000 SQ FT/ACRE ⁽⁶⁾	
Village Center	Residential, Office, Commercial up to 50,000 SQ FT, maximum business size. Centers shall not be located closer than ¼ mile to another village center or commercial development including more than 20,000 SQ FT of floor area.	8 to 16 UNITS/ ACRE	12,500 SQ FT/ACRE per parcel for center 20 acres or less ⁽⁷⁾	

Development Patterns	Allowed Land Uses	Gross Residential Density	Non-Res Intensity	Percentage Mix of Uses
Urban Pedestrian Center	Residential, Office, Commercial, Recreation, Light Infrastructure & Community Service	6 to 16 UNITS/ ACRE ⁽³⁾	Up to 20,000 SQ FT/ACRE ⁽³⁾	35-50%
Suburban Corridor	Residential, Office, Commercial, Recreation, Light & Heavy Infrastructure & Community Service	Up to 16 UNITS/ ACRE	Up to 25,000 SQ FT/ACRE ⁽⁸⁾	
Medical Center	Residential, Office, Commercial, Recreation, Light Infrastructure & Community Service	6 to 20 UNITS/ ACRE ⁽¹⁾	80,000 SQ FT/ACRE ⁽²⁾	
Business Park	Office, Residential and Commercial	Up to 16 UNITS/ ACRE	20,000 SQ FT/ ACRE	5-10%

Notes:

- (1) 8 units/acre minimum for exclusively residential;
- (2) Hospitals up 176,000 sq ft/acre;
- (3) 20 units/acre and 40,000 sq ft/acre for multiple use development; Combined residential and non-residential development may have up to 40,000 SF and up to a six story building. Residential use, office use and commercial use is allowed.
- (4) Low Density Residential and Residential Office development patterns can have a minimum of 1 unit per acre if water and sewer are not available.
- (5) The maximum square footage is increased to 12,500 SF if the project is a mixed-use development.
- (6) The maximum square footage increases to 40,000 SF per acre and maximum height increases to six stories if 50% of parking is structured. This provision only applies to areas previously designated as Mixed Use C
- (7) 250,000 SF of total development permitted on 20 to 30 acre centers.
- (8) Storage areas may be 50,000 SF per acre. Office and Retail is allowed.

While mixed land uses are encouraged in the Suburban Future Land Use Category, the more prevalent pattern will be a compatibly integrated mix of single-use developments that include low and medium density residential, office, and retail development. Allowed land uses within the Suburban Future Land Use Category shall be regulated by zoning districts which implement the intent of this category, and which recognize the unique land use patterns, character, and availability of infrastructure in the different areas within the Suburban Future Land Use Category. In those areas lacking the necessary infrastructure, the Land Development Regulations may designate a low intensity interim use. Any evaluation of a proposed change I. Land Use Tallahassee-Leon County 2030 Comprehensive Plan (as of 2018 Amendment Cycle, eff. 8/13/18) 37 of zoning to a more intensive district shall consider, among other criteria, the availability of the requisite infrastructure.



2020 Comprehensive Plan Amendment Cycle
LMA 2020 01
7601 Blountstown Highway

Attachment #2

Sec. 10-6.613. - Urban Fringe Zoning District.

- (a) *Purpose and intent.* The urban fringe district is intended to provide the opportunity for very low-density residential areas mixed with open space and agricultural activity on the periphery of the urban service area. The district allows for very low-density residential development of no greater than one unit on three acres of land, agricultural, and silvicultural activities. Residential development will also be allowed a gross density of one unit per three acres if developed as a conservation subdivision as described in section 10-7.204.
- (1) For sites developed under the previously available "25—75" clustering option, the remaining undeveloped portion (75 percent) may continue to be preserved as undisturbed open (green) space until such time as these sites are included in the urban service area and become eligible for development at urban densities. As an alternative, sites developed under the previously available "25—75" clustering option may seek to develop the undeveloped portion (75 percent) at the urban fringe densities described above prior to the sites inclusion in the urban service area. For either development option, review by the Board of County Commissioners shall be requested to authorize development of these undisturbed open (green) spaces.
 - (2) To conveniently serve area residents, smaller scale, low-intensity commercial development is permitted in this district. To maximize efficiency in the development of agricultural and silvicultural resources located within this zoning district and surrounding areas, agriculturally and silviculturally related industrial activities, such as milling, are permitted. Community facilities are also permitted in this district.
- (b) *Allowable uses.* For the purpose of this subdivision, the following land use types are allowable in this zoning district and are controlled by the land use development standards of this subdivision, the Comprehensive Plan and schedules of permitted uses.
- (1) Low-density residential.
 - (2) Agricultural.
 - (3) Silvicultural.
 - (4) Light industry—agriculturally and silviculturally related only.
 - (5) Passive recreation.
 - (6) Active recreation.
 - (7) Minor commercial.
 - (8) Neighborhood commercial.
 - (9) Community services.
 - (10) Light infrastructure.
 - (11) Heavy infrastructure.
- (c) *List of permitted uses.* Some of the uses on these schedules are itemized according to the Standard Industrial Code (SIC). Allowable uses, appropriate permit level and applicable development and locational standards in the urban fringe district are as follows:
-

Legend

Ag = Agricultural	PR = Passive Recreation
MC = Minor Commercial	AR = Active Recreation
NC = Neighborhood Commercial	CS = Community Services
LR = Low-Density Residency	PS = Postsecondary

SIC Code	Name of Use	Development and Locational Standards							
		Ag	MC	NC	LR	PR	AR	CS	PS
Residential									
	Dwelling, one-family	P			P				
	Dwelling, two-family	P			P				
	Dwelling, mobile home	P			P				
	Mobile home park				R				
Agriculture, Forestry, and Fishing									
01	Agricultural production—crops	P							
0181	Ornamental nursery products	P							
02	Agricultural production—livestock	P							
074	Veterinary services	P	P	P					
0781	Landscape counseling and planning	R							
092	Fish hatcheries and preserves	P							
Mining									
144	Sand and gravel	S							
145	Clay, ceramic, and refractory minerals	S							
Manufacturing									
201	Meat products	R							
202	Dairy products	R							
204	Grain mill products	R							
21	Tobacco products	R							
24	Lumber and wood products	R							
Transportation and Public Utilities									
401	Railroads		P	P					S
43	Postal service		P	P					
483	Radio and television broadcasting								R
Retail Trade									

521	Lumber and other building materials		P	P					
523	Paint, glass, and wallpaper stores		P	P					
525	Hardware stores		P	P					
526	Retail nurseries and garden stores		P	P					
533	Variety stores		P	P					
539	Miscellaneous general merchandise stores		P	P					
541	Grocery stores		P	P					
542	Meat and fish markets		P	P					
543	Fruit and vegetable markets		P	P					
544	Candy, nut and confectionery stores		P	P					
545	Dairy products stores		P	P					
546	Retail bakeries		P	P					
553	Auto and home supply stores		P	P					
554	Gasoline service stations		P	P					
	Convenience store		P	P					
581	Eating and drinking places		R	P					
591	Drugstores and proprietary stores		P	P					
592	Liquor stores		P	P					
593	Used merchandise stores		P	P					
5941	Sporting goods and bicycle shops		P	P					
5943	Stationery stores		P	P					
5961	Catalog and mail order houses		P	P					
5983	Fuel oil dealers		S						
5984	Liquefied petroleum gas dealers		S						
5992	Florists		P	P					
5993	Tobacco stores and stands		P	P					
5994	News dealers and newsstands		P	P					
5995	Optical goods stores		P	P					
5999	Miscellaneous retail stores, nec		R	R					
Finance, Insurance, and Real Estate									
6553	Cemeteries		P						P
Services									
702	Roominghouses and boardinghouses; dorms					R			
703	Camps and recreational vehicle parks							R	
721	Laundry, cleaning, and garment services		R	R					
7215	Coin-operated laundries and cleaning		P	P					

723	Beauty shops		P	P					
724	Barber shops		P	P					
725	Shoe repair and shoeshine parlors		P	P					
7334	Photocopying and duplicating services		P	P					
7335	Commercial photography		P	P					
7336	Commercial art and graphic design		P	P					
7353	Heavy construction equipment rental	R							
7359	Equipment rental and leasing, nec	R							
753	Automotive repair shops		R	R					
754	Automotive services, except repair		P	P					
762	Electrical repair shops		P	P					
764	Reupholstery and furniture repair		P	P					
784	Video tape rental		P	P					
791	Dance studios, schools, and halls		P	P					
7991	Physical fitness facilities		P	P					
7992	Public golf courses						S		
	Public elementary and secondary schools (that are subject to the school interlocal agreement) (excludes charter and private schools)							S	
822	Colleges and universities								S
823	Libraries—less than 7,500 square feet		P	P					
823	Libraries—7,500 square feet or more							R	
824	Vocational schools								S
835	Day care services		R	P					
836	Residential care		R	P					
841	Museums and art galleries						S		
842	Botanical and zoological gardens						S		
864	Civic and social associations							P	
866	Religious organizations							P	
6553	Cemeteries		P						
Public Administration									
922	Public order and safety								P
9221	Police protection								P
9223	Correctional institutions								S
9224	Fire protection								P
Recreation									
	Hiking and nature trails						P		
	Picnicking						P		

	Canoe trails					P		
	Bicycle trails					P		
	Horseback riding trails					P		
	Tot lots						P	
	Court sports						P	
	Field sports						P	
	Boat landings						P	
	Archaeological historical sites					S		

P = Permitted use R = Restricted use S = Special exception

(d) The maximum allowable gross square footage in the urban fringe district is as follows:

Commercial Land Use Type	Urban Fringe
Minor*	
Total location	20,000
Single site or quadrant	10,000
Single structure	5,000
Neighborhood**	
Total location	100,000
Single site or quadrant	100,000
Single structure	50,000

*Maximum 10,000 gross square feet, if located on a local street.

**Only one neighborhood commercial site (quadrant) will be permitted at the intersection of a major collector and arterial road. The maximum allowable commercial development permitted at the neighborhood commercial area located at the intersection of two major collectors is 50,000 square feet g.s.l.a.

(e) The minimum development standards in the urban fringe district are as follows:

	Low Density Residential		Commercial		Agricultural-Related Industrial	Community Services; Active Recreation; Public, Primary and Secondary Schools	Comp. Plan Policy 2.1.9. Subdivision
	Noncluster	Cluster	Noncluster	Cluster			
Minimum Setbacks (feet)							
Front yard							
Building	30	30*	30	25*	50	30	25
Parking	—	—	40	40*	50	40	—
Corner yard							
Building	30	30*	30	25*	50	30	25
Parking	—	—	40	40*	50	40	—

Side yard							
Building	20	20*	40	20*	50	40	15
Parking	—	—	40	20*	50	40	—
Rear yard							
Building	50	50*	50	30*	50	50	50
Parking	—	—	40	10*	50	50	50
Adjoining Lower Intensity Zoning District							
Building	—	—	—	—	100	—	—
Parking	—	—	—	—	100	—	—
Maximum percent impervious surface area	30	25**	30	25**	30	—	30
Heights (feet)							
Maximum at building envelope perimeter	35	35	35	35	35	35	35
Maximum additional height/additional zoning setback	1/1'	1/1'	1/1'	1/1'	1/1'	1 1/1'	1/1'
Total maximum height	—	35	45	45	45***	45	—
Minimum lot frontage	15	15	40	40	100	—	15
Minimum lot area	3.0	0.5	3.0	0.5	10.0	—	0.5

*This number applies to the perimeter setback only.

**Maximum percent impervious area of developable portion of site.

***This height applies to habitable portion of an industrial structure.

- _____
- (f) *Development standards.* All proposed development shall meet the commercial site location standards (section 10-6.619); buffer zone standards (section 10-7.522); and the parking and loading requirements (subdivision 3, division 5, article VII of this chapter).
- (g) *Restricted uses and special exception uses.* If uses are restricted or are special exception uses according to the schedule of permitted uses, they will not be allowed unless they follow the general development guidelines for restricted uses or for special exceptions as provided in this subdivision. Specific restricted uses are addressed below.
- (1) *Eating and drinking establishments (SIC 581).* No drive-in or drive-thru facilities are permitted within this district.
 - (2) *Laundry, cleaning and garment services (SIC 721).* Does not include dry cleaning plant operations; pick-up stations only.
 - (3) *Funeral services and crematoriums (SIC 726).* This use requires 100 percent opacity buffer surrounding perimeter with exception of access point.
 - (4) *Camps and recreational vehicle parks (SIC 703).* A site plan shall be submitted demonstrating protection of adjacent properties and public interest which shall include, but not be limited to the following
 - a. Sanitary facilities shall be provided.

- b. Not more than ten campsites per acre shall be provided.
 - c. Individual campsites, roadways, and accessory structures shall be located to meet the minimum building setback standards from the exterior property lines of the campground.
- (5) *Heavy construction equipment rental and equipment rental and leasing (SIC 7353 and 7359).* A plan must be submitted demonstrating protection of adjacent properties and public interest which shall include, but not be limited to the following:
- a. Such equipment rental and leasing must be associated with timbering and/or agribusiness.
 - b. A plan of vehicular access to and from the site demonstrating that heavy trucks and equipment will not travel on that portion of a local or minor collector street with frontage containing residential land use, zoned for residential land use, or containing subdivision lots intended primarily for residential land use. For purposes of this requirement, local and minor collector streets shall be those identified in the Comprehensive Plan and the Tallahassee-Leon County Long Range Transportation Plan.
- (6) *Mining activities.*
- a. All mining activities as defined on the schedule of permitted uses must meet the specific development standards, as follows upon review and approval by the Board of County Commissioners following a duly noticed public hearing. This includes SIC items 144 and 145.
 - b. A plan must be submitted demonstrating protection of adjacent properties and public interest which shall include, but not be limited to the following:
 - 1. The mining activity, all accessory uses and structures, internal roadways, and driveways onto the adjacent streets shall be setback a minimum of 100 feet from the perimeter property boundaries or 200 feet from the nearest off-site residence, residential zoning district, or subdivision intended primarily for residential land use, whichever distance is greater. This setback standard may be reduced if less of a setback is approved in writing by the adjacent property owner prior to site plan approval or if the adjacent property is also used as a mining activity.
 - 2. A plan of vehicular access to and from the site demonstrating that heavy trucks and equipment will not travel on that portion of a local or minor collector street with frontage containing residential land use, zoned for residential land use, or containing subdivision lots intended primarily for residential land use. For purposes of this requirement, local and minor collector streets shall be those identified in the local government Comprehensive Plan and the Tallahassee-Leon County Long Range Transportation Plan.
 - 3. A land reclamation plan shall be submitted demonstrating that upon termination of the activity the land shall be returned to a condition that will allow an effective reuse comparable to surrounding properties.
 - 4. Fencing requirement. All areas proposed for use, currently used, or previously used, in open-pit mining operations and/or construction and demolition debris disposal must be secured by a fence, unless the area is determined to be a reclaimed open-pit mine by the County Administrator or designee. The fence must be at least four feet in height with openings that will reject the passage of a seven-inch diameter sphere. The fence must be equipped with a gate which shall remain locked when workers or employees of the land owner or mining company are not present at the site. At every gate or access point, at least one sign must be posted which states, in at least four-inch tall letters, "Danger," "Keep Out," "No Trespassing," or similar language to indicate that there may be hazardous conditions on the premises.

(Code 1992, § 10-6.613; Ord. No. 07-20, § 2, 7-10-2007; Ord. No. 08-17, § 3, 7-22-2008; Ord. No. 09-02, § 2, 1-15-2009; Ord. No. 09-12, § 4, 3-19-2009; Ord. No. 12-01, § 1, 1-24-2012; [Ord. No. 16-07](#), § 2, 5-10-2016)

Sec. 10-6.647. - C-2 General Commercial District.

1. District Intent	Permitted Uses	
	2. Principal Uses	3. Accessory Uses
<p>The C-2 district is intended to be located in areas designated Bradfordville Mixed Use, Suburban or Woodville Rural Community on the future land use map of the Comprehensive Plan shall apply to areas with direct access to major collector or arterial roadways located within convenient traveling distance to several neighborhoods, wherein small groups of retail commercial, professional, office, community and recreational facilities and other convenience commercial activities are permitted in order to provide goods and services that people frequently use in close proximity to their homes.</p> <p>The C-2 district is not intended to accommodate large scale commercial or service activities or other types of more intensive commercial activity.</p> <p>The maximum gross density allowed for new residential development in the C-2 district is 16 dwelling units per acre, with a minimum gross density of 8 dwelling units per acre, unless constraints of concurrency or preservation and/or conservation features preclude the attainment of the minimum density.</p> <p>The residential uses are required to be located on the second floor or above of a building containing commercial or office uses on the first floor.</p> <p>Mixed use projects in the C-2 district are encouraged, but are not required.</p> <p>In order to maintain compact and nonlinear characteristics, C-2 districts shall not be located closer than one-quarter mile to other C-2 or C-1 districts or to parcels of land containing commercial developments including more than 20,000 gross square feet of floor area and shall not exceed 30 acres in size.</p>	<p>(1) Antique shops. (2) Automotive service and repair, including car wash. (3) Bait and tackle shops. (4) Banks and other financial institutions. (5) Camera and photographic stores. (6) Cocktail lounges and bars. (7) Community facilities related to the permitted principal uses, including libraries, religious facilities, police/fire stations, elementary, middle and high schools. Other community facilities may be allowed in accordance with section 10-6.806. (8) Day care centers. (9) Gift, novelty and souvenir shops. (10) Indoor amusements (bowling, billiards, skating, etc.). (11) Indoor theaters (including amphitheaters). (12) Laundromats, laundry and dry cleaning pick-up. (13) Mailing services. (14) Medical and dental offices, services, laboratories and clinics. (15) Motor vehicle fuel sales. (16) Nonmedical offices and services, including business and government offices and services. (17) Nonstore retailers. (18) Passive and active recreational facilities. (19) Personal services (barber shops, fitness clubs, etc.). (20) Photocopying and duplicating services. (21) Rental and sales of DVDs, video tapes and games.</p>	<p>(24) Residential (any type), provided that it is located on the second floor or above a building containing commercial or office uses on the first floor. (25) Restaurants, with or without drive-in facilities. (26) Retail bakeries. (27) Retail computer, video, record and other electronics. (28) Retail department, apparel and accessory stores. (29) Retail drug stores. (30) Retail florists. (31) Retail food and grocery. (32) Retail furniture, home appliances, accessories. (33) Retail home/garden supply, hardware and nurseries. (34) Retail jewelry store. (35) Retail needlework shops and instruction. (36) Retail newsstand, books, greeting cards. (37) Retail office supplies. (38) Retail optical and medical supplies. (39) Retail package liquors. (40) Retail pet stores. (41) Retail picture framing. (42) Retail sporting goods, toys. (43) Retail trophy store. (44) Shoes, luggage and leather goods.</p> <p>(1) A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure an which comprises no more than 33 percent of the floor area or cubic volume of the principal use or structure, as determined by the County Administrator or designee. (2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the County Administrator or designee.</p>

	<p>(22) Rental of tools, small equipment or party supplies. (23) Repair services, nonautomotive.</p>	<p>(45) Social, fraternal and recreational clubs and lodges, including assembly halls. (46) Studios for photography, music, art, dance and voice. (47) Tailoring. (48) Veterinary services, including veterinary hospitals. (49) Other uses, which in the opinion of the County Administrator or designee, are of a similar and compatible nature to those uses described in this district.</p>
<p>For additional development standards, see below</p>		

Development Standards									
	4. Minimum Lot or Site Size			5. Minimum Building Setbacks				6. Maximum Building Restrictions	
Use Category	a. Lot or Site Area	b. Lot Width	c. Lot Depth	a. Front	b. Side-Interior Lot	c. Side-Corner Lot	d. Rear	a. Building Size (excluding gross building floor area used for parking)	b. Building Height (excluding stories used for parking)
Any Permitted Principal Use	None	None	None	25 feet	15 feet on each side	25 feet	10 feet	<p>Except for properties within the Woodville Rural Community, 12,500 square feet of non-residential gross building floor area per acre and commercial and/or office uses not to exceed 200,000 square feet of gross building floor area for each district containing 20 acres or less. 12,500 square feet of non-residential gross building floor area per acre and commercial and/or office uses not to exceed maximum of 250,000 square feet of non-residential gross building area per district for districts containing more than 20 acres to 30 acres. Individual buildings may not exceed 50,000 gross square feet.</p> <p>Within the Woodville Rural Community, 12,500 square feet of non-residential gross building area</p>	3 stories

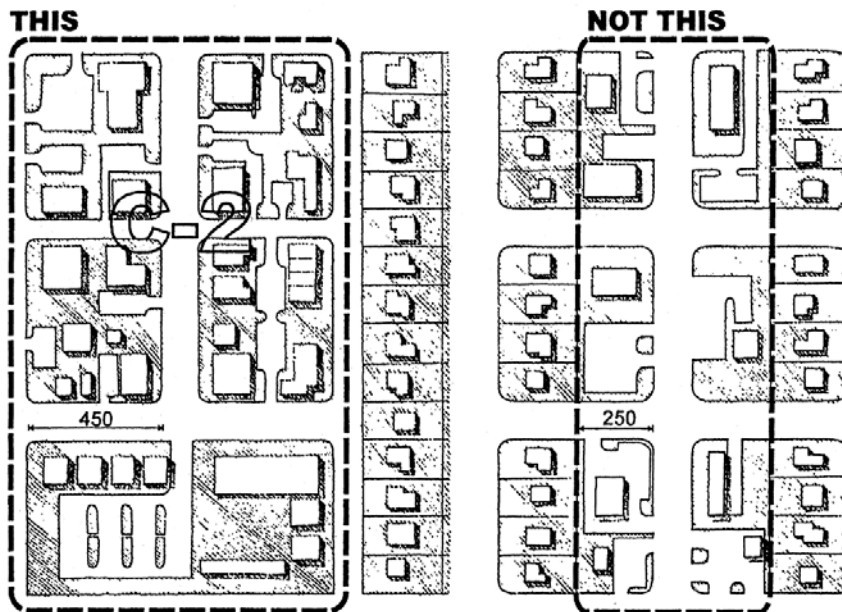
									per acre and commercial uses not to exceed 50,000 square feet of gross building floor area per parcel.
<p>7. Street Vehicular Access Restrictions: Properties in the C-2 zoning district shall be located on a major collector or arterial street, but may have additional vehicular access to any type of street. However, in order to protect residential areas and neighborhoods from non-residential traffic, vehicular access to a local street is prohibited if one of the following zoning districts is located on the other side of the local street: RHA, R-1, R-2, R-3, R-4, R-5, MH and RP.</p>									

General notes:

- (1) If central sanitary sewer is not available, residential development is limited to a minimum of 0.50-acre lots and Inside the urban service area non-residential development is limited to a maximum of 2,500 square feet of building area. Inside the urban service area, community service facilities are limited to a maximum of 5,000 square feet of building area of a 500-gallon septic tank. Also, refer to Sanitary Sewer Policy 2.1.12 of the Comprehensive Plan for additional requirements.
- (2) Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.
- (3) Refer to the concurrency management ordinance for information pertaining to the availability of capacity for certain public facilities (roads, parks, etc.).

C-2 - Neighborhood Commercial District -

The Neighborhood Commercial district limits arterial street frontage to 100 feet per acre. This provision is intended to promote "nodes" of commercial development rather than "strip" commercial development along arterial streets.



C-2 - Neighborhood Commercial District - THIS and NOT THIS illustrations

(Code 1992, § 10-6.647; Ord. No. 07-20, § 2, 7-10-2007; Ord. No. 09-13, § 4, 3-19-2009; Ord. No. 09-33, § 3, 10-13-2009; [Ord. No. 16-07](#), § 10, 5-10-2016)

Citizens Comments

LMA 2020 01

Blountstown Highways

Received as of April 27, 2020

White, Artie

From: rasarah.johnson@talquinelectric.com
Sent: Thursday, December 19, 2019 7:47 AM
To: CMP_PLN_AMND
Cc: Calhoun, Sherri
Subject: 2020 Comp Plan Public Comment Submission

- **Amendment:** LMA202001 Map
- **Name:** RaSarah Johnson -Talquin Electric
- **Address:** 1640 West Jefferson Street
- **City:** Quincy
- **State:** FL
- **Zip:** 32351
- **Email Address:** rasarah.johnson@talquinelectric.com
- **Comments:** Talquin has existing aerial (OH) electric facilities that traverses along the easterly side of the property along Leaf Street and an existing aerial (OH) electric line that parallels the southerly boundary of the property beginning near the SE property corner.

Notice of Rezoning Public Hearing

County Commission Rezoning Public Hearing Tuesday, May 12, 2020 at 3 pm, 5th Floor - Leon County Courthouse

Notice is hereby given that the Board of County Commissioners of Leon County, Florida (the "Board") will conduct a virtual only public hearing on Tuesday, May 12, 2020, at 3:00 p.m., or as soon thereafter as such matter may be heard, by utilizing communications media technology in accordance with the Florida Governor's Executive Order 20-69, to consider adoption of an ordinance entitled to wit:

REZONING

Notice is hereby given that the Board of Leon County Commission will conduct a public hearing on Tuesday May 12, 2020 at 3 pm, at Leon County Court house 5th Floor, Tallahassee, Florida to consider adoption of the ordinances entitled to wit:

LEON COUNTY ORDINANCE NO. __

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE URBAN FRINGE DISTRICT TO THE GENERAL COMMERCIAL (C-2) DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning located at 7601 Blountstown Hwy. implements Comprehensive Plan map amendment LMA 2020 01, which was adopted on April 28, 2020. The rezoning requests a change to the Official Zoning Map from the Urban Fringe District to the General Commercial (C-2) Zoning District.

LEON COUNTY ORDINANCE NO. __

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE MANUFACTURED HOME AND SINGLE-FAMILY DETACHED (R-5) DISTRICT TO THE LIGHT INDUSTRIAL (M-1) DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning located at on the north side Hwy. 20 between Aeon Church Rd. and Jackson Bluff Rd. implements Comprehensive Plan map amendment LMA 2020 02, which was adopted on April 28, 2020. The rezoning requests a change to the Official Zoning Map from the R-5 Manufactured Home and Single-Family Detached District to the Light Industrial (M-1) Zoning District.

LEON COUNTY ORDINANCE NO. __

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE LAKE PROTECTION DISTRICT TO THE COMMERCIAL PARKWAY ZONING DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning located at Capital Cir. NW and N. Monroe St. implements Comprehensive Plan map amendment LMA 2020 03, which was adopted on April 28, 2020. The rezoning requests a change to the Official Zoning Map from the Lake Protection District to the Commercial Parkway (CP) Zoning District.

LEON COUNTY ORDINANCE NO. __

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE RESIDENTIAL PRESERVATION DISTRICT TO THE GENERAL COMMERCIAL (C-2) ZONING DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning located at Capital Cir. SW west of Tillie Ln. implements Comprehensive Plan map amendment LMA 2020 04, which was adopted on April 28, 2020. The rezoning requests a change to the Official Zoning Map from the Residential Preservation (RP) District to the General Commercial (C-2) Zoning District.

Leon County will be broadcasting the virtual only public hearing on Comcast Channel 16, Prism Channels 16 and 1016-HD, and the County's Facebook page, You Tube channel, and web site (www.LeonCountyFL.gov). All interested parties are invited to submit public comment until 8:00 p.m. on Monday, April 27, 2020, by visiting <http://cms.leoncountyfl.gov/Home/Commission-Meetings/Meeting-Comments>. All submitted comments will be distributed to the Board prior to the public hearing and made a part of the record. Written comments received by the public will be posted on the County's website (www.LeonCountyFL.gov) in advance of the hearing. Persons needing assistance with submitting comments may contact County Administration via telephone at 850-606-5300, or via email at LCG_PublicComments@leoncountyfl.gov. Public comment received after the 8:00 p.m., Monday, May 11, 2020, deadline will be made available to the Board and entered into the record during the hearing, although the County cannot guarantee that Commissioners will have adequate time to review such comments prior to the hearing or that the comments will be posted on the County website prior to the hearing.

Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes. In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Mathieu Cavell or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 850-606-5300 or 850-606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

Copies of the ordinance may be inspected on the County's web site (www.LeonCountyFL.gov). To receive copies of the ordinance by other means, such as email, mail, or facsimile transmittal, contact County Administration via telephone at 850-606- 5300, or the Department of Development Support and Environmental Management at 850-606-1300.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #3


Leon County Board of County Commissioners

Agenda Item #3

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Manufactured Home and Single-Family Detached District (R-5) to the Light Industrial (M-1) Zoning District

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Benjamin H. Pingree, Director, PLACE Cherie Bryant, Planning Manager
Lead Staff/ Project Team:	Artie White, Administrator of Comprehensive Planning Stephen Hodges, Senior Planner

Statement of Issue:

This proposed rezoning implements Comprehensive Plan map amendment LMA202002 (Highway 20 Light Industrial), which was adopted on April 28, 2020. The rezoning requests a change to the Official Zoning Map from the Manufactured Home and Single-Family Detached District (R-5) to the Light Industrial (M-1) Zoning District for a 4.1 acre parcel located on the north side of Highway 20 west of Capital Circle Southwest.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and adopt the proposed Ordinance (Attachment #1) amending the Official Zoning Map to Change the Zoning Classification from the Manufactured Home and Single-Family Detached District (R-5) to the Light Industrial (M-1) Zoning District.

Report and Discussion

Background:

This proposed rezoning implements a proposed Future Land Use Map (FLUM) amendment to change the land use designation of Urban Residential-2 to Industry and Mining for a 4.1 acre parcel located on the north side of Highway 20 west of Capital Circle Southwest. The requested zoning change is from Manufactured Home and Single-Family Detached District (R-5) to the Light Industrial (M-1) Zoning District. The proposed rezoning Ordinance and location map are included as Attachment #1.

The proposed changes were recommended for approval by the Local Planning Agency at a public hearing on February 4, 2020 and presented to the Board at a Joint County/City Commission workshop on February 25, 2020. On April 28, 2020, the Board conducted a public hearing and adopted the land use map amendment. The staff report for the land use amendment and rezoning is included as Attachment #2.

Analysis:

The R-5 district is intended to be located in areas designated Bradfordville Mixed Use, Urban Residential-2, Suburban or Woodville Rural Community on the Future Land Use Map of the Comprehensive Plan which exhibit a predominant existing development pattern of single-family detached housing and manufactured homes on individual, standard sized lots.

The M-1 district is intended to be located in areas designated Bradfordville Mixed Use or Suburban on the Future Land Use Map of the Comprehensive Plan and shall apply to urban areas with convenient access to transportation facilities, where light manufacturing, processing, storage, community and recreational facilities and other activities compatible with light industrial operations are permitted.

The subject site is currently vacant. It is adjacent to Highway 20, a principle arterial roadway. Although there is a mobile home park adjacent to the subject site, it is physically separated by a large forested wetland area that is also identified as a floodprone area. The land uses immediately west and east of the subject site are vacant, and there is a large area of light industrial zoning and land uses immediately south of Highway 20. The subject site is not appropriate for residential use given its proximity to Highway 20, its shallow depth, and the existing light industrial land uses on the south side of Highway 20.

Notice of the Public Hearing has been published in accordance with the requirements of Section 125.66, Florida Statutes (Attachment #3). This item is quasi-judicial in nature, therefore, any ex parte communications shall be disclosed prior to the item being heard.

Title: First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Manufactured Home and Single-Family Detached District (R-5) to the Light Industrial (M-1) Zoning District

May 12, 2020

Page 3

Options:

1. Conduct the first and only public hearing and adopt the proposed Ordinance (Attachment #1) amending the Official Zoning Map to Change the Zoning Classification from the Manufactured Home and Single-Family Detached District (R-5) to the Light Industrial (M-1) Zoning District.
2. Conduct the first and only public hearing and do not adopt the proposed Ordinance (Attachment #1) amending the Official Zoning Map to Change the Zoning Classification from the Manufactured Home and Single-Family Detached District (R-5) to the Light Industrial (M-1) Zoning District.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Ordinance/Location Map
2. Staff Report
3. Notice of Public Hearing

LEON COUNTY ORDINANCE NO. _____

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM MANUFACTURED HOME AND SINGLE-FAMILY DETACHED DISTRICT (R-5) TO LIGHT INDUSTRIAL (M-1) ZONING DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA:

SECTION 1. On April 28, 2020, the County Commission approved an Ordinance which adopted Comprehensive Amendment LMA202002. To implement plan amendment LMA202002, the property which is the subject of that amendment as shown in Exhibit A attached hereto, must be rezoned. Accordingly, the part or area of Leon County and the same as indicated in Exhibit A is hereby changed from Manufactured Home and Single-Family Detached District (R-5) and hereby designated and established as Light Industrial (M-1) on the official zoning map of Leon County as adopted and established by the Leon County Commission. The official zoning map as adopted in Leon County Ordinance No. 92-11 is hereby amended as it pertains to Exhibit A. The property shown as Manufactured Home and Single-Family Detached District (R-5), and hereby designated Light Industrial (M-1) on the map is attached hereto as Exhibit A.

LEGAL DESCRIPTION:

The property shown as Commercial Parkway on the map attached hereto as Exhibit A:

Begin at a point on the North boundary line of the right of way of State Road #20 (formerly State Road 19), said point being 524.00 feet North of the Southeast corner of the Southwest Quarter of Section 31, Township 1 North, Range 1 West, which point is the Point of Beginning. From said Point of Beginning, run thence North 82°45' West along the North boundary of the right of way of said State Road #20, 789.00 feet; thence run North 230.00 feet; thence run South 82°45' East and parallel to the North boundary of said right of way 789.00 feet; thence South 230.00 feet along the East boundary line of the said Southwest Quarter of said Section 31, to the Point of Beginning.

SECTION 2. All Ordinance or parts of Ordinance in conflict with the provisions this ordinance are hereby repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon County 2030 Comprehensive Plan as amended which provisions shall prevail over any parts of this ordinance which are inconsistent, either in whole or in part, with the said Comprehensive Plan.

SECTION 3. If any word, phrase, clause, section or portion of this Ordinance shall be held invalid or unconstitutional by a court of competent jurisdiction, such portion or words shall be deemed a separate and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 4. The effective date of this ordinance shall be the effective date of comprehensive plan amendment LMA202002.

DULY PASSED AND ADOPTED by the Board of County Commissioners of
Leon County, Florida, on this _____ day of _____, 2020.

LEON COUNTY, FLORIDA

Bryan Desloge, Chairman
Board of County Commissioners

ATTEST:
Gwendolyn Marshall, Clerk of the Court
& Comptroller, Leon County, Florida

By: _____

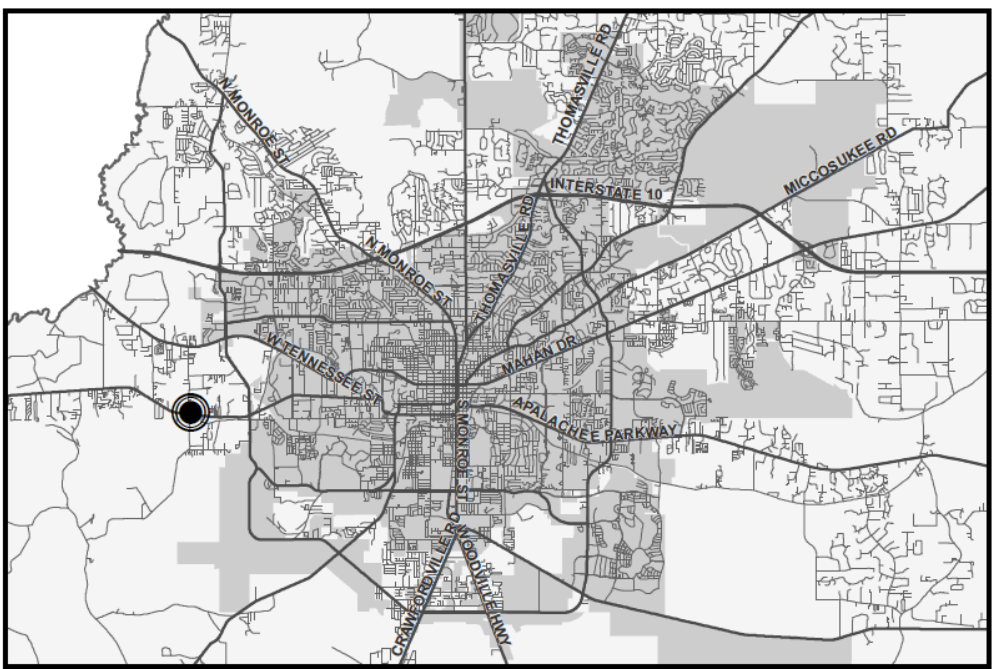
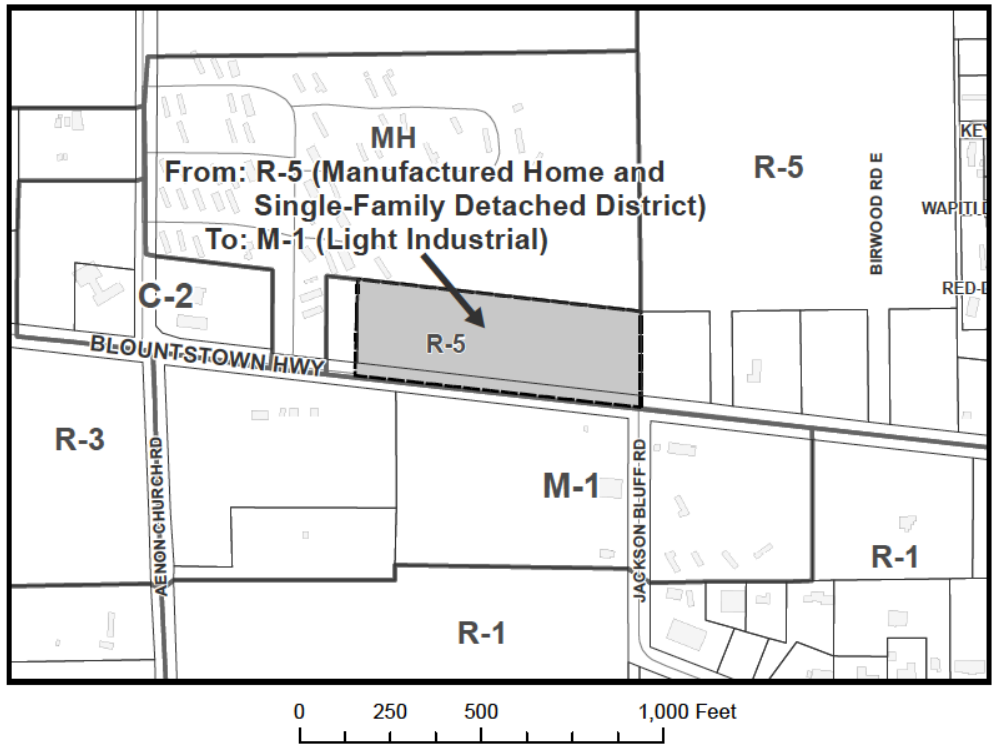
APPROVED AS TO FORM:
County Attorney's Office
Leon County, Florida

By: _____
Chasity O'Steen, Esq.
County Attorney

Exhibit A

Highway 20 Rezoning

LRZ #200002



GENERAL LOCATION MAP



SUMMARY

Property Owners:	Property Location:	TLCPD Recommendation:
James H. Bailey	North side of Highway 20 (Blountstown Highway) east of Aenon Church Road	Approve
Applicant: James H. Bailey		
TLCPD Staff:	Current Future Land Use & Zoning:	LPA Recommendation:
Stephen M. Hodges	<u>Future Land Use:</u> UR-2 Urban Residential - 2 <u>Zoning:</u> R-5 Manufactured Home and Single-Family Detached District	Approve
Contact Information:	Proposed Future Land Use & Zoning:	
Stephen.Hodges@talgov.com (850) 891-6408	<u>Future Land Use:</u> Industry and Mining <u>Zoning:</u> M-1 Light Industrial	
Date: November 11, 2019	Updated: April 27, 2020	

A. REASON FOR REQUESTED CHANGE

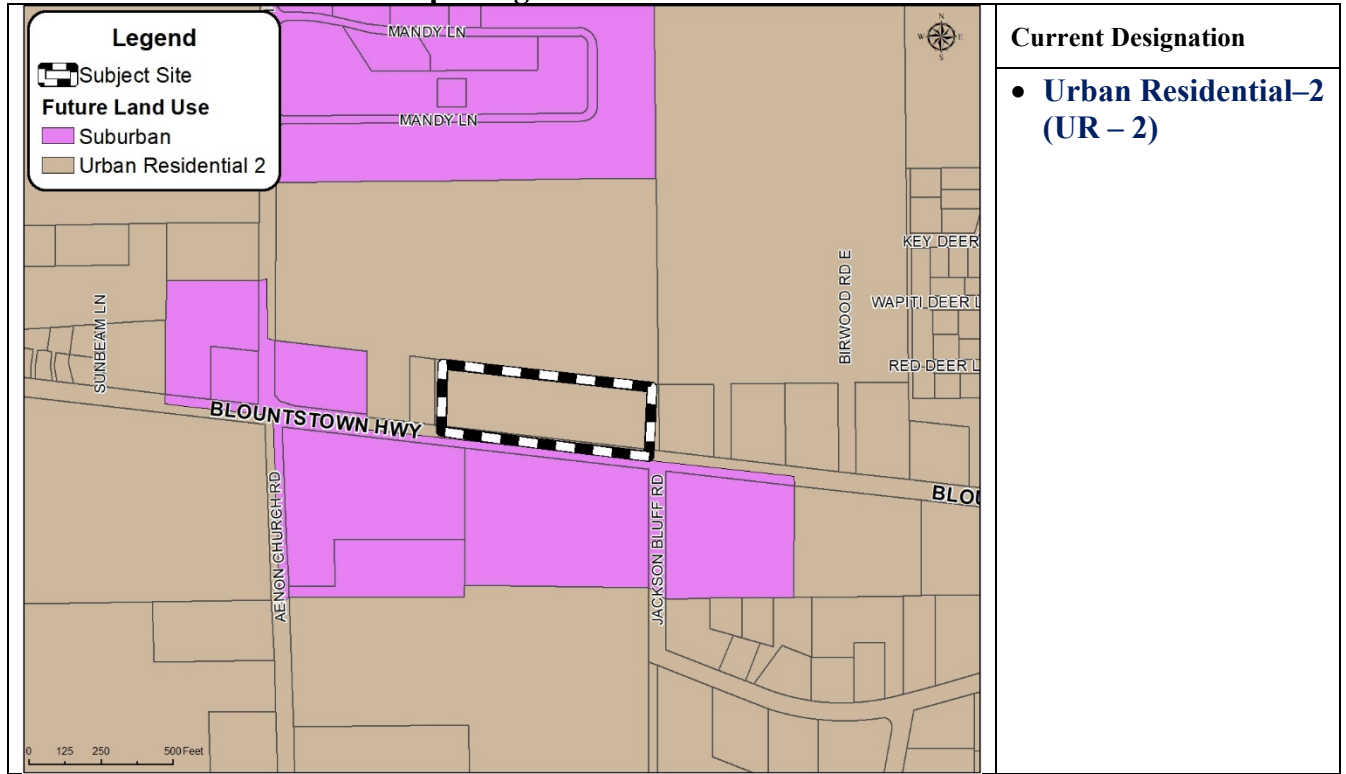
The applicant, James H. Bailey, filed an application to change the subject site's current Future Land Use Map (FLUM) and zoning designations to a non-residential business use that is considered by the applicant to be more compatible with the surrounding land uses.

B. CURRENT AND PROPOSED FUTURE LAND USE DESIGNATION

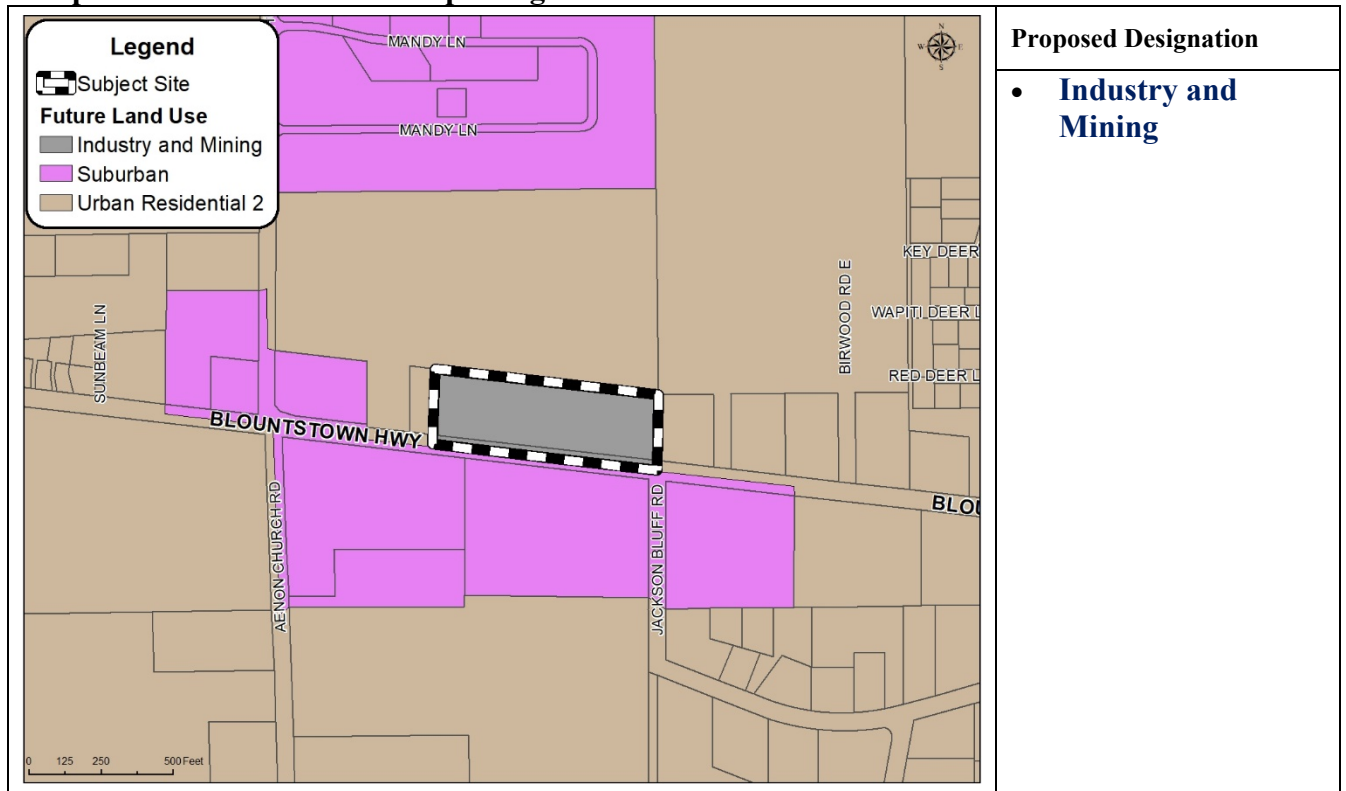
The subject site is currently designated Urban Residential-2 on the FLUM. The proposed amendment would change the FLUM designation of the area to Industry and Mining.

The following maps illustrate the current and proposed FLUM designations for the Subject Area.

Current Future Land Use Map Designation



Proposed Future Land Use Map Designation



C. STAFF RECOMMENDATION

Find that the proposed Future Land Use Map amendment is **consistent** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommend **ADOPTION** of the proposed amendment.

Find that the proposed rezoning is **consistent** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommend **APPROVAL** of the proposed rezoning.

D. LOCAL PLANNING AGENCY (LPA) RECOMMENDATION

E. Find that the proposed Future Land Use Map amendment is **consistent** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommend **ADOPTION** of the proposed amendment.

F. Find that the proposed rezoning is **consistent** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommend **APPROVAL** of the proposed rezoning.

G. SUMMARY OF FINDINGS

Staff presents the following findings of fact:

1. The area on the south side of Highway 20 has a FLUM designation of Suburban and a zoning designation of Light Industrial.
2. The existing uses on the south side of Highway 20 across from the subject site include a large towing and automobile storage and recovery lot and an electric substation belonging to Duke Energy. A mobile home park is located north and northwest of the subject site. However, it is buffered by a large forested wetland area.
3. Policy 2.2.24 [L] states that “Urban Residential 2 may serve as a transition category between lower density residential categories and more intensive development such as higher density residential and/or office land uses or major roadways where alternative modes of transportation are available to support the increased residential densities.” There are no public or other alternative modes of transportation on Highway 20.
4. The proposed amendment has no adverse impact on existing or planned infrastructure.

H. STAFF ANALYSIS

History and Background

This area along Highway 20 was mostly rural in nature with a mix of forested lands, small farms, and scattered, low-density single family residential areas, but has developed over time into a mixture of residential, light and heavy industrial, commodity extraction (i.e., sand mining), and low- to medium-density residential land uses, including several mobile home parks.

The subject site is 4.1 acres in size and is currently vacant. An older mobile home park is located directly immediately north of the subject site with a small vacant parcel to the immediate west. A large towing and automobile storage lot and an electric substation belonging to Duke Energy are located directly across Highway 20 from the subject parcel. An active sand mine that is also being used for storage of mineral resources and concrete recycling is located south of the substation and the towing and storage operation.

Current and Proposed Future Land Use Categories

The complete comprehensive plan policies for Urban Residential 2 (Policy 2.2.24: [L]) and Industry and Mining Land Use (Policy 2.2.28: [L]) are included as Attachment #1.

Urban Residential-2 (Current)

The subject site is within the Urban Services Area (USA). The intent of the Urban Residential-2 (UR-2) land use category, which is to be applied only within the USA, is to encourage a range of density (up to a maximum of 20 dwelling units per acre) housing, thereby promoting infill development, reducing urban sprawl, and maximizing the efficiency of infrastructure.

This part of the urban area of Tallahassee has a wide mix of land use designations, including a number of isolated areas that are designated UR-2. This designation was applied to many of these areas during the 2006-02 Cycle, whereby the old Mixed Use FLUM designation was replaced by several other FLUM designations, including UR-2. Development along this corridor is somewhat slow and episodic, particularly following the recession in 2007-2008.

Policy 2.2.24 [L] states that “Urban Residential 2 may serve as a transition category between lower density residential categories and more intensive development such as higher density residential and/or office land uses or major roadways where alternative modes of transportation are available to support the increased residential densities.” However, there are no public or other alternative modes of transportation on Highway 20, and limited demand for the higher density residential developments found elsewhere in the urban area.

Industry and Mining Land Use (*Proposed*)

The intent of the Industry and Mining Land Use category is to encourage industry and mining uses intended for the distribution of manufactured goods in areas with access to the Tallahassee International Airport or the Florida Department of Transportation's (FDOT) Strategic Intermodal System (SIS) facilities. Because of the need for infrastructure and public services, the Industry and Mining Land Use shall only apply to areas located within the Urban Services Area.

The subject site is located within a mile west of Capital Circle SW, which is designated as FDOT SIS facility from Interstate 10 south to the Tallahassee International Airport. It is also located 3.3 miles north and west of the Airport.

Consistency with Comprehensive Plan

The proposed amendment is consistent with the following goals, objectives, and policies of the Tallahassee-Leon County Comprehensive Plan.

- Policy 1.1.1 [L] requires that, in order to discourage urban sprawl, new development shall be concentrated in the Urban Service Area (USA) as designated on the future land use map. The subject site is within the USA.
- Policy 1.1.5: [L] requires Future Land Use Map densities and intensities to reflect the availability of capital infrastructure. Capital infrastructure, which supports higher land use densities and intensities, consists of sewer and water, roads, mass transit, solid waste, drainage, and parks. The proposed Mining and Industry land use designation has no adverse impact on existing or planned infrastructure. The subject site does not have sewer service available to implement the uses allowed by the current land use designation, nor access to mass transit. The proposed land use amendment is consistent with this policy.
- Policy 1.1.7: [L] requires higher density and mixed-use development and its ancillary activities be channeled into locations which have proper access to the existing transportation system; minimal environmental constraints; sufficient stormwater treatment capacity; compatible existing land use and readily available sewer and water infrastructure. The subject site does not have sewer service available to implement the uses allowed by the current land use designation, nor access to mass transit. The proposed amendment is consistent with this policy.
- Policy 2.2.8 [L] establishes the Industry and Mining Land Use category. This policy states that "Industry and mining uses intended for the distribution of manufactured goods should be encouraged in areas with access to the Tallahassee International Airport or the Florida Department of Transportation's (FDOT) Strategic Intermodal System (SIS) facilities. Because of the need for infrastructure and public services, the Industry and Mining Land Use shall only apply to areas located within the Urban Services Area." Given its proximity to Capital Circle SW and the Tallahassee International Airport, the proposed amendment is consistent with this policy.

The area immediately south of the subject site along Highway 20 has a land use designation of Suburban and a zoning designation of Light Industrial. The existing use of this area is consistent with its land use and zoning designations. Prior to 2018, Light Industrial zoning was intended for the Suburban Land Use Category, but now Light Industrial is intended for the Industry and Mining category as defined in Policy 2.2.28 [L]. The proposed designation of the subject site would also be consistent with the area on the south side of Highway 20. In order to protect any adjacent land uses

that are not industrial or mining uses, one of the Special Conditions in Policy 2.2.28 states “Site plans must demonstrate the protection of adjacent non-industry and mining properties through development standards outlined in the land development codes.”

Zoning

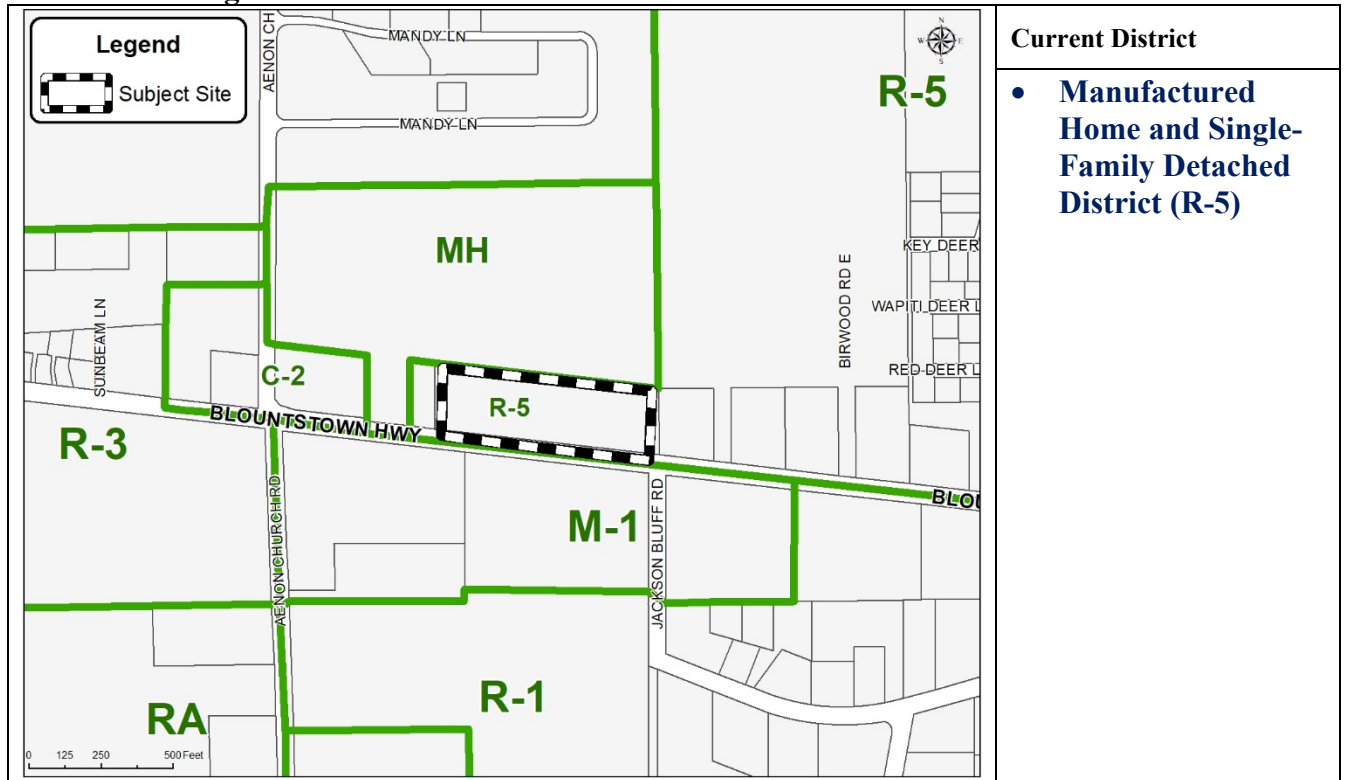
The Land Development Code sections for R-5 Manufactured Home and Single-Family Detached District (Section 10-6.639) and M-1 Light Industrial District (Section 10-6.652) is included as Attachment #2.

The current zoning for the subject site is intended to be located in areas designated Bradfordville Mixed Use, Urban Residential-2, Suburban or Woodville Rural Community on the Future Land Use Map of the Comprehensive Plan which exhibit a predominant existing development pattern of single-family detached housing and manufactured homes on individual, standard sized lots. The maximum gross density allowed for new residential development in the R-5 district is 8 dwelling units per acre. This is fewer than allowed by the current land use designation, and inconsistent with the current FLUM designation because mobile or manufactured homes are not allowed under Policy 2.2.24 [L].

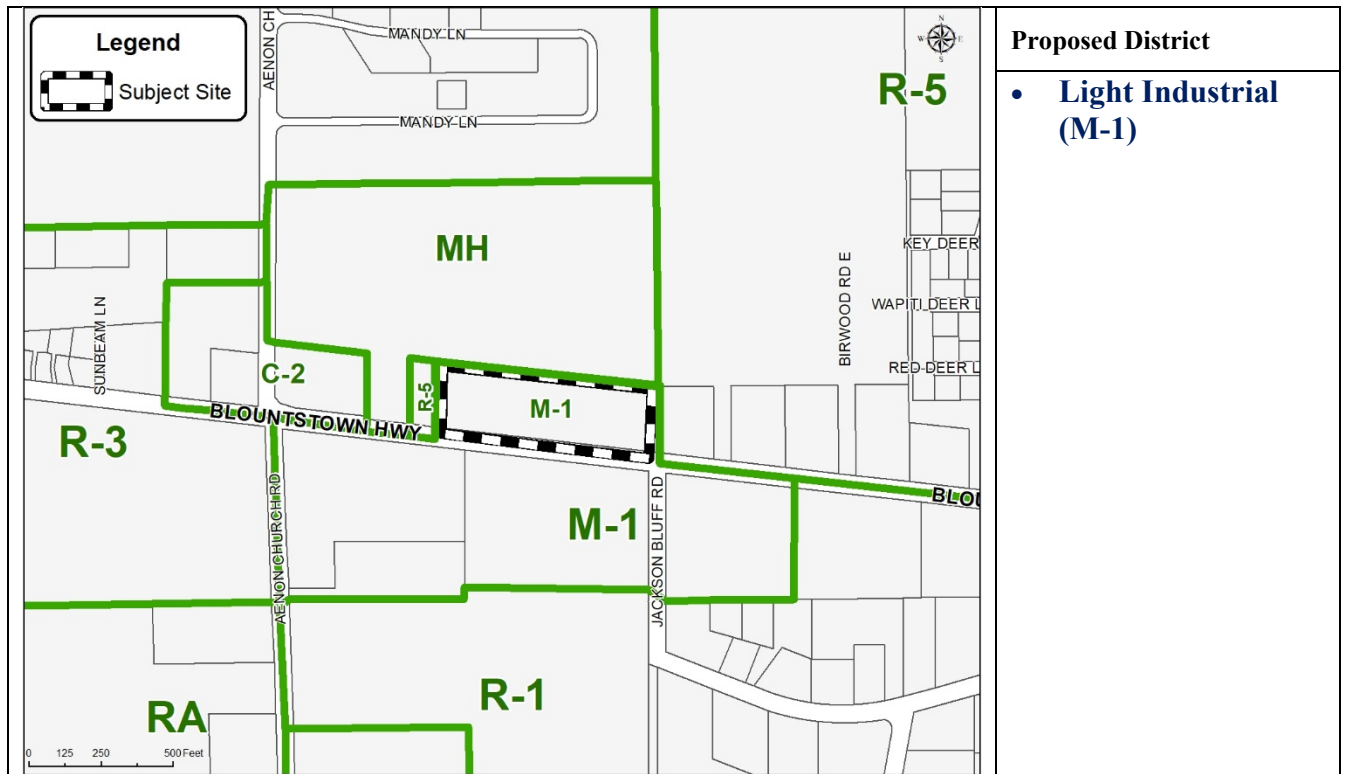
Although the subject site is currently vacant, there are no areas adjacent to the site that exhibit these land use patterns. The mobile home park on the north side of the subject site is located on a single large parcel instead of “individual, standard sized lots.” There is a subdivision of single family homes approximately 0.17 miles east of the subject site that meets the intention of R-5.

The following maps illustrate the current and proposed zoning for the Subject Site.

Current Zoning



Proposed Zoning

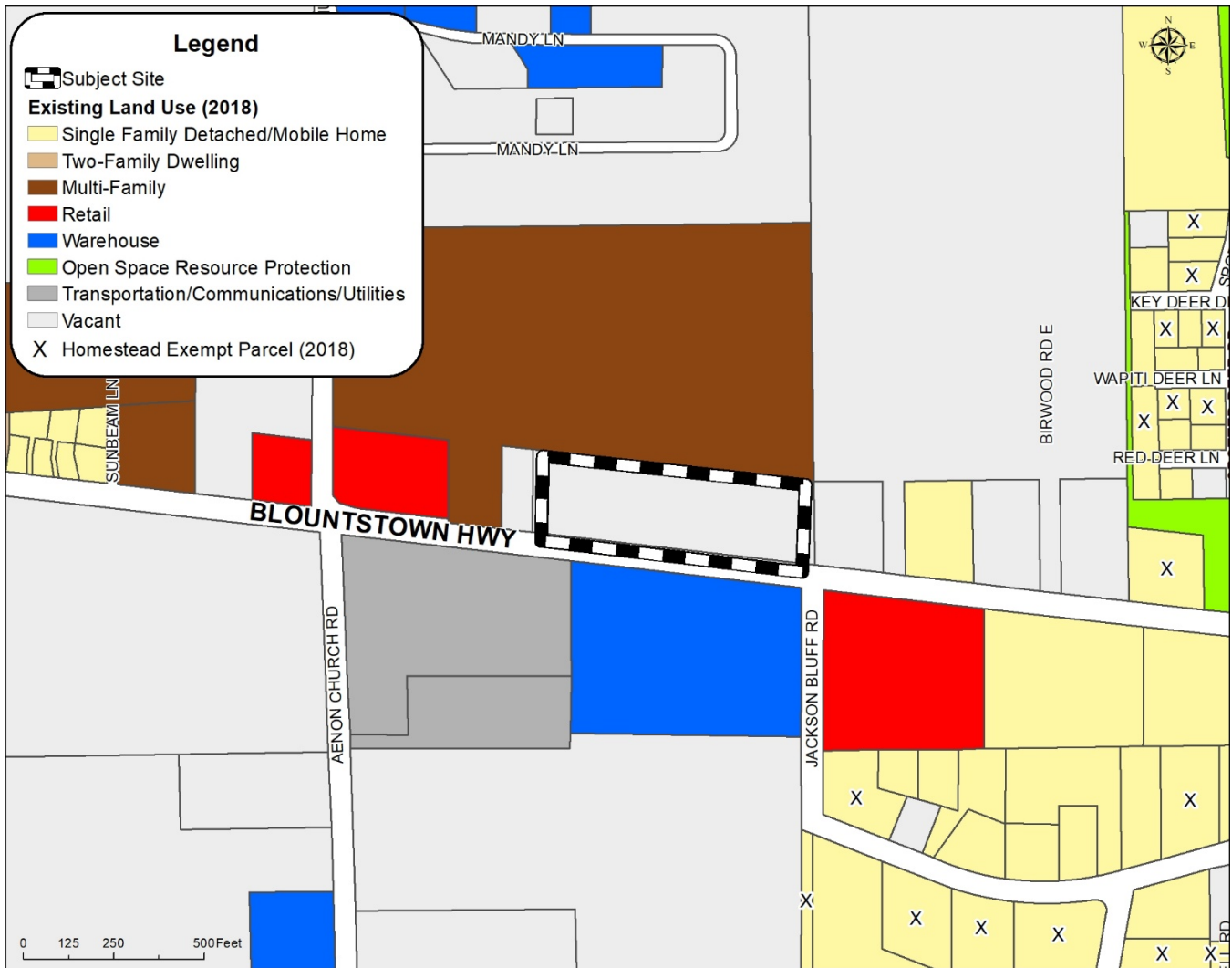


Existing Land Uses

The existing land uses around the subject site are mixed. Vacant parcels are located immediately east, northeast, and west of the subject site, and the parcel that has the mobile home park located on it is designated as multi-family due to the number of individual homes located there. There are two retail parcels located at the intersection of Highway 20 and Aeon Church Road west of the subject site, and another on the south side of Highway 20 immediately southeast of the subject site. The latter is a car wash that appears to be out of business. Two adjacent parcels on the south side of Highway 20 are used for a Duke Energy electric substation, and a towing and automobile storage area is located immediately east of this substation. The remaining area beyond these uses is mostly vacant with some areas of low-density residential (single family detached/mobile home).

The parcel across Highway 20 directly south of the subject site has a large number of presumably inoperable automobiles stored onsite. According to aerial photographs maintained by the Tallahassee – Leon County Geographic Information Systems, this site was being actively mined for sand in 1966 and 1970 and was being used for automobile storage in 1983 until present.

Existing Land Use Map



Infrastructure Analysis

Water/Sewer

According to staff at the Talquin Electric Cooperative and the City of Tallahassee's department of Underground Utilities and Public Infrastructure, City water service is available to the subject site, but not sewer service.

Schools

The Subject Area is zoned for Ft. Braden Elementary/Middle School and Godby High School. Because the Industry and Mining Land Use FLUM category does not allow residential uses, there are no school concurrency issues or other related impacts from this proposed land use change.

Roadway Network

The subject site is bounded by Highway 20, a principal arterial. Although there are no plans to improve this roadway at present, there is a project in the Capital Regional Transportation Planning Agency's Connections 2040 Regional Mobility Plan to widen Highway 20 from two to four lanes from Silver Lake Road 3.7 miles east to Capital Circle NW. The Connections 2040 RMP is the long-range transportation plan for the region that addresses road, bike, pedestrian, transit, airport, freight and other transportation opportunities in the four-county area (Gadsden, Jefferson, Leon, Wakulla counties). This proposed project ranked 33 out of 109 roads evaluated for expansion or other improvements; however, this project was not included in the Cost Feasible Plan because of funding limitations.

There are no known concurrency issues, and the subject site is outside of the Multimodal Transportation District.

Pedestrian and Bicycle Network

Highway 20 in Leon County has bike lanes. A sidewalk exists on the north side of the road approximately 0.4 miles east of the subject site. This sidewalk connects to the sidewalk and trail system along Capital Circle SW.

Transit Network

At present, there is no public transportation access to the subject parcel.

Environmental Analysis

At this time, there are no anticipated impacts to sensitive environmental features. A portion of the subject site along its northern border is located within the 100-year floodplain. This is part of a larger bottomland hammock area dominated by Cypress and other water-tolerant hardwood trees that is periodically wet. No development will be allowed within this area. The remainder of the site is forested with a mix of second-growth pines and mixed hardwoods.

F. PUBLIC OUTREACH AND NOTIFICATION

An initial mailing was sent to 42 property owners within 1,000 feet of the subject site.

Public Outreach		Date	Details
X	Mail Notification of Proposed Changes	December 6, 2019	Notices Mailed to Property Owners within 1000 feet
X	Notice of Proposed Land Use Change and Rezoning		Two signs providing details of proposed land use and zoning changes posted on subject site
X	Public Open House	December 17, 2019	5:30 PM, Second Floor, Frenchtown Renaissance Center
X	Staff Reports Available Online	January 27, 2020	Email Subscription Notice sent to all users of service

Public Open House –December 17, 2019: 24 citizens attended the open house to discuss the 2020 Cycle amendments. None of the attendees had questions regarding this proposed amendment.

G. STAFF REPORT UPDATE

Below is a list of all public meetings and actions taken by appointed or elected bodies in consideration of this proposed amendment:

Cycle 2020 Meetings		Dates	Time and Locations
X	Local Planning Agency Workshop	January 7, 2020	6:00 PM, Second Floor, Frenchtown Renaissance Center
X	Local Planning Agency Public Hearing	February 4, 2020	6:00 PM, Second Floor, Frenchtown Renaissance Center
X	Joint City-County Commission Workshop	February 25, 2020	1:00 PM, Fifth Floor, Leon County Courthouse
	County Adoption Public Hearing	April 28, 2020	3:00 PM, Fifth Floor, Leon County Courthouse

Local Planning Agency Workshop – January 7, 2020: A workshop was held on January 7, 2020 to discuss the proposed 2020 Cycle amendments. The LPA had no questions on this amendment.

Local Planning Agency Public Hearing – February 4, 2020: The Local Planning Agency voted to recommend approval of the proposed map amendment and rezoning. There were no citizen speakers on this amendment or rezoning.

Joint City-County Commission Workshop – February 25, 2020: A workshop was held on February 25, 2020 to discuss the proposed 2020 Cycle amendments. There were no questions on this amendment.

H. ATTACHMENTS

- Attachment #1: Comprehensive Plan policies for Urban Residential 2 (Policy 2.2.24: [L]) and Industry and Mining Land Use (Policy 2.2.28: [L])
- Attachment #2: Land Development Code sections for R-5 Manufactured Home and Single-Family Detached District (Section 10-6.639) and M-1 Light Industrial District (Section 10-6.652)



2020 Comprehensive Plan Amendment Cycle
LMA2020-02
Highway 20

Attachment #1

Policy 2.2.24: [L]

URBAN RESIDENTIAL 2 (REV. EFF. 7/26/06; REV. EFF. 3/14/07; REV. EFF. 1/22/16)

The primary intent of the Urban Residential 2 land use category, which is to be applied only within the Urban Services Area, is to encourage a range of density (20 dwelling units per acre) housing, thereby promoting infill development, reducing urban sprawl, and maximizing the efficiency of infrastructure. The implementing zoning district(s) shall contain design standards as well as locational criteria in order to accomplish these goals. The Urban Residential 2 category allows townhouses, single-family detached, two-family, and multiple-family dwelling units as well as open space/recreation and community facilities related to residential uses. The implementing zoning district(s) within the land development regulations shall further specify the allowable uses. Urban Residential 2 may serve as a transition category between lower density residential categories and more intensive development such as higher density residential and/or office land uses or major roadways where alternative modes of transportation are available to support the increased residential densities. The category is not intended to be applied within the interior of an existing designated residential preservation area, unless to correct, legal non-conforming uses and/or densities. The maximum residential density within the Urban Residential 2 category is 20 units per acre.

Policy 2.2.28: [L] INDUSTRY AND MINING LAND USE (EFF. 5/31/18)

INTENT

Advanced manufacturing, industrial uses, and mining are important parts of the economy in the City of Tallahassee and Leon County. Dramatic shifts in the technologies used by these sectors are resulting in operations that are often cleaner, quieter, and less noxious to neighboring uses than traditional industrial uses. Industry and mining uses in appropriate locations provide necessary jobs and the raw materials needed to support growth and development in the community.

Industry and mining uses intended for the distribution of manufactured goods should be encouraged in areas with access to the Tallahassee International Airport or the Florida Department of Transportation's (FDOT) Strategic Intermodal System (SIS) facilities. Because of the need for infrastructure and public services, the Industry and Mining Land Use shall only apply to areas located within the Urban Services Area.

Because industrial uses vary in their operations and potential for offsite impacts, performance and locational criteria shall be established in the City and County land development codes for the implementing zoning districts. Whenever possible, noise, vibrations, smoke, dust and particulate matter, odor, and lighting resulting from industry and mining uses shall be prevented. In cases where the impacts cannot be prevented, they shall be mitigated to avoid negative impacts on properties in the vicinity of these uses.

ALLOWABLE LAND USES, DENSITIES, AND INTENSITIES

The Industry and Mining Land Use category accommodates a variety of uses that may have similar demands on public infrastructure. Light industrial, mining, and heavy industrial uses are allowable in the Industry and Mining Land Use.

1. Light Industrial – Light Industrial uses shall be permitted at a maximum intensity of 30,000 square feet of gross building floor area per acre. Ancillary residential uses (intended for caretaking, maintenance, the temporary lodging of employees, or security) may not exceed two units per acre.
2. Mining – Mining uses shall be permitted subject to applicable landscaping and natural area requirements and the dimensional standards included in land development regulations. A land reclamation plan shall be submitted demonstrating that upon termination of the activity, the land shall be returned to a condition that will allow an effective reuse compatible with surrounding properties. All mining uses are subject to fencing requirements as identified in the land development regulations. Mining uses may be subject to an Environmental Resource Permit (ERP) pursuant to Chapter 373, F.S., and Rule 62-330, Florida Administrative Code (F.A.C.) and mandatory reclamation requirements pursuant to Chapter 378, F.S., and Rule 62C-39, F.A.C.
3. Heavy Industrial – Heavy Industrial uses shall be permitted at a maximum intensity of 30,000 square feet of gross building floor area per acre. All applicable development must comply with Title 14 Code of Federal Regulations Part 77.9 Construction or alteration requiring notice. Those industries that have the potential to result in any other pollution of the air or ground shall adhere to existing local, state and federal operational or industry standards, and avoid or mitigate these potential impacts. These areas shall have stringent locational criteria and require extensive buffering and/or relative distance from other land uses. These uses may require employment of techniques to prevent substantial impacts off-site or require mitigation and/or minimization techniques for impacts. Ancillary commercial uses designed to serve adjacent workers may be permitted.

SPECIAL CONDITIONS

The following special conditions shall apply to the Industry and Mining Land Use category:

1. Administrative offices that support and are functionally related to onsite activities are allowed in any of the implementing zoning districts for the Industry and Mining Land Use.
2. Site plans must demonstrate the protection of adjacent non-industry and mining properties through development standards outlined in the land development codes.
3. A plan for vehicular access to and from the site addressing heavy trucks and equipment must be submitted with site plans and must demonstrate compatibility with adjacent land uses.
4. Hydraulic fracturing, commonly referred to as fracking, is not a permitted use in the Industry and Mining Land Use.

Section 10-6.639. R-5 Manufactured Home and Single-Family Detached District.

PERMITTED USES									
1. District Intent	2. Principal Uses							3. Accessory Uses	
The R-5 district is intended to be located in areas designated Bradfordville Mixed Use, Urban Residential-2, Suburban or Woodville Rural Community on the Future Land Use Map of the Comprehensive Plan which exhibit a predominant existing development pattern of single-family detached housing and manufactured homes on individual, standard sized lots. The maximum gross density allowed for new residential development in the R-5 district is 8 dwelling units per acre. Certain community and recreational facilities related to residential uses are also permitted.	(1) Community facilities related to residential uses, including religious facilities, police/fire stations, and elementary, middle, vocational, and exceptional student education schools. Libraries and high schools are prohibited. Other community facilities may be allowed in accordance with Section 10-6.806 of these regulations. (2) Golf courses. (3) Manufactured homes. (4) Passive and active recreational facilities. (5) Single-family detached dwellings.							(1) A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure and which comprises no more than 33 percent of the floor area or cubic volume of the principal use or structure, as determined by the County Administrator or designee. (2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the County Administrator or designee.	
DEVELOPMENT STANDARDS									
Use Category	4. Minimum Lot or Site Size			5. Minimum Building Setbacks				6. Maximum Building Restrictions	
	a. Lot or Site Area	b. Lot Width	c. Lot Depth	a. Front	b. Side-Interior Lot	c. Side-Corner Lot	d. Rear	a. Building Size (excluding gross building floor area used for parking)	b. Building Height (excluding stories used for parking)
Single-Family Detached and Mobile Homes Dwellings	5,000 square feet	50 feet	100 feet	15 feet	7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet	15 feet	25 feet	not applicable	3 stories
Any Permitted Principal Non-Residential Use	12,000 square feet	80 feet	100 feet	25 feet	7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet	15 feet	25 feet	10,000 square feet of gross building floor area per acre	3 stories

GENERAL NOTES:

1. If central sanitary sewer is not available, residential development is limited to a minimum of 0.50 acre lots and non-residential development is limited to a maximum of 2,500 square feet of building area. Community services facilities are limited to a maximum of 5,000 square feet of building area or a 500 gallon septic tank. Also, refer to Sanitary Sewer Policy 2.1.12 of the Comprehensive Plan for additional requirements.
2. Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.
3. Refer to the Concurrence Management Ordinance for information pertaining to the availability of capacity for certain public facilities (roads, parks, etc.).

Section 10-6.652. M-1 Light Industrial District.

1. District Intent	PERMITTED USES		
	2. Principal Uses	3. Accessory Uses	
<p>The M-1 district is intended to be located in areas designated Bradfordville Mixed Use or Suburban on the Future Land Use Map of the Comprehensive Plan shall apply to urban areas with convenient access to transportation facilities, where light manufacturing, processing, storage, community and recreational facilities and other activities compatible with light industrial operations are permitted. The district is not intended to accommodate heavy industrial operations or to accommodate commercial or residential development which would restrict the principal light industrial operations.</p>	<p>(1) Armored truck services. (2) Assembly of apparel and accessories. (3) Automotive service and repair, including car wash. (4) Bottling plants. (5) Broadcasting studios. (6) Building contractors and related services. (7) Cemeteries. (8) Communications and utilities. (9) Community services, including vocational schools and police/fire stations. Libraries, elementary, middle, or high schools are prohibited. Other community services may be allowed in accordance with Section 10-6.806 of these regulations. (10) Crematoriums. (11) Distribution facilities. (12) Dry cleaning plants. (13) Food processing, excluding slaughter. (14) Golf courses. (15) Gun firing ranges (indoor). (16) Heavy infrastructure (maintenance yards, motor pools, airports, land fills, sewage treatment plants, etc.).</p>	<p>(17) Laboratories; research and development activities. (18) Lawn and tree removal services. (19) Manufacturing (consistent with the definition of light industrial). (20) Non-medical offices and services, including business and government offices and services. (21) Off-street parking facilities. (22) Passive and active recreational activities. (23) Pest control services. (24) Printing and publishing. (25) Repair services, non-automotive. (26) Towing, wrecking, and recovery services. (27) Transportation and freight handling activities. (28) Warehouses, mini-warehouses, or self-storage facilities. (29) Welding and machine shops. (30) Wholesale activities. (31) Wholesale building supplies. (32) Other uses, which in the opinion of the County Administrator or designee, are of a similar and compatible nature to those uses described in this district.</p>	<p>(1) A lawfully established use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure and which comprises no more than 33 percent of the gross floor area of the principal use or structure, as determined by the County Administrator or designee. The 33 percent limitation does not apply to outdoor storage that is accessory to a permitted principal use.</p> <p>(a) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the County Administrator or designee. (b) Residential use (intended for watchman or guard not to exceed 1 dwelling unit per industrial use). (c) Outdoor storage (without the 33 percent limitation), provided it complies with Section 7 below. (d) The following uses are permitted accessory uses in this district:</p> <ol style="list-style-type: none"> 1. Eating and drinking establishments such as cafeterias or snack bars, (located within the interior of any permitted use.) 2. Temporary employment 3. Security Guard Service 4. Day Care Centers-- licensed day care services as described in and regulated by section 10-6.811. 5. Recreational amenities—provided as an accessory to a permitted uses established within the district for use by employees management, and their guests. 6. Retail sales—provided the sales are directly related to the principal light industrial use(s), e.g. gun sales at an indoor shooting range. Retail sales must be limited to no more than 33% of the gross floor area.

DEVELOPMENT STANDARDS (continued on page 1 of 2)									
Permitted Principal Commercial Uses Numbers (3), (21), (25)	none	none	none	25 feet	none	25 feet	10 feet	10,000 square feet of gross building floor area per parcel	3 stories
All Other Permitted Principal Non-Residential Uses	none	none	none	25 feet	none	25 feet	10 feet	20,000 square feet of gross building floor area per acre. 50,000 square feet of gross building floor area per acre for storage areas within buildings.	3 stories
<p>7. Criteria for Outdoor Storage: Outdoor storage is permitted as an accessory use to a permitted principal use (without the 33 percent limitation) if the outdoor storage area is screened with an opaque material (an opaque material may include vegetation). The opacity requirements are as follows: 100 percent along any property line that adjoins an existing residential use; 80 percent along any property line that adjoins any other type of use other than residential (commercial, office, etc.) or a street right-of-way. The determination of the adequacy of the opaque material will be evaluated at the time of permitting.</p> <p>8. Street Vehicular Access Restrictions: Properties in the M-1 zoning district may have vehicular access to any type of street. However, in order to protect residential areas and neighborhoods from non-residential traffic, vehicular access to a local street is prohibited if one of the following zoning districts is located on the other side of the local street: RA, R-1, R-2, R-3, R-4, R-5, MH, MR-1, and RP</p> <p>9. Fencing Requirement: All areas proposed for use, currently used, or previously used, in open-pit mining operations and/or construction and demolition debris disposal must be secured by a fence, unless the area is determined to be a reclaimed open-pit mine by the county administrator or designee. The fence must be at least four feet in height with openings that will reject the passage of a seven-inch diameter sphere. The fence must be equipped with a gate which shall remain locked when workers or employees of the land owner or mining company are not present at the site. At every gate or access point, at least one sign must be posed which states, in at least four-inch tall letter, "Danger," "Keep Out," "No Trespassing," or similar language to indicate that there may be hazardous conditions on the premises.</p>									

GENERAL NOTES:

- 1. If central sanitary sewer is not available, residential development is limited to a minimum of 0.50 acre lots and non-residential development is limited to a maximum of 2,500 square feet of building area. Community service facilities are limited to a maximum of 5,000 square feet of building area or a 500 gallon septic tank. Also, refer to Sanitary Sewer Policy 2.1.12 of the Comprehensive Plan for additional requirements.**
- 2. Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.**
- 3. Refer to the Concurrency Management Ordinance for information pertaining to the availability of capacity for certain public facilities (roads, parks, etc.)**

Section 10-6.652. M-1 Light Industrial District.

1. District Intent	PERMITTED USES	
	2. Principal Uses	3. Accessory Uses
<p>The M-1 district is intended to be located in areas designated Bradfordville Mixed Use or Suburban on the Future Land Use Map of the Comprehensive Plan shall apply to urban areas with convenient access to transportation facilities, where light manufacturing, processing, storage, community and recreational facilities and other activities compatible with light industrial operations are permitted. The district is not intended to accommodate heavy industrial operations or to accommodate commercial or residential development which would restrict the principal light industrial operations.</p>	<p>(1) Armored truck services. (2) Assembly of apparel and accessories. (3) Automotive service and repair, including car wash. (4) Bottling plants. (5) Broadcasting studios. (6) Building contractors and related services. (7) Cemeteries. (8) Communications and utilities. (9) Community services, including vocational schools and police/fire stations. Libraries, elementary, middle, or high schools are prohibited. Other community services may be allowed in accordance with Section 10-6.806 of these regulations. (10) Crematoriums. (11) Distribution facilities. (12) Dry cleaning plants. (13) Food processing, excluding slaughter. (14) Golf courses. (15) Gun firing ranges (indoor). (16) Heavy infrastructure (maintenance yards, motor pools, airports, land fills, sewage treatment plants, etc.).</p>	<p>(17) Laboratories; research and development activities. (18) Lawn and tree removal services. (19) Manufacturing (consistent with the definition of light industrial). (20) Non-medical offices and services, including business and government offices and services. (21) Off-street parking facilities. (22) Passive and active recreational activities. (23) Pest control services. (24) Printing and publishing. (25) Repair services, non-automotive. (26) Towing, wrecking, and recovery services. (27) Transportation and freight handling activities. (28) Warehouses, mini-warehouses, or self-storage facilities. (29) Welding and machine shops. (30) Wholesale activities. (31) Wholesale building supplies. (32) Other uses, which in the opinion of the County Administrator or designee, are of a similar and compatible nature to those uses described in this district.</p> <p>(1) A lawfully established use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure and which comprises no more than 33 percent of the gross floor area of the principal use or structure, as determined by the County Administrator or designee. The 33 percent limitation does not apply to outdoor storage that is accessory to a permitted principal use.</p> <p>(a) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the County Administrator or designee. (b) Residential use (intended for watchman or guard not to exceed 1 dwelling unit per industrial use). (c) Outdoor storage (without the 33 percent limitation), provided it complies with Section 7 below. (d) The following uses are permitted accessory uses in this district:</p> <ol style="list-style-type: none"> 1. Eating and drinking establishments such as cafeterias or snack bars, (located within the interior of any permitted use.) 2. Temporary employment 3. Security Guard Service 4. Day Care Centers-- licensed day care services as described in and regulated by section 10-6.811. 5. Recreational amenities—provided as an accessory to a permitted uses established within the district for use by employees management, and their guests. 6. Retail sales—provided the sales are directly related to the principal light industrial use(s), e.g. gun sales at an indoor shooting range. Retail sales must be limited to no more than 33% of the gross floor area.

DEVELOPMENT STANDARDS (continued on page 1 of 2)									
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GENERAL NOTES:

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- 2. Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.**
- 3. Refer to the Concurrency Management Ordinance for information pertaining to the availability of capacity for certain public facilities (roads, parks, etc.)**

Citizens Comments
LMA 2020 02
Highway 20

Received as of April 27, 2020

**No citizen comments have been
received for this proposed amendment**

Notice of Rezoning Public Hearing

County Commission Rezoning Public Hearing Tuesday, May 12, 2020 at 3 pm, 5th Floor - Leon County Courthouse

Notice is hereby given that the Board of County Commissioners of Leon County, Florida (the "Board") will conduct a virtual only public hearing on Tuesday, May 12, 2020, at 3:00 p.m., or as soon thereafter as such matter may be heard, by utilizing communications media technology in accordance with the Florida Governor's Executive Order 20-69, to consider adoption of an ordinance entitled to wit:

REZONING

Notice is hereby given that the Board of Leon County Commission will conduct a public hearing on Tuesday May 12, 2020 at 3 pm, at Leon County Court house 5th Floor, Tallahassee, Florida to consider adoption of the ordinances entitled to wit:

LEON COUNTY ORDINANCE NO. __

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE URBAN FRINGE DISTRICT TO THE GENERAL COMMERCIAL (C-2) DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning located at 7601 Blountstown Hwy. implements Comprehensive Plan map amendment LMA 2020 01, which was adopted on April 28, 2020. The rezoning requests a change to the Official Zoning Map from the Urban Fringe District to the General Commercial (C-2) Zoning District.

LEON COUNTY ORDINANCE NO. __

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE MANUFACTURED HOME AND SINGLE-FAMILY DETACHED (R-5) DISTRICT TO THE LIGHT INDUSTRIAL (M-1) DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning located at on the north side Hwy. 20 between Aeon Church Rd. and Jackson Bluff Rd. implements Comprehensive Plan map amendment LMA 2020 02, which was adopted on April 28, 2020. The rezoning requests a change to the Official Zoning Map from the R-5 Manufactured Home and Single-Family Detached District to the Light Industrial (M-1) Zoning District.

LEON COUNTY ORDINANCE NO. __

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE LAKE PROTECTION DISTRICT TO THE COMMERCIAL PARKWAY ZONING DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning located at Capital Cir. NW and N. Monroe St. implements Comprehensive Plan map amendment LMA 2020 03, which was adopted on April 28, 2020. The rezoning requests a change to the Official Zoning Map from the Lake Protection District to the Commercial Parkway (CP) Zoning District.

LEON COUNTY ORDINANCE NO. __

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE RESIDENTIAL PRESERVATION DISTRICT TO THE GENERAL COMMERCIAL (C-2) ZONING DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning located at Capital Cir. SW west of Tillie Ln. implements Comprehensive Plan map amendment LMA 2020 04, which was adopted on April 28, 2020. The rezoning requests a change to the Official Zoning Map from the Residential Preservation (RP) District to the General Commercial (C-2) Zoning District.

Leon County will be broadcasting the virtual only public hearing on Comcast Channel 16, Prism Channels 16 and 1016-HD, and the County's Facebook page, You Tube channel, and web site (www.LeonCountyFL.gov). All interested parties are invited to submit public comment until 8:00 p.m. on Monday, April 27, 2020, by visiting <http://cms.leoncountyfl.gov/Home/Commission-Meetings/Meeting-Comments>. All submitted comments will be distributed to the Board prior to the public hearing and made a part of the record. Written comments received by the public will be posted on the County's website (www.LeonCountyFL.gov) in advance of the hearing. Persons needing assistance with submitting comments may contact County Administration via telephone at 850-606-5300, or via email at LCG_PublicComments@leoncountyfl.gov. Public comment received after the 8:00 p.m., Monday, May 11, 2020, deadline will be made available to the Board and entered into the record during the hearing, although the County cannot guarantee that Commissioners will have adequate time to review such comments prior to the hearing or that the comments will be posted on the County website prior to the hearing.

Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes. In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Mathieu Cavell or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 850-606-5300 or 850-606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

Copies of the ordinance may be inspected on the County's web site (www.LeonCountyFL.gov). To receive copies of the ordinance by other means, such as email, mail, or facsimile transmittal, contact County Administration via telephone at 850-606- 5300, or the Department of Development Support and Environmental Management at 850-606-1300.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #4

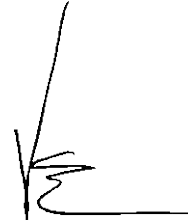
Leon County Board of County Commissioners

Agenda Item #4

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Lake Protection (LP) to the Commercial Parkway (CP) Zoning District

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Benjamin H. Pingree, Director, PLACE Cherie Bryant, Planning Manager
Lead Staff/ Project Team:	Artie White, Administrator of Comprehensive Planning Mindy Mohrman, Urban Forester

Statement of Issue:

This proposed rezoning implements Comprehensive Plan map amendment LMA202003 (Oak Valley Shopping Center), which was adopted on April 28, 2020. The rezoning requests a change to the Official Zoning Map from the Lake Protection (LP) to the Commercial Parkway (CP) Zoning District for a 4.49 acre portion of an 18.21 acre parcel located at the Oak Valley Shopping Center at N. Monroe and Capital Circle Northwest.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and adopt the proposed Ordinance (Attachment #1) amending the Official Zoning Map to Change the Zoning Classification from the Lake Protection (LP) to the Commercial Parkway (CP) Zoning District.

Title: First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Lake Protection (LP) to the Commercial Parkway (CP) Zoning District

May 12, 2020

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Report and Discussion

Background:

This proposed rezoning implements a proposed Future Land Use Map (FLUM) amendment to change the land use designation for a 4.49 acre portion of an 18.21 acre parcel located at the Oak Valley Shopping Center at N. Monroe and Capital Circle Northwest. The remaining 13.72 acres of the parcel are currently zoned Commercial Parkway. This change will bring the entire subject parcel into the same zoning category of Commercial Parkway and align the Lake Protection zoning boundary with the Lake Jackson Basin boundary. The proposed rezoning Ordinance and location map are included as Attachment #1.

The proposed changes were recommended for approval by the Local Planning Agency at a public hearing on February 4, 2020 and presented to the Board at a Joint County/City Commission workshop on February 25, 2020. On April 28, 2020, the Board conducted a public hearing and adopted the land use map amendment. The staff report for the land use amendment and rezoning is included as Attachment #2.

Analysis:

The CP district is intended to be located in areas designated Suburban in the Future Land Use Map of the Comprehensive Plan and shall apply to areas exhibiting an existing development pattern of office, general commercial, community facilities, and intensive automotive commercial development abutting urban area arterial roadways with high traffic volumes. The CP district is characterized by a linear pattern of development. The access management standards set forth for the CP district addressing limitations placed on access are intended to minimize and control ingress and egress to arterial roadways and to promote smooth and safe traffic flow of the general traveling public.

A majority portion of the subject site is currently zoned Commercial Parkway and contains an existing commercial shopping center. Existing ingress and egress points connecting to principal arterial roadways are to remain unchanged. The entirety of the subject site is outside of the Lake Jackson Drainage Basin.

Notice of the Public Hearing has been published in accordance with the requirements of Section 125.66, Florida Statutes (Attachment #3). This item is quasi-judicial in nature, therefore, any ex parte communications shall be disclosed prior to the item being heard.

Title: First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Lake Protection (LP) to the Commercial Parkway (CP) Zoning District

May 12, 2020

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Options:

1. Conduct the first and only public hearing and adopt the proposed Ordinance (Attachment #1) amending the Official Zoning Map to Change the Zoning Classification from the Lake Protection (LP) to the Commercial Parkway (CP) Zoning District.
2. Conduct the first and only public hearing and do not adopt the proposed Ordinance (Attachment #1) amending the Official Zoning Map to Change the Zoning Classification from the Lake Protection (LP) to the Commercial Parkway (CP) Zoning District.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Ordinance/Location Map
2. Staff Report
3. Notice of Public Hearing

LEON COUNTY ORDINANCE NO. _____

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM LAKE PROTECTION (LP) TO COMMERCIAL PARKWAY (CP) ZONING DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA:

SECTION 1. On April 28, 2020, the County Commission approved an Ordinance which adopted Comprehensive Amendment LMA202003. To implement plan amendment LMA202003, the property which is the subject of that amendment as shown in Exhibit A attached hereto, must be rezoned. Accordingly, the part or area of Leon County and the same as indicated in Exhibit A is hereby changed from Lake Protection (LP) and hereby designated and established as Commercial Parkway (CP) on the official zoning map of Leon County as adopted and established by the Leon County Commission. The official zoning map as adopted in Leon County Ordinance No. 92-11 is hereby amended as it pertains to Exhibit A. The property shown as Lake Protection (LP), and hereby designated Commercial Parkway (CP) on the map is attached hereto as Exhibit A.

LEGAL DESCRIPTION:

The property shown as Commercial Parkway on the map attached hereto as Exhibit A:

~~OR1381PC1464~~

✓ Commence at an iron pipe marking the Northeast corner of Section 31, Township 2 North, Range 1 West, Leon County, Florida, and run North 88 degrees 25 minutes 51 seconds West 1322.96 feet to a concrete monument marking the Northwest corner of the Northeast Quarter of the Northeast Quarter of said Section 31, thence continue North 88 degrees 25 minutes 51 seconds West 279.39 feet to a concrete monument on the Southwesterly right of way boundary of State Road No. 63 (U.S. Highway No. 27), said concrete monument lying on a curve concave to the Southwesterly, thence Southeasterly along said right of way boundary and said curve with a radius of 8085.16 feet, through a central angle of 11 degrees 31 minutes 50 seconds, for an arc distance of 1627.11 feet (the chord of said arc being South 48 degrees 55 minutes 12 seconds East 1624.37 feet) to a concrete monument for the POINT OF BEGINNING. From said POINT OF BEGINNING continue along said right of way boundary and said curve with a radius of 8085.16 feet, through a central angle of 04 degrees 15 minutes 07 seconds, for an arc distance of 600.00 feet (the chord of said arc being South 41 degrees 01 minute 43 seconds East 599.86 feet) to a concrete monument marking the intersection of the Southwesterly right of way boundary of said State Road No. 63 (U.S. Highway No. 27) with the Westerly right of way boundary of State Road No. 263, thence South 09 degrees 48 minutes 28 seconds West along the Westerly right of way boundary of said State Road No. 263 a distance of 700.00 feet to a concrete monument, thence North 88 degrees 16 minutes 36 seconds West 900.00 feet to a concrete monument, thence North 13 degrees 26 minutes 11 seconds East 525.00 feet to a concrete monument, thence North 39 degrees 45 minutes 47 seconds East 786.52 feet to the POINT OF BEGINNING; containing 17.60 acres, more or less.

SECTION 2. All Ordinance or parts of Ordinance in conflict with the provisions

this ordinance are hereby repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon County 2030 Comprehensive Plan as amended which provisions shall prevail over any parts of this ordinance which are inconsistent, either in whole or in part, with the said Comprehensive Plan.

SECTION 3. If any word, phrase, clause, section or portion of this Ordinance shall be

held invalid or unconstitutional by a court of competent jurisdiction, such portion or words shall be deemed a separate and independent provision and such holding shall not affect the validity of

the remaining portions thereof.

SECTION 4. The effective date of this ordinance shall be the effective date of comprehensive plan amendment LMA202003.

DULY PASSED AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this _____ day of _____, 2020.

LEON COUNTY, FLORIDA

Bryan Desloge, Chairman
Board of County Commissioners

ATTEST:
Gwendolyn Marshall, Clerk of the Court
& Comptroller, Leon County, Florida

By: _____

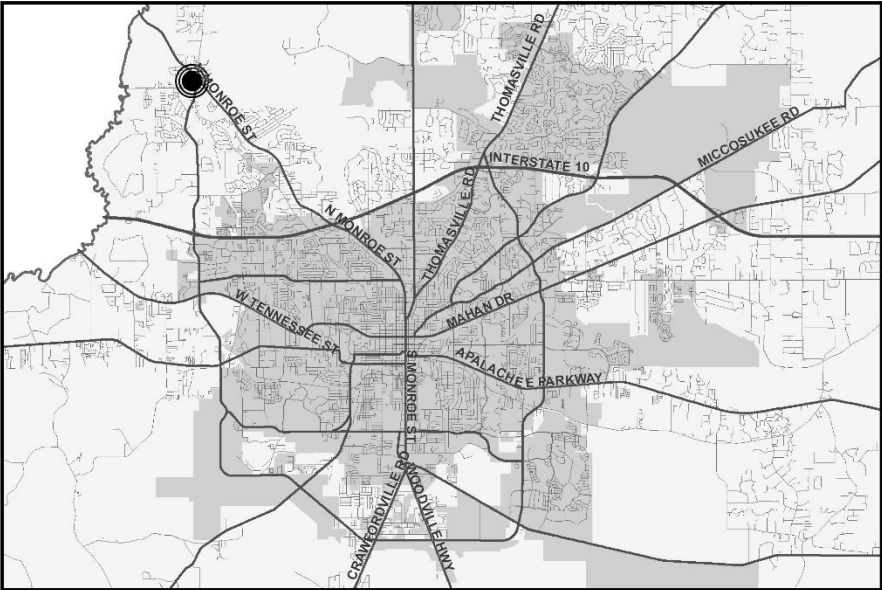
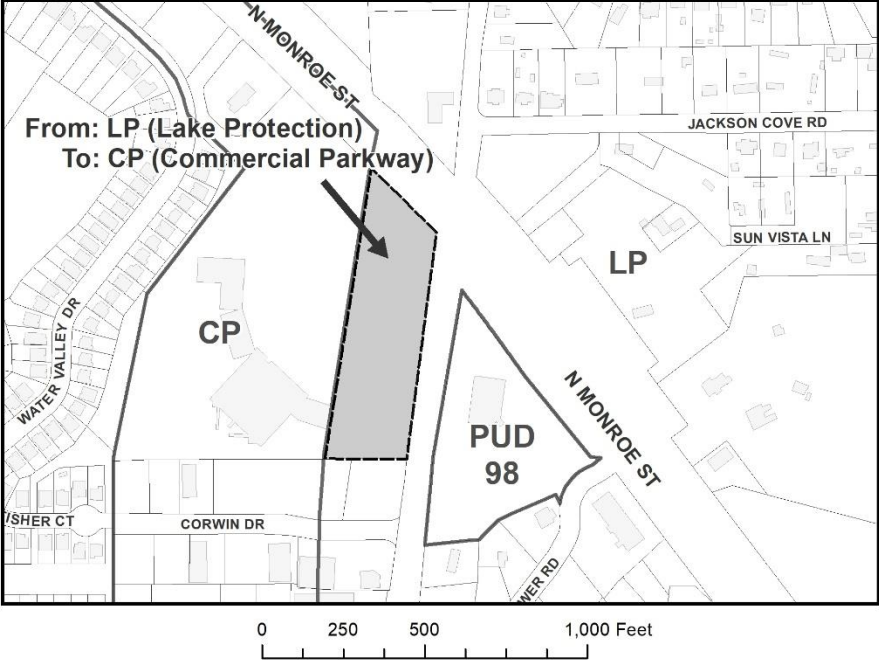
APPROVED AS TO FORM:
County Attorney's Office
Leon County, Florida

By: _____
Chasity O'Steen, Esq.
County Attorney

Exhibit A

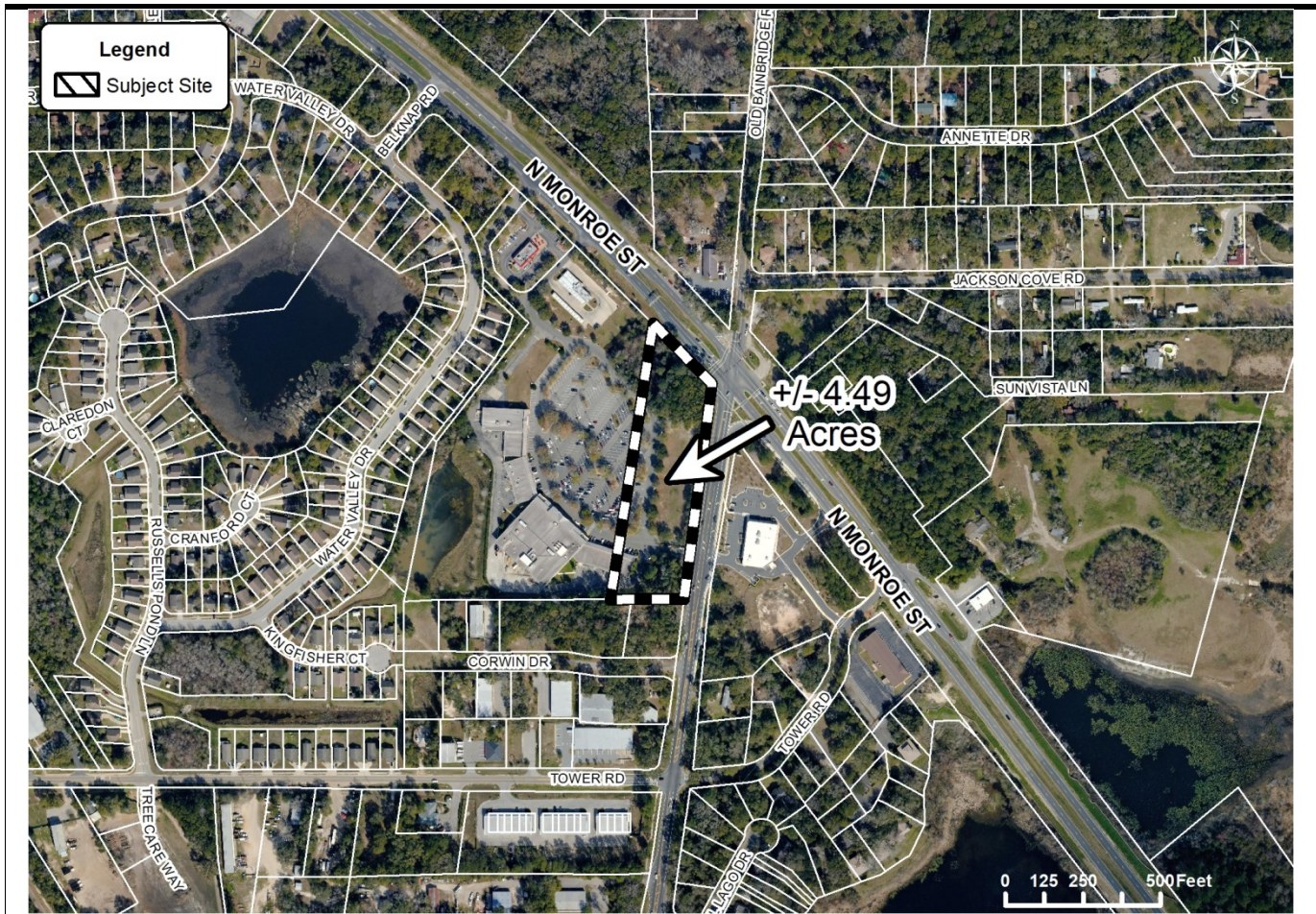
Oak Valley Shopping Center Redevelopment Rezoning

LRZ #200003





2020 Comprehensive Plan Amendment Cycle
LMA 2020 03
Oak Valley Shopping Center Redevelopment



SUMMARY

Property Owners:	Property Location:	TLCPD Recommendation:
Publix Super Markets Inc., C/O Windcrest Development Group	Southwest corner of N. Monroe St. and Capital Circle NW	Approve
Applicant: Mario Rivieccio		
TLCPD Staff:	Current Future Land Use & Zoning:	LPA Recommendation:
Mindy Mohrman	<u>Future Land Use:</u> Lake Protection (LP) <u>Zoning:</u> Lake Protection (LP)	Approve
Contact Information:	Proposed Future Land Use & Zoning:	
Melinda.Mohrman@talgov.com 850-891-6415	<u>Future Land Use:</u> Suburban <u>Zoning:</u> Commercial Parkway (CP)	
Date: 10/17/2019	Updated: 4/27/2020	

A. REASON FOR REQUESTED CHANGE

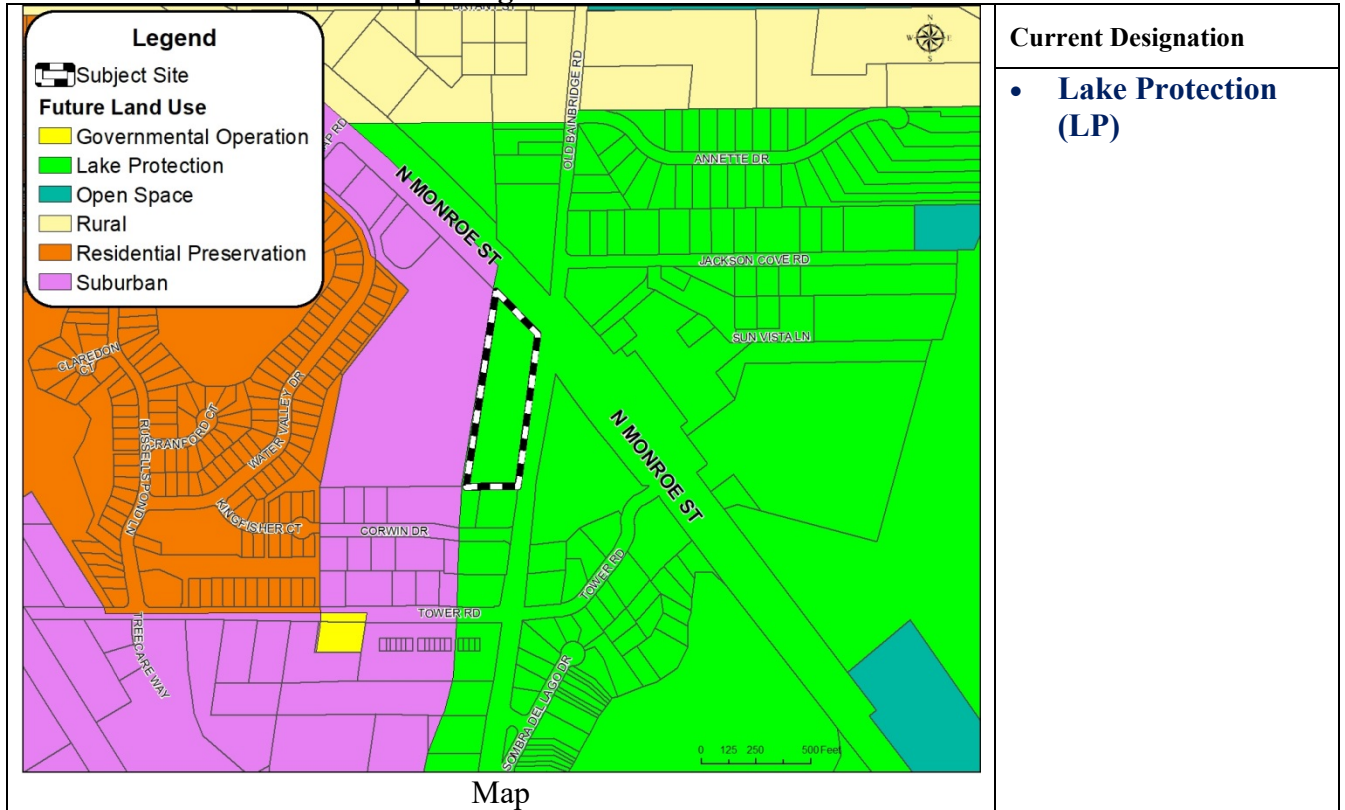
The applicant requested this proposed land use amendment to align the Lake Protection boundary to match the Lake Jackson Basin boundary. This will allow for re-development of the existing Publix Supermarket to provide a larger Publix store and a smaller amount of other retail spaces.

B. CURRENT AND PROPOSED FUTURE LAND USE DESIGNATION

The Subject Site applies to a 4.49 acre portion of an 18.21 acre parcel. The remaining 13.72 acres of the parcel are currently designated Suburban (SUB) on the FLUM and are zoned Commercial Parkway (CP). The proposed amendment would change the FLUM designation of the subject area to Suburban.

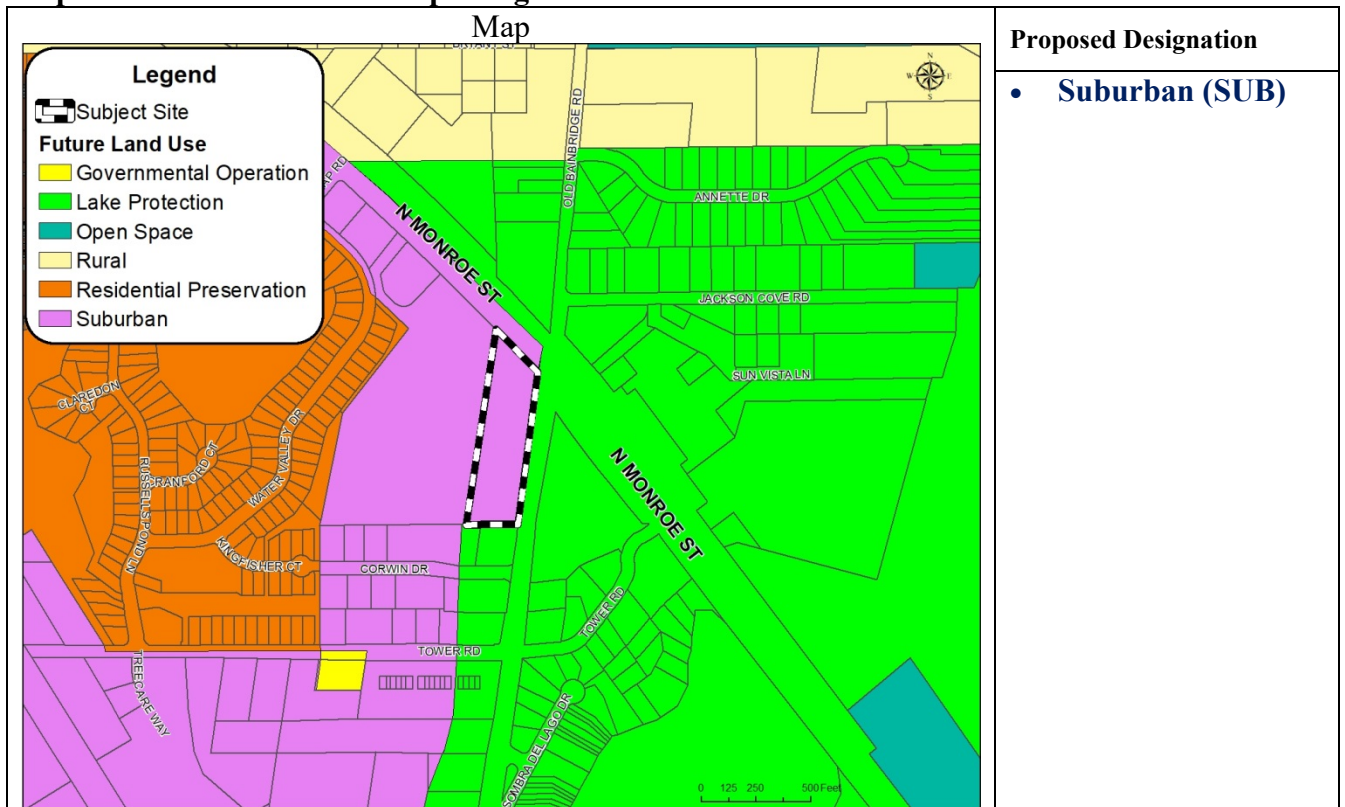
The following maps illustrate the current and proposed FLUM designations for the Subject Site.

Current Future Land Use Map Designation



Map

Proposed Future Land Use Map Designation



Map

C. STAFF RECOMMENDATION

Find that the proposed future land use map amendment is **consistent** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommend **ADOPTION** of the proposed amendment.

Find that the proposed rezoning is **consistent** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommend **APPROVAL** of the proposed rezoning.

D. LOCAL PLANNING AGENCY (LPA) RECOMMENDATION

Find that the proposed future land use map amendment is **consistent** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommend **ADOPTION** of the proposed amendment.

Find that the proposed rezoning is **consistent** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommend **APPROVAL** of the proposed rezoning.

E. SUMMARY OF FINDINGS

Staff presents the following findings of fact:

1. Policy 2.2.18:[L] states that the Lake Protection category is the basis for regulation and, where appropriate, limitation of development and redevelopment of land within the Lake Jackson Basin. The subject site is located outside of the Lake Jackson Basin boundary. The proposed amendment would align the Lake Protection boundary with the Lake Jackson drainage basin boundary line.
2. Sec. 10.4.323 of the Leon County Land Development Code states that the Lake Protection area is intended to be based on the Lake Jackson basin boundary, adjusted to primarily include undeveloped areas and existing less intensely developed areas. The subject site is outside of the Lake Jackson Basin and is currently developed with an existing Publix Super Market and attached retail space.

F. STAFF ANALYSIS

History and Background

The subject site located at 5814 N. Monroe Street has been developed since the 1990s and consists of a Publix Super Market and additional attached retail spaces. According to the applicant, a large portion of the retail space is vacant although the existing Publix store is very busy. The parcel currently has two land use designations and zoning categories, Suburban land use and Commercial Parkway zoning on the west portion of the parcel, and Lake Protection on the east portion. The subject site is surrounded by a mix of zoning districts, including Lake Protection, Commercial Parkway, Residential Preservation, Light Industrial, Rural, and North Monroe Planned Unit Development.

Current and Proposed Future Land Use Categories

The complete comprehensive plan policies for Lake Protection (Policy 2.2.18:[L]) and Suburban (Policy 2.2.5:[L]) are included as Attachment #1.

Lake Protection (Current)

The Lake Protection land use category is intended to ensure that development within the Lake Jackson basin occurs in a sustainable and environmentally sound manner with minimal impact to water quality. The Lake Protection category is the basis for regulation and, where appropriate, limitation of development and redevelopment of land within the Lake Jackson basin. The subject area is outside of the Lake Jackson basin boundary. A conservation easement is proposed for existing wetlands and floodplains on site.

Suburban (Proposed)

The Suburban land use category is intended to create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses. This category is most suitable for those areas outside of the Central Core. Allowed land uses within the Suburban land use category shall be regulated by zoning districts which implement that intent of this category (in this case Commercial Parkway) and which recognize the unique land use patterns, character, and availability of infrastructure in the different areas within the category.

The Subject Site is a 4.49 acre area currently designated Lake Protection that is part of an 18.21 acre parcel. The remaining 13.72 acre portion of the parcel is designated as Suburban and zoned Commercial Parkway.

Consistency with Comprehensive Plan

The proposed amendment is consistent with the following goals, objectives, and policies of the Tallahassee-Leon County Comprehensive Plan:

“Policy 2.2.5: [L] implements the Suburban land use policy. The Suburban designation is intended to create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses. The category predominantly consists of single-use projects that are interconnected whenever feasible. Mixed-use projects and the principles of traditional neighborhood developments are encouraged, though not required. The Suburban category is most suitable for those areas outside of the Central Core. However, additional areas inside the Central Core may be designated as appropriate based on existing land use pattern.”

The proposed amendment is consistent with this policy in that it would create an environment for economic investment or reinvestment with the redevelopment of an existing shopping center. The Subject Site is part of a larger proposed redevelopment that would be a single-use project with convenient access to low to medium density residential land uses. As is the intention of the Suburban land use designation, the location of the subject site is adjacent to existing residential areas and will

provide pedestrian connections to existing neighborhoods as well as sidewalks on Capital Circle NW. The Subject Site is also located outside of the Central Core.

Policy 2.2.18: [L] implements the Lake Protection land use policy. The Lake Protection designation is intended to ensure that development within the Lake Jackson basin occurs in a sustainable and environmentally sound manner with minimal impact to water quality. The subject site is located outside of the Lake Jackson Basin boundary. The proposed amendment would align the Lake Protection boundary with the Lake Jackson drainage basin boundary line. In addition, while not a condition of the amendment, the proposed redevelopment would result in a net reduction in building and impervious area. The proposed re-development would reduce the total square footage of buildings and impervious area. The applicant proposes to reduce building square footage from an existing 76,714 ft² to a proposed 66,472 ft², to reduce impervious surface from an existing 394,386 ft² to a proposed 359,459 ft², and to place the existing wetlands and floodplains on site in a conservation easement. Trees along the north and east boundaries of the site are proposed to be preserved, while existing parking lot trees will be removed and replanted as required by land development code.

Zoning

The Land Development Code sections for Lake Protection (Section 10-6.616) and Commercial Parkway (Section 10-6.649) zoning is included as Attachment #2.

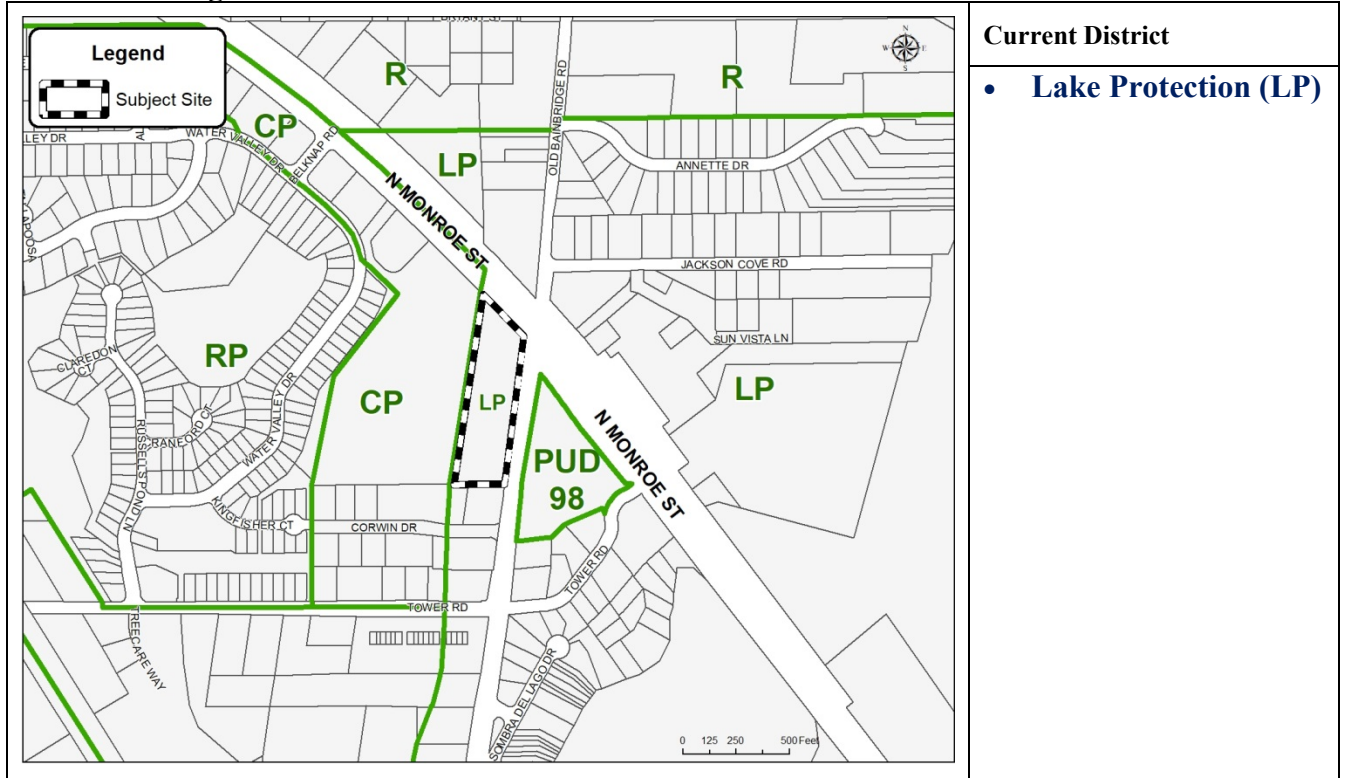
Section 10-6.616 Lake Protection district is intended to allow for the regulation and, where appropriate, limitation of development and redevelopment of land within the Lake Jackson Basin in a manner that improves water quality within the Lake. The bounds of the category include the Lake Jackson Basin and contributing watersheds and limited to the Urban Service Area. Intensely developed properties and areas south of Interstate 10 (I-10) have been excluded from the boundary. The Subject Site is not within the Lake Jackson Basin or a contributing watershed.

Section 10-6.649 Commercial Parkway district is intended to be located in areas designated Suburban in the future land use map of the Comprehensive Plan and shall apply to areas exhibiting an existing development pattern of office, general commercial, community facilities, and intensive automotive commercial development abutting urban area arterial roadways with high traffic volumes. The CP district is characterized by a linear pattern of development. The access management standards set forth for the CP district addressing limitations placed on access are intended to minimize and control ingress and egress to arterial roadways and to promote smooth and safe traffic flow of the general traveling public.

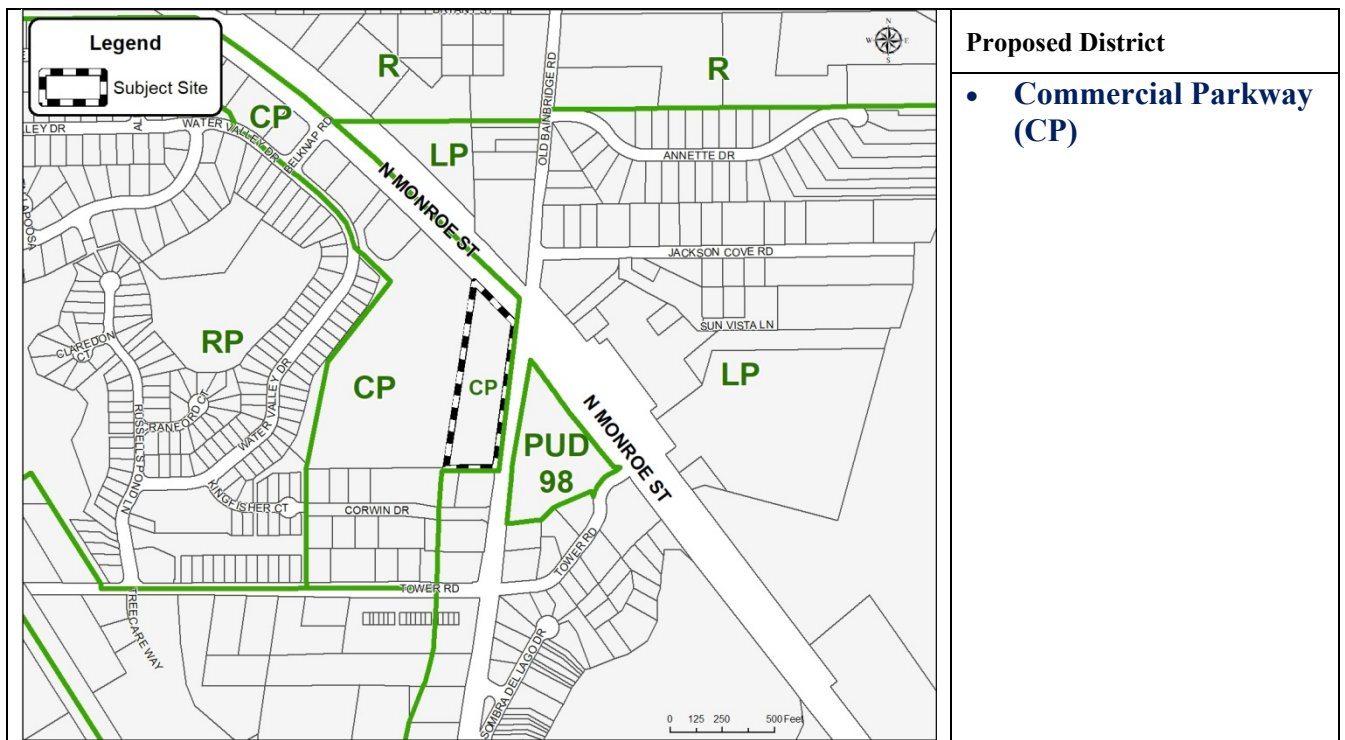
A majority portion of the subject site is currently zoned Commercial Parkway and contains an existing commercial shopping center. Existing ingress and egress points connecting to principal arterial roadways are to remain unchanged. This proposed rezoning is consistent with surrounding zoning districts, which permit a mixture of uses.

The following maps illustrate the current and proposed zoning for the Subject Site.

Current Zoning



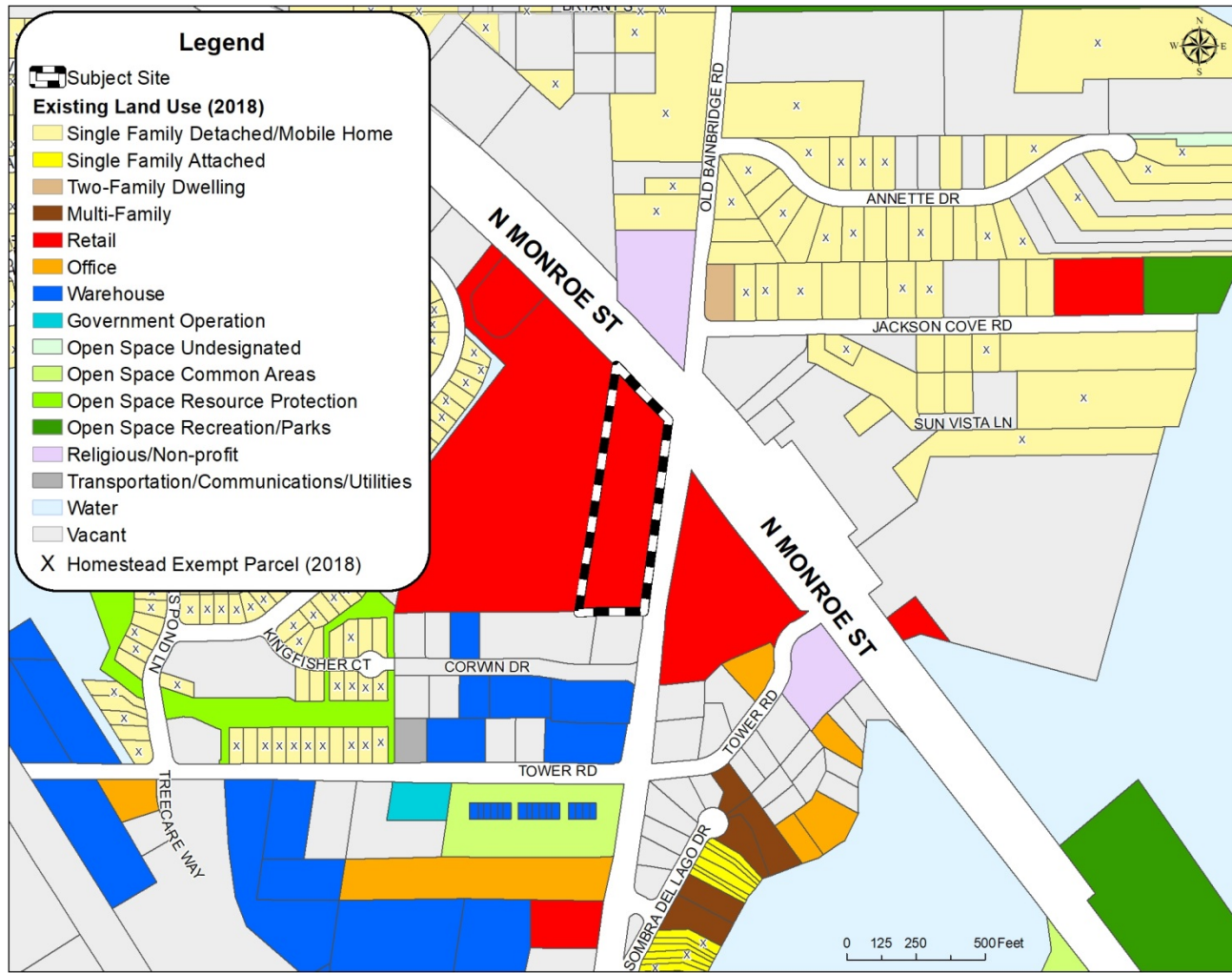
Proposed Zoning



Existing Land Uses

The existing uses on the parcel are retail, currently developed with a Publix Super Market and additional retail spaces. The 4.49 acre portion of the site currently zoned Lake Protection is partially developed with paved parking and open space. Surrounding uses include residential, retail, religious/non-profit, and warehouse.

Existing Land Use Map



Infrastructure Analysis

Water/Sewer

The subject site has an existing water distribution system and sanitary sewer gravity collection system available directly adjacent to the property, both are confirmed by Talquin Electric, Water, and Wastewater Inc. to have adequate capacity to provide these utilities.

Schools

The Subject Area is zoned for Canopy Oaks Elementary School, Raa Middle School, and Godby High School. The proposed amendment has a concurrent rezoning to a non-residential use and would have no impact to Leon County Schools.

Roadway Network

The subject site is currently accessed by Capital Circle NW on the east and N. Monroe St. on the north. Both are principal arterials roadways maintained by the Florida Department of Transportation. Existing access points are not proposed to be changed.

Pedestrian and Bicycle Network

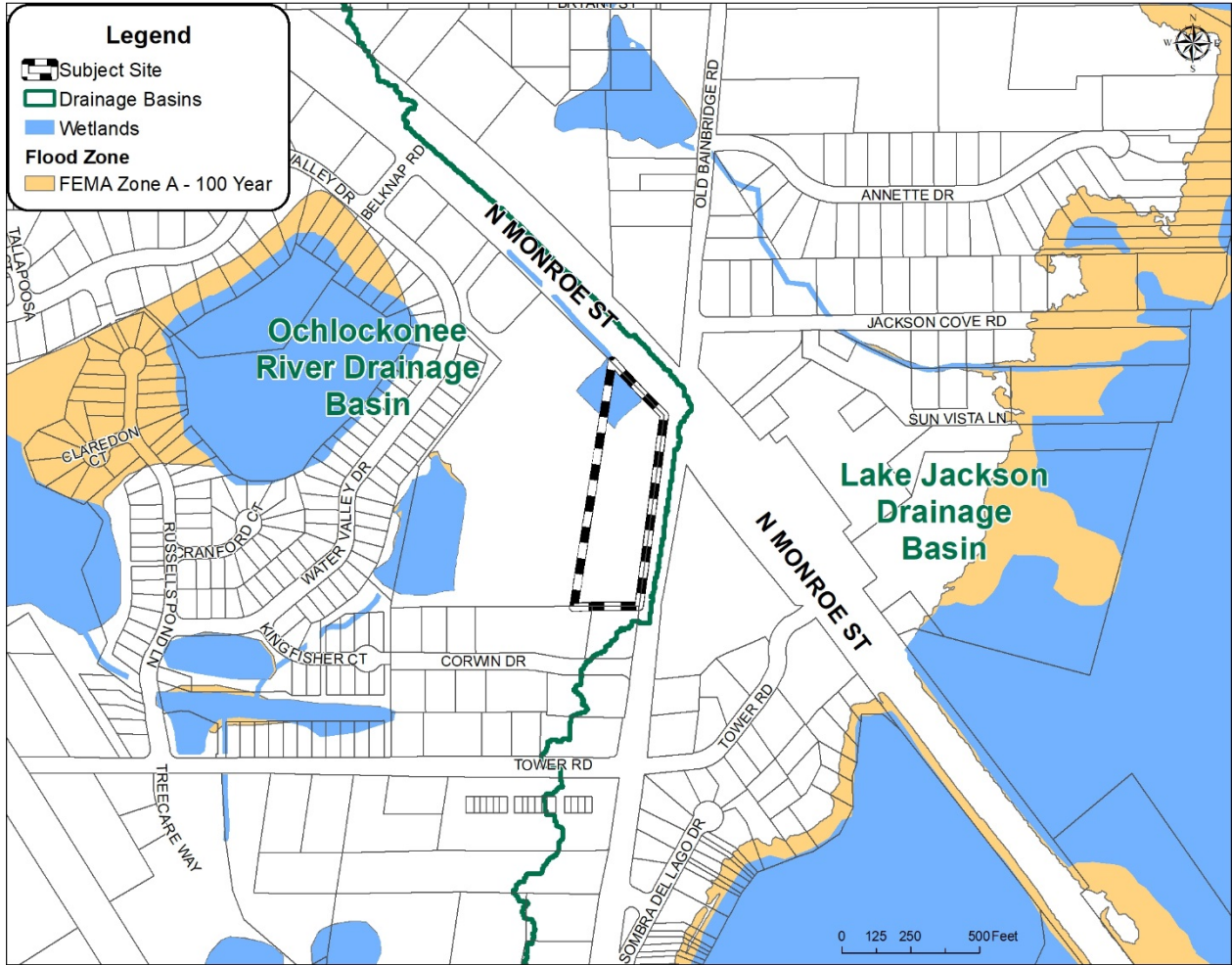
The proposed redevelopment includes the addition of a six foot wide sidewalk along Capital Circle NW connecting an existing pedestrian crossing on N. Monroe to the access drive on Capital Circle NW and extending through the parking lot to the proposed Publix Super Market entrance. A six foot wide sidewalk is also proposed to connect to an existing sidewalk that serves the residential neighborhood to the west and currently connects to nearby existing Hardees and Sonic restaurants.

Transit Network

The site is served by the Lake Jackson FLEX Service. This service is available on a call ahead basis Monday through Friday during peak commute hours, 6-9 a.m. and 4-7 p.m.

Environmental Analysis

The Subject Site is located in the Ochlockonee Basin and Russell's Pond Watershed. The subject site contains 2.83 acres of wetlands and 2.70 acres of floodplain which will be outside of proposed construction limits and placed in a conservation easement. No impact is proposed to these areas. The proposed re-development will reduce the total square footage of buildings and impervious surfacing. Trees along the north and east boundaries of the site are proposed to be preserved, while existing parking lot trees will be removed and replanted as required by land development code.



F. PUBLIC OUTREACH AND NOTIFICATION

An initial mailing was sent to 248 property owners within 1,000 feet of Subject Site.

Public Outreach		Date	Details
X	Mail Notification of Proposed Changes	December 6, 2019	Notices Mailed to Property Owners within 1000 feet
X	Notice of Proposed Land Use Change and Rezoning	November 21, 2019	Two signs providing details of proposed land use and zoning changes posted on subject site
X	Public Open House	December 17, 2019	5:30 PM, Second Floor, Frenchtown Renaissance Center
X	Leon County Water Resources Committee	January 6, 2020	6:00 PM, Second Floor, Frenchtown Renaissance Center
X	Staff Reports Available Online	January 27, 2020	Email Subscription Notice sent to all users of service

Public Open House – December 17, 2019: Twenty-four citizens attended the open house to discuss the 2020 Cycle amendments. No written comments were received for this amendment. One citizen had questions about inconsistency between the boundaries of the Lake Protection FLUM designation and the Lake Jackson Drainage Basin.

Leon County Water Resources Committee – January 6, 2020: Members asked how the Lake Jackson Drainage Basin boundary line was established. The boundary has been updated by the Tallahassee-Leon County GIS office over the years as information and technology has improved. The most recent boundary was established using LiDAR technology and local stormwater conveyance information.

G. STAFF REPORT UPDATE

Below is a list of all public meetings and actions taken by appointed or elected bodies in consideration of this proposed amendment:

Cycle 2019 Meetings		Dates	Time and Locations
X	Local Planning Agency Workshop	January 7, 2020	6:00 PM, Second Floor, Frenchtown Renaissance Center
X	Local Planning Agency Public Hearing	February 4, 2020	6:00 PM, Second Floor, Frenchtown Renaissance Center
X	Joint City-County Commission Workshop	February 25, 2020	1:00 PM, Fifth Floor, Leon County Courthouse
	County Adoption Public Hearing	April 28, 2020	3:00 PM, Fifth Floor, Leon County Courthouse

Local Planning Agency Workshop – January 7, 2020: A workshop was held on January 7, 2020 to discuss the proposed 2020 Cycle amendments. The LPA had no questions on this amendment.

Local Planning Agency Public Hearing – February 4, 2020: The Local Planning Agency voted to recommend approval of the proposed map amendment and rezoning. There were no citizen speakers on this amendment or rezoning.

Joint City-County Commission Workshop – February 25, 2020: Staff presented the proposed amendment at the Commissioners. There were no questions of staff on the proposed amendment.

H. ATTACHMENTS

Attachment #1: Comprehensive Plan policies (Policy 2.2.5 and 2.2.18) Lake Protection and Suburban

Attachment #2: Land Development Code sections (Sec 10-6.616 and Sec 10-6.649) Lake Protection and Commercial Parkway

Attachment #1

Policy 2.2.18: [L] LAKE PROTECTION

(Ref. Eff. 12/22/95; Rev. Eff. 7/26/06; Renumbered 3/14/07; Ref. Eff. 7/14/14; Ref. Eff. 7/6/15)

INTENT

Lake Jackson, designated both an Outstanding Florida Water (OFW) and Aquatic Preserve, is one of the most unique waterways in Florida. Historically, the lake has suffered from water quality issues associated with rapid urbanization and large-scale roadway projects. Lake Jackson's water quality has improved since adoption of the Comprehensive Plan, due in large part to the adoption of stringent stormwater treatment standards and the implementation of capital projects; however, nutrient levels in the Lake remain elevated and the Lake continues to be designated "Impaired" by the Florida Department of Environmental Protection.

The intent of the Lake Protection category is to ensure that development within the Lake Jackson basin occurs in a sustainable and environmentally sound manner with minimal impact to water quality. The Lake Protection category is the basis for regulation and, where appropriate, limitation of development and redevelopment of land within the Lake Jackson Basin. The bounds of this category are to be the Lake Jackson basin boundary adjusted to include contributing watersheds but excluding existing, more intensely developed areas south of Interstate 10 and areas outside the Urban Service Area.

ALLOWABLE USES, DENSITIES, AND INTENSITIES

1. Residential

The Lake Protection category shall allow for residential uses at a base density of one (1) dwelling unit per two (2) gross acres. To encourage compact and efficient development, two density bonus options are available for properties within the category:

- i) A residential density of up to two (2) dwelling units per gross acre may be permitted within developments designed as a Clustered Subdivision.
- ii) A residential density of up to eight (8) dwelling units per gross acre may be permitted within the Lake Protection Node (LPN) zoning district.

2. Mixed-use & Non-residential

Non-residential and mixed-use development (including, but not limited to, office and commercial uses) within the Lake Protection category may only be permitted within areas designated with the Lake Protection Node (LPN) zoning district. Within this district, single use, non-residential development shall be allowed at a maximum intensity of 10,000 square feet (S.F.) per gross acre. Projects containing a vertical mixture of uses, including any combination of office, commercial and residential uses, may receive a bonus of 2,500 S.F. per gross acre, for a total of 12,500 S.F. per gross acre.

3. Community and Recreational Facilities

Community services, light infrastructure, and recreational uses shall be permitted within the Lake Protection (LP) and Lake Protection Node (LPN) zoning districts. Facilities associated with these uses shall be allowed at a maximum intensity of 10,000 square feet (S.F.) per gross acre.

SPECIAL CONDITIONS

The following special conditions shall apply to the Lake Protection Future Land Use category:

1. The Lake Protection Node zoning district shall only be permitted at the following intersections:
 - Highway 27 North and Sessions Road

- Highway 27 North and Capital Circle NW/Old Bainbridge Road
- Highway 27 North and Fred George Road
- Bannerman Road and Bull Headley Road

The exact extent of these Nodes shall be specified in the City of Tallahassee and Leon County land development regulations, but generally shall not extend beyond ¼ mile from the respective intersection and shall not include areas within a Special Development Zone (SDZ) or existing single-family subdivisions.

2. As an alternative to large-lot developments, Clustered Subdivisions shall be permitted within the Lake Protection zoning district. Clustered Subdivisions shall:

- Contain a minimum of 60% contiguous open space preserved in perpetuity and comprised of such things as preservation and conservation features, Special Development Zones, undeveloped uplands, passive recreation areas, and storm water facilities designed as a community amenity;
- Be developed at a maximum density of two (2) dwelling units per gross acre; and,
- Be served by central water and sewer systems.

3. A volume control based stormwater treatment standard shall be required for all development and redevelopment within the Lake Protection land use category. This standard shall ensure that runoff volumes in excess of the pre-development runoff volume shall be retained for all storm events up to a 100-year, 24-hour duration storm. To encourage redevelopment in the Lake Protection category, a partial credit may be applied toward existing impervious surface on previously developed sites.

4. Additional development standards deemed necessary to protect Lake Jackson from further degradation and/or improve existing water quality may be included in the land development code.

5. Existing, lawfully established, non-residential uses within the Lake Protection land use category that are compatible with surrounding uses and meet all water quality standards for the Lake Jackson Basin shall be considered permitted uses.

Policy 2.2.5: [L] SUBURBAN (*Effective 3/14/07*)

To create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses. Employment opportunities should be located near residential areas, if possible within walking distance. This category recognizes the manner in which much of Tallahassee-Leon county has developed since the 1940s. The category predominantly consists of single-use projects that are interconnected whenever feasible. Mixed-use projects and the principles of traditional neighborhood developments are encouraged, though not required. The Suburban category is most suitable those those areas outside of the Central Core. However, additional areas inside the Central Core may be designate as appropriate based on existing land use pattern.

To complement the residential aspects of this development pattern, recreational opportunities, cultural activities, commercial goods and services should be located nearby. To reduce automobile dependency of residents and employers alike, mass transit stops should be located at large commercial centers and appropriate street and pedestrian connections established between commercial and residential areas. Except within mixed use centers, larger scale commercial development should be buffered from adjacent residential neighborhoods.

Development shall comply with the Suburban Intensity Guidelines. Business activities are not intended to be limited to serve area residents; and as a result may attract shoppers from throughout larger portions of the community.

Suburban Intensity Guidelines (Effective 3/14/07; Rev. Effective 7/14/14)

Development Patterns	Allowed Land Uses	Gross Residential Density	Non-Res Intensity	Percentage Mix of Uses
Low Density Residential	Residential, Recreation, Light Infrastructure & Community Service	0 to 8 units/acre ⁽⁴⁾	10,000 sq. ft. per acre	65-80%
Low Density Residential Office	Residential, Office, Recreation, Light Infrastructure & Community Service	0 to 8 units/acre ⁽⁴⁾	10,000sq. ft. per acre ⁽⁵⁾	
Medium Density Residential	Residential, Recreation, Light Infrastructure & Community Service	8 to 16 units/acre	20,000 sq. ft. per acre	
Medium Density Residential Office	Residential, Office, Ancillary 1 st Floor Commercial, Recreation, Light Infrastructure, Community Service & Post Secondary Schools	8 to 20 units/acre	20,000 sq.ft. per acre ⁽⁶⁾	
Village Center	Residential, Office, Commercial up to 50,000 sq ft, maximum business size. Centers shall not be located closer than 1/4 mile to another village center or commercial development including more than 20,000 sq ft of floor area.	8 to 16 units/acre	12,500 sq.ft. per acre per parcel for center 20 acres or less ⁽⁷⁾	
Urban Pedestrian Center	Residential, Office, Commercial, Recreation, Light Infrastructure & Community Service	6 to 16 units/acre ⁽³⁾	Up to 20,000 sq ft/acre ⁽³⁾	35-50%
Suburban Corridor	Residential, Office, Commercial, Recreation, Light & Heavy Infrastructure & Community Service	Up to 16 units/acre	Up to 25,000 sq ft/acre ⁽⁸⁾	
Medical Center	Residential, Office, Commercial, Recreation, Light Infrastructure & Community Service	6 to 20 units/acre ⁽¹⁾	80,000 sq ft/acre ⁽²⁾	
Business Park	Office, Residential and Commercial,	Up to 16 units/acre	20,000 sq ft/acre	5-10%
Light Industrial	Office, Commercial up to 10,000 sq ft per business, Light Industrial, Recreation, Light & Heavy Infrastructure, Community Service & Post Secondary Schools and ancillary residential	1 unit / development	20,000 sq ft /acre ⁽⁹⁾	

Notes:

- (1) 8 units/acre minimum for exclusively residential;
- (2) Hospitals up 176,000 sq ft/acre;
- (3) 20 units/acre and 40,000 sq ft/acre for multiple use development; Combined residential and non-residential development may have up to 40,000 SF and up to a six story building. Residential use, office use and commercial use is allowed.
- (4) Low Density Residential and Residential Office development patterns can have a minimum of 1 unit per acre if water and sewer are not available.
- (5) The maximum square footage is increased to 12,500 SF if the project is a mixed-use development.
- (6) The maximum square footage increases to 40,000 SF per acre and maximum height increases to six stories if 50% of parking is structured. This provision only applies to areas previously designated as Mixed Use C
- (7) 250,000 SF of total development permitted on 20 to 30 acre centers.
- (8) Storage areas may be 50,000 SF per acre. Office and Retail is allowed.
- (9) Storage areas may be 50,000 SF per acre.

While mixed land uses are encouraged in the Suburban Future Land Use Category, the more prevalent pattern will be a compatibly integrated mix of single-use developments that include low and medium density residential, office, retail and light industrial development. Allowed land uses within the Suburban Future Land Use Category shall be regulated by zoning districts which implement the intent of this category, and which recognize the unique land use patterns, character, and availability of infrastructure in the different areas within the Suburban Future Land Use Category. In those areas lacking the necessary infrastructure, the Land Development Regulations may designate a low intensity interim use. Any evaluation of a proposed change of zoning to a more intensive district shall consider, among other criteria, the availability of the requisite infrastructure.

Attachment #2

Section 10-6.616 LAKE PROTECTION

1. District Intent

The purpose and intent of the Lake Protection (LP) zoning district is to allow for the regulation and, where appropriate, limitation of development and redevelopment of land within the Lake Jackson Basin in a manner that improves water quality within the lake. The bounds of the category include the Lake Jackson Basin and contributing watersheds and limited to the urban service area. Intensely developed properties and areas south of Interstate 10 (I-10) have been excluded from the boundary.

The LP zoning district shall permit single-family residential development at one dwelling unit per two gross acres. A clustered subdivision option is available that allows two dwelling units per gross acre, consistent with environmental and infrastructure constraints. The clustered subdivision option allows an increased number of residential units if developed on 40 percent of the property, provided central water and sewer are available and leaving the remaining 60 percent of the property as contiguous, undisturbed open space in perpetuity. The cluster subdivision option is intended to leave large areas of natural open space within the watershed and minimize pollution.

Community services, light infrastructure and passive recreational facilities, including boat ramps, consistent with the applicable provisions of section 10-6.806, may be approved by the Board of County Commissioners through review by the existing Type C process. Approval by the Board of County Commissioners shall be based upon findings that the proposed use is consistent with the purpose and intent stated herein and the proposed development will comply with the provisions of section 10-4.323(b), as well as all current stormwater regulations.

Other non-residential uses are not permitted within the LP zoning district. These sites shall be regulated by the allowable uses provided in section 10-6.660, lake protection node, subject to additional limitations noted herein.

Urban services are intended for this district. The density of permitted development may depend upon the availability of such services.

2. Allowable District Location

The district may only be located within areas designated lake protection on the future land use map.

3. Principal Uses

- (1) Single-family detached dwellings.
- (2) Community services in accordance with section 10-6.806.
- (3) Passive recreational facilities and boat ramps.
- (4) Light infrastructure.

4. Prohibited Uses

- (1) Commercial, retail, office, and industrial activities.
- (2) Active recreation, except for boat ramps.
- (3) Golf courses.
- (4) Manufactured and/or mobile home parks.
- (5) High schools and post-secondary schools are prohibited.
- (6) Heavy infrastructure.
- (7) Campgrounds and recreational vehicle parks.
- (8) Other uses which, in the opinion of the County Administrator or designee, are of a similar nature to those prohibited uses in this district.

5. Restricted Uses

- (1) Single-family attached dwellings shall be allowed in a clustered subdivision.
 (2) Mobile homes and standard design manufactured homes may be replaced or may be located within subdivisions platted explicitly for manufactured housing.

Development Standards									
6. Minimum Lot or Site Size				7. Minimum Building Setbacks				8. Maximum Building Restrictions	
Use Category	a. Lot or Site area	b. Lot Width	c. Lot Depth	a. Front	b. Side-Interior Lot	c. Side-Corner Lot	d. Rear	a. Building Size (excluding gross building floor area used for parking)	b. Building Height (excluding stories used for parking)
Conventional Residential									
Single-family detached dwellings	2 acres	80 feet	100 feet	25 feet	15 feet on each side; or any combination of setbacks that equals at least 30 feet, provided that no such setback shall be less than 10 feet	25 feet	25 feet	Not applicable	3 stories
Clustered Subdivision									
Single-family detached dwellings	5,000 square feet	40 feet	100 feet	15 feet; 10 feet w/alley-loaded garage	7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet	15 feet	15 feet; 10 feet w/alley-loaded garage	Not applicable	3 stories
Single-family attached dwellings	3,750 square feet end unit; 2,400 square feet interior lot	37.5 feet end unit; 25 feet interior lot	80 feet	15 feet; 10 feet w/alley-loaded garage	Not applicable	15 feet	15 feet; 10 feet w/alley-loaded garage	Maximum length: 8 units	3 stories
Existing Non-Residential, Nonconforming Uses									
Lawfully established non-residential use; refer to additional standards noted in subsection 10 of this section	N/A	60 feet	100 feet	25 feet	7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet	15 feet	25 feet	10,000 square feet of gross building floor area per acre	3 stories

9. Clustered Subdivision:

1. Density and layout. The maximum gross density allowed for new residential development in the LP district is one dwelling unit per two gross acres. As an alternative to large-lot developments, a clustered subdivision shall be permitted within the lake protection zoning district. Clustered subdivisions shall:

- (a) Contain a minimum of 60 percent open space as a reserve area, comprised of such things as special development zones, preservation and conservation features, undeveloped uplands, passive recreation areas, and stormwater facilities designed as a community amenity;
- (b) Be developed at a maximum density of two dwelling units per gross acre;

(c) Be served by central water and sewer systems.

2. Reserve area. The acreage of the reserve area shall comprise no less than 60 percent of the total parcel; shall be permanently preserved through the creation of a perpetual easement; shall be continuous and contiguous with other portions of the site; shall be contiguous with or proximal to existing or planned public or private greenspace to the greatest extent practicable, and shall be of sufficient size and buffered to ensure the protection of all critical on-site resources that are to be preserved and to accommodate authorized uses.

(a) All preservation areas, special development zones, conservation areas, archaeological sites and view-shed areas within designated protection zones for canopy roads shall be incorporated into the reserve area even if total acreage exceeds the minimum requirement of 60 percent of the total parcel; other open space areas shall be incorporated into the reserve area to the greatest extent practicable.

(b) The reserve area shall adjoin any existing or planned adjacent areas of open space, or natural areas that would be potential sites for inclusion as part of a future area of protected open space as depicted in the Greenways Master Plan. In those instances where a clustered subdivision will be located adjacent to another existing or approved clustered subdivision, the proposed clustered subdivision shall be designed so that reserve areas are adjacent to the greatest extent practicable.

(c) Reserve area land shall be reserved permanently by easement for natural open space, passive recreation uses (e.g., greenbelts, trails, picnic areas or open fields), stormwater facilities, or other environmental conservation purposes.

(d) Stormwater management facilities which are otherwise permissible are allowed in the reserve area provided that the facilities are located outside of preservation areas, canopy road protection zones, naturally forested areas, special development zones, and meet either of the applicable following two standards:

1. Wet retention ponds shall have side slopes of 6:1 or flatter with appropriate wetland tree and aquatic plants species that visually integrates the stormwater facility into the overall reserve area.

2. All other retention ponds shall have side slopes of flatter than 4:1 or with appropriate tree and plant species that visually integrates the stormwater facility into the overall reserve area. All such facilities shall be designed as community amenities, with trails, observation decks, or platforms where appropriate.

(e) All applicants for a clustered subdivision shall submit a management plan describing how the reserve area land will be maintained in perpetuity, including provision of a dedicated source of funds approved by the local government, to finance the timely and consistent execution of the plan.

3. Development area. The development area shall be the area not set aside as reserve area and shall comprise no more than 40 percent of the total parcel. The development area shall be located on the least environmentally sensitive or otherwise significant portions of the total clustered subdivision parcel; be contiguous to the greatest extent practicable; and allow maximum open space to be easily maintained in the reserve area. Design of the development area shall follow the procedural steps set forth below.

(a) Delineate areas of the site to be reserved due to their significant features and value to the area's continued natural character in accordance with subsection 2 of this section;

(b) Determine the number of allowable lots desired;

(c) Locate potential development sites on the area of the tract not delineated as reserve area, with due consideration for topography, soil suitability for construction, and efficient service by public or central water and sewerage systems;

(d) Align streets to serve residential sites, with due consideration for topography and connections to existing, planned or potential streets in adjacent areas, and align pedestrian trails if planned;

(e) Delineate boundaries of individual residential lots where lot sizes and shapes, block sizes and shapes, and street networks and alignments shall be designed in accordance with accepted planning practices to produce a rational and economical system without undue clearing or grading. The lot arrangement, design and orientation shall be such that all lots will provide satisfactory building sites that are properly related to topography and the character of surrounding development, encourage a range of housing types and sizes, and provide safe and convenient vehicular access to public streets; and

(f) Specific development and locational standards shall be subject to the minimum standards of the underlying land use category and base zoning district and shall be established at the time of development plan submittal.

10. Existing Nonconforming Non-Residential Uses: Existing non-residential uses within the lake protection land use category that meet all water quality and stormwater standards for their respective use, as specified within the land development regulations, will be considered permitted uses.

11. Sidewalks: Sidewalks shall be provided in the LP district consistent with the provisions of section 10-7.529. For clustered subdivisions, all required sidewalks shall connect to existing and proposed sidewalks to the maximum extent possible. Multi-use trails designed for non-motorized vehicles and pedestrians are also encouraged in the LP district to promote connectivity and to reduce automobile dependency

12. Stormwater Management: Refer to section 10-4.301 for water quality treatment and volume control standards associated with development. Whenever possible. Low impact development (LID) techniques, as outlined in section 10-4.308, such as rain gardens and bio-retention swales are encouraged to allow stormwater infiltration to occur as close to the source as possible. A decentralized stormwater management design which disperses stormwater facilities across the site rather than to a centralized treatment facility is encouraged.

General notes:

(1) If central sanitary sewer is not available, residential lots shall contain a minimum of 0.50 acres of contiguous buildable area. Non-residential development and community facilities are limited to a maximum of 900 gallons of wastewater flow per day. Refer to Sanitary Sewer Policy 2.1.12 of the Comprehensive Plan for additional requirements.

(2) Residential lots in clustered subdivisions less than 60 feet in width shall be alley-loaded.

(3) Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.

(4) Refer to the concurrency management ordinance for information pertaining to the availability of capacity for certain public facilities (roads, schools, parks, etc.).

(Code 1992, § 10-6.616; Ord. No. 07-20, § 2, 7-10-2007; Ord. No. 14-18, § 1, 12-9-2014; Ord. No. 15-10, § 1, 7-7-2015; Ord. No. 17-01, § 4, 1-24-2017)

Section 10-6.649 COMMERCIAL PARKWAY

1. District Intent

The CP district is intended to be located in areas designated suburban in the future land use map of the Comprehensive Plan and shall apply to areas exhibiting an existing development pattern of office, general commercial, community facilities, and intensive automotive commercial development abutting urban area arterial roadways with high traffic volumes. The CP district is characterized by a linear pattern of development. The access management standards set forth in for the CP district addressing limitations placed on access are intended to minimize and control ingress and egress to arterial roadways and to promote smooth and safe traffic flow of the general traveling public. To encourage the benefits from mixed use development where residences are located in close proximity to the office and commercial uses allowed within this district, including convenience and opportunity for residents and improved market access for business establishments, medium density multifamily residential development up to a maximum of 16 dwelling units per acre is allowed.

Reuse of existing single use sites for multiple use developments, adding new uses to single use sites and/or multiple use developments in the CP district that share parking facilities, have parking structures and/or have high floor area ratios are encouraged in the CP district.

The principles of traditional neighborhood developments are encouraged, though not required. New CP districts in the suburban FLUM category shall have access to arterial or major collector streets.

2. Principal Uses

- (1) Antique shops.
- (2) Armored truck services.
- (3) Automotive sales and rental (includes any type of motor vehicle including boats and motorcycles).
- (4) Automotive service and repair, including car wash.
- (5) Automotive-retail, parts, accessories, tires, etc.
- (6) Bait and tackle shops.
- (7) Banks and other financial institutions.
- (8) Broadcasting studios.
- (9) Building contractors and related services, without outdoor storage.
- (10) Camera and photographic stores.
- (11) Cemeteries.
- (12) Cocktail lounges and bars.
- (13) Commercial kennels.
- (14) Community facilities, including libraries, religious facilities, vocational schools, and police/fire stations. Elementary, middle, and high schools are prohibited. Other community facilities may be allowed in accordance with section 10-6.806.
- (15) Day care centers.
- (16) Gift, novelty, and souvenir stores.
- (17) Golf courses.
- (18) Hotels and motels, including bed and breakfast inns.
- (19) Indoor amusements (bowling, billiards, skating, etc.).
- (20) Indoor theaters (including amphitheaters).
- (21) Laundromats, laundry and dry-cleaning pick up stations.
- (22) Lawn and tree removal services.
- (23) Mailing services.
- (24) Medical and dental offices, services, laboratories, and clinics.
- (25) Manufactured home sales lots.
- (26) Mortuaries.
- (27) Motor vehicle fuel sales.
- (28) Motor vehicle racing tracks, go-karts, etc.
- (29) Nonmedical offices and services, including business and government offices and services.
- (30) Non-store retailers.
- (31) Nursing homes and residential care facilities.
- (32) Off-street parking facilities.
- (33) Outdoor amusements (golf courses, batting cages, driving ranges, etc.).
- (34) Passive and active recreational facilities.
- (35) Pawnshops.
- (36) Personal services (barber shops, fitness clubs, etc.).
- (37) Pest control services.
- (38) Photocopying and duplicating services.
- (39) Printing and publishing.
- (40) Recreational vehicle park.
- (41) Rental and sales of DVDs, videotaps and games.
- (42) Rental of tools, small equipment, or party supplies.
- (43) Repair services, non-automotive.
- (44) Residential, multifamily, up to a maximum of 16 dwelling units per acre.
- (45) Residential, any type, located on or above the second floor of any structure containing nonresidential use on the first floor, up to a maximum of 16 dwelling units per acre.
- (46) Restaurants, with or without drive-in facilities.
- (47) Retail bakeries.
- (48) Retail caskets and tombstones.

- (49) Retail computer, video, record, and other electronics.
- (50) Retail department, apparel, and accessory stores.
- (51) Retail drug store.
- (52) Retail florist.
- (53) Retail food and grocery.
- (54) Retail furniture, home appliances and accessories.
- (55) Retail home/garden supply, hardware and nurseries.
- (56) Retail jewelry stores.
- (57) Retail needlework and instruction.
- (58) Retail newsstand, books, greeting cards.
- (59) Retail office supplies.
- (60) Retail optical and medical supplies.
- (61) Retail package liquors.
- (62) Retail pet stores.
- (63) Retail picture framing.
- (64) Retail sporting goods, toy stores.
- (65) Retail trophy stores.
- (66) Self-moving operation.
- (67) Retail shoes, luggage, and leather products.
- (68) Sign shops.
- (69) Social, fraternal and recreational clubs and lodges, including assembly halls.
- (70) Studies for photography, music, art, drama, voice.
- (71) Tailoring.
- (72) Towing, recking, and recovery services.
- (73) Trailer sales and service.
- (74) Veterinary services, including veterinary hospitals.
- (75) Warehouses, mini-warehouses, or self-storage facilities.
- (76) Other uses, which in the opinion of the County Administrator or designee, are of a simiar and compatible nature to those uses described in this district.

3. Accessory Uses

- (1) A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure and which comprises no more than 33 percent of the floor area of cubic volume of the principal use or structure, as determined by the County Administrator or designee.
- (2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the County Administrator or designee.

Development Standards									
	4. Minimum Lot or Site Size			5. Minimum Building Setbacks				6. Maximum Building Restrictions	
Use Category	a. Lot or Site Area	b. Lot Width	c. Lot Depth	a. Front	b. Side-Interior Lot	c. Side-Corner Lot	d. Rear	a. Building Size (excluding gross building floor area used for parking)	b. Building Height (excluding stories used for parking)
Any Permitted Principal Use	None	None	None	25 feet	None	25 feet	10 feet	25,000 square feet of building floor area per acre and commercial uses not to exceed 200,000 square feet of gross building floor area per parcel.	4 stories

Development Standards									
	4. Minimum Lot or Site Size			5. Minimum Building Setbacks				6. Maximum Building Restrictions	
Use Category	a. Lot or Site Area	b. Lot Width	c. Lot Depth	a. Front	b. Side-Interior Lot	c. Side-Corner Lot	d. Rear	a. Building Size (excluding gross building floor area used for parking)	b. Building Height (excluding stories used for parking)
								50,000 square feet of building area per acre for storage areas within buildings.	

7. Access Management Criteria: (In case of a conflict with the provisions of other ordinances or regulations, the most strict provisions shall apply):

Capital Circle from Centerville clockwise to I-10. Driveway access to Capital Circle from Centerville Road in the northeast to I-10 in the northwest is prohibited except for:

- a) Existing driveway access as of December 31, 1995;
- b) A single driveway access for properties in existence before December 31, 1995 which have sole access to Capital Circle and do not have other street access; and
- c) Temporary driveway access which may be permitted for properties which establish permanent access in another public street and grant the city or county the right to close the temporary access without compensation upon conversion of Capital Circle to a limited access or controlled access roadway.

All arterials and major collectors:

Full movement access to an arterial or major collector shall not be permitted closer than 330 feet to another full movement access point, nor within 660 feet of a signalized intersection.

Right-in/right-out access to an arterial or major collector shall not be permitted closer than 330 feet to another access point, nor within 100 feet of a signalized intersection, except properties with sole access to an arterial or major collector are permitted at least one right-in/right-out access point. Properties with 660 feet or more of arterial and major collector frontage may be permitted multiple accesses to a single street based upon a traffic safety and capacity evaluation.

All development fronting on an arterial or major collector shall record a joint access and cross easement benefiting adjoining properties fronting on the same arterial or major collector.

Minor collectors: Full movement access to a minor collector shall not be permitted closer than 200 feet to another full movement access point, nor within 400 feet of a signalized intersection. Right-in/right-out access to a minor collector shall not be permitted closer than 100 feet to another access point, nor within 200 feet of a signalized intersection.

Local streets: Full movement access to a local street shall not be permitted within 200 feet of a signalized intersection. Right-in/right-out access to a local street shall not be permitted closer than 100 feet to another access point or intersecting public street, nor within 200 feet of a signalized intersection.

8. Street Vehicular Access Restrictions: Properties in the CP zoning district may have vehicular access to any type of street. However, in order to protect residential areas and neighborhoods from non-residential traffic, vehicular access to a local street is prohibited if one of the following zoning districts is located on the other side of the local street: RHA, R-1, R-2, R-3, R-4, R-5, MH, MR-1, and RP.

9. Additional Criteria for Charitable Donation Stations: Such station shall have indoor storage for all donations, and shall have an attendant available during normal business hours responsible for the collection and/or storage of said donations. A "charitable donation station" is considered a community service/facility regulated by section 10-6.806.

General notes:

(1) If central sanitary sewer is not available, residential development is limited to a minimum of 0.50-acre lots and non-residential development is limited to a maximum of 2,500 square feet of building area. Community service facilities are limited to a maximum of 5,000 square feet of building area or a 500-gallon septic tank. Also, refer to Sanitary Sewer Policy 2.1.12 of the Comprehensive Plan for additional requirements.

(2) Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.

(3) Refer to the concurrency management ordinance for information pertaining to the availability of capacity for certain public facilities (roads, parts, etc.).

(Code 1992, § 10-6.649; Ord. No. 07-20, § 2, 7-10-2007; Ord. No. 08-27, § 1, 11-25-2008; Ord. No. 09-13, § 4, 3-19-2009; Ord. No. 17-01, § 7, 1-24-2017)

Attachment #1

Policy 2.2.18: [L] LAKE PROTECTION

(Ref. Eff. 12/22/95; Rev. Eff. 7/26/06; Renumbered 3/14/07; Ref. Eff. 7/14/14; Ref. Eff. 7/6/15)

INTENT

Lake Jackson, designated both an Outstanding Florida Water (OFW) and Aquatic Preserve, is one of the most unique waterways in Florida. Historically, the lake has suffered from water quality issues associated with rapid urbanization and large-scale roadway projects. Lake Jackson's water quality has improved since adoption of the Comprehensive Plan, due in large part to the adoption of stringent stormwater treatment standards and the implementation of capital projects; however, nutrient levels in the Lake remain elevated and the Lake continues to be designated "Impaired" by the Florida Department of Environmental Protection.

The intent of the Lake Protection category is to ensure that development within the Lake Jackson basin occurs in a sustainable and environmentally sound manner with minimal impact to water quality. The Lake Protection category is the basis for regulation and, where appropriate, limitation of development and redevelopment of land within the Lake Jackson Basin. The bounds of this category are to be the Lake Jackson basin boundary adjusted to include contributing watersheds but excluding existing, more intensely developed areas south of Interstate 10 and areas outside the Urban Service Area.

ALLOWABLE USES, DENSITIES, AND INTENSITIES

1. Residential

The Lake Protection category shall allow for residential uses at a base density of one (1) dwelling unit per two (2) gross acres. To encourage compact and efficient development, two density bonus options are available for properties within the category:

- i) A residential density of up to two (2) dwelling units per gross acre may be permitted within developments designed as a Clustered Subdivision.
- ii) A residential density of up to eight (8) dwelling units per gross acre may be permitted within the Lake Protection Node (LPN) zoning district.

2. Mixed-use & Non-residential

Non-residential and mixed-use development (including, but not limited to, office and commercial uses) within the Lake Protection category may only be permitted within areas designated with the Lake Protection Node (LPN) zoning district. Within this district, single use, non-residential development shall be allowed at a maximum intensity of 10,000 square feet (S.F.) per gross acre. Projects containing a vertical mixture of uses, including any combination of office, commercial and residential uses, may receive a bonus of 2,500 S.F. per gross acre, for a total of 12,500 S.F. per gross acre.

3. Community and Recreational Facilities

Community services, light infrastructure, and recreational uses shall be permitted within the Lake Protection (LP) and Lake Protection Node (LPN) zoning districts. Facilities associated with these uses shall be allowed at a maximum intensity of 10,000 square feet (S.F.) per gross acre.

SPECIAL CONDITIONS

The following special conditions shall apply to the Lake Protection Future Land Use category:

1. The Lake Protection Node zoning district shall only be permitted at the following intersections:
 - Highway 27 North and Sessions Road

- Highway 27 North and Capital Circle NW/Old Bainbridge Road
- Highway 27 North and Fred George Road
- Bannerman Road and Bull Headley Road

The exact extent of these Nodes shall be specified in the City of Tallahassee and Leon County land development regulations, but generally shall not extend beyond ¼ mile from the respective intersection and shall not include areas within a Special Development Zone (SDZ) or existing single-family subdivisions.

2. As an alternative to large-lot developments, Clustered Subdivisions shall be permitted within the Lake Protection zoning district. Clustered Subdivisions shall:

- Contain a minimum of 60% contiguous open space preserved in perpetuity and comprised of such things as preservation and conservation features, Special Development Zones, undeveloped uplands, passive recreation areas, and storm water facilities designed as a community amenity;
- Be developed at a maximum density of two (2) dwelling units per gross acre; and,
- Be served by central water and sewer systems.

3. A volume control based stormwater treatment standard shall be required for all development and redevelopment within the Lake Protection land use category. This standard shall ensure that runoff volumes in excess of the pre-development runoff volume shall be retained for all storm events up to a 100-year, 24-hour duration storm. To encourage redevelopment in the Lake Protection category, a partial credit may be applied toward existing impervious surface on previously developed sites.

4. Additional development standards deemed necessary to protect Lake Jackson from further degradation and/or improve existing water quality may be included in the land development code.

5. Existing, lawfully established, non-residential uses within the Lake Protection land use category that are compatible with surrounding uses and meet all water quality standards for the Lake Jackson Basin shall be considered permitted uses.

Policy 2.2.5: [L] SUBURBAN (*Effective 3/14/07*)

To create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses. Employment opportunities should be located near residential areas, if possible within walking distance. This category recognizes the manner in which much of Tallahassee-Leon county has developed since the 1940s. The category predominantly consists of single-use projects that are interconnected whenever feasible. Mixed-use projects and the principles of traditional neighborhood developments are encouraged, though not required. The Suburban category is most suitable those those areas outside of the Central Core. However, additional areas inside the Central Core may be designate as appropriate based on existing land use pattern.

To complement the residential aspects of this development pattern, recreational opportunities, cultural activities, commercial goods and services should be located nearby. To reduce automobile dependency of residents and employers alike, mass transit stops should be located at large commercial centers and appropriate street and pedestrian connections established between commercial and residential areas. Except within mixed use centers, larger scale commercial development should be buffered from adjacent residential neighborhoods.

Development shall comply with the Suburban Intensity Guidelines. Business activities are not intended to be limited to serve area residents; and as a result may attract shoppers from throughout larger portions of the community.

Suburban Intensity Guidelines (Effective 3/14/07; Rev. Effective 7/14/14)

Development Patterns	Allowed Land Uses	Gross Residential Density	Non-Res Intensity	Percentage Mix of Uses
Low Density Residential	Residential, Recreation, Light Infrastructure & Community Service	0 to 8 units/acre ⁽⁴⁾	10,000 sq. ft. per acre	65-80%
Low Density Residential Office	Residential, Office, Recreation, Light Infrastructure & Community Service	0 to 8 units/acre ⁽⁴⁾	10,000sq. ft. per acre ⁽⁵⁾	
Medium Density Residential	Residential, Recreation, Light Infrastructure & Community Service	8 to 16 units/acre	20,000 sq. ft. per acre	
Medium Density Residential Office	Residential, Office, Ancillary 1 st Floor Commercial, Recreation, Light Infrastructure, Community Service & Post Secondary Schools	8 to 20 units/acre	20,000 sq.ft. per acre ⁽⁶⁾	
Village Center	Residential, Office, Commercial up to 50,000 sq ft, maximum business size. Centers shall not be located closer than 1/4 mile to another village center or commercial development including more than 20,000 sq ft of floor area.	8 to 16 units/acre	12,500 sq.ft. per acre per parcel for center 20 acres or less ⁽⁷⁾	
Urban Pedestrian Center	Residential, Office, Commercial, Recreation, Light Infrastructure & Community Service	6 to 16 units/acre ⁽³⁾	Up to 20,000 sq ft/acre ⁽³⁾	35-50%
Suburban Corridor	Residential, Office, Commercial, Recreation, Light & Heavy Infrastructure & Community Service	Up to 16 units/acre	Up to 25,000 sq ft/acre ⁽⁸⁾	
Medical Center	Residential, Office, Commercial, Recreation, Light Infrastructure & Community Service	6 to 20 units/acre ⁽¹⁾	80,000 sq ft/acre ⁽²⁾	
Business Park	Office, Residential and Commercial,	Up to 16 units/acre	20,000 sq ft/acre	5-10%
Light Industrial	Office, Commercial up to 10,000 sq ft per business, Light Industrial, Recreation, Light & Heavy Infrastructure, Community Service & Post Secondary Schools and ancillary residential	1 unit / development	20,000 sq ft /acre ⁽⁹⁾	

Notes:

- (1) 8 units/acre minimum for exclusively residential;
- (2) Hospitals up 176,000 sq ft/acre;
- (3) 20 units/acre and 40,000 sq ft/acre for multiple use development; Combined residential and non-residential development may have up to 40,000 SF and up to a six story building. Residential use, office use and commercial use is allowed.
- (4) Low Density Residential and Residential Office development patterns can have a minimum of 1 unit per acre if water and sewer are not available.
- (5) The maximum square footage is increased to 12,500 SF if the project is a mixed-use development.
- (6) The maximum square footage increases to 40,000 SF per acre and maximum height increases to six stories if 50% of parking is structured. This provision only applies to areas previously designated as Mixed Use C
- (7) 250,000 SF of total development permitted on 20 to 30 acre centers.
- (8) Storage areas may be 50,000 SF per acre. Office and Retail is allowed.
- (9) Storage areas may be 50,000 SF per acre.

While mixed land uses are encouraged in the Suburban Future Land Use Category, the more prevalent pattern will be a compatibly integrated mix of single-use developments that include low and medium density residential, office, retail and light industrial development. Allowed land uses within the Suburban Future Land Use Category shall be regulated by zoning districts which implement the intent of this category, and which recognize the unique land use patterns, character, and availability of infrastructure in the different areas within the Suburban Future Land Use Category. In those areas lacking the necessary infrastructure, the Land Development Regulations may designate a low intensity interim use. Any evaluation of a proposed change of zoning to a more intensive district shall consider, among other criteria, the availability of the requisite infrastructure.

Attachment #2

Section 10-6.616 LAKE PROTECTION

1. District Intent

The purpose and intent of the Lake Protection (LP) zoning district is to allow for the regulation and, where appropriate, limitation of development and redevelopment of land within the Lake Jackson Basin in a manner that improves water quality within the lake. The bounds of the category include the Lake Jackson Basin and contributing watersheds and limited to the urban service area. Intensely developed properties and areas south of Interstate 10 (I-10) have been excluded from the boundary.

The LP zoning district shall permit single-family residential development at one dwelling unit per two gross acres. A clustered subdivision option is available that allows two dwelling units per gross acre, consistent with environmental and infrastructure constraints. The clustered subdivision option allows an increased number of residential units if developed on 40 percent of the property, provided central water and sewer are available and leaving the remaining 60 percent of the property as contiguous, undisturbed open space in perpetuity. The cluster subdivision option is intended to leave large areas of natural open space within the watershed and minimize pollution.

Community services, light infrastructure and passive recreational facilities, including boat ramps, consistent with the applicable provisions of section 10-6.806, may be approved by the Board of County Commissioners through review by the existing Type C process. Approval by the Board of County Commissioners shall be based upon findings that the proposed use is consistent with the purpose and intent stated herein and the proposed development will comply with the provisions of section 10-4.323(b), as well as all current stormwater regulations.

Other non-residential uses are not permitted within the LP zoning district. These sites shall be regulated by the allowable uses provided in section 10-6.660, lake protection node, subject to additional limitations noted herein.

Urban services are intended for this district. The density of permitted development may depend upon the availability of such services.

2. Allowable District Location

The district may only be located within areas designated lake protection on the future land use map.

3. Principal Uses

- (1) Single-family detached dwellings.
- (2) Community services in accordance with section 10-6.806.
- (3) Passive recreational facilities and boat ramps.
- (4) Light infrastructure.

4. Prohibited Uses

- (1) Commercial, retail, office, and industrial activities.
- (2) Active recreation, except for boat ramps.
- (3) Golf courses.
- (4) Manufactured and/or mobile home parks.
- (5) High schools and post-secondary schools are prohibited.
- (6) Heavy infrastructure.
- (7) Campgrounds and recreational vehicle parks.
- (8) Other uses which, in the opinion of the County Administrator or designee, are of a similar nature to those prohibited uses in this district.

5. Restricted Uses

- (1) Single-family attached dwellings shall be allowed in a clustered subdivision.
 (2) Mobile homes and standard design manufactured homes may be replaced or may be located within subdivisions platted explicitly for manufactured housing.

Development Standards									
6. Minimum Lot or Site Size				7. Minimum Building Setbacks				8. Maximum Building Restrictions	
Use Category	a. Lot or Site area	b. Lot Width	c. Lot Depth	a. Front	b. Side-Interior Lot	c. Side-Corner Lot	d. Rear	a. Building Size (excluding gross building floor area used for parking)	b. Building Height (excluding stories used for parking)
Conventional Residential									
Single-family detached dwellings	2 acres	80 feet	100 feet	25 feet	15 feet on each side; or any combination of setbacks that equals at least 30 feet, provided that no such setback shall be less than 10 feet	25 feet	25 feet	Not applicable	3 stories
Clustered Subdivision									
Single-family detached dwellings	5,000 square feet	40 feet	100 feet	15 feet; 10 feet w/alley-loaded garage	7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet	15 feet	15 feet; 10 feet w/alley-loaded garage	Not applicable	3 stories
Single-family attached dwellings	3,750 square feet end unit; 2,400 square feet interior lot	37.5 feet end unit; 25 feet interior lot	80 feet	15 feet; 10 feet w/alley-loaded garage	Not applicable	15 feet	15 feet; 10 feet w/alley-loaded garage	Maximum length: 8 units	3 stories
Existing Non-Residential, Nonconforming Uses									
Lawfully established non-residential use; refer to additional standards noted in subsection 10 of this section	N/A	60 feet	100 feet	25 feet	7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet	15 feet	25 feet	10,000 square feet of gross building floor area per acre	3 stories

9. Clustered Subdivision:

1. Density and layout. The maximum gross density allowed for new residential development in the LP district is one dwelling unit per two gross acres. As an alternative to large-lot developments, a clustered subdivision shall be permitted within the lake protection zoning district. Clustered subdivisions shall:

- (a) Contain a minimum of 60 percent open space as a reserve area, comprised of such things as special development zones, preservation and conservation features, undeveloped uplands, passive recreation areas, and stormwater facilities designed as a community amenity;
- (b) Be developed at a maximum density of two dwelling units per gross acre;

(c) Be served by central water and sewer systems.

2. Reserve area. The acreage of the reserve area shall comprise no less than 60 percent of the total parcel; shall be permanently preserved through the creation of a perpetual easement; shall be continuous and contiguous with other portions of the site; shall be contiguous with or proximal to existing or planned public or private greenspace to the greatest extent practicable, and shall be of sufficient size and buffered to ensure the protection of all critical on-site resources that are to be preserved and to accommodate authorized uses.

(a) All preservation areas, special development zones, conservation areas, archaeological sites and view-shed areas within designated protection zones for canopy roads shall be incorporated into the reserve area even if total acreage exceeds the minimum requirement of 60 percent of the total parcel; other open space areas shall be incorporated into the reserve area to the greatest extent practicable.

(b) The reserve area shall adjoin any existing or planned adjacent areas of open space, or natural areas that would be potential sites for inclusion as part of a future area of protected open space as depicted in the Greenways Master Plan. In those instances where a clustered subdivision will be located adjacent to another existing or approved clustered subdivision, the proposed clustered subdivision shall be designed so that reserve areas are adjacent to the greatest extent practicable.

(c) Reserve area land shall be reserved permanently by easement for natural open space, passive recreation uses (e.g., greenbelts, trails, picnic areas or open fields), stormwater facilities, or other environmental conservation purposes.

(d) Stormwater management facilities which are otherwise permissible are allowed in the reserve area provided that the facilities are located outside of preservation areas, canopy road protection zones, naturally forested areas, special development zones, and meet either of the applicable following two standards:

1. Wet retention ponds shall have side slopes of 6:1 or flatter with appropriate wetland tree and aquatic plants species that visually integrates the stormwater facility into the overall reserve area.

2. All other retention ponds shall have side slopes of flatter than 4:1 or with appropriate tree and plant species that visually integrates the stormwater facility into the overall reserve area. All such facilities shall be designed as community amenities, with trails, observation decks, or platforms where appropriate.

(e) All applicants for a clustered subdivision shall submit a management plan describing how the reserve area land will be maintained in perpetuity, including provision of a dedicated source of funds approved by the local government, to finance the timely and consistent execution of the plan.

3. Development area. The development area shall be the area not set aside as reserve area and shall comprise no more than 40 percent of the total parcel. The development area shall be located on the least environmentally sensitive or otherwise significant portions of the total clustered subdivision parcel; be contiguous to the greatest extent practicable; and allow maximum open space to be easily maintained in the reserve area. Design of the development area shall follow the procedural steps set forth below.

(a) Delineate areas of the site to be reserved due to their significant features and value to the area's continued natural character in accordance with subsection 2 of this section;

(b) Determine the number of allowable lots desired;

(c) Locate potential development sites on the area of the tract not delineated as reserve area, with due consideration for topography, soil suitability for construction, and efficient service by public or central water and sewerage systems;

(d) Align streets to serve residential sites, with due consideration for topography and connections to existing, planned or potential streets in adjacent areas, and align pedestrian trails if planned;

(e) Delineate boundaries of individual residential lots where lot sizes and shapes, block sizes and shapes, and street networks and alignments shall be designed in accordance with accepted planning practices to produce a rational and economical system without undue clearing or grading. The lot arrangement, design and orientation shall be such that all lots will provide satisfactory building sites that are properly related to topography and the character of surrounding development, encourage a range of housing types and sizes, and provide safe and convenient vehicular access to public streets; and

(f) Specific development and locational standards shall be subject to the minimum standards of the underlying land use category and base zoning district and shall be established at the time of development plan submittal.

10. Existing Nonconforming Non-Residential Uses: Existing non-residential uses within the lake protection land use category that meet all water quality and stormwater standards for their respective use, as specified within the land development regulations, will be considered permitted uses.

11. Sidewalks: Sidewalks shall be provided in the LP district consistent with the provisions of section 10-7.529. For clustered subdivisions, all required sidewalks shall connect to existing and proposed sidewalks to the maximum extent possible. Multi-use trails designed for non-motorized vehicles and pedestrians are also encouraged in the LP district to promote connectivity and to reduce automobile dependency

12. Stormwater Management: Refer to section 10-4.301 for water quality treatment and volume control standards associated with development. Whenever possible. Low impact development (LID) techniques, as outlined in section 10-4.308, such as rain gardens and bio-retention swales are encouraged to allow stormwater infiltration to occur as close to the source as possible. A decentralized stormwater management design which disperses stormwater facilities across the site rather than to a centralized treatment facility is encouraged.

General notes:

(1) If central sanitary sewer is not available, residential lots shall contain a minimum of 0.50 acres of contiguous buildable area. Non-residential development and community facilities are limited to a maximum of 900 gallons of wastewater flow per day. Refer to Sanitary Sewer Policy 2.1.12 of the Comprehensive Plan for additional requirements.

(2) Residential lots in clustered subdivisions less than 60 feet in width shall be alley-loaded.

(3) Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.

(4) Refer to the concurrency management ordinance for information pertaining to the availability of capacity for certain public facilities (roads, schools, parks, etc.).

(Code 1992, § 10-6.616; Ord. No. 07-20, § 2, 7-10-2007; Ord. No. 14-18, § 1, 12-9-2014; Ord. No. 15-10, § 1, 7-7-2015; Ord. No. 17-01, § 4, 1-24-2017)

Section 10-6.649 COMMERCIAL PARKWAY

1. District Intent

The CP district is intended to be located in areas designated suburban in the future land use map of the Comprehensive Plan and shall apply to areas exhibiting an existing development pattern of office, general commercial, community facilities, and intensive automotive commercial development abutting urban area arterial roadways with high traffic volumes. The CP district is characterized by a linear pattern of development. The access management standards set forth in for the CP district addressing limitations placed on access are intended to minimize and control ingress and egress to arterial roadways and to promote smooth and safe traffic flow of the general traveling public. To encourage the benefits from mixed use development where residences are located in close proximity to the office and commercial uses allowed within this district, including convenience and opportunity for residents and improved market access for business establishments, medium density multifamily residential development up to a maximum of 16 dwelling units per acre is allowed.

Reuse of existing single use sites for multiple use developments, adding new uses to single use sites and/or multiple use developments in the CP district that share parking facilities, have parking structures and/or have high floor area ratios are encouraged in the CP district.

The principles of traditional neighborhood developments are encouraged, though not required. New CP districts in the suburban FLUM category shall have access to arterial or major collector streets.

2. Principal Uses

- (1) Antique shops.
- (2) Armored truck services.
- (3) Automotive sales and rental (includes any type of motor vehicle including boats and motorcycles).
- (4) Automotive service and repair, including car wash.
- (5) Automotive-retail, parts, accessories, tires, etc.
- (6) Bait and tackle shops.
- (7) Banks and other financial institutions.
- (8) Broadcasting studios.
- (9) Building contractors and related services, without outdoor storage.
- (10) Camera and photographic stores.
- (11) Cemeteries.
- (12) Cocktail lounges and bars.
- (13) Commercial kennels.
- (14) Community facilities, including libraries, religious facilities, vocational schools, and police/fire stations. Elementary, middle, and high schools are prohibited. Other community facilities may be allowed in accordance with section 10-6.806.
- (15) Day care centers.
- (16) Gift, novelty, and souvenir stores.
- (17) Golf courses.
- (18) Hotels and motels, including bed and breakfast inns.
- (19) Indoor amusements (bowling, billiards, skating, etc.).
- (20) Indoor theaters (including amphitheaters).
- (21) Laundromats, laundry and dry-cleaning pick up stations.
- (22) Lawn and tree removal services.
- (23) Mailing services.
- (24) Medical and dental offices, services, laboratories, and clinics.
- (25) Manufactured home sales lots.
- (26) Mortuaries.
- (27) Motor vehicle fuel sales.
- (28) Motor vehicle racing tracks, go-karts, etc.
- (29) Nonmedical offices and services, including business and government offices and services.
- (30) Non-store retailers.
- (31) Nursing homes and residential care facilities.
- (32) Off-street parking facilities.
- (33) Outdoor amusements (golf courses, batting cages, driving ranges, etc.).
- (34) Passive and active recreational facilities.
- (35) Pawnshops.
- (36) Personal services (barber shops, fitness clubs, etc.).
- (37) Pest control services.
- (38) Photocopying and duplicating services.
- (39) Printing and publishing.
- (40) Recreational vehicle park.
- (41) Rental and sales of DVDs, videotaps and games.
- (42) Rental of tools, small equipment, or party supplies.
- (43) Repair services, non-automotive.
- (44) Residential, multifamily, up to a maximum of 16 dwelling units per acre.
- (45) Residential, any type, located on or above the second floor of any structure containing nonresidential use on the first floor, up to a maximum of 16 dwelling units per acre.
- (46) Restaurants, with or without drive-in facilities.
- (47) Retail bakeries.
- (48) Retail caskets and tombstones.

- (49) Retail computer, video, record, and other electronics.
- (50) Retail department, apparel, and accessory stores.
- (51) Retail drug store.
- (52) Retail florist.
- (53) Retail food and grocery.
- (54) Retail furniture, home appliances and accessories.
- (55) Retail home/garden supply, hardware and nurseries.
- (56) Retail jewelry stores.
- (57) Retail needlework and instruction.
- (58) Retail newsstand, books, greeting cards.
- (59) Retail office supplies.
- (60) Retail optical and medical supplies.
- (61) Retail package liquors.
- (62) Retail pet stores.
- (63) Retail picture framing.
- (64) Retail sporting goods, toy stores.
- (65) Retail trophy stores.
- (66) Self-moving operation.
- (67) Retail shoes, luggage, and leather products.
- (68) Sign shops.
- (69) Social, fraternal and recreational clubs and lodges, including assembly halls.
- (70) Studies for photography, music, art, drama, voice.
- (71) Tailoring.
- (72) Towing, recking, and recovery services.
- (73) Trailer sales and service.
- (74) Veterinary services, including veterinary hospitals.
- (75) Warehouses, mini-warehouses, or self-storage facilities.
- (76) Other uses, which in the opinion of the County Administrator or designee, are of a simiar and compatible nature to those uses described in this district.

3. Accessory Uses

- (1) A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure and which comprises no more than 33 percent of the floor area of cubic volume of the principal use or structure, as determined by the County Administrator or designee.
- (2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the County Administrator or designee.

Development Standards									
Use Category	4. Minimum Lot or Site Size			5. Minimum Building Setbacks				6. Maximum Building Restrictions	
	a. Lot or Site Area	b. Lot Width	c. Lot Depth	a. Front	b. Side-Interior Lot	c. Side-Corner Lot	d. Rear	a. Building Size (excluding gross building floor area used for parking)	b. Building Height (excluding stories used for parking)
Any Permitted Principal Use	None	None	None	25 feet	None	25 feet	10 feet	25,000 square feet of building floor area per acre and commercial uses not to exceed 200,000 square feet of gross building floor area per parcel.	4 stories

Development Standards									
	4. Minimum Lot or Site Size			5. Minimum Building Setbacks				6. Maximum Building Restrictions	
Use Category	a. Lot or Site Area	b. Lot Width	c. Lot Depth	a. Front	b. Side-Interior Lot	c. Side-Corner Lot	d. Rear	a. Building Size (excluding gross building floor area used for parking)	b. Building Height (excluding stories used for parking)
								50,000 square feet of building area per acre for storage areas within buildings.	

7. Access Management Criteria: (In case of a conflict with the provisions of other ordinances or regulations, the most strict provisions shall apply):

Capital Circle from Centerville clockwise to I-10. Driveway access to Capital Circle from Centerville Road in the northeast to I-10 in the northwest is prohibited except for:

- a) Existing driveway access as of December 31, 1995;
- b) A single driveway access for properties in existence before December 31, 1995 which have sole access to Capital Circle and do not have other street access; and
- c) Temporary driveway access which may be permitted for properties which establish permanent access in another public street and grant the city or county the right to close the temporary access without compensation upon conversion of Capital Circle to a limited access or controlled access roadway.

All arterials and major collectors:

Full movement access to an arterial or major collector shall not be permitted closer than 330 feet to another full movement access point, nor within 660 feet of a signalized intersection.

Right-in/right-out access to an arterial or major collector shall not be permitted closer than 330 feet to another access point, nor within 100 feet of a signalized intersection, except properties with sole access to an arterial or major collector are permitted at least one right-in/right-out access point. Properties with 660 feet or more of arterial and major collector frontage may be permitted multiple accesses to a single street based upon a traffic safety and capacity evaluation.

All development fronting on an arterial or major collector shall record a joint access and cross easement benefiting adjoining properties fronting on the same arterial or major collector.

Minor collectors: Full movement access to a minor collector shall not be permitted closer than 200 feet to another full movement access point, nor within 400 feet of a signalized intersection. Right-in/right-out access to a minor collector shall not be permitted closer than 100 feet to another access point, nor within 200 feet of a signalized intersection.

Local streets: Full movement access to a local street shall not be permitted within 200 feet of a signalized intersection. Right-in/right-out access to a local street shall not be permitted closer than 100 feet to another access point or intersecting public street, nor within 200 feet of a signalized intersection.

8. Street Vehicular Access Restrictions: Properties in the CP zoning district may have vehicular access to any type of street. However, in order to protect residential areas and neighborhoods from non-residential traffic, vehicular access to a local street is prohibited if one of the following zoning districts is located on the other side of the local street: RHA, R-1, R-2, R-3, R-4, R-5, MH, MR-1, and RP.

9. Additional Criteria for Charitable Donation Stations: Such station shall have indoor storage for all donations, and shall have an attendant available during normal business hours responsible for the collection and/or storage of said donations. A "charitable donation station" is considered a community service/facility regulated by section 10-6.806.

General notes:

(1) If central sanitary sewer is not available, residential development is limited to a minimum of 0.50-acre lots and non-residential development is limited to a maximum of 2,500 square feet of building area. Community service facilities are limited to a maximum of 5,000 square feet of building area or a 500-gallon septic tank. Also, refer to Sanitary Sewer Policy 2.1.12 of the Comprehensive Plan for additional requirements.

(2) Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.

(3) Refer to the concurrency management ordinance for information pertaining to the availability of capacity for certain public facilities (roads, parts, etc.).

(Code 1992, § 10-6.649; Ord. No. 07-20, § 2, 7-10-2007; Ord. No. 08-27, § 1, 11-25-2008; Ord. No. 09-13, § 4, 3-19-2009; Ord. No. 17-01, § 7, 1-24-2017)

Citizens Comments

LMA 2020 03

**Oak Valley Shopping
Center**

Received as of April 27, 2020

Veran Vaughn
3700 Danesborough Dr.
Tallahassee, FL 32303



Attachment #2
Page 38 of 38

Tallahassee - Leon County
Planning Dept.
ATTN: Comprehensive Planning Division
300 South Adams St.
Tallahassee, FL 32301

32301-173799

Amendment # LMA202003

I/We as owner(s) of property at this address: 5315 Tallapoosa Rd 32303 wish the information below to be considered by the Local Planning Agency and the City/County Commissions:

Against the rezoning due to Russels Pond will be impacted and is in very close proximity to Oak Valley.

SIGNED: Ollie Ann Vaughn

RECEIVED
2019 MAY 13 A 9:30

RECEIVED
2019 MAY 13 A 9:30

Notice of Rezoning Public Hearing

County Commission Rezoning Public Hearing Tuesday, May 12, 2020 at 3 pm, 5th Floor - Leon County Courthouse

Notice is hereby given that the Board of County Commissioners of Leon County, Florida (the "Board") will conduct a virtual only public hearing on Tuesday, May 12, 2020, at 3:00 p.m., or as soon thereafter as such matter may be heard, by utilizing communications media technology in accordance with the Florida Governor's Executive Order 20-69, to consider adoption of an ordinance entitled to wit:

REZONING

Notice is hereby given that the Board of Leon County Commission will conduct a public hearing on Tuesday May 12, 2020 at 3 pm, at Leon County Court house 5th Floor, Tallahassee, Florida to consider adoption of the ordinances entitled to wit:

LEON COUNTY ORDINANCE NO. __

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE URBAN FRINGE DISTRICT TO THE GENERAL COMMERCIAL (C-2) DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning located at 7601 Blountstown Hwy. implements Comprehensive Plan map amendment LMA 2020 01, which was adopted on April 28, 2020. The rezoning requests a change to the Official Zoning Map from the Urban Fringe District to the General Commercial (C-2) Zoning District.

LEON COUNTY ORDINANCE NO. __

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE MANUFACTURED HOME AND SINGLE-FAMILY DETACHED (R-5) DISTRICT TO THE LIGHT INDUSTRIAL (M-1) DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning located at on the north side Hwy. 20 between Aeon Church Rd. and Jackson Bluff Rd. implements Comprehensive Plan map amendment LMA 2020 02, which was adopted on April 28, 2020. The rezoning requests a change to the Official Zoning Map from the R-5 Manufactured Home and Single-Family Detached District to the Light Industrial (M-1) Zoning District.

LEON COUNTY ORDINANCE NO. __

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE LAKE PROTECTION DISTRICT TO THE COMMERCIAL PARKWAY ZONING DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning located at Capital Cir. NW and N. Monroe St. implements Comprehensive Plan map amendment LMA 2020 03, which was adopted on April 28, 2020. The rezoning requests a change to the Official Zoning Map from the Lake Protection District to the Commercial Parkway (CP) Zoning District.

LEON COUNTY ORDINANCE NO. __

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE RESIDENTIAL PRESERVATION DISTRICT TO THE GENERAL COMMERCIAL (C-2) ZONING DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning located at Capital Cir. SW west of Tillie Ln. implements Comprehensive Plan map amendment LMA 2020 04, which was adopted on April 28, 2020. The rezoning requests a change to the Official Zoning Map from the Residential Preservation (RP) District to the General Commercial (C-2) Zoning District.

Leon County will be broadcasting the virtual only public hearing on Comcast Channel 16, Prism Channels 16 and 1016-HD, and the County's Facebook page, You Tube channel, and web site (www.LeonCountyFL.gov). All interested parties are invited to submit public comment until 8:00 p.m. on Monday, April 27, 2020, by visiting <http://cms.leoncountyfl.gov/Home/Commission-Meetings/Meeting-Comments>. All submitted comments will be distributed to the Board prior to the public hearing and made a part of the record. Written comments received by the public will be posted on the County's website (www.LeonCountyFL.gov) in advance of the hearing. Persons needing assistance with submitting comments may contact County Administration via telephone at 850-606-5300, or via email at LCG_PublicComments@leoncountyfl.gov. Public comment received after the 8:00 p.m., Monday, May 11, 2020, deadline will be made available to the Board and entered into the record during the hearing, although the County cannot guarantee that Commissioners will have adequate time to review such comments prior to the hearing or that the comments will be posted on the County website prior to the hearing.

Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes. In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Mathieu Cavell or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 850-606-5300 or 850-606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

Copies of the ordinance may be inspected on the County's web site (www.LeonCountyFL.gov). To receive copies of the ordinance by other means, such as email, mail, or facsimile transmittal, contact County Administration via telephone at 850-606- 5300, or the Department of Development Support and Environmental Management at 850-606-1300.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #5

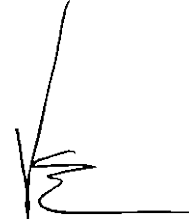
Leon County Board of County Commissioners

Agenda Item #5

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Residential Preservation (RP) to the General Commercial (C-2) Zoning District

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Benjamin H. Pingree, Director, PLACE Cherie Bryant, Planning Manager
Lead Staff/ Project Team:	Artie White, Administrator of Comprehensive Planning Julie Conn Christesen, Principal Planner

Statement of Issue:

This proposed rezoning implements Comprehensive Plan map amendment LMA202004 (Capital Circle S.W.), which was adopted on April 28, 2020. The rezoning requests a change to the Official Zoning Map from the Residential Preservation (RP) to the General Commercial (C-2) Zoning District for two parcels totaling approximately 0.78 acres located at Capital Circle Southwest at Tillie Lane.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and adopt the proposed Ordinance (Attachment #1) amending the Official Zoning Map to Change the Zoning Classification from the Residential Preservation (RP) to the Commercial (C-2) Zoning District.

Title: First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Residential Preservation (RP) to the General Commercial (C-2) Zoning District

May 12, 2020

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Report and Discussion

Background:

This proposed rezoning implements a proposed Future Land Use Map (FLUM) amendment to change the land use designation for two parcels totaling approximately .78 acres located at Capital Circle Southwest at Tillie Lane. The proposed rezoning Ordinance and location map are included as Attachment #1.

The applicant recently finalized a Unity of Title process, and as such, the two subject parcels (412680 S0170 and 412680 S0150) are now included with the adjoining parcel 412680 S0010 that fronts Capital Circle. This process combines the separate lots so that they are now unified under one title as an individual building site. It is now considered one plat or parcel of land, and that no portion thereof shall be sold, assigned, transferred, conveyed, or devised separately except in its entirety as one plot or parcel of land unless the parcel has been subdivided pursuant to county regulations.

Although the parcels are now unified, they each retain their individual land use and zoning classification. Parcel 412680S0010 has a future land use designation of Suburban, and a zoning of General Commercial (C-2), while the subject parcels still need to go through this amendment process to change their land use and zoning designations.

This change will bring the two parcels in this application into the same categories as the parcel they are unified with, and will allow access to Capital Circle, which is a requirement of C-2 zoning. The proposed land use amendment was presented to the Board at a workshop on February 25, 2020. On April 28, 2020, the Board conducted a public hearing and adopted the land use map amendment. The staff report for the land use amendment and rezoning is included as Attachment #2.

Analysis:

The C-2 district is intended to be located in areas designated Bradfordville Mixed Use, Suburban or Woodville Rural Community on the Future Land Use Map of the Comprehensive Plan, and shall apply to areas with direct access to major collector or arterial roadways located within convenient traveling distance to several neighborhoods, wherein small groups of retail commercial, professional, office, community and recreational facilities and other convenience commercial activities are permitted in order to provide goods and services that people frequently use in close proximity to their homes.

The C-2 district is not intended to accommodate large-scale commercial or service activities or other types of more intensive commercial activity. The maximum gross density allowed for new residential development in the C-2 district is 16 dwelling units per acre, with a minimum gross density of 8 dwelling units per acre, unless constraints of concurrency or preservation and/or conservation features preclude the attainment of the minimum density.

Title: First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Residential Preservation (RP) to the General Commercial (C-2) Zoning District

May 12, 2020

Page 3

The residential uses are required to be located on the second floor or above a building containing commercial or office uses on the first floor. Mixed use projects in the C-2 district are encouraged but are not required. In order to maintain compact and non-linear characteristics, C-2 districts shall not be located closer than ¼ mile to other C-2 or C-1 districts or to parcels of land containing commercial developments including more than 20,000 gross square feet of floor area and shall not exceed 30 acres in size.

The parcels discussed in this item fit the intent of the C-2 district, as they have been unified with the parcels fronting Capital Circle and can now directly access an arterial roadway. They are also located near neighborhoods. This parcel does not exceed 30 acres in size and would be a continuation of C-2 zoning.

Notice of the Public Hearing has been published in accordance with the requirements of Section 125.66, Florida Statutes (Attachment #3). This item is quasi-judicial in nature, therefore, any ex parte communications shall be disclosed prior to the item being heard.

Options:

1. Conduct the first and only public hearing and adopt the proposed Ordinance (Attachment #1) amending the Official Zoning Map to Change the Zoning Classification from the Residential Preservation (RP) to the General Commercial (C-2) Zoning District.
2. Conduct the first and only public hearing and do not adopt the proposed Ordinance (Attachment #1) amending the Official Zoning Map to Change the Zoning Classification from the Residential Preservation (RP) to the General Commercial (C-2) Zoning District.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Ordinance/Location Map
2. Staff Report
3. Notice of Public Hearing

LEON COUNTY ORDINANCE NO. _____

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM RESIDENTIAL PRESERVATION (RP) TO THE GENERAL COMMERCIAL (C-2) ZONING DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF
LEON COUNTY, FLORIDA:

SECTION 1. On April 28, 2020, the County Commission approved an Ordinance which adopted Comprehensive Amendment LMA202004. To implement plan amendment LMA202004, the property which is the subject of that amendment as shown in Exhibit A attached hereto, must be rezoned. Accordingly, the part or area of Leon County and the same as indicated in Exhibit A is hereby changed from Residential Preservation (RP) and hereby designated and established as General Commercial (C-2) on the official zoning map of Leon County as adopted and established by the Leon County Commission. The official zoning map as adopted in Leon County Ordinance No. 92-11 is hereby amended as it pertains to Exhibit A. The property shown as Residential Preservation (RP), and hereby designated General Commercial (C-2) on the map is attached hereto as Exhibit A.

LEGAL DESCRIPTION:

The property shown as General Commercial on the map attached hereto as Exhibit A:

Yon's Lakeside 4th Addition Unrecorded 23 1S 1W, lots 1,2,3, and 4 Block S (PID # 41-26-80 S-0010); Yon's Lakeside 4th Addition Unrecorded lots 5,6, and 7 Block S (PID # 41-26-80 S-0050); Yon's Lakeside 4th Addition Unrecorded Lot 17 Block S (PID # 41-26-80 S-0170); Yon's Lakeside 4th Addition Unrecorded Lots 15 and 16, Block S (PID # 41-26-80 S-0150) according to Declaration of Unity of Title, recorded in book 5371, page 1498 of the Public Records of Leon County, Florida.

SECTION 2. All Ordinance or parts of Ordinance in conflict with the provisions this ordinance are hereby repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon County 2030 Comprehensive Plan as amended which provisions shall prevail over any parts of this ordinance which are inconsistent, either in whole or in part, with the said Comprehensive Plan.

SECTION 3. If any word, phrase, clause, section or portion of this Ordinance shall be held invalid or unconstitutional by a court of competent jurisdiction, such portion or words shall be deemed a separate and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 4. The effective date of this ordinance shall be the effective date of comprehensive plan amendment LMA202004.

DULY PASSED AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this ____ day of _____, 2020.

LEON COUNTY, FLORIDA

Bryan Desloge, Chairman
Board of County Commissioners

ATTEST:
Gwendolyn Marshall, Clerk of the Court
& Comptroller, Leon County, Florida

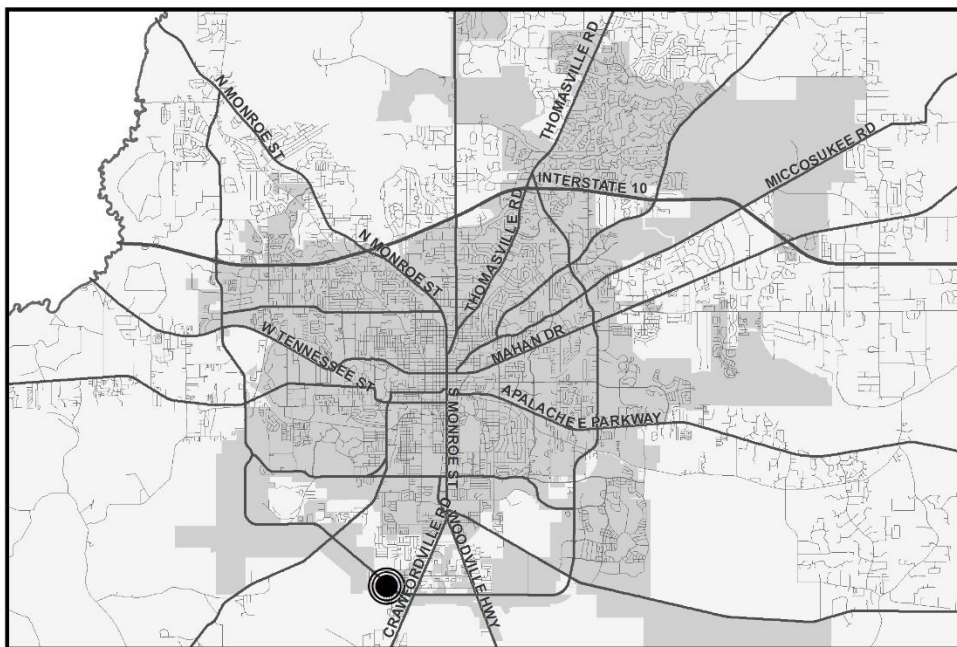
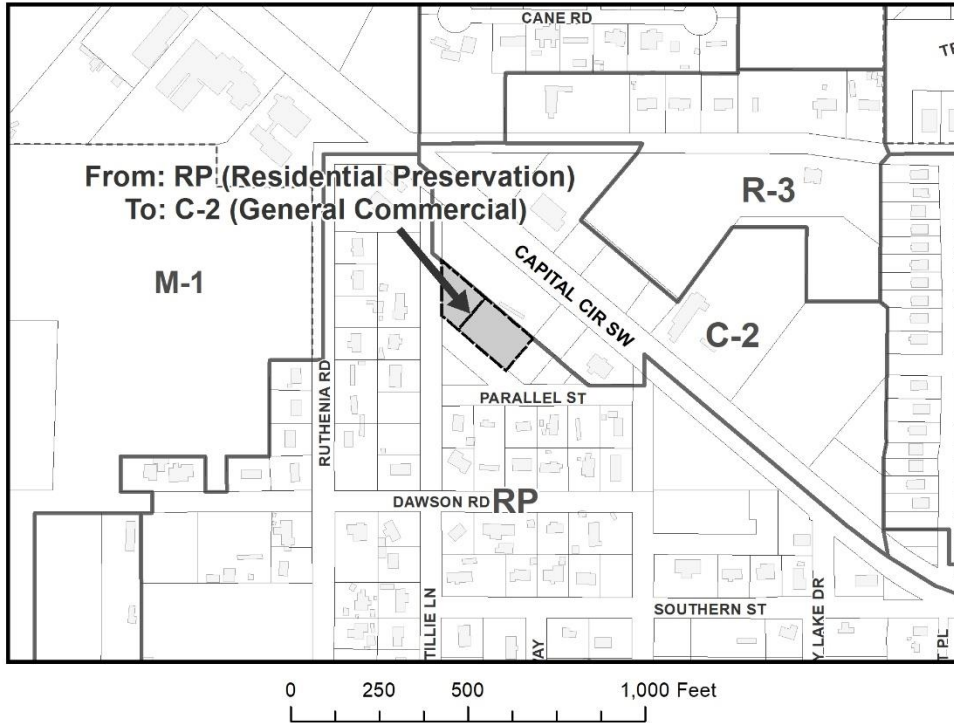
By: _____

APPROVED AS TO FORM:
County Attorney's Office
Leon County, Florida

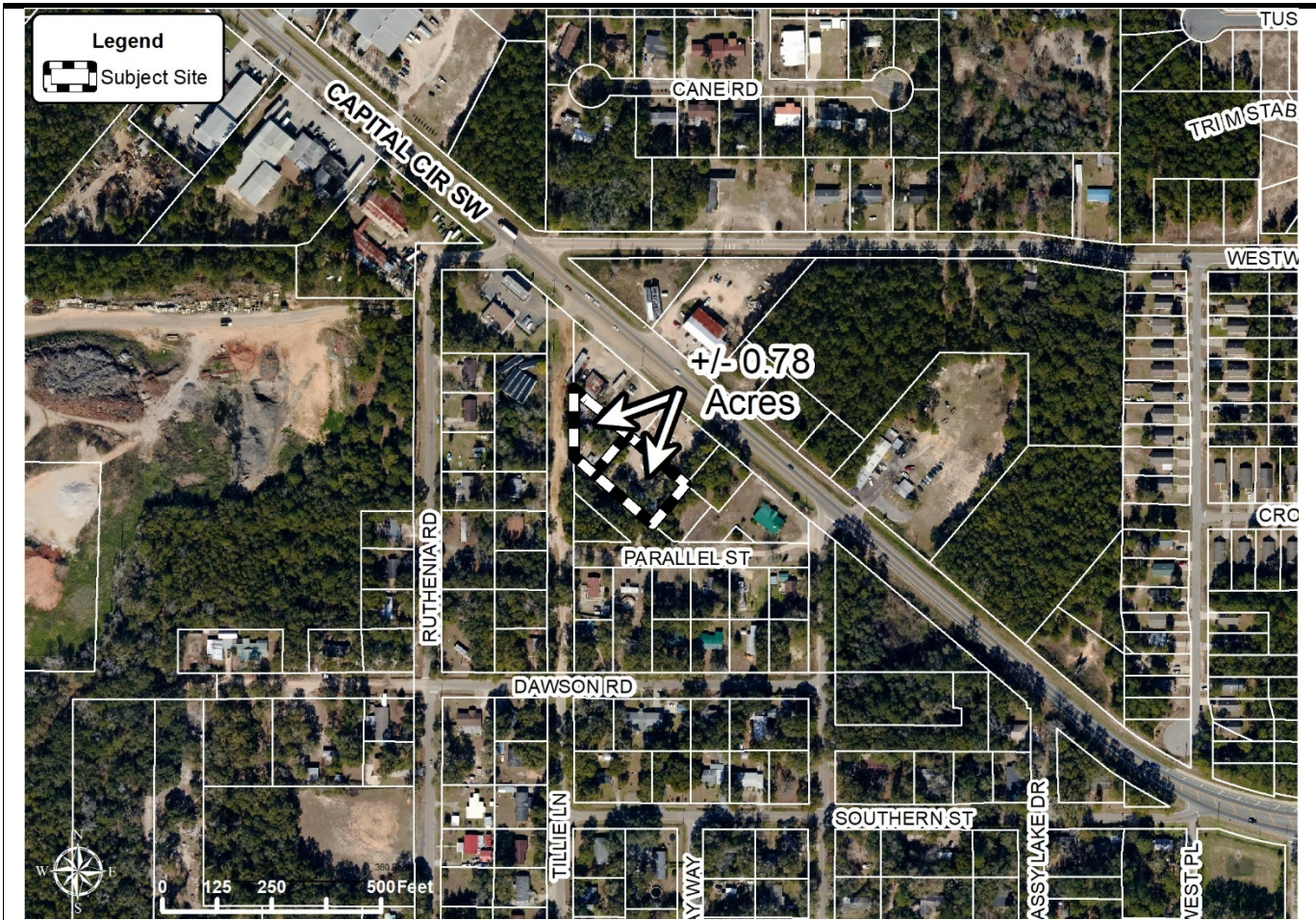
By: _____
Chasity O'Steen, Esq.
County Attorney

Exhibit A Capital Circle SW Rezoning

LRZ #200004



GENERAL LOCATION MAP



SUMMARY

Property Owners:	Property Location:	TLCPD Recommendation:
Velma and Michael Winstead	4973 Tillie Lane, 1478 Parallel Street	Approve
Applicant:		
Velma and Michael Winstead		
TLCPD Staff:	Current Future Land Use & Zoning:	LPA Recommendation:
Julie Conn Christesen	<u>Future Land Use:</u> Residential Preservation (RP) <u>Zoning:</u> Residential Preservation (RP)	Approve
Contact Information:	Proposed Future Land Use & Zoning:	
Julie.christesen@talgov.com 850-891-6433	<u>Future Land Use:</u> Suburban (Sub) <u>Zoning:</u> Commercial 2 (C-2)	
Date: 12/17/2019	Updated: April 27, 2020	

A. REASON FOR REQUESTED CHANGE

The property owner is requesting this amendment to change the subject site from Residential Preservation to Suburban with General Commercial zoning. The applicant has indicated that the subject site is part of a larger site that is currently Suburban with General Commercial zoning fronting Capital Circle SW. According to the applicant, the property manager of the adjoining parcel has indicated that they are not opposed to this amendment.

The parcels included in this future land use change have recently undergone a Unity of Title process, and as such, these two parcels are now included with the adjoining parcel 412680 S0010. This process combines the separate lots so that they are now unified under one title as an individual building site. It is now considered one plat or parcel of land, and that no portion thereof shall be sold, assigned, transferred, conveyed, or devised separately except in its entirety as one plot or parcel of land unless the parcel has been subdivided pursuant to county regulations.

Although the parcels are now unified, they each retain their individual land use and zoning classification. Parcel 412680 S0010 has a future land use designation of Suburban, and a zoning of General Commercial (C-2).

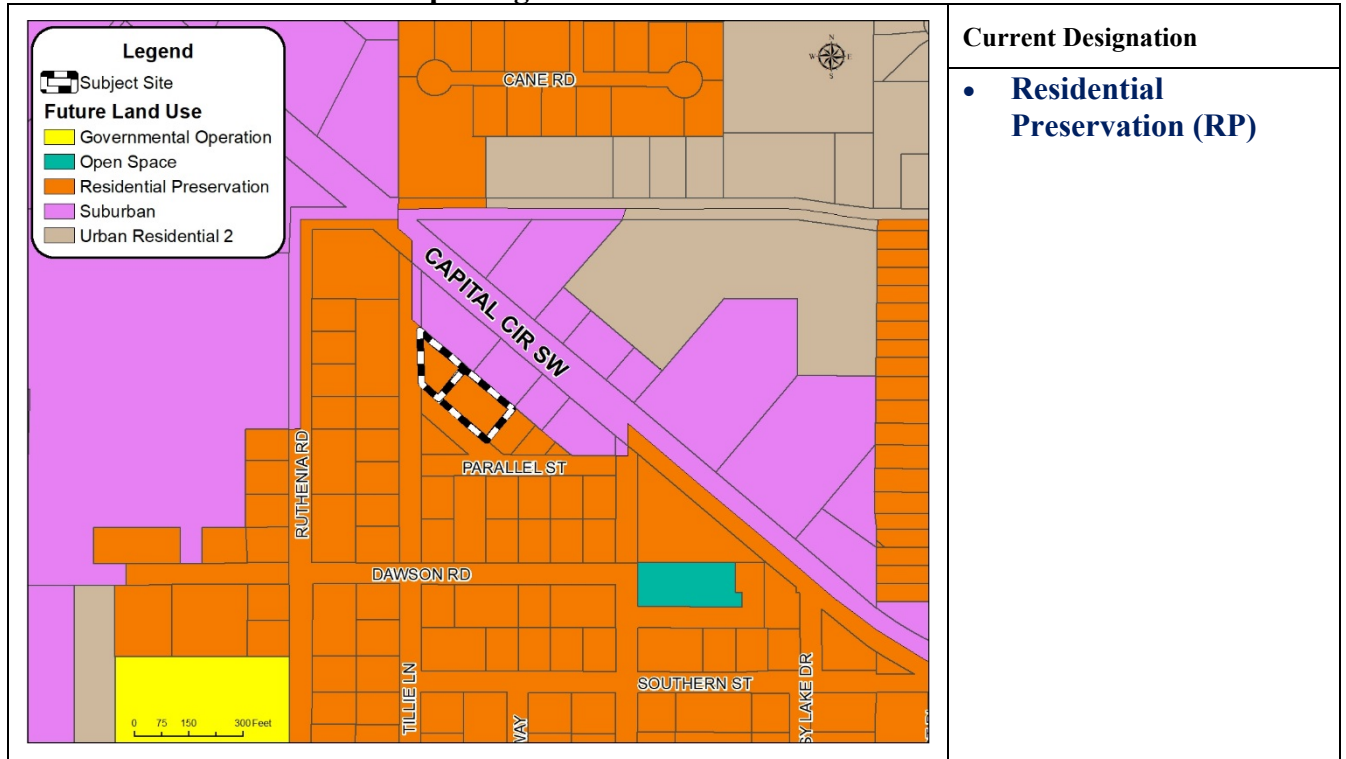
This change will bring the two parcels in this application into the same category as the parcel they are unified with, and they will be consistent with the other surrounding land uses and zoning categories.

B. CURRENT AND PROPOSED FUTURE LAND USE DESIGNATION

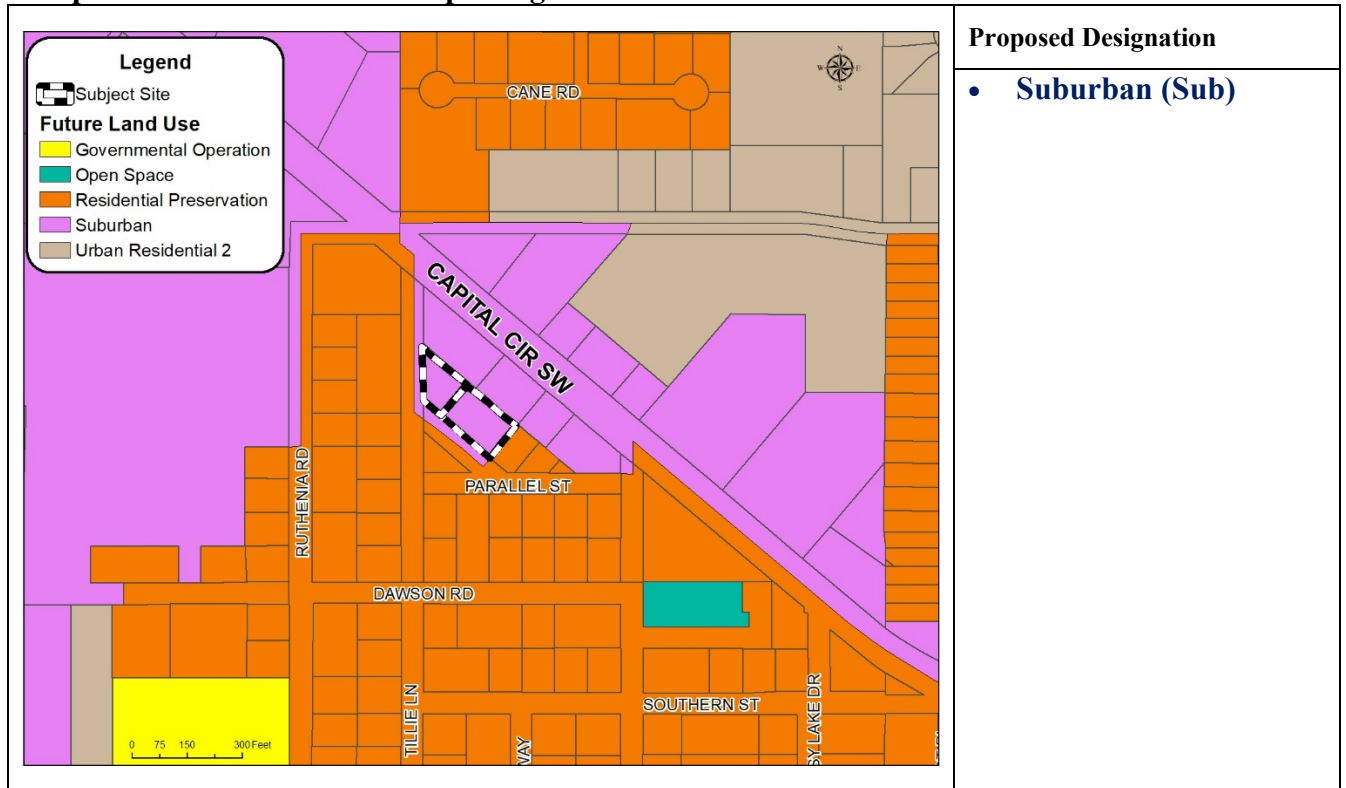
The Subject Area is currently designated Residential Preservation (RP) on the FLUM. The proposed amendment would change the FLUM designation of the area to Suburban (SUB).

The following maps illustrate the current and proposed FLUM designations for the Subject Area.

Current Future Land Use Map Designation



Proposed Future Land Use Map Designation



C. STAFF RECOMMENDATION

Find that the proposed Future Land Use Map amendment is **consistent** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommend **adoption** of the proposed amendment.

Find that the proposed rezoning is **consistent** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommend **approval** of the proposed rezoning.

D. LOCAL PLANNING AGENCY (LPA) RECOMMENDATION

Find that the proposed future land use map amendment is **consistent** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommend **ADOPTION** of the proposed amendment.

Find that the proposed rezoning is **consistent** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommend **APPROVAL** of the proposed rezoning.

E. SUMMARY OF FINDINGS

Staff presents the following findings of fact:

1. Policy 2.2.5 [L] states the purpose of the Suburban land use is to create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses. Employment opportunities should be located near residential areas, if possible within walking distance.
2. Policy 2.2.5 [L] states that to complement the residential aspects of this development pattern, recreational opportunities, cultural activities, commercial goods and services should be located nearby.

The parcels under discussion are near residential uses (low density residential), urban residential 2 (low – medium density residential) uses, and surrounding suburban land uses. There is also general commercial (C-2) zoning across the street. These surrounding uses fit well into the intent of the suburban land use category.

F. STAFF ANALYSIS

History and Background

These parcels, along with the parcels adjacent that front Capital Circle, were part of a comprehensive plan amendment application in 1999. That amendment requested a land use change from RP to Mixed Use A. The application also requested a change from RP zoning to C-2 zoning. The parcels that front Capital Circle were approved for both the land use and zoning change, but the sites on the backside of the property were not. The staff report for 1999 did not explain why the back parcels were not included in the land use and zoning change.

The applicant recently finalized a Unity of Title process, and as such, the two subject parcels (412680 S0170 and 412680 S0150) are now included with the adjoining parcel 412680 S0010 that fronts Capital Circle. This process combines the separate lots so that they are now unified under one title as an individual building site. It is now considered one plat or parcel of land, and that no portion thereof shall be sold, assigned, transferred, conveyed, or devised separately except in its entirety as one plot or parcel of land unless the parcel has been subdivided pursuant to county regulations.

Although the parcels are now unified, they each retain their individual land use and zoning classification. Parcel 412680S0010 has a future land use designation of Suburban, and a zoning of General Commercial (C-2), while the subject parcels still need to go through this amendment process to change their land use and zoning designations.

This change will bring the two parcels in this application into the same categories as the parcel they are unified with, and will allow access to Capital Circle, which is a requirement of C-2 zoning.

Previous Commission Consideration

The subject site was previously considered for a Future Land Use Map amendment along with additional properties. On September 21, 1999, the Leon County Board of County Commissioners adopted Ordinance No. 99-25, thereby adopting amendments to the Comprehensive Plan. This included Amendment 99-2-M-001, which amended the Future Land Use Map from Residential Preservation to Mixed Use A. However, only the properties fronting Capital Circle SW were approved. The properties not fronting Capital Circle, including the subject site for this amendment, were not approved.

At the February 22, 2000 Board of County Commissioners Meeting, the County Commission voted to approve the rezoning application of the parcels fronting Capital Circle from RP to C-2. Since the Future Land Use Map amendment did not include the subject site, it was not included in the rezoning to C-2.

In 2007, the Mixed-Use land use categories were replaced in the Comprehensive Plan with more specific categories. At that time, the properties fronting Capital Circle were changed from Mixed-Use A to Suburban on the Future Land Use Map. Since those properties already had C-2 zoning, that zoning district remained. Because the subject site was not included in the original 1999 Comprehensive Plan Amendment, it was not included in these changes.

Current and Proposed Future Land Use Categories

The complete comprehensive plan policies for Residential Preservation (Policy 2.2.3: [L]) and Suburban (Policy 2.2.5 [L]) are included as Attachment #1.

Residential Preservation (RP) (Current)

This site is currently designated as Residential Preservation (RP). RP is characterized by existing homogeneous residential areas within the community which are predominantly accessible by local streets. The primary function is to protect existing stable and viable residential areas from incompatible land use intensities and density intrusions. Commercial, including office as well as any industrial land uses, are prohibited.

Now that the subject site is unified with the parcels fronting Capital Circle, access would be by an arterial roadway, not local streets. The surrounding and adjacent land uses, and the current land use on the subject site, are not fully residential. While the parcels are next to some existing residential areas, they are generally separated by an unpaved road. Redevelopment on the site would require buffers and setbacks from these properties in accordance with the Leon County Land Development Code.

Based on the findings outlined in this staff report, the subject site does not fit the criteria to be identified as RP, therefore the amendment to take it to suburban is consistent with the Comprehensive Plan.

Suburban (SUB) (Proposed)

The purpose of the SUB land use is to create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses. Employment opportunities should be located near residential areas, if possible within walking distance. The Suburban category is most suitable for those areas outside of the Central Core.

To complement the residential aspects of this development pattern, recreational opportunities, cultural activities, commercial goods and services should be located nearby. Except within mixed use centers, larger scale commercial development should be buffered from adjacent residential neighborhoods. Buffering requirements between the land use designations as required by the land development code would be addressed during the site planning process.

Consistency with Comprehensive Plan

Policy 1.1.1: [L] directs new development to areas within the Urban Services Area. The policy states, "In order to discourage urban sprawl, new development shall be concentrated in the urban service area plus in the Woodville Rural Community future land use category and the rural communities of Capitola, Chaires, Ft. Braden and Miccosukee, as designated on the future land use map." The subject site is located within the Urban Services Area.

Policy 2.2.5: [L] as included in attachment one, implements the Suburban land use policy.

As is the intention of the Suburban land use designation, the development of the subject site into commercial may help create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses. Property designated as Residential Presentation is located to the south of the subject site, and property designated as Suburban and Urban Residential- 2 is located to the north of the site. This proximity to these land uses is consistent

with the Suburban Land Use category, which is intended to have convenient access to low to medium density residential land uses. As stated in the section above, buffering requirements between the land use designations as required by the land development code would be addressed during the site planning process.

Zoning

The Land Development Code sections for Residential Preservation (RP) (Sec. 10-6.617) and General Commercial (C-2) (Sec 10-6.647) zoning is included as Attachment #2.

The C-2 district is intended to be located in areas designated Bradfordville Mixed Use, Suburban or Woodville Rural Community on the Future Land Use Map of the Comprehensive Plan, and shall apply to areas with direct access to major collector or arterial roadways located within convenient traveling distance to several neighborhoods, wherein small groups of retail commercial, professional, office, community and recreational facilities and other convenience commercial activities are permitted in order to provide goods and services that people frequently use in close proximity to their homes.

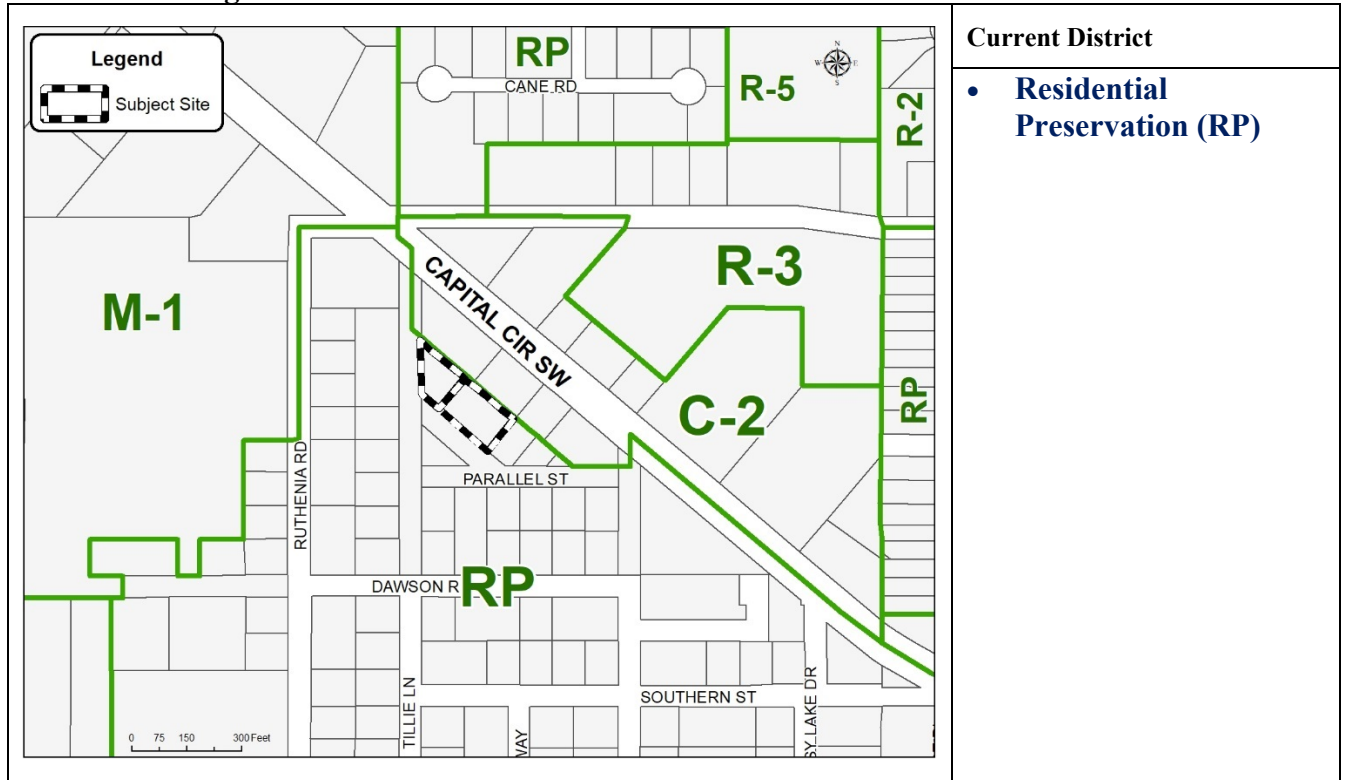
The C-2 district is not intended to accommodate large scale commercial or service activities or other types of more intensive commercial activity. The maximum gross density allowed for new residential development in the C-2 district is 16 dwelling units per acre, with a minimum gross density of 8 dwelling units per acre, unless constraints of concurrency or preservation and/or conservation features preclude the attainment of the minimum density.

The residential uses are required to be located on the second floor or above a building containing commercial or office uses on the first floor. Mixed use projects in the C-2 district are encouraged, but are not required. In order to maintain compact and non-linear characteristics, C-2 districts shall not be located closer than ¼ mile to other C-2 or C-1 districts or to parcels of land containing commercial developments including more than 20,000 gross square feet of floor area and shall not exceed 30 acres in size.

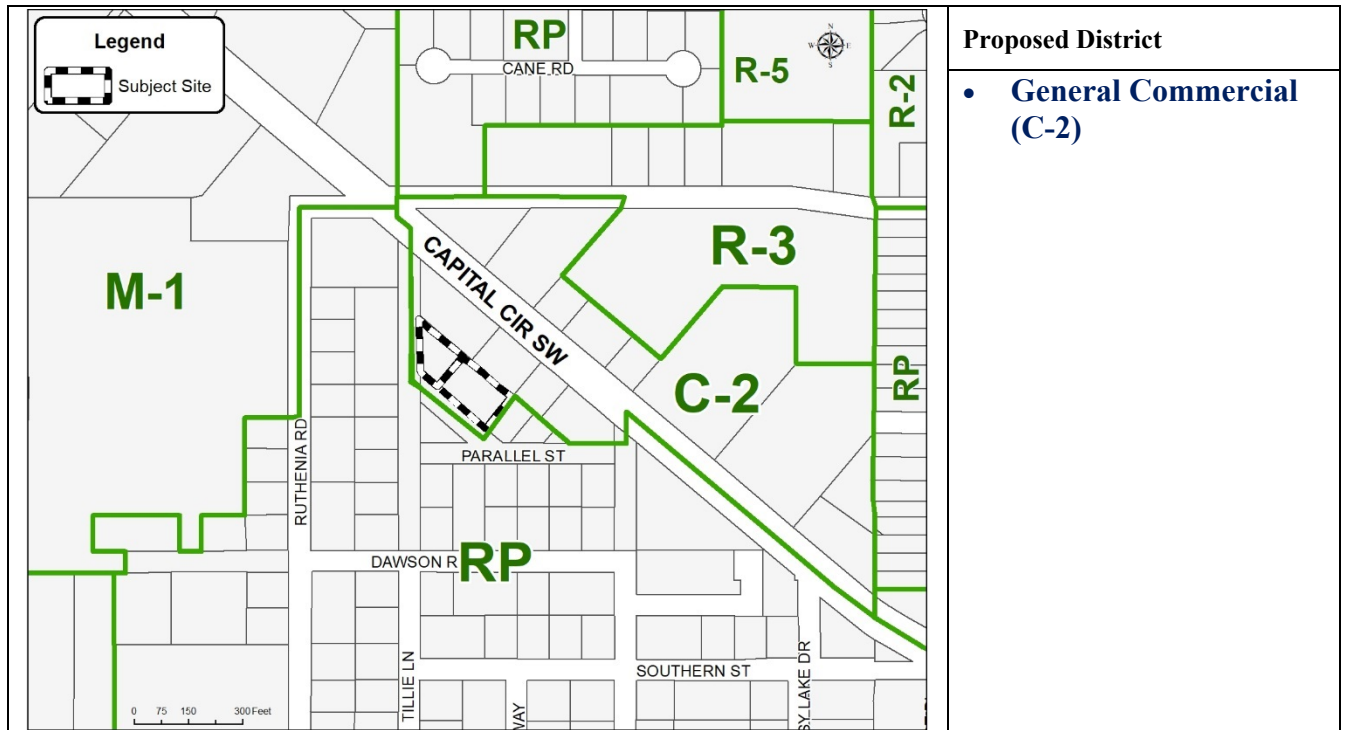
The parcels discussed in this staff report fit the intent of the C-2 district, as they have been unified with the parcels fronting Capital Circle and can now directly access an arterial roadway. They are also located near neighborhoods. This parcel does not exceed 30 acres in size and would be a continuation of C-2 zoning.

The following maps illustrate the current and proposed zoning for the Subject Site.

Current Zoning



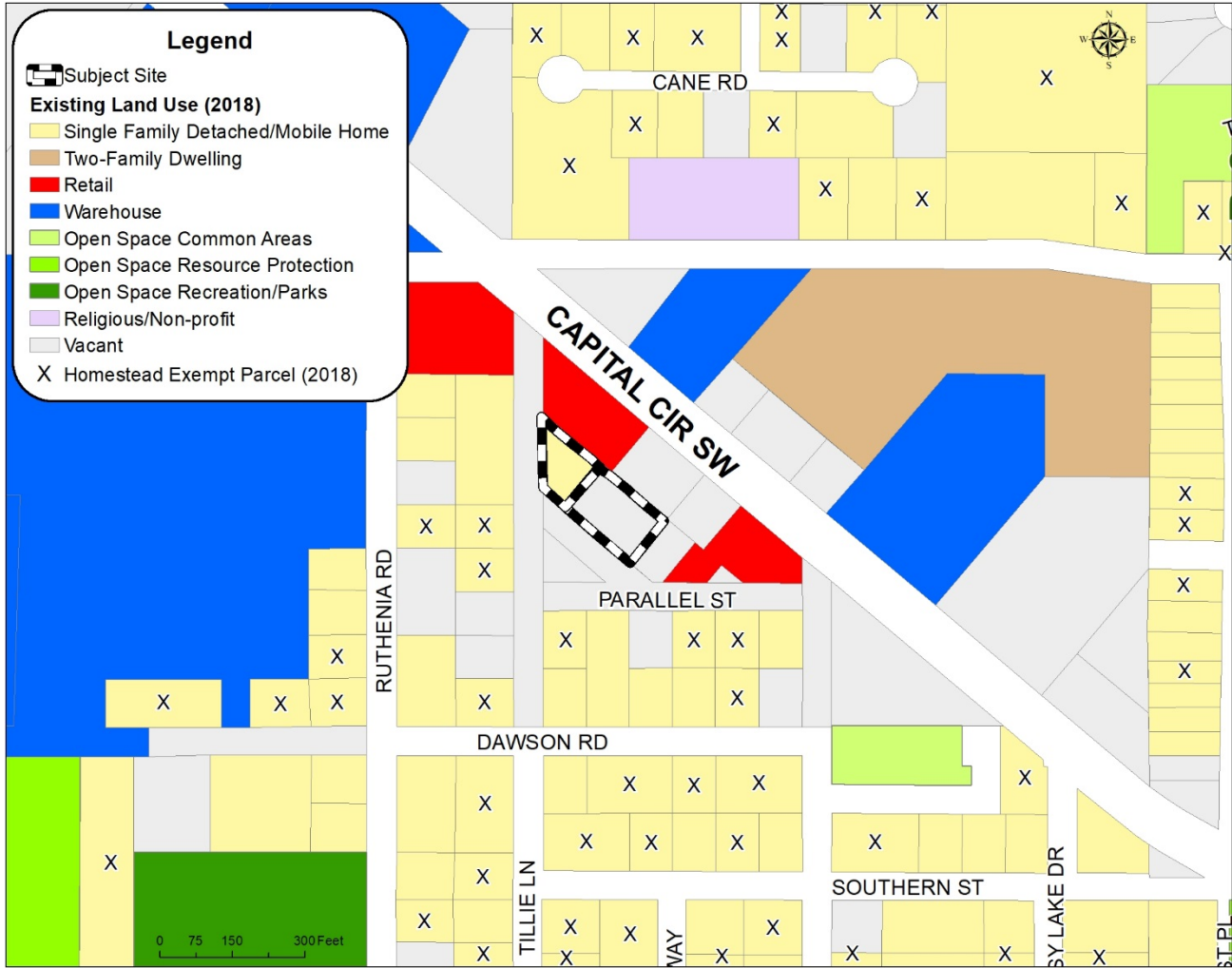
Proposed Zoning



Existing Land Uses

The existing use on the .3 acre parcel on Tillie Lane is single family detached/mobile home. The adjacent .48 acre parcel is currently vacant. Some of the surrounding parcels are vacant. Those that are occupied are either single family detached housing or retail uses.

Existing Land Use Map



Residential Preservation Analysis

Policy 2.2.3: [L] Residential Preservation states that “the Residential Preservation category shall be based on the following general criteria. For inclusion, a residential area should meet most, but not necessarily all of these criteria.” The criteria are listed below, along with an analysis of the subject site.

A) Existing land use to the south of the area is predominantly residential.

Analysis: Some of the existing land use both within and adjacent to the subject site is residential, but it is also surrounded by vacant lots and retail.

B) Majority of traffic is local in nature.

i) Predominance of residential uses front on local streets.

Analysis: There are unpaved private streets surrounding the subject site (Parallel Street and Tillie Lane), that can be used for the residential lots. However, direct access to the subject site would be Capital Circle SW via the portion of the unified parcel fronting Capital Circle.

ii) Relatively safe internal mobility.

Analysis: The subject has relatively safe internal mobility; however, the internal mobility is limited. Tillie Lane, Parallel Street, and Triangle Street are all unpaved private streets with no sidewalks.

B) Densities within the area generally are six (6) units per acre or less.

Analysis: In the surrounding parcels, densities are generally six units per acre or less. However, there are non residential uses and vacant uses directly adjacent to the subject site.

C) Existing residential type and density exhibits relatively homogeneous patterns.

Analysis: There is not a relatively homogeneous pattern within this area. While there are residential uses, there are also nonresidential uses and vacant uses directly adjacent to the subject site.

E) Assessment of stability of the residential area, including but not limited to:

i) Degree of home ownership.

Analysis: 8 of the 17 lots surrounding the subject site that have the existing land use of single family detached are homestead exempt. 9 are not.

ii) Existence of neighborhood organizations.

This property falls within the Munson Area Preservation neighborhood association. However, the area in that jurisdiction contains a mix of non residential and residential uses. The boundary of this neighborhood association includes parcels fronting Capital Circle, including commercial uses.

Based on the analysis within this staff report, this site does not fit the criteria to be identified as residential preservation, therefore the amendment to take it to suburban is consistent with the Comprehensive Plan. The surrounding and adjacent land uses, and the current land use on the subject site, are not fully residential.

Infrastructure Analysis

Water/Sewer

Water is available at the site. Sewer is currently under design and construction is not scheduled to start for at least a year.

Schools

The Subject Area is zoned for Oak Ridge Elementary School, Nims Middle School, and Rickards High School.

All attendance zones in which the property is located have capacity for this project.

Currently, Oak Ridge Elementary has a capacity of 306. Post development capacity of Oak Ridge is 303. Currently, Nims Middle School has a capacity of 559. Post development capacity of Nims is 558. Currently, Rickards High School has a capacity of 464. Post development capacity of Rickards is 463.

Roadway Network

Currently, the site can be accessed from Tillie Lane, a private road, or from Capital Circle SW, a principal arterial. If the zoning changes to C-2, access will only be allowable from Capital Circle SW, as properties in the C-2 zoning district must be located on a major collector or arterial street per the Land Development Code. While properties designated C-2 may have additional vehicular access to any type of street, the Land Development Code does not allow vehicular access to local streets if one of the following zoning districts is located on the other side of the local street: RA, R-1, R-2, R-3, R-4, R-5, MH, and RP. Since RP is located on the other side of the private street, access to the subject site will be limited to Capital Circle via the portion of the unified parcel fronting Capital Circle.

The subject site is located outside of the Multimodal Transportation District (MMTD). Any future development may be subject to transportation concurrency. Transportation concurrency will be addressed at site plan submission.

Pedestrian and Bicycle Network

The site is located off of Capital Circle SW, which does have on street bicycle lanes. Otherwise, the site is not immediately accessible via sidewalks or trails.

Transit Network

There are no transit stops in the immediate vicinity of this site.

Environmental Analysis

There are no wetlands or floodplains on this property. This site is located in the Lake Munson drainage basin and the Munson lakeside watershed. It is also located in the Primary Springs Protection zone.

F. PUBLIC OUTREACH AND NOTIFICATION

An initial mailing was sent to **111** property owners within 1,000 feet of Subject Site.

Public Outreach		Date	Details
X	Mail Notification of Proposed Changes	December 6, 2019	Notices Mailed to Property Owners within 1000 feet
X	Notice of Proposed Land Use Change and Rezoning	November 20, 2019	Two signs providing details of proposed land use and zoning changes posted on subject site
X	Public Open House	December 17, 2019	5:30 PM, Second Floor, Frenchtown Renaissance Center
X	Staff Reports Available Online	January 27, 2020	Email Subscription Notice sent to all users of service

Public Open House – December 17, 2019: 24 citizens attended the open house to discuss the 2020 Cycle amendments. None of the attendees had questions regarding this proposed amendment.

G. STAFF REPORT UPDATE

Below is a list of all public meetings and actions taken by appointed or elected bodies in consideration of this proposed amendment:

Cycle 2020 Meetings		Dates	Time and Locations
X	Local Planning Agency Workshop	January 7, 2020	6:00 PM, Second Floor, Frenchtown Renaissance Center
X	Local Planning Agency Public Hearing	February 4, 2020	6:00 PM, Second Floor, Frenchtown Renaissance Center
X	Joint City-County Commission Workshop	February 25, 2020	1:00 PM, Fifth Floor, Leon County Courthouse
	County Adoption Public Hearing	April 28, 2020	3:00 PM, Fifth Floor, Leon County Courthouse

Local Planning Agency Workshop – January 7, 2020: A workshop was held on January 7, 2020 to discuss the proposed 2020 Cycle amendments. The LPA had no questions on this amendment.

Local Planning Agency Public Hearing – February 4, 2020: The Public Hearing was held on February 4, 2020 to vote on the proposed 2020 Cycle amendments. The LPA found the proposed future land use map amendment is consistent with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommend ADOPTION of the proposed amendment. They also found that that the proposed rezoning is consistent with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other

information contained in this staff report, and recommend APPROVAL of the proposed rezoning. There were no public speakers on this item. The applicant was available to answer questions. There were no other citizen speakers on this amendment or rezoning.

Joint City-County Commission Workshop – February 25, 2020: A workshop was held on February 25, 2020 to discuss the proposed 2020 Cycle amendments. Staff presented the proposed amendment to the Commissioners. There were no questions of staff on the proposed amendment.

H. ATTACHMENTS

- Attachment #1: Comprehensive Plan policies (Policy 2.2.3 and Policy 2.2.5) Residential Preservation and Suburban
- Attachment #2: Land Development Code sections (Sec 10-6.617 and Section 10-6.647) Residential Preservation and General Commercial

Policy 2.2.5: [L]

SUBURBAN (EFF. 3/14/07)

To create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses. Employment opportunities should be located near residential areas, if possible within walking distance. This category recognizes the manner in which much of Tallahassee-Leon County has developed since the 1940s. The category predominantly consists of single-use projects that are interconnected whenever feasible. Mixed-use projects and the principles of traditional neighborhood developments are encouraged, though not required. The Suburban category is most suitable for those areas outside of the Central Core. However, additional areas inside the Central Core may be designated as appropriate based on existing land use pattern.

To complement the residential aspects of this development pattern, recreational opportunities, cultural activities, commercial goods and services should be located nearby. To reduce automobile dependency of residents and employers alike, mass transit stops should be located at large commercial centers and appropriate street and pedestrian connections established between commercial and residential areas. Except within mixed use centers, larger scale commercial development should be buffered from adjacent residential neighborhoods.

Development shall comply with the Suburban Intensity Guidelines. Business activities are not intended to be limited to serve area residents; and as a result may attract shoppers from throughout larger portions of the community.

Suburban Intensity Guidelines (EFF. 3/14/07; REV. EFF. 7/14/14)

Table 4: Suburban Intensity Guidelines

Development Patterns	Allowed Land Uses	Gross Residential Density	Non-Res Intensity	Percentage Mix of Uses
Low Density Residential	Residential, Recreation, Light Infrastructure & Community Service	0 to 8 UNITS/ACRE ⁽⁴⁾	10,000 SQ.FT/ACRE	65-80%
Low Density Residential Office	Residential, Office, Recreation, Light Infrastructure & Community Service	0 to 8 UNITS/ACRE ⁽⁴⁾	10,000 SQ.FT/ACRE ⁽⁵⁾	
Medium Density Residential	Residential, Recreation, Light Infrastructure & Community Service	8 to 16 UNITS/ACRE	20,000 SQ.FT/ACRE	65-80%
Medium Density Residential Office	Residential, Office, Ancillary 1 st Floor Commercial, Recreation, Light Infrastructure, Community Service & Post-Secondary Schools	8 to 20 UNITS/ACRE	20,000 SQ.FT/ACRE ⁽⁵⁾	

Development Patterns	Allowed Land Uses	Gross Residential Density	Non-Res Intensity	Percentage Mix of Uses
Village Center	Residential, Office, Commercial up to 50,000 SQ.FT, maximum business size. Centers shall not be located closer than ¼ mile to another village center or commercial development including more than 20,000 SQ.FT of floor area.	8 to 16 UNITS/ACRE	12,500 SQ.FT/ACRE per parcel for center 20 acres or less ⁽⁷⁾	
Urban Pedestrian Center	Residential, Office, Commercial, Recreation, Light Infrastructure & Community Service	6 to 16 UNITS/ACRE ⁽³⁾	Up to 20,000 SQ.FT/ACRE ⁽³⁾	35-50%
Suburban Corridor	Residential, Office, Commercial, Recreation, Light & Heavy Infrastructure & Community Service	Up to 16 UNITS/ACRE	Up to 25,000 SQ.FT/ACRE ⁽⁸⁾	
Medical Center	Residential, Office, Commercial, Recreation, Light Infrastructure & Community Service	6 to 20 UNITS/ACRE ⁽³⁾	80,000 SQ.FT/ACRE ⁽²⁾	
Business Park	Office, Residential and Commercial	Up to 16 UNITS/ACRE	20,000 SQ.FT/ACRE	5-10%
Light Industrial	Office, Commercial up to 10,000 SQ.FT per business, Light Industrial, Recreation, Light & Heavy Infrastructure, Community Service & Post-Secondary Schools and ancillary residential	1 UNIT/DEVELOPMENT	20,000 SQ.FT/ACRE ⁽⁹⁾	

Notes: (1) 8 units/acre minimum for exclusively residential; (2) Hospitals up 176,000 sq ft/acre; (3) 20 units/acre and 40,000 sq ft/acre for multiple use development; Combined residential and non-residential development may have up to 40,000 SF and up to a six story building. Residential use, office use and commercial use is allowed. (4) Low Density Residential and Residential Office development patterns can have a minimum of 1 unit per acre if water and sewer are not available. (5) The maximum square footage is increased to 12,500 SF if the project is a mixed use development. (6) The maximum square footage increases to 40,000 SF per acre and maximum height increases to six stories if 50% of parking is structured. This provision only applies to areas previously designated as Mixed Use C (7) 250,000 SF of total development permitted on 20 to 30 acre centers. (8) Storage areas may be 50,000 SF per acre. Office and Retail is allowed. (9) Storage areas may be 50,000 SF per acre.

While mixed land uses are encouraged in the Suburban Future Land Use Category, the more prevalent pattern will be a compatibly integrated mix of single-use developments that include low and medium density residential, office, retail and light industrial development. Allowed land uses within the Suburban Future Land Use Category shall be regulated by zoning districts which implement the intent of this category, and which recognize the unique land use patterns, character, and availability of infrastructure in the different areas within the Suburban Future Land Use Category. In those areas lacking the necessary infrastructure, the Land Development Regulations may designate a low intensity interim use. Any evaluation of a proposed change of zoning to a more intensive district shall consider, among other criteria, the availability of the requisite infrastructure.

Policy 2.2.3: [L]

RESIDENTIAL PRESERVATION (EFF. 7/16/90; REV. EFF.

7/26/06; REV. EFF. 4/10/09; REV. EFF. 5/31/18)

Characterized by existing homogeneous residential areas within the community which are predominantly accessible by local streets. The primary function is to protect existing stable and viable residential areas from incompatible land use intensities and density intrusions. Future development primarily will consist of infill due to the built out nature of the areas. Commercial, including office as well as any industrial land uses, are prohibited. Future arterial and/or expressways should be planned to minimize impacts within this category. Single family, townhouse and cluster housing may be permitted within a range of up to six units per acre. Consistency with surrounding residential type and density shall be a major determinant in granting development approval.

For Residential Preservation areas outside the Urban Service area the density of the residential preservation area shall be consistent with the underlying land use category.

The Residential Preservation category shall be based on the following general criteria. For inclusion, a residential area should meet most, but not necessarily all of these criteria.

- 1) Existing land use within the area is predominantly residential
- 2) Majority of traffic is local in nature
 - a) Predominance of residential uses front on local street
 - b) Relatively safe internal pedestrian mobility
- 3) Densities within the area generally of six units per acre or less
- 4) Existing residential type and density exhibits relatively homogeneous patterns
- 5) Assessment of stability of the residential area, including but not limited to:
 - a) Degree of home ownership
 - b) Existence of neighborhood organizations

In order to preserve existing stable and viable residential neighborhoods within the Residential Preservation land use category, development and redevelopment activities in and adjoining Residential Preservation areas shall be guided by the following principles:

- a) The creation of transitional development area (TDA) for low density residential developments.

Higher density residential developments proposed for areas adjoining an established neighborhood within the residential preservation land use category shall provide a transitional development area along the shared property line in the higher density residential development. The development density in the transitional development area shall be the maximum density allowed in the Residential Preservation land use category. Development within the transitional development area shall be designed, sized and scaled to be compatible with the adjoining residential preservation area.

Transitional development areas shall be non-mapped areas and shall be approved at the time of site plan approval. The factors cited in paragraph (e) below shall be considered when determining the size of transitional development areas. The land development regulations shall specify development thresholds for the implementation of transitional development areas.

b) Limitation on future commercial intensities adjoining low density residential preservation neighborhoods.

New or redeveloped commercial uses adjoining residential preservation designated areas shall mitigate potential impacts by providing a transitional development area between the commercial uses and residential preservation uses and only those commercial activities which are compatible with low density residential development in terms of size and appearance shall be allowed. The factors cited in paragraph (e) below shall be used when determining the compatibility, design techniques and the size of transitional development areas. The design and layout of adjoining commercial uses shall be oriented to place the section of the development with the least potential negative impacts next to the residential preservation area.

c) Limitations on existing light industry adjoining residential preservation neighborhoods.

Expanding or redeveloped light industrial uses adjoining low density residential areas within the residential preservation land use category shall mitigate potential negative impacts and provide screening, buffering, or a transitional development area between the light industrial uses and the low and medium density residential uses. The factors cited in paragraph (e) below shall be considered when determining compatibility, design techniques and the size of the transitional development area.

The design and layout of expanding or redeveloping light industrial uses and adjoining residential preservation areas shall be oriented to place the section of the development with the least potential negative impacts in the area next to the existing and/or future low density residential area in the residential preservation land use category. New light industrial uses shall prevent or mitigate off-site impacts in accordance with the Research and Innovation Land Use category or the Industry and Mining Land Use category and applicable Land Development Regulations.

d) Additional development requirements for allowed community facilities when adjoining low density residential areas, except for cemeteries or religious facilities to be used solely for religious functions. Such development requirements will also apply to ancillary facilities when proposed in conjunction with religious facilities, and are to result in effective visual and sound buffering (either through vegetative buffering or other design techniques) between the community facilities and the adjoining residential preservation area.

e) Land use compatibility with low density residential preservation neighborhoods

A number of factors shall be considered when determining a land use compatible with the residential preservation land use category. At a minimum, the following factors shall be considered to determine whether a proposed development is compatible with existing or proposed low density residential uses and with the intensity, density, and scale of surrounding development within residential preservation areas: proposed use(s); intensity; density; scale; building size, mass, bulk, height and orientation; lot coverage; lot size/ configuration; architecture; screening; buffers, including vegetative buffers;

setbacks; signage; lighting; traffic circulation patterns; loading area locations; operating hours; noise; and odor. These factors shall also be used to determine the size of transitional development areas.

f) Limitations on Planned Unit Developments in the Residential Preservation land use category.

Planned Unit Developments proposed within the interior of a Residential Preservation designated recorded or unrecorded subdivisions shall be generally consistent with the density of the existing residential development in the recorded or unrecorded subdivision. Parcels abutting arterial roadways and/or major collectors may be permitted to achieve six dwelling units per acre.

The existing predominant development density patterns in Residential Preservation are listed in paragraph (g) below. Within 18 months of adoption, the PUD regulations shall be amended to include provisions addressing the preservation of established residential preservation designated areas. Said provisions shall address any proposed increase in density and the factors cited in paragraph (e) above.

g) Limitations on resubdivision of lots within established Residential Preservation designated areas.

To protect established single family neighborhoods from density intrusions, consistency within the recorded or unrecorded subdivision shall be the primary factor in granting approval for development applications. Consistency for the purposes of this paragraph shall mean that parcels proposed for residential development shall develop consistent with the lot size and density of the recorded or unrecorded subdivision.

1. Guidance on the resubdivision of lots in recorded and unrecorded single family subdivisions shall be provided in the Land Development Code.

2. Parcels proposed for residential development shall develop at densities generally consistent with the density of existing residential development in the recorded or unrecorded subdivision with the exception of parcels abutting arterial and/or major collector roadways which may be permitted up to six dwelling units per acre.

There may be two distinct density patterns in the Residential Preservation land use category as shown below:

Existing land use character of the subdivision	Gross residential density
Homogenous, very low density single family detached units (City Only)	0-3.6 dwelling units per acre (generally consistent with density of the subdivision)
Low density single family detached and/or non-single family detached units (including but not limited to townhomes and duplexes)	0-6.0 dwelling units per acre (generally consistent with density of the subdivision)

This section shall not be construed as to restrict the development of building types allowed by the applicable zoning district.

Section 10-6.647. C-2 General Commercial district.

1. District Intent	PERMITTED USES	
	2. Principal Uses	3. Accessory Uses
<p>The C-2 district is intended to be located in areas designated Bradfordville Mixed Use, Suburban or Woodville Rural Community on the Future Land Use Map of the Comprehensive Plan shall apply to areas with direct access to major collector or arterial roadways located within convenient traveling distance to several neighborhoods, wherein small groups of retail commercial, professional, office, community and recreational facilities and other convenience commercial activities are permitted in order to provide goods and services that people frequently use in close proximity to their homes. The C-2 district is not intended to accommodate large scale commercial or service activities or other types of more intensive commercial activity. The maximum gross density allowed for new residential development in the C-2 district is 16 dwelling units per acre, with a minimum gross density of 8 dwelling units per acre, unless constraints of concurrency or preservation and/or conservation features preclude the attainment of the minimum density. The residential uses are required to be located on the second floor or above a building containing commercial or office uses on the first floor. Mixed use projects in the C-2 district are encouraged, but are not required. In order to maintain compact and non-linear characteristics, C-2 districts shall not be located closer than ¼ mile to other C-2 or C-1 districts or to parcels of land containing commercial developments including more than 20,000 gross square feet of floor area and shall not exceed 30 acres in size.</p>	<p>(1) Antique shops. (2) Automotive service and repair, including car wash. (3) Bait and tackle shops. (4) Banks and other financial institutions. (5) Camera and photographic stores. (6) Cocktail lounges and bars. (7) Community facilities related to the permitted principal uses, including libraries, religious facilities, police/fire stations, and high schools. Elementary schools are prohibited. Other community facilities may be allowed in accordance with Section 10-6.806 of these regulations. (8) Day care centers. (9) Gift, novelty, and souvenir shops. (10) Indoor amusements (bowling, billiards, skating, etc.). (11) Indoor theaters (including amphitheatres). (12) Laundromats, laundry and dry cleaning pick-up stations. (13) Mailing services. (14) Medical and dental offices, services, laboratories, and clinics. (15) Motor vehicle fuel sales. (16) Non-medical offices and services, including business and government offices and services. (17) Non-store retailers. (18) Passive and active recreational facilities. (19) Personal services (barber shops, fitness clubs etc.). (20) Photocopying and duplicating services. (21) Rental and sales of dvds, video tapes and games. (22) Rental of tools, small equipment, or party supplies. (23) Repair services, non-automotive.</p>	<p>(24) Residential (any type), provided that it is located on the second floor or above a building containing commercial or office uses on the first floor. (25) Restaurants, with or without drive-in facilities. (26) Retail bakeries. (27) Retail computer, video, record, and other electronics. (28) Retail department, apparel, and accessory stores. (29) Retail drug store. (30) Retail florist. (31) Retail food and grocery. (32) Retail furniture, home appliances, accessories. (33) Retail home/garden supply, hardware and nurseries. (34) Retail jewelry store. (35) Retail needlework shops and instruction. (36) Retail newsstand, books, greeting cards. (37) Retail office supplies. (38) Retail optical and medical supplies. (39) Retail package liquors. (40) Retail pet stores. (41) Retail picture framing. (42) Retail sporting goods, toys. (43) Retail trophy store. (44) Shoes, luggage, and leather goods. (45) Social, fraternal and recreational clubs and lodges, including assembly halls. (46) Studios for photography, music, art, dance, and voice. (47) Tailoring. (48) Veterinary services, including veterinary hospitals. (49) Other uses, which in the opinion of the County Administrator or designee, are of a similar and compatible nature to those uses described in this district.</p>
<p>FOR DEVELOPMENT STANDARDS REFER TO PAGE 2 OF 2</p>		

DEVELOPMENT STANDARDS									
Use Category	4. Minimum Lot or Site Size			5. Minimum Building Setbacks				6. Maximum Building Restrictions	
	a. Lot or Site Area	b. Lot Width	c. Lot Depth	a. Front	b. Side-Interior Lot	c. Side-Corner Lot	d. Rear	a. Building Size (excluding gross building floor area used for parking)	b. Building Height (excluding stories used for parking)
Any Permitted Principal Use	none	none	none	25 feet	15 feet on each side	25 feet	10 feet	Except for properties within the Woodville Rural Community, 12,500 square feet of non-residential gross building floor area per acre and commercial and/or office uses not to exceed 200,000 square feet of gross building floor area for each district containing 20 acres or less. 12,500 square feet of non-residential gross building floor area per acre and commercial and/or office uses not to exceed a maximum of 250,000 square feet of non-residential gross building area per district for districts containing more than 20 acres to 30 acres. Individual buildings may not exceed 50,000 gross square feet. Within the Woodville Rural Community, 12,500 square feet of non-residential gross building area per acre and commercial uses not to exceed 50,000 square feet of gross building floor area per parcel.	3 stories
<p>7. Street Vehicular Access Restrictions: Properties in the C-2 zoning district shall be located on a major collector or arterial street, but may have additional vehicular access to any type of street. However, in order to protect residential areas and neighborhoods from non-residential traffic, vehicular access to a local street is prohibited if one of the following zoning districts is located on the other side of the local street: RA, R-1, R-2, R-3, R-4, R-5, MH, , and RP.</p>									

GENERAL NOTES:

1. If central sanitary sewer is not available, residential development is limited to a minimum of 0.50 acre lots and inside the Urban Services Area non-residential development is limited to a maximum of 2,500 square feet of building area. Inside the Urban Services Area, community service facilities are limited to a maximum of 5,000 square feet of building area or a 500-gallon septic tank. Also, refer to Sanitary Sewer Policy 2.1.12 of the Comprehensive Plan for additional requirements.
2. Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.
3. Refer to the Concurrency Management Ordinance for information pertaining to the availability of capacity for certain public facilities (roads, parks, etc.).

Sec. 10-6.617. Residential preservation.

(a) Purpose *and intent*. The residential preservation district is characterized by existing homogeneous residential areas within the community predominantly accessible by local streets. The primary function is to protect existing stable and viable residential areas from incompatible land uses and density intrusions. Commercial, retail, office, and industrial activities are prohibited. Certain nonresidential activities may be permitted, such as home occupations consistent with the applicable provisions of section 10-1103; community services and facilities/institutional uses consistent with the applicable provisions of section 10-1104; and churches, religious organizations, and houses of worship. Single-family, duplex residences, manufactured homes, and cluster housing may be permitted within a range of zero to six units per acre. Compatibility with surrounding residential type and density shall be a major factor in the authorization of development approval and in the determination of the permissible density.

(1) In residential preservation areas outside the urban service area, the density of the nonvested development in residential preservation areas shall be consistent with the underlying land use category.

(2) In residential preservation areas inside the urban services area, new residential development densities shall be consistent with those within the developed portions of the recorded or unrecorded subdivision in which they are located. Consistency for the purposes of this paragraph shall mean that proposed lots shall not be smaller than the smallest lot that was created by the original subdivision plat or any subsequent replat that may have occurred consistent with county land development regulations in effect at the time.

(3) When new residential development inside the urban services area is proposed for an area not located within a recorded or unrecorded subdivision, densities shall be permitted in the range of zero to six dwelling units per acre consistent with the availability of central water and sewer service to accommodate the proposed development. If central water and sewer service is not available, density shall be limited to a maximum of two dwelling units per acre consistent with all applicable provisions of the Environmental Management Act.

(4) Allowable development type shall be construed to mean the following:

a. Parcels proposed for residential which are located in a recorded or unrecorded subdivision shall develop consistent with the type of residential development pattern located inside the recorded or unrecorded subdivision.

b. Parcels proposed for residential which are located inside the urban service area and not in a recorded or unrecorded subdivision shall develop consistent with the type of residential development pattern located adjacent to the vacant parcel.

c. Parcels proposed for residential development surrounded by a mix of conventional single-family homes and manufactured homes, shall be developed for conventional single-family homes.

d. Parcels proposed for residential development surrounded by a mix of single-family and duplex development shall be developed for single-family use, unless duplex residential development is the predominant type.

e. The placement of standard design manufactured homes and mobile homes shall be allowed in manufactured home parks, in subdivisions platted explicitly for allowing manufactured homes, or as a replacement unit for any lawfully existing manufactured home consistent with the provisions of article VII of this chapter.

(b) *Allowable uses.* For the purpose of this article, the following land use types are allowable in the RP zoning district and are controlled by the land use development standards of this article, the comprehensive plan and schedules of permitted uses.

- (1) Low-density residential.
- (2) Passive recreation.
- (3) Active recreation.
- (4) Community services.
- (5) Light infrastructure.

(c) *List of permitted uses.* See schedule of permitted uses, section 10-1210. Some of the uses on these schedules are itemized according to the Standard Industrial Code (SIC). Proposed activities and uses are indicated in the schedules. The activity or use may be classified as permitted, restricted, permitted through special exception, or not allowed. Those uses or activities permitted through special exception shall require review and approval by the Board of County Commissioners consistent with the provisions of section 10-954.

(d) *Development standards.* All proposed development shall meet the applicable buffer zone standards as outlined in section 10-923. For residential development in recorded or unrecorded subdivisions, the development standards including front, rear, side, and side corner yard setbacks for new residential development shall be consistent with the developed portions of the recorded or unrecorded subdivision in which it is located. For new residential development in residential preservation areas not located in recorded or unrecorded subdivisions, the applicable development standards including, but not limited to front, rear, side, and side corner yard setbacks shall be established at the time of subdivision and site and development plan review.

Sec. 10-1210. Residential preservation district.

Allowable uses, appropriate permit level and applicable development and locational standards in the residential preservation district are as follows:

P = Permitted use R = Restricted use S = Special exception

LEGEND	
LR = Low-density residential	CS = Community services
PR = Passive recreation	LI = Light infrastructure
AR = Active recreation	

SIC Code	Name of Use	Development and Locational Standards				
		LR	PR	AR	CS	LI
	RESIDENTIAL					
	Dwelling, one-family	P				
	Dwelling, two-family	R				
	Dwelling, mobile home	P				
	Mobile home park	S				
	SERVICES					
	Elementary and secondary schools				S	
	Religious organizations				S	
	PUBLIC ADMINISTRATION					
922	Public order and safety				S	
9221	Police protection				S	
9224	Fire protection				S	
	RECREATION					
	Hiking and nature trails		P			

SIC Code	Name of Use	Development and Locational Standards				
		LR	PR	AR	CS	LI
	RECREATION (cont.)					
	Picnicking		P			
	Canoe trails		P			
	Bicycle trails		P			
	Horseback riding trails		P			
	Tot lots			P		
	Court sports			P		
	Field sports			P		

Placement of new mobile homes are limited to the following areas: existing mobile home parks; and platted mobile home subdivisions. New mobile homes shall also be allowed as replacements of lawfully existing mobile homes in other locations. New mobile home parks may be established as per the provisions set forth in section 10-1105.

For further information regarding appropriate minimum development standards, see division 5, section 10-920.

Citizens Comments

LMA 2020 04

Capital Circle

Southwest

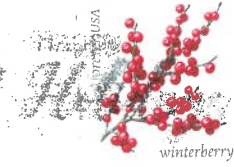
Received as of April 27, 2020



Ms Mary J Moore
4986 Tillie Ln
Tallahassee, FL 32305

TALLAHASSEE FL 323

17 DEC 2019 PM 3 L



Attachment #2
Page 26 of 27

Tallahassee - Leon Co. Planning
Attn: Comprehensive Planning Division
300 South Adams Street
Tallahassee, Florida
32302

32301-173199



Amendment # LMA202004

I/We as owner(s) of property at this address: 4986 Tillie Lane wish the information below
to be considered by the Local Planning Agency and the City/County Commissions:

We will like the zoning to stay residential, we have children living with us
and we don't need abt of traffic coming in.
SIGNED: Mary Moore

From: [Perrine, Beth](#)
To: [Snyder, Russell](#); [White, Artie](#)
Subject: FW: Citizen Comments Submission from Talgov.com for Tallahassee-Leon County Planning Commission
Date: Thursday, April 23, 2020 1:27:34 PM

Russell, as far as I know we do not have a rezoning located here. Artie, do you have anything with the comp plan rezonings near here.

If not, how should I respond to her?

From: cindyweaver71@yahoo.com <cindyweaver71@yahoo.com>
Sent: Thursday, April 23, 2020 1:22 PM
To: Calhoun, Sherri <Sherri.Sullivan@talgov.com>
Cc: Perrine, Beth <Mary.Perrine@talgov.com>
Subject: Citizen Comments Submission from Talgov.com for Tallahassee-Leon County Planning Commission

Citizen Comments Submission from Talgov.com for Tallahassee-Leon Local Planning Agency

Name: Sara Weaver/ Phillip Kroll
Address: 4831 Tillie Lane
City: Tall
State: FL
Zip: 32305

Email Address: cindyweaver71@yahoo.com

Comments: I am writing about a rezoning of land in my neighborhood. We are unable to attend the county meeting on this issue due to the fact we have a son with special needs. this rezoning will impact our property directly we are across from property in question. If the property is rezoned it will cause more problems than what we have already. The crime rate is at an all time high. Law Enforcement is already through here 3 to 4 times a week. We are already dealing with noise from the surrounding Properties. Your rezoning will be more of a nuisance to this area. It will negatively impact the land owner that are here. We ask you to consider and look for land across from us on the other side of capital circle. The land for rezoning is: 4973 Tillie Lane, 1478 Parallel Street Tallahassee FL 32305 Respectfully, Sara Weaver and Phillip Kroll Owners of 4831 Tillie Lane and 1485 Parallel Street Tall, FL 32305

Notice of Rezoning Public Hearing

County Commission Rezoning Public Hearing Tuesday, May 12, 2020 at 3 pm, 5th Floor - Leon County Courthouse

Notice is hereby given that the Board of County Commissioners of Leon County, Florida (the "Board") will conduct a virtual only public hearing on Tuesday, May 12, 2020, at 3:00 p.m., or as soon thereafter as such matter may be heard, by utilizing communications media technology in accordance with the Florida Governor's Executive Order 20-69, to consider adoption of an ordinance entitled to wit:

REZONING

Notice is hereby given that the Board of Leon County Commission will conduct a public hearing on Tuesday May 12, 2020 at 3 pm, at Leon County Court house 5th Floor, Tallahassee, Florida to consider adoption of the ordinances entitled to wit:

LEON COUNTY ORDINANCE NO. __

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE URBAN FRINGE DISTRICT TO THE GENERAL COMMERCIAL (C-2) DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning located at 7601 Blountstown Hwy. implements Comprehensive Plan map amendment LMA 2020 01, which was adopted on April 28, 2020. The rezoning requests a change to the Official Zoning Map from the Urban Fringe District to the General Commercial (C-2) Zoning District.

LEON COUNTY ORDINANCE NO. __

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE MANUFACTURED HOME AND SINGLE-FAMILY DETACHED (R-5) DISTRICT TO THE LIGHT INDUSTRIAL (M-1) DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning located at on the north side Hwy. 20 between Aeon Church Rd. and Jackson Bluff Rd. implements Comprehensive Plan map amendment LMA 2020 02, which was adopted on April 28, 2020. The rezoning requests a change to the Official Zoning Map from the R-5 Manufactured Home and Single-Family Detached District to the Light Industrial (M-1) Zoning District.

LEON COUNTY ORDINANCE NO. __

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE LAKE PROTECTION DISTRICT TO THE COMMERCIAL PARKWAY ZONING DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning located at Capital Cir. NW and N. Monroe St. implements Comprehensive Plan map amendment LMA 2020 03, which was adopted on April 28, 2020. The rezoning requests a change to the Official Zoning Map from the Lake Protection District to the Commercial Parkway (CP) Zoning District.

LEON COUNTY ORDINANCE NO. __

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE RESIDENTIAL PRESERVATION DISTRICT TO THE GENERAL COMMERCIAL (C-2) ZONING DISTRICT IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning located at Capital Cir. SW west of Tillie Ln. implements Comprehensive Plan map amendment LMA 2020 04, which was adopted on April 28, 2020. The rezoning requests a change to the Official Zoning Map from the Residential Preservation (RP) District to the General Commercial (C-2) Zoning District.

Leon County will be broadcasting the virtual only public hearing on Comcast Channel 16, Prism Channels 16 and 1016-HD, and the County's Facebook page, You Tube channel, and web site (www.LeonCountyFL.gov). All interested parties are invited to submit public comment until 8:00 p.m. on Monday, April 27, 2020, by visiting <http://cms.leoncountyfl.gov/Home/Commission-Meetings/Meeting-Comments>. All submitted comments will be distributed to the Board prior to the public hearing and made a part of the record. Written comments received by the public will be posted on the County's website (www.LeonCountyFL.gov) in advance of the hearing. Persons needing assistance with submitting comments may contact County Administration via telephone at 850-606-5300, or via email at LCG_PublicComments@leoncountyfl.gov. Public comment received after the 8:00 p.m., Monday, May 11, 2020, deadline will be made available to the Board and entered into the record during the hearing, although the County cannot guarantee that Commissioners will have adequate time to review such comments prior to the hearing or that the comments will be posted on the County website prior to the hearing.

Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes. In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Mathieu Cavell or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 850-606-5300 or 850-606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

Copies of the ordinance may be inspected on the County's web site (www.LeonCountyFL.gov). To receive copies of the ordinance by other means, such as email, mail, or facsimile transmittal, contact County Administration via telephone at 850-606- 5300, or the Department of Development Support and Environmental Management at 850-606-1300.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #6

Leon County Board of County Commissioners

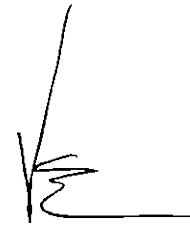
Agenda Item #6

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Minutes: February 11, 2020, Regular Meeting



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Kimberly M. Wilder, Finance Director, Clerk of Court & Comptroller
Lead Staff/ Project Team:	Beryl Wood, Clerk to the Board

Statement of Issue:

This agenda item seeks Board review and approval of the following minutes: February 11, 2020 Regular Meeting.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the minutes of February 11, 2020, Regular Meeting

Attachment:

1. February 11, 2020, Regular Meeting Minutes

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
REGULAR MEETING
February 11, 2020**

The Board of County Commissioners of Leon County, Florida met in regular session at 3:00 p.m. with Chairman Bryan Desloge presiding. Present were Vice Chairman Rick Minor and Commissioners Nick Maddox, Bill Proctor, Kristin Dozier, Mary Ann Lindley, and Jimbo Jackson. Also present were County Administrator Vincent Long, County Attorney Herb Thiele, and Clerk to the Board Beryl H. Wood.

Chairman Desloge called the meeting to order at 3:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation was provided by Terry Delaney, Associate Pastor at the First Baptist Church of Tallahassee. Commissioner Lindley then led the Pledge of Allegiance.

AWARDS AND PRESENTATIONS

- **PROCLAMATION RECOGNIZING FAMU**
Proclamation Recognizing FAMU as the No. 2 Public Historically Black College and University (HBCU) in the Nation and No. 1 Ranked HBCU in the State of Florida
 - Commissioner Maddox read into the record a Proclamation recognizing FAMU as the No. 2 Public Historically Black College and University (HBCU) in the Nation and the No. 1 ranked HBCU in the State of Florida. He called today Rattler Day in the Courthouse.
 - Larry Robinson, FAMU President, thanked the Board for the recognition and continued support of Florida A&M University. He accepted the Proclamation for all FAMU'ans and stated they are proud to be a part of this community.
- **PROCLAMATION RECOGNIZING RYAN STANLEY, FAMU QUARTERBACK**
Proclamation Recognizing Ryan Stanley, FAMU Quarterback, as the 2019 Mid-Eastern Athletic Conference Player of the Year
 - Commissioner Maddox read into the record a Proclamation recognizing Ryan Stanley, FAMU Quarterback, as the 2019 Mid-Eastern Athletic Conference Player of the Year. He also called on Willie Simons, Head Coach and Kortne Gosha, Athletic Director to stand with him.
 - Ryan Stanley, FAMU Quarterback, thanked the Board for their recognition and expressed appreciation for the support of Coach Simmons, Athletics Director Gosha, and his teammates. He thanked the Board for all their work in the community. He proclaimed Leon County would forever be his second home.
 - Commissioner Proctor acknowledged Mr. Stanley for an outstanding year.
- **PROCLAMATION RECOGNIZING THE 100TH ANNIVERSARY LEAGUE OF WOMEN VOTERS**
 - Commissioner Minor read into the record a Proclamation recognizing the 100th Anniversary of the League of Women Voters.

- President Teri Cleeland along with Sandra Kendall and Christine Coble, League of Women Voters Tallahassee, and Jessica Lowe- Minor, League of Women Voters of the US, thanked the Board for their recognition of the 100th Anniversary of the League of Women of Voters. President Cleeland invited the Board, on February 28, 2020, to a celebration of the milestone at the Capitol.
- **Presentation Acknowledging the County's Training Support for the Florida Association of Counties**
 - Ginger Delegal, Florida Association of Counties, thanked the Board and County Staff for the County's training support for the Florida Association of Counties (FAC). She announced a new recognition program, Counties helping Counties, and that Leon County would be the first recipient.
 - Commissioner Maddox thanked the Board for allowing FAC to work with their staff to learn about local government.
 - Chairman Desloge thanked Andrew Johnson and Nicky Paden for leading the training.
 - County Administrator Long recognized Ginger Delegal for allowing FAC staff to take the time to learn local government.

CONSENT:

Commissioner Minor moved, duly seconded by Commissioner Maddox to approve the Consent Agenda, with the exception of Items 6 and 9. The motion carried 7-0.

1. Minutes: October 15, 2019 Joint County/City Workshop on the Comprehensive Plan and Alternative Mobility Funding System Study, and October 29, 2019 County Attorney Selection Special Meeting

The Board approved Option 1: Approve the minutes of October 15, 2019 Joint County/City Workshop on the Comprehensive Plan and Alternative Mobility Funding System Study, and October 29, 2019 County Attorney Selection Special Meeting.

2. Payment of the Bills

The Board approved Option 1: Approve the payment of bills and vouchers submitted for February 11, 2020 and pre-approved the payment of bills and vouchers for the period of February 12, 2020 through February 24, 2020.

3. Ratification Board Actions Taken at the January 27, 2020 Annual Retreat

The Board approved Option 1 and 2: Option 1: Ratify the actions taken by the Board during its January 27, 2020 Annual Retreat. Option 2: Approve the creation of the innovation Officer position within the department of Library services through the realignment of an existing position thereby having no fiscal impact.

4. Authorization to Proceed with the Development of an Ordinance Amending Chapter 5 of the Leon County Code of Laws, "Building and Construction Regulations," to reflect current standards, technology and regulations.

The Board approved Option 1: Authorize staff to proceed with the development of an Ordinance amending Chapter 5 of the Leon County Code of Laws, "Building and Construction Regulation," to reflect current standards, technology and regulations.

5. **Request to Schedule Two Public Hearings to Consider Adoption of an Ordinance Amending Section 10-6.660 of the Land Development Code, Entitled "Lake Protection Node Zoning District: for April 14, 2020 and April 28, 2020 at 6:00 p.m.**

The Board approved Option 1: Schedule two Public Hearings to consider adoption of an Ordinance amending Section 10-6.660 of the Land Development Code, entitled "Lake Protection Node Zoning District" for April 14, 2020, and April 28, 2020, at 6:00p.m.

6. **Approval of the Plat of Retreat at Mahan Subdivision - Pulled by Commissioner Minor**

7. **Local Agency Program Supplemental Agreement with Florida Department of Transportation for the Construction of Safety Improvements on Old Bainbridge Road from North Monroe Street to the Gadsden County Line**

The Board approved Options 1-3: Option 1: Approve the Local Agency Program Supplemental Agreement with Florida Department of Transportation for the construction of safety improvements on Old Bainbridge Road from North Monroe Street to the Gadsden County Line and authorize the County Administrator to execute. Option 2: Adopt the Resolution authorizing the Local Agency Program Supplemental Agreement for the construction of safety improvements on Old Bainbridge from North Monroe Street to the Gadsden County Line and authorize the Chairman to execute. Option 3: Approve Resolution and associated Budget Amendment Request reducing the budget in the amount \$2,654.

8. **Local Agency Program Supplemental Agreement with Florida Department of Transportation for the Construction of Safety Improvements on Old Bainbridge Road at Knots Lane**

The Board approved Option 1-3: Option 1: Approve the Local Agency Program Supplemental Agreement with Florida Department of Transportation for the construction of safety improvements on Old Bainbridge Road at Knots Lane and authorize the County Administrator to execute. Option 2: Adopt the Resolution authorizing the Local Agency Program Supplemental Agreement for the construction of safety improvements on Old Bainbridge Road at Knots Lane and authorize the Chairman to execute. Opti 3: Approve the Resolution and associated Budget Amendment Request in the amount of \$11,133.

9. **Authorization to Negotiate an Agreement for Disaster Recovery Consulting Services - Pulled by Commissioner Proctor**

10. **Proposed Update of the Community Development Block Grant Policies**

The Board approved Options 1-3: Option1: Adopt the proposed, new "Anti-Displacement and Relocation Plan for the Community Development Block Grant" Policy and adopt the associated Resolution. Option 2: Adopt the proposed, new "Citizen Participation and Complaint Plan for the Community Development Block Grant" Policy and adopt the associated Resolution. Option 3: Approve the repeal of Policy No. 99-5 "State Housing

Initiatives Partnership (SHIP) and Community Development Block Grant (CDBG) Local Rehabilitation, Anti-Displacement and Relocation” and Policy No. 02-04 “Down Payment Assistance”.

11. Resolution Supporting Project Juggernaut as a Qualified Target Industry Applicant

The Board approved Option 1: Adopt the Resolution Supporting Project Juggernaut as a Qualified Target Industry Applicant.

Status Reports:

12. 2019 Concurrency Annual Report.

The Board approved Option 1: Accept the 2019 Concurrency Management Annual Report

13. Code Enforcement Board and Code Compliance Program FY 2018-2019 Annual Report

The Board approved Option 1: Accept the Code Enforcement Board and the Code Compliance Program FY 2018-2019 Annual Report.

14. Contractors’ Licensing and Examination Board Fiscal Year 2018-2019 Annual Report

The Board approved Option 1: Accept the Contractors’ Licensing and Examination Board Fiscal Year 2018-2019 Annual Report.

CONSENT ITEMS PULLED FOR DISCUSSION – ITEMS 6 AND ITEM 9

Item 6 - Approval of the Plat Retreat at Mahan Subdivision

Commissioner Minor commented he pulled the item and disclosed his wife was a realtor with a client in the current subdivision. He acknowledged he would abstain from voting due to the appearance of a conflict.

Commissioner Proctor moved, duly seconded by Commissioner Dozier, The Board approved Option 1: Approve the plat of Retreat at Mahan Subdivision for recording in the Public Record, contingent upon staff’s final review and approval, and authorize the County Administrator to accept the Maintenance Agreement and Surety Device in a form approved by the County Attorney.

The motion carried 6-0. (Commissioner Minor abstaining).

Item 9 - Authorization to Negotiate an Agreement for Disaster Recovery Consulting Services

Commissioner Proctor expressed concern regarding the absence of criteria for minority participation.

- County Administrator Long confirmed that since the contract is paid with reimbursement by Federal funding, therefore no aspirational targets are permitted per federal law.
- *Commissioner Proctor moved, duly seconded by Commissioner Maddox, The Board approved Option 1: Authorize the County Administrator to negotiate and execute an agreement with Hagerty Consulting, Inc and the next two ranked firms if necessary, for disaster recovery consulting services in a form approved by the County Attorney. The motion carried 7-0.*

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS (3-MINUTE LIMIT PER SPEAKER; THERE WILL NOT BE ANY DISCUSSION BY THE COMMISSION)

- Dan McDaniel, 7243 Wintercreek Lane, opposed the Children's Service Council being placed on the November 2020 ballot.
- Terry Madigan, 1052 Summerbrooke Drive, opposed the Children's Service Council being placed on the November ballot. He shared his reasoning by noting the extra tax increase was unwarranted.
- Emily Fritz, 1433 Vieux Carre Drive, spoke in opposition of the Children's Service Council. She explained they should not levy this tax and asked that it be removed from the ballot. She recalled the Indigent Health Care Tax in 2006 and the many citizens that came forth asking that it not to be placed on the ballot resulting in its failure. She also recalled in 2018 the Children's Service Tax that failed to move forward.
- Sue Oshesky, 3002 Barclay Ct., opposed the Children's Service Council being on the November ballot.

GENERAL BUSINESS

15. Consideration to Renew the Exclusive Franchise for Solid Waste Collection Services in Unincorporated Leon County

County Administrator Long introduced the item. He shared this item seeks Board consideration of a negotiated renewal of the current Solid Waste Collection Agreement with Waste Pro, Inc. which maintains the current residential subscription rates and provides for early termination for unsatisfactory performance.

Public Comment:

- Carrie Litherland, 1336 Jackson St., curbside compost service. She spoke in support of contracting with a vendor that may offer curbside composting.
- Charles Merkley, 6760 Muskogee St., FCC, spoke in support of FCC. He shared the complaints and liquidated damages from 2014-2019 concerning WastePro. He presented a bid comparison cost per month.
- Dan Brazil, 9172 Ley Rd., FCC Director of Operations, he also spoke in support of FCC and spoke of the environmental services. He gave a comparison of WastePro vs. FCC.
- Brandy Davis, 9172 Ley Road, FCC US Human Resources Director, she stated they are firmly committed to employing from the community. She shared the MBE Participation Plan. She shared some of their recidivism plan.
- Gigi Rollini, 106 East College Avenue, Attorney with Stearns Weaver Miller, spoke in support of FCC being awarded the bid. She focused on the bid process administered by the county.

- Jessica Icerman, 401 East Jackson St., Attorney with Stearns Weaver Miller representing FCC Environmental Services, encouraged the Board to award FCC the bid. She noted WastePro commercial rates increased in the Agreement Amendment and urged the board to issue Notice of Intent (NOI) to FCC.
- Maxwell Herrle, 117 S. Gadsden Street, lobbyist for FCC Environmental Services with THG Consulting, spoke in support of FCC being awarded the bid. He encouraged the Board to approve option 3 and issue a NOI, with FCC contract provisions for a 20% MBE goal, termination for convenience clause, and extending the WastePro contract through December 2020 for transition extension.
- Loyd Childree, 8487 Congressional Dr., Waste Pro, introduced the Waste Pro staff. He noted that Waste Pro heard the complaints and requests to the Board. He shared the improvements that would be made by Waste Pro and the contributions made by Waste Pro to the community. He noted that FCC's commercial rates are higher than WastePro's commercial rates.
- Efford Major, 1427 Rustling Pines Blvd., WastePro, Operations Manager, He shared Waste Pro statistics where 75% of employees are minorities and encouraged the Board to approve the Agreement Amendment to continue service with WastePro.
- Bob Hyers, 584 Stanley Ridge Rd. Morganton, GA, Waste Pro, spoke in support of WastePro, Inc. being awarded the bid for curbside pickup in unincorporated Leon County.
- Amy Tingley, 222 N. Rosalind Avenue, Orlando, FL, attorney representing WastePro, encouraged the Board to approve the Agreement Amendment to continue service with Waste Pro.
- Commissioner Proctor asked County Administrator Long for clarification on commercial rate increase.
 - County Administrator Long confirmed that the Waste Pro residential rate would stay flat and commercial rates would be less than or equal to the lowest bid.
- Commissioner Proctor shared concern for the commercial rate increase even if the rate remains the same. He commended FCC for their diversity in hiring and expressed his appreciation of Waste Pro's efforts to reinvest into the community.
- Commissioner Dozier expressed concern about recent complaints about Waste Pro's service. She noted the increase in damages and complaints for 2019 and expressed a lack of confidence that their service would meet County standards. She has received emails in favor of the \$4/month increase if they receive better service. She stated concern that the termination clause is not precise and questioned what is "excessive". She stated her support for Option #3.
- Commissioner Lindley expressed concern about the future of the current Waste Pro employees should the bid be awarded to FCC and expressed concern about Waste Pro's termination clause language. He shared her support for a change for awarding the bid to FCC.
- Commissioner Minor requested clarification on the rate increase clause in the original Waste Pro contract.
 - County Attorney Thiele replied that the chart in Exhibit A in the Amendment replaces it and both parties agreed to it.
- Commissioner Proctor expressed concern with the Bid process. He commented on Waste Pro's continued conversation with staff. He noted that if given a chance, he believed FCC would negotiate down. He felt that FCC should be given the turn

to come to the table. He wanted the playing field to be leveled and asked if the numbers were negotiable.

- County Attorney Thiele indicated that FCC can adjust their numbers if they were awarded the bid. However, the County couldn't hold discussion before the bid was awarded.
- Commissioner Maddox stated he couldn't support the motion for Option 3.
- Commissioner Jackson shared he couldn't support an additional monthly increase and stated he couldn't support Option 3.
- Commissioner Dozier established that the two options are to negotiate an extension of the current contract with Waste Pro or accept the bid from FCC at which time negotiations may take place. She confirmed that negotiations with FCC can only happen after the bid award.
 - County Attorney Thiele confirmed that the County can't make FCC deviate from their bid, but that FCC may voluntarily negotiate if they are awarded the bid.
- Commissioner Minor thanked all who spoke and asked are citizens willing to forgo the \$4.00 increase. He spoke on complaints and discussed the new higher standard. He stated it didn't rise to the level of the increase for his residents. He rejected the motion.
- Chair Desloge commented how garbage was a "messy situation". He also stated he was not in favor of the increase, due to the residential rate increase. He stated that the Waste Pro commercial rates are less than or equal to the FCC commercial rates in their bid. He shared his support of Option 1 and 2.
- Commissioner Proctor reflected on the possibility of FCC negotiating their rates should they be awarded the bid. He shared his support for Option 3.
 - County Attorney Thiele indicated that the Board would need to vote on the FCC bid as it was submitted.
- *Commissioner Maddox moved, seconded by Commissioner Desloge, to call the question. The motion carried 6-1. (Commissioner Dozier opposed).*
- *Commissioner Lindley moved, seconded by Commissioner Dozier, to approve Option 3: Approve the bid award to FCC for the exclusive franchise to provide solid waste collection services in unincorporated Leon County and authorize the County Administrator to negotiate and execute the Agreement, in a form approved by the County Attorney. The motion failed 3-4. (Commissioner's Minor, Maddox, Desloge, Jackson opposed).*
- Commissioner Dozier requested quarterly reports be provided to the Board during the first year of service should the Waste Pro contract extension be approved.
- Commissioner Minor asked for an amendment to add hard metrics for the level of service.
- County Administrator Long shared that not having specific metrics provides the County greater discretion to terminate the contract soon but indicated that they could be added.

*Commissioner Jackson moved, duly seconded by Commissioner Desloge, approval of Options 1, 2: Option 1: Pursuant to ITB Section II, Subsection I., in the best interest of the County, reject all bids submitted to the Invitation to Bid (ITB) BC-01-17-20-24 for Solid Waste Collection Services in Leon County; and
Option 2: as amended: To continue service with Waste Pro Inc:*

- a. Approve the First Amendment to the current Solid Waste Collection Franchise Agreement and authorize the County Administrator to execute the Amendment in a form approved by the County Attorney.
- b. Approve the renewal of the Solid Waste Collection Franchise Agreement with Waste Pro Inc, as modified, for a period of three years effective October 1, 2020, and direct staff to provide quarterly performance reports to the Board.
- c. Amended quarterly reports

Commissioner Minor inquired about concrete measures.

County Administrator Long stated there are metrics,

Commissioner Proctor commented this was problematic. He noted he didn't get a chance to question Waste Pro.

The motion carried 5-2. (Commissioners Dozier and Lindley opposed).

16. Consideration of an Interim Agreement with Marpan Recycling and Authorization of Consultant Services for Long-term Recycling Analysis

County Administrator Long introduced the item. He shared as directed at the January 28, 2020 meeting, this item seeks Board approval of an amendment to the County's contract with Marpan Recycling in order to ensure the continuation of the County's single-stream recycling program in the immediate term. Additionally, this item seeks Board authorization to contract with SCS Engineers via cooperative purchase to identify alternative Long-term strategies for the future of the recycling program.

- Commissioner Dozier stated that she shared the information with the Apalachee Regional Planning Council and was met with positive response for collaboration between counties.
- Chairman Desloge thanked Marpan.
- Commissioner Proctor reflected on the need for a recycling informational campaign should the County's recycling program be impacted.

Commissioner Maddox moved, duly seconded by Commissioner Minor, for approval of Options 1 - 3: Authorize the County Administrator to execute an amendment to the contract between Leon County and Marpan Recycling for single stream recycling services, in a form approved by the County Attorney. Option 2: Authorize the County Administrator to contract with SCS Engineers to conduct an analysis of long-term strategies for the future of the County's recycling program, in a form approved by the County Attorney. Option 3: Approve the associated Resolution and Budget Amendment.

The motion carried 7-0.

17. Council on Culture and Arts Cultural Facilities Matching Grant Program Awards

County Administrator Long introduced the item. He shared this item seeks Board approval of the Cultural Facilities Matching Grant Program funding awards in the amount of \$461,495 as recommended by the Council on Culture and Arts (COCA) and the Tourist Development Council (TDC).

- Kathleen Spehar, COCA Executive Director, shared her support of the alternative recommendations for the Grant Awards, and commended County staff efforts to ensure compliance.

Commissioner Maddox shared his concerns about the impartiality of the process and stated he could not support the recommendations.

Commissioner Dozier commended the work of staff and discussed the grant process. She highlighted her concerns about the grant award process and believed that the process for this cycle was fair. She noted that in the future, there will be TDC presence on the COCA Board.

Commissioner Lindley stated she would support staff recommendation of Option 1 a-c. However, she presented concerns about the fairness of the evaluation process.

Commissioner Minor indicated that he could not support the recommendations due to inconsistencies in the grant application process.

Commissioner Proctor expressed concern regarding the lack of diversity among grant applicants.

Commissioner Dozier submitted that the application process does need to be revised but was confident in the steps that were taken to rectify the process.

Chair Desloge thanked Kathleen Spehar and Kerri Post for their leadership and indicated that the process could be improved.

Commissioner Dozier moved, duly seconded by Commissioner Desloge, approval of Option 1: Approve the Council on Culture Arts' Cultural Facilities Matching Grant Program awards in the amount of \$461,495 as follows:

- a. \$133,000 for Goodwood Museum and Gardens, Inc. for the preservation of its Water Tower.*
- b. \$104,995 for the Tallahassee Community College Foundation for renovation of Tallahassee Community College Hurst Museum and Learning Center.*
- c. \$223,500 for the Tallahassee Museum of History and Natural Science, Inc. for the acquisition of, and improvement to, 69.03 acres adjacent to the Museum as part of its Securing the Future Capital Campaign.*

The motion carried 4-3. (Commissioner's Minor, Proctor and Maddox opposed the motion).

The Board recessed at 5:22p.m. The meeting reconvened at 6:00 p.m.

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

- 18. First and Only Public Hearing on Adoption of the Annual Update to the Tallahassee Leon County Comprehensive Plan Capital Improvements Schedule – (REMOVED)**
- 19. First of Two Public Hearings to Consider Adoption of an Ordinance Creating a New Section 10-6.657 of the Land Development Code, Entitled “Mining Zoning District”**

County Administrator Long introduced this item. He noted this item provides for the first of two required Public Hearings to consider an Ordinance which implements the provisions of the Industry and Mining Future Land Use Category of the Comprehensive Plan by establishing a Mining zoning district. The County currently does not have an existing zoning district dedicated to implementing the mining provisions of the referenced Future Land Use Category. The new zoning district will provide certainty on the allowed land use, development standards, permitting requirements and reclamation standards for mining uses within the Urban Service Area.

Commissioner Maddox moved, duly seconded by Commissioner Dozier, the approval of Option 1: Conduct the first of two required Public Hearings to consider adoption of an Ordinance creating a new Section 10-6.657 of the Land Development Code, entitled "Mining District" and schedule the second and final Public Hearing for March 10, 2020 at 6:00 p.m. The motion carried 6-0. (Commissioner Proctor out of Chambers).

20. First of Two Public Hearings to Consider Adoption of an Ordinance Amending Section 10-1.101 of the Land Development Code Entitled "Definitions," repealing Section 10-6.816, "Community Gardens," and Creating a New Section 10-6.816 Entitled "Urban Agriculture," and a New Section 10-6.821 Entitled "Urban Agriculture," and a New Section 10-6.821 Entitled "Urban Equine"

County Administrator Long introduced this item. He noted this agenda item provides for the first of two required Public Hearings to consider a proposed Ordinance, based on stakeholder feedback and support, to eliminate barriers to the operation of small-scale commercial farming inside the Urban Service Area. The Ordinance will also allow for the keeping of horses as pets on residential properties of one acre and greater.

- *Commissioner Dozier commended the County Administrator and staff for their exceptional work on this item.*

Commissioner Maddox moved, duly seconded by Commissioner Jackson, the approval of Option 1: Conduct the first of two required Public Hearings to consider adoption an Ordinance amending Section 10-1.101 of the Land Development Code entitled "Definitions," repealing Section 10-6.816, "Community Gardens," and creating a new Section 10-6.816 entitled "Urban Agriculture," and a new Section 10-6.821 entitled "Urban Equine", and schedule a second Public Hearing for April 14, 2020, at 6:00 p.m.

The motion carried 6-0. (Commissioner Proctor out of Chambers).

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS (3-MINUTE LIMIT PER SPEAKER; COMMISSION MAY DISCUSS ISSUES THAT ARE BROUGHT FORTH BY SPEAKERS.)

- Dan Hamedan, 3618 Four Oaks Blvd., inquired when the First and Only Public Hearing to consider a sixth Amendment to the Southwood Development of Regional Impact Integrated Development Order would be held.
 - Staff confirmed the public hearing is scheduled for March 10, 2020 at 6:00 p.m.

COMMENTS/DISCUSSION ITEMS

County Attorney Thiele:

- Wished everyone a Happy Valentine's Day.

County Administrator Long:

- Wished Commissioner Proctor a Happy Birthday.

COMMISSIONER DISCUSSION ITEMS

Commissioner Dozier:

- Requested a Proclamation for Multiple Sclerosis Awareness Month.
 - *Commissioner Dozier moved, seconded by Commissioner Desloge, to present a Proclamation recognizing Multiple Sclerosis Awareness Month at the March 10 meeting. The motion carried 7-0.*
- Recognized Women in Construction Week and asked for a Proclamation honoring them March 1-7, 2020.
 - *Commissioner Dozier moved, seconded by Commissioner Desloge, to present a proclamation recognizing March 1-7, 2020 as Women in Construction Week at the Board's February 25th meeting. The motion carried 7-0.*
- Commented on a local mobile home HOA's struggle to address issues on ongoing noncompliant code violations and a recent conversation with the County Attorney. She requested a status report on options to assist neighborhoods pursuing compliance for ongoing code violations.
 - *Commissioner Dozier moved, seconded by Commissioner Minor, to direct staff to prepare a status report on options to assist neighborhoods pursuing compliance for ongoing code violations. The motion carried 7-0.*
- Discussed the split vote between the County/City on how to proceed with the CHSP and the Needs Assessment.
 - County Administrator Long indicated that the County had not received a request from the City Manager to coordinate with the City to review the proposal from the Askew School of Public Policy to develop additional analysis and recommendations regarding the needs assessment, as requested by the City Commission.
 - Commissioner Dozier requested that staff provide an update on the City's actions related to the upcoming Community Human Servicers partnership (CHSP) process and the Needs Assessment.
 - *Commissioner Dozier moved, seconded by Commissioner Desloge, to direct staff to provide an update on the City's approach to the upcoming Community Human Services Partnership (CHSP) process and the Needs Assessment. The motion carried 7-0.*
- Highlighted the Board's Retreat and hoped everyone would enjoy their Superhero mugs.

Commissioner Proctor:

- Requested a Proclamation for Trish Colwell recognizing her random acts of kindness, crocheting over 75 afghans for persons who have lost a loved one.

- *Commissioner Proctor moved, seconded by Commissioner Maddox, to present a proclamation recognizing Trish Colwell's random acts of kindness, crocheting over 75 angel afghans for persons experiencing hardships. The motion carried 7-0.*
- Wished everyone a Happy Valentine's Day.

Commissioner Lindley:

- Commended Chairman Desloge's performance in the fundraiser for the Literacy Council.
- Welcomed the new County Attorney Chasity O'Steen.
- Recognized the Chinese New Year.

Commissioner Jackson:

- Thanked Commissioner Dozier for the superhero mugs.
- Commended the Tallahassee Soccer Club for being named the 4th Best Team in the nation by a soccer magazine. He commented that the first game of their second season will be Saturday, May 9, 2020.

Commissioner Maddox:

- Thanked Commissioner Dozier for the superhero mugs.
- Thanked the County Administrator and staff for their efforts in the FAC training.
- Recognized Chasity O'Steen as the incoming County Attorney.

Vice – Chair Minor:

- Requested approval to be a guardian for Honor Flight on April 18, 2020 in the amount of \$500.
 - *Commissioner Minor moved, seconded by Commissioner Proctor, to approve the travel request for Commissioner Minor for Honor Flight on April 18, 2020. The motion carried 7-0.*

Chairman Desloge:

- Thanked Commissioner Dozier for the coffee mugs featuring their chosen superhero.
- Reflected on a recent call from a resident in Killlearn Acres regarding bulk pick up for a neighbor. Waste Pro confirmed that a customer may request bulk pick-up service for another neighbor, or the County may make the request, provided the customer is current on their bill.
- Wished everyone a Happy Valentine's Day.

RECEIPT AND FILE:

- None.

ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 6:24 p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: _____
Bryan Desloge, Chairman
Board of County Commissioners

BY: _____
Gwendolyn Marshall, Clerk of Court
& Comptroller, Leon County, Florida

**Leon County
Board of County Commissioners**

Notes for Agenda Item #7

Leon County Board of County Commissioners

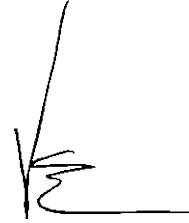
Agenda Item #7

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Payment of Bills and Vouchers



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Tiffany Fisher, Management and Budget Analyst

Statement of Issue:

This agenda item requests Board approval of the payment of bills and vouchers submitted May 12, 2020 and pre-approval of payment of bills and vouchers for the period of May 13, 2020 through May 25, 2020.

Fiscal Impact:

This item has a fiscal impact. All funds authorized for the issuance of these checks have been budgeted.

Staff Recommendation:

Option #1: Approve the payment of bills and vouchers submitted for May 12, 2020 and pre-approve the payment of bills and vouchers for the period of May 13, 2020 through May 25, 2020.

Report and Discussion

Background:

The Office of Financial Stewardship/Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the May 12th meeting, the morning of Monday, May 11, 2020. If for any reason, any of these bills are not recommended for approval, OMB will notify the Board.

Analysis:

Due to the Board not holding a regular meeting until May 26, 2020, it is advisable for the Board to pre-approve payment of the County's bills for May 13, 2020 through May 25, 2020 so that vendors and service providers will not experience hardship because of delays in payment. In the event the Board meeting is cancelled, the payment of bill/vouchers will be approved until the next scheduled meeting. OMB will continue to review the printouts prior to payment and if for any reason questions payment, then payment will be withheld until an inquiry is made and satisfied, or until the next scheduled Board meeting. Copies of the bills/vouchers printout will be available in OMB for review.

Options:

1. Approve the payment of bills and vouchers submitted for May 12, 2020 and pre-approve the payment of bills and vouchers for the period of May 13, 2020 through May 25, 2020.
2. Do not approve the payment of bills and vouchers submitted for May 12, 2020, and do not pre-approve the payment of bills and vouchers for the period of May 13, 2020 through May 25, 2020.
3. Board direction.

Recommendation:

Option #1

**Leon County
Board of County Commissioners**

Notes for Agenda Item #8

Leon County Board of County Commissioners

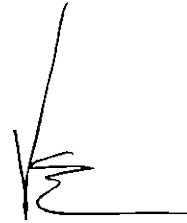
Agenda Item #8

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Adjustments to the FY 2021 Budget Calendar



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Scott Ross, Director, Financial Stewardship

Statement of Issue:

This item seeks Board approval to adjust the FY 2021 Budget Calendar by moving the June 16, 2020 Budget Workshop to July 14, 2020 at 9:00 a.m. and scheduling an additional Budget Workshop on August 25, 2020 at 9:00 a.m. (Attachment #1).

Fiscal Impact:

This item has no fiscal impact

Staff Recommendation:

Option #1: Approve adjustments to the FY 2021 Budget Calendar by scheduling Budget Workshops for July 14, 2020 at 9:00 a.m. and August 25, 2020 at 9:00 a.m. (Attachment #1).

Report and Discussion

Background:

This item recommends conducting the FY 2021 Budget Workshops on July 14, 2020 and August 25, 2020 to allow more time for a clearer financial picture to establish the basis for the FY 2021 budget. In response to the rapid spread of COVID-19, federal, state, and local governments have employed a variety of containment and mitigation strategies to decrease the epidemic peak of the outbreak, known as “flattening the curve.” These strategies have included personal preventive measures such as hand hygiene and self-quarantine as well as community measures aimed at physical distancing such as closing schools, instituting travel restrictions, event postponements and cancellations, workplace hazard controls, social distancing measures, and more. As a result, the COVID-19 pandemic has dramatically impacted the global economy, and some leading economists are projecting a recession that could last several years.

As detailed in the Analysis section below, the COVID-19 pandemic is projected to have a significant impact on the County’s revenues including sales, gas, tourist and other taxes, and relatedly, the FY 2020 and FY 2021 budgets. Over the next several months, the Florida Department of Revenue (FDOR) will provide data on actual revenue collections that will assist in forecasting. However, as discussed below, data on revenue collections becomes available from the State on a two-month delay. As a result, data for collections during the peak of the pandemic – March, April, and May – is not expected to be available until June, July, and August, respectively.

Analysis:

At the April 14, 2020 meeting, the Board approved modifications to the budget calendar to allow more time to receive revenue collection data from the State. Consequently, Budget Workshops are currently scheduled for June 16 and July 14, 2020. Since the April 14 meeting, it has become apparent that conducting the Budget Workshops in July and August would allow more time for a clearer financial picture to establish the basis for the FY 2021 budget. There several reasons for this:

- Data related to sales and gas tax receipts for March will not be released by the State until mid-June which will just begin to show the effects of the economic shutdown on Leon County’s revenues in these areas. This is related to the local emergency order, the closure of schools after Spring Break, and the closure of State and County facilities to the public. In addition to the impacts of local businesses temporarily closing, Leon County is also expected to experience declines in revenues due to the impacts of limited operations of the three universities which began in March and the economic impact of decreases in university-related events. Many of the theme parks in Florida also closed beginning the week of March 16.
- The Governor issued a “safer at home” order effective on April 3, 2020, further impacting economic activity throughout the State. The data related to the sales tax collections for this period will not be provided until July.

- On April 29, Governor DeSantis announced a “Phase 1: Safe. Smart. Step-by-Step.” plan for reopening Florida’s economy following the COVID-19 pandemic. The plan calls for a three-phase approach to lifting the State’s “safer at home” restrictions with the first phase beginning on May 4, 2020. Future phases of the plan will be implemented based on epidemiological data; accordingly, it is unknown at this time when the second and third phases of the plan will occur and to what extent state and local economic activity will increase at that time. As indicated above, local revenue collection data is received from the State on a two-month delay.
- Typically, the State provides revenue forecasts which the County can utilize as part of our forecasting process. Under normal circumstances, FY 2021 estimates would be expected during the June-July 2020 timeframe; however, the Florida Office of Economic and Demographic Research indicates that those estimates may be delayed.
- It is unclear whether the Florida Legislature will convene a special session to address revenue impacts to the State budget. Any changes to the State’s FY 2021 budget may also affect state shared revenues or other areas of the County’s budget. The State’s Revenue Estimating Conference is expected to meet in June 2020 to consider the fiscal impacts of the COVID-19 pandemic on state revenues. A decision regarding whether and when to convene a special session may not occur until after the Revenue Estimating Conference meets.
- At this time, Congress is contemplating additional COVID-19 relief legislation. On March 27, Congress passed the “Coronavirus Aid, Relief, and Economic Security Act” (CARES Act) to provide direct economic assistance in response to the financial fallout related to COVID-19. This legislation included a \$150 billion Coronavirus Relief Fund for state and local government to help offset necessary expenditures incurred due to the COVID-19 public health emergency. Leon County is currently working with the Florida Association of Counties and the National Association of Counties to advocate for legislation that would increase the amount of relief funding available to local governments and that would allow this funding to be used to offset the significant revenue losses incurred during the pandemic. Congressional leaders are also contemplating significant new investments in infrastructure projects that may be implemented at the local level.

Based on these factors and the importance of having the most up-to-date data to inform budget decisions, it is recommended that the budget calendar be modified to conduct the FY 2021 Budget Workshops on July 14, 2020 and August 25, 2020. This would allow time for the County to receive the latest available revenue collection data in support of FY 2021 Budget prior to the first Public Hearing on the Tentative Budget which is scheduled for September 15, 2020.

Options:

1. Approve adjustments to the FY 2021 Budget Calendar by scheduling Budget Workshops on July 14, 2020 at 9:00 a.m. and on August 25, 2020 at 9:00 a.m. (Attachment #1).
2. Do not approve the adjustments to the FY 2021 Budget Calendar.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Revised FY 2021 Budget Calendar

Leon County Fiscal Year 2021 Tentative Budget

Budget Calendar

January 2020

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Friday, January 10, 2020	Internal Service Requests Matrix Distributed to Departments/Constitutional/Judicial Officers	Facilities Management Management Information Systems Human Resources Office of Management and Budget (OMB)
Friday, January 24, 2020	Departments/Constitutional/Judicial Officers submit Internal Service Requests	Facilities Management Management Information Systems Human Resources Office of Management and Budget (OMB)
Monday, January 27, 2020	Board Retreat	Board of County Commissioners (BOCC) Executive Staff

<i>January 2020</i>						
S	M	T	W	T	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

Friday, February 7, 2020	New CIP Request forms to Departments	OMB/All Departments
Tuesday, February 11, 2020 Friday, February 14, 2020	GovMax Training GovMax Open to Dept.	OMB OMB/ All Departments
Friday, February 21, 2020	Deadline for New Capital Project Requests	OMB/All Departments
Tuesday, February 25, 2020	Establish maximum funding levels for outside agencies at regular meeting	Board of County Commissioners (BOCC)
Friday, February 28, 2020	Memo to Constitutionals with updated FRS, Health Care and Worker Comp Rates	OMB

<i>February 2020</i>						
S	M	T	W	T	F	SA
						1
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March 2020

Friday, March 6, 2020 Friday, March 13, 2020	Department Narrative Sheets and Business Plans sent GovMax closes, existing and new CIP submissions in GovMax	OMB/All Departments OMB/All Departments
Friday, March 27, 2020	Department Narrative sheets and Business Plans are due	OMB/All Departments

<i>March 2020</i>						
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April 2020

Wednesday, April 1, 2020 10:00 am - 4:00 pm	Executive Administrative Hearing (if necessary)	County Administrator/ OMB/All Departments
CANCELLED Tuesday, April 28, 2020 9:00 am - 3:00 pm	Preliminary Budget Policy Workshop	OMB/All Departments

<i>April 2020</i>						
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Leon County Fiscal Year 2021 Tentative Budget

Budget Calendar

June 2020

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Monday, June 1, 2020	Receive Tentative Certified Values from Property Appraiser	Property Appraiser
Monday, June 1, 2020	Notice to Property Appraisers regarding possible Non-Ad Valorem assessments for TRIM notice	Public Works/OMB/Property Appraiser
RESCHEDULED Tuesday, June 16, 2020 9:00 am - 3:00 pm	Budget Workshop (Including presentation of the Mid-year report)	BOCC/County Administrator/OMB/All Departments

<i>June 2020</i>						
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July 2020

Wednesday, July 1, 2020	Certified Taxable Values provided by Property Appraiser	Property Appraiser
Wednesday, July 1, 2020	Non-Ad Valorem assessments to be included on TRIM due to Property Appraiser	BOCC/County Administrator/OMB/Property Appraiser
Tuesday, July 14, 2020 9:00 am - 3:00 pm	Budget Workshop (Including presentation of the Mid-year report)	BOCC/County Administrator/OMB/All Departments
Tuesday, July 14, 2020 9:00 am - 3:00 pm	Regular Board Meeting	BOCC/County Administrator/OMB/ Departments/ Citizens

<i>July 2020</i>						
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August 2020

Tuesday, August 4, 2020	TRIM Maximum Millage Notice due to Property Appraiser and Department of Revenue	County Administrator/OMB/Property Appraiser
Monday, August 24, 2020	Last day for Property Appraiser to mail TRIM notices	Property Appraiser
Tuesday, August 25, 2020 9:00 am - 3:00 pm	FY21 Budget Workshop	BOCC/County Administrator/OMB/All Departments

<i>August 2020</i>						
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Leon County Fiscal Year 2021 Tentative Budget

Budget Calendar

September 2020

Date

Activity

Participants

September 2020

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RESCHEDULED Tuesday, September 8, 2020	BOCC– 1st Public Budget Hearing on Adoption of Tentative Millage Rates and Tentative Budgets for FY 2020/2021	BOCC/ County Administrator/ OMB/ Departments/ Citizens
Tuesday, September 15, 2020	BOCC– 1st Public Budget Hearing on Adoption of Tentative Millage Rates and Tentative Budgets for FY 2020/2021	BOCC/ County Administrator/ OMB/ Departments/ Citizens
Tuesday, September 15, 2020	Certification of Non-Ad Valorem assessment roll due to Tax Collector	County Administrator/OMB/ Property Appraiser
RESCHEDULED Tuesday, September 22, 2020	BOCC 2nd Public Budget Hearing on Adoption of Tentative Millage Rates and Tentative Budgets for FY 2020/2021	BOCC/ County Administrator/ OMB/ Departments/ Citizens
Friday, September 25, 2020	Submit Adopted Budget Resolutions to Property Appraiser and Tax Collector	County Administrator/OMB
Tuesday, September 29, 2020	BOCC 2nd Public Budget Hearing on Adoption of Tentative Millage Rates and Tentative Budgets for FY 2020/2021	BOCC/ County Administrator/ OMB/ Departments/ Citizens

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October 2020

Thursday, October 1, 2020	Beginning of New Fiscal Year	OMB
Thursday, October 23, 2020	30 day deadline to publish the adopted budget online	OMB
Thursday, October 23, 2020	Final Day to Submit TRIM Compliance Certification to Department of Revenue (DOR)	County Administrator/OMB

October 2020

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**Leon County
Board of County Commissioners**

Notes for Agenda Item #9

Leon County Board of County Commissioners

Agenda Item #9

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: FY 2020 Commissioner Discussion Items Semiannual Status Report



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Wanda Hunter, Assistant County Administrator
Lead Staff/ Project Team:	Mary Smach, Agenda Coordinator

Statement of Issue:

This item seeks the Board's acceptance of the semiannual status report on the FY 2020 Commissioner Discussion Items that the Commissioners have requested staff follow-up on, during the Comments/Discussion Items portion of the Boards' regular meetings.

Fiscal Impact:

This item has no fiscal impact

Staff Recommendation:

Option #1: Accept the Semiannual FY 2020 Commissioner Discussion Items Status Report (Attachment #1).

Report and Discussion

Background:

At each regularly scheduled Board meeting, Commissioners have the opportunity, under Commissioners' Discussion Time, to make requests and/or inquiries of staff. If staff action is requested, Board approval is required. The County Administrator, as well as the County Attorney, then makes staff assignments, respectively. The status of such items is then tracked by Administration and reported to the Board semiannually. The County Administrator utilizes the status report year-round, as a management tool to ensure the appropriate actions are taken in response to Board direction.

Analysis:

For the first half of Fiscal Year 2020, other than Proclamations, a total of 42 items were generated as a result of Board discussion (Attachment #1), including 5 that were derived from discussion at the January 2020 Board Retreat. The remaining items were the result of Board action during regular Board of County Commissioner meetings .

The number of tasks completed is 23, and 23 items are "In Progress" including two items pending on the May 12th agenda.. In addition, of the 15 items remaining from FY 2019, 11 were completed and 4 are "In Progress".

Options:

1. Accept the Final FY 2020 Commissioner Discussion Items Status Report (Attachment #1)
2. Do not accept the Final FY 2020 Commissioner Discussion Items Status Report.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. FY 2020 Commissioner Discussion Items Final Status Report

**FY 2019/2020
Commissioner Discussion Items Status Report
October 1, 2019 – April 14, 2020**

Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
Feb 13, 2018	Dozier	Requested the County work with FSU & Innovation Park to co-brand signage for the MagLab.	Administration / Planning / Tourism Cherie Bryant / Kerri Post	<i><u>In progress:</u></i> Funding has been identified & coordination with the City (as the permitting jurisdiction) and FDOT (which has jurisdiction over Lake Bradford Road and Orange Avenue) is in process. A determination by the state is needed on whether existing state signs can be replaced with branded signage.
March 12, 2019	Dozier	Requested staff prepare an agenda item after the conclusion of the FY 2019-20 budget cycle to evaluate the long-term financial plan for the operation of the Kearney Center.	Administration / OMB Wanda Hunter / Scott Ross	Done Agenda item #13 For March 10, 2020
April 23	Maddox	Requested an update on OEV's ongoing efforts as well as suggestions for how OEV and community partners can work together to better recruit businesses for apprenticeship programs.	Admin / OEV Ken Morris / Ben Pingree / Cristina Paredes	Done The Board approved the Joint County/ City/ Blueprint MWSBE Policy (including apprenticeship programs) in Agenda Item #7 on Feb. 25, 2020
April 23 Budget Workshop	Board	Directed Planning staff to work with the Tallahassee Trust for Historic Preservation on the applying for a state historic preservation grant for the GIS predictive software model.	PLACE/Planning Cherie Bryant	<i><u>In Progress</u></i> The Tallahassee Trust has developed a grant application in coordination with local specialists, Planning, GIS, City Growth Management and DSEM. The deadline for grant submittal is June 30, 2020.
	Lindley	Requested an evaluation of a \$13 living wage option after the budget process.	OFS / HR Scott Ross / Candice Wilson	<i><u>In Progress</u></i> A Budget Discussion Item will be included in the first Budget Workshop.
May 14	Maddox	Requested the County explore ways to improve pedestrian safety near the roundabout on Jim Lee Road near Rickards High School	Public Works Brent Pell	Done The installation of safety improvements at the roundabout were completed January 2020.
	Minor	Requested an agenda item exploring a pilot senior entrepreneurial program including mentorship opportunities.	PLACE (OEV)/Admin Ben Pingree/ Cristina Paredes/ Ken Morris	Done Agenda item #20 on December 10, 2019
May 28	Lindley	Directed staff to develop a policy requiring a public search for any direct hires by the Board. (Commissioner Dozier made a second request on July 9, 2019.)	Admin / HR Andrew Johnson / Candice Wilson	<i><u>In Progress</u></i> Agenda item to consider draft policy will be presented to the Board in late spring.

**FY 2019/2020
Commissioner Discussion Items Status Report
October 1, 2019 – April 14, 2020**

Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
June 18	Minor / Dozier	Requested additional information regarding neighborhood scale purchase power agreements and net metering; and information regarding how the City and Talquin can work with neighborhood solar projects, be included in the Public Hearing for the Solar Energy Systems Ordinance	Office Resource Stewardship / County Attorney Maggie Theriot / Herb Thiele	Done <i>Information included in Agenda item #35 on December 10, 2019</i>
July 9	June 18 Budget Wkshp	Requested staff bring back a status update on any changes in usage of the Rural Waste Collection Centers and recycling participation in the wake of the fee elimination at the Rural Waste Collection Centers.	ORS Maggie Theriot	Done <i>Information included in Agenda item #27 on December 10, 2019</i>
July 9	Desloge	Directed staff to work with the Leon County Educational Facilities Authority to schedule a presentation	Admin Heather Peeples / Mary Smach	Done <i>Presentation presented at the January 28, 2020 meeting.</i>
	Dozier	Directed staff to explore options to document the good work and skills of the inmate work crews.	Public Works / Admin Brent Pell / Heather Peeples	Done <i>County Administrator sent an email to the Board on December 18, 2019</i>
Sept. 17	Desloge	Requested an agenda item on the County's ordinances regarding recreational burning.	County Attorney Herb Thiele	Done <i>Agenda item #23 on December 10, 2019</i>
	Lindley	Directed staff to reach out to FDOT regarding their current use of glyphosate and prepare an agenda item exploring the County's authority to limit the use of the chemical.	Public Works / Resource Stewardship Brent Pell / Maggie Theriot	Done <i>Agenda item #25 on December 10, 2019</i>
Sept. 24	Minor	Requested an agenda item exploring legally sustainable options to limit the proliferation of adult entertainment businesses and providing an inventory of projects in the North Monroe Corridor and an option to request that the Intergovernmental Agency consider advancing the implementation of the North Monroe Gateway project.	County Attorney / Administration / PLACE – Herb Thiele / Ken Morris / Ben Pingree	Done <ul style="list-style-type: none"> ○ PLACE provided a status report on N. Monroe projects, Agenda Item #22 on Nov. 12, 2019, including an option to request that the Intergovernmental Agency consider advancing the implementation of the North Monroe Gateway project. ○ County Attorney provided a Status Report Agenda item #22 on December 10, 2019
Oct. 15, 2019	Desloge	Requested an agenda item on the approved CRTPA bike-ped master plan including recommendations for regional coordination and cost analysis.	Admin / PLACE (Planning) – Ken Morris / Ben Pingree	In Progress <i>Consideration of the Bike-Ped Master Plan will be brought to the Board on June 16, 2020. The item will include recommendations for the rebranding of the Capital City to the Sea trails.</i>

**FY 2019/2020
Commissioner Discussion Items Status Report
October 1, 2019 – April 14, 2020**

Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
Oct. 15 (cont.)	Desloge	Asked that the Division of Tourism provide recommendations for rebranding the Capital City to the Sea trails.	Administration / Tourism – Ken Morris / Kerri Post	<u><i>In Progress</i></u> <i>Tourism worked with Zimmerman Agency to identify new name/brand options with a recommendation. They were forwarded to PLACE staff to be included in the next bike-ped update item to the Board.</i>
	Dozier	Requested a report at next Blueprint IA meeting on regional opportunities regarding industrial hemp as well as economic impacts.	Administration / PLACE (OEV) – Ken Morris / Ben Pingree	Done <i>Agenda item #9 on the Blueprint December 12, 2019 meeting agenda</i>
Nov. 12	Dozier	Requested an analysis of possible alternative uses of Tallahassee Housing Authority's Payment in Lieu of Taxes funds to support affordable housing as part of FY 19 PILOT payment.	HSCP / OMB Shington Lamy / Scott Ross	<u><i>In Progress</i></u> <i>Staff anticipates an analysis will be provided to the Board in the fall of 2020</i>
	Dozier	Requested additional information about HIV rates and strategies in the community to address transmission.	HSCP Shington Lamy	<u><i>In Progress</i></u> <i>Efforts to establish a Syringe exchange program have been put on hold as health care partners are working to address the COVID-19 pandemic</i>
	Dozier	Requested a resolution requesting that the Legislature increase the age to purchase tobacco products to 21 and to require State license of vaping establishments	Admin Andrew Johnson	Done <i>Agenda item #6 on December 10, 2019</i>
	Maddox	Requested an overview of OEV programs and services to support MWBEs in Leon County	PLACE / OEV Ben Pingree/ Cristina Paredes	Done <i>Email sent to the Board on November 14, 2019.</i>
	Dozier	Authorize the County Attorney join in an amicus brief in 5th District Court of Appeal in support of overturning adverse court ruling finding the Orange County Human Rights Ordinance unconstitutional.	County Attorney Herb Thiele	Done <i>The County filed such a brief in conjunction with the City of Miami Beach.</i>
	Dozier	Requested an agenda item regarding the indemnification and liability of Tall Timber's proposal to donate their services for a controlled burn of the Lake Lafayette lake bottom.	County Attorney / DSEM Herb Thiele / Brent Pell	Done <i>Agenda item #24 on December 10, 2019</i>
	Dozier	Requested proposals for the commemoration of the 100th anniversary of the passage of the 19th Amendment, the women's right to vote, and to identify possible community partners.	CMR Mathieu Cavell	<u><i>In Progress</i></u> <i>Staff has discussed opportunities with The Village Square and the possibility of an upcoming event in August.</i>

FY 2019/2020
Commissioner Discussion Items Status Report
October 1, 2019 – April 14, 2020

Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
Nov. 12 (cont.)	Jackson	Requested agenda item considering updating County Ordinance to increase the amount collected for civil traffic penalties from \$3 to \$5 to fund driver education programs in schools.	Admin / IDA / Co. Attorney Wanda Hunter / Teresa Broxton / Herb Thiele	Done <i>Agenda item #13 on December 10, 2019</i>
	Maddox	Requested a resolution in support of U.S. Senate Bill 2552: Expanding Health Care Options for Early Retirees Act which amends title XVIII of the Social Security Act to provide an option for first responders age 50 to 64 who are separated from service due to retirement or disability to buy into Medicare; and ask our federal lobbying team to update the Board on the status of the bill.	Admin Andrew Johnson	Done <i>Agenda item #7 on December 10, 2019</i>
Dec. 10	Dozier	Requested an agenda item to exploring a possible volunteer page program for high school students.	Admin / HSCP Nicki Paden / Shington Lamy	Done <i>Agenda item #7 on January 28, 2020</i>
	Maddox	Requested a status report within one year evaluating crime in area of adult entertainment stores.	County Attorney	<u><i>In Progress</i></u> <i>An evaluation to be provided to the Board in December 2020.</i>
	Dozier	Requested a letter from the Chairman to the Executive Director of the CRTPA in support of proportional voting	Admin Mary Smach	Done <i>Letter sent to CRTP on December 12, 2019</i>
	Dozier	Requested additional analysis on available drug treatment services.	Admin Heather Peoples	<u><i>In Progress</i></u> <i>Efforts to establish a Syringe exchange program have been put on hold as health care partners are working to address the COVID-19 pandemic</i>
	Lindley	Requested staff provide an agenda item in 3 years if a program administrator is not identified for the Syringe Exchange program	Admin Heather Peoples	<u><i>In Progress</i></u> <i>An update to be provided to the Board in December 2022.</i>
	Dozier	Authorized the County Attorney to submit a Notice of Intent to File a Brief with the Florida Supreme Court regarding the case of Alachua County V. Sadie Darnell.	County Attorney Herb Thiele	Done <i>The Notice of Intent was filed. Awaiting the Florida Supreme Court determining if they are going to accept jurisdiction on the appeal.</i>
	Dozier	Requested an update on the planned visits during the NACo Legislative Conference	Admin Andrew Johnson	Done <i>County Administrator sent an email to the Board on December 16, 2019</i>

**FY 2019/2020
Commissioner Discussion Items Status Report
October 1, 2019 – April 14, 2020**

Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
Dec. 10 (cont.)	Lindley	Requested a letter to the International Rescue Committee (IRC) to authorize the refugee resettlement program to continue in Leon County.	Admin Andrew Johnson	Done <i>Chairman sent a letter to the U.S. Dept. of State Health & Human Services on December 16, 2019</i>
	Lindley	Requested information on establishing a Homeless Trust in Leon County	Admin Andrew Johnson	Done <i>County Administrator sent an email to the Board on December 11, 2019</i>
	Proctor	Requested a list of recent improvements made to the County's boat landings.	CMR / Public Works / ORS Mathieu Cavell / Brent Pell / Maggie Theriot	Done <i>County Administrator sent an email to the Board on December 12, 2019</i>
Jan. 28	Desloge	Requested an agenda item to consider funding the construction of the AMVETS bell tower at the Tallahassee National Cemetery.	HSCP / OMB Shington Lamy / Scott Ross	Done <i>Agenda item #10 on February 25, 2020</i>
	Desloge	Requested a budget discussion item to consider taking over two passive parks currently owned by the Killlearn Acres HOA and include an analysis on the neighborhood street lighting.	Public Works / ORS Brent Pell / Maggie Theriot	In Progress <i>A Budget Discussion Item will be included in the first Budget Workshop.</i>
	Dozier	Requested that the agenda item for future lobbying contracts include the lobbying of local State agencies.	Admin Andrew Johnson	In Progress <i>Staff anticipates it will be included in the agenda item for the 2020 Florida Legislative end of session Final Report.</i>
	Dozier	Requested an agenda item on joining the Florida Dept. of Elder Affairs, AARP Network of Age-Friendly Communities.	Admin Andrew Johnson	Done <i>Agenda item #7 on March 10, 2020</i>
	Minor	Requested an agenda item clarifying lobbying in the Ethics Ordinance.	County Attorney Herb Thiele	Done <i>Agenda item #14 on March 10, 2020</i>
	Minor	Requested an agenda item with options for preserving the Lake Hall Schoolhouse.	Admin Andrew Johnson	In Progress <i>Agenda item anticipated for late spring.</i>
Feb. 11	Jan. 27 Retreat	Prepare a budget discussion item analyzing Tourism Development Tax (TDT) revenues and expenditure history in recent years.	Tourism / OMB Kerri Post / Scott Ross	In Progress <i>A Budget Discussion Item will be included in the first Budget Workshop.</i>
	Jan. 27 Retreat	Prepare an agenda item with an update on cultural/historical tourism.	Tourism Kerri Post	In Progress <i>Staff anticipates bringing the update to the Board on July 14th.</i>

**FY 2019/2020
Commissioner Discussion Items Status Report
October 1, 2019 – April 14, 2020**

Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
Feb. 11 (cont.)	Jan. 27 Retreat	Prepare an agenda item to evaluate the Division of Tourism promotion and support for fishing tournaments at Lake Talquin.	Tourism / DSEM Kerri Post / David McDevitt	<u><i>In Progress</i></u> <i>Staff anticipates bringing the update to the Board in September.</i>
	Jan. 27 Retreat	Evaluate creating an oral history kiosk as part of the Leon County/Tallahassee bicentennial celebration.	Library / CMR / Tourism Debra Sears / Mathieu Cavell/ Kerri Post	<u><i>In Progress</i></u> <i>Library / CMR / Tourism staff are investigating options for physical and virtual kiosks, use of augmented reality and media formats.</i>
	Jan. 27 Retreat	Prepare an agenda item to evaluate the County’s progress on trail development and long-term goals.	PLACE Ben Pingree	<u><i>In Progress</i></u> <i>Agenda item is being prepared for an upcoming Blueprint IA Board meeting that will address the implementation of projects included in the Greenways Master Plan, provide a status update on all 32 greenways projects and provide an update on the “one-stop shop” in development by the Planning Department for information on local trails.</i>
	Dozier	Requested a status report on options to assist neighborhoods pursuing compliance for ongoing code violations.	County Attorney / DSEM Chasity O’Steen / David McDevitt	<u><i>In Progress</i></u> <i>Agenda item #21 on May 12, 2020</i>
	Dozier	Requested an update on the City’s approach to the upcoming Community Human Services Partnership (CHSP) process and the Needs Assessment.	HSCP Shington Lamy	<i>Done</i> <i>Agenda item #11 on February 25, 2020</i>
Feb. 25	Dozier	Requested an update on the impact of COVID-19 to local businesses, at the upcoming Blueprint Intergovernmental Agency workshop	Admin / PLACE (OEV) Ken Morris / Ben Pingree / Cristina Paredes	<i>Done</i> <i>OEV provided an update at the Blueprint IA Workshop on March 12, 2020 and held a Special meeting on March 25 on the COVID-19 Economic Disaster Relief Grant Program</i>
	Dozier	Directed staff coordinate a group tour of the North American Properties construction project	Tourism Kerri Post	<u><i>In Progress</i></u> <i>Tentative date for tour was scheduled for Wed. March 25th at 3:30 p.m. but was cancelled due to COVID-19.</i>

**FY 2019/2020
Commissioner Discussion Items Status Report
October 1, 2019 – April 14, 2020**

Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
March 10	Lindley	Requested a budget discussion item including an analysis of the collaborative long-term funding support for the Kearney Center and revisions to the County’s line item funding Ordinance.	OMB / HSCP Scott Ross / Shington Lamy	<u><i>In Progress</i></u> <i>A Budget Discussion Item will be included in the first Budget Workshop.</i>
	Desloge	Requested an agenda item exploring the software used to identify uncollected vacation rental bed tax revenue and possible loss of property tax and building fee revenues associated with unpermitted improvements.	OMB Scott Ross	<u><i>In Progress</i></u> <i>Information has been requested from the vendor. It is anticipated this item will be brought to the Board for consideration at the first budget workshop.</i>
	Dozier	Requested a status report on the city and county collaboration to limit the contamination flowing into Lake Henrietta from current projects in the area.	Public Works / Stormwater Brent Pell / Theresa Heiker	<u><i>In Progress</i></u> <i>Staff anticipates a status report Agenda Item for the Board’s consideration at the June 16 meeting.</i>
	Proctor	Requested a status report on the Washington Square Project.	Admin / PLACE Ken Morris / Ben Pingree	<u><i>In Progress</i></u> <i>Email sent to the Board on March 26,2020 and Agenda item #20 on May 12, 2020.</i>
	Minor	Requested an agenda item to further explore the following: (1) enforcement models for lobbyist registration, (2) removal of the notary requirement on the application form, (3) working with Clerk of Court to explore an online payment process, (4) adding a Q&A on the lobbyist registration webpage, (5) simplifying the definition of a lobbyist by removing exemption 6, and (6) allowing a lobbyist to talk at County publicly noticed meetings without registering.	County Attorney Chasity O’Steen	<u><i>In Progress</i></u> <i>County Attorney anticipates an Agenda Item for the Board’s consideration at the May 26 meeting.</i>
April 14	Proctor	Requested the CHSP Portal be reopened for seven days to all eligible human services agencies.	HSCP / Shington Lamy	<u><i>Done</i></u> <i>The Portal was reopened on April 20th.</i>
	Lindley	Requested a shade meting to discuss the Johnny Petrandis outstanding litigation.	CAO Chasity O’Steen	<u><i>Done</i></u> <i>Meeting held April 28, 2020 at 12:30 p.m.</i>
	Dozier	Requested a report on how the County could assist connecting farmers with bulk buyers/consumers	ORS/OEV Maggie Theriot / Cristina Paredes	<u><i>Done</i></u> <i>County Administrator sent an email to the Board on April 20, 2020 including staff’s report on current programs and initiatives.</i>
	Proctor	Requested an update from the Sheriff on efforts to reduce the number of jail inmates to mitigate the spread of COVID-19	Admin Alan Rosenzweig	<u><i>Done</i></u> <i>A report prepared by Assistant Sheriff Steve Harrelson was provided to the Public Safety Coordinating Council, (chaired by Commissioner Proctor) on 4/22/20.</i>

**Leon County
Board of County Commissioners**

Notes for Agenda Item #10

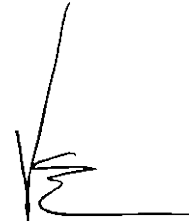
Leon County Board of County Commissioners

Agenda Item #10

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Third Performance Agreement and Surety Device for Dempsey Office Park

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Brent Pell, P.E., Director, Public Works Charles Wu P.E., Director, Engineering Services
Lead Staff/ Project Team:	Joseph D. Coleman, P.S.M., County Surveyor Kimberly Wood, P.E., Chief of Engineering Coordination

Statement of Issue:

In accordance with Leon County land development regulations for the recording of plats in the Public Records prior to infrastructure being completed, this item seeks Board acceptance of the Third Performance Agreement and Surety Device for Dempsey Office Park located at the intersection of Mahan Drive and Dempsey Mayo Road.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option # 1: Accept the Third Performance Agreement and Surety Device for Dempsey Office Park (Attachment #1).

Report and Discussion

Background:

In accordance with Leon County land development regulations for the recording of plats in the Public Records prior to infrastructure being completed, this item seeks Board acceptance of a Third Performance Agreement and Surety Device for Dempsey Office Park. Dempsey Office Park Subdivision is located in Section 23; Township 1 North; Range 1 East, in the northeast quadrant of the intersection of Mahan Drive and Dempsey Mayo Road. The development consists of 10.84 acres containing four commercial lots.

The Dempsey Office Park Subdivision was approved by the Development Review Committee as a Type "B" site and development plan on August 11, 2017. On May 22, 2018, the Board approved the plat of the Dempsey Office Park Subdivision for recording in the public records prior to infrastructure being completed and accepted a Performance Agreement and Surety Device to guarantee completion of the infrastructure. The initial Performance Agreement terminated on May 22, 2019. The developer requested a one-year extension of the Performance Agreement to complete the required infrastructure, which was approved by the Board on May 14, 2019. The Second Performance Agreement will terminate on May 14, 2020. The developer is requesting a six-month extension of the Performance Agreement to complete the required infrastructure.

Analysis:

The developer is requesting the County accept the new six-month extension of the Performance Agreement and Surety Device in the amount of \$55,395. The requested extension will allow the developer to substantially complete an additional office building on the site prior to installing the final lift of asphalt and repairing any damaged sidewalks or curbing. Public Works' Division of Engineering has inspected the site and reviewed the construction estimates for completion of the remaining infrastructure and concurs with the estimated amount (Attachment #2).

As allowed by Section 10-7.612 of the Land Development Code, the Director of Public Works will affect the release of the existing Agreement and Surety Device upon the acceptance of the Third Performance Agreement and Surety Device.

Options:

1. Accept the Third Performance Agreement and Surety Device for Dempsey Office Park (Attachment #1).
2. Do not approve the Third Performance Agreement and Surety Device for Dempsey Office Park.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Third Performance Agreement and Surety Device
2. County Engineer Memorandum of Recommendation

THIRD PERFORMANCE AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2020, between **DEMPSEY MAYO, LLC**, a Florida corporation, whose mailing address is **P.O. Box 15889 Tallahassee, Leon, FL 32308** hereinafter called the “DEVELOPER,” and **LEON COUNTY, FLORIDA**, a charter county and a political subdivision of the State of Florida, hereinafter called the “COUNTY.”

WHEREAS, on May 22, 2018, the Developer presented to the Board of County Commissioners of Leon County, Florida, a certain map or plat of a subdivision named and designated **Dempsey Office Park** which map or plat, recorded at Leon County Official Records Plat Book 22, Page 86, is hereby referred to and made a part hereof by reference, and,

WHEREAS, the Developer entered an initial Performance Agreement with the County and said initial Performance Agreement was set to expire before the required work is complete, and

WHEREAS, the Developer requested a one-year extension of the Performance Agreement to complete the construction of the infrastructure which was approved by the Board of County Commissioners May 14, 2019, and

WHEREAS, the Developer entered into a Second Performance Agreement with the County which is set to expire May 14, 2020, and

WHEREAS, the Developer has requested an additional six-month extension of the Performance Agreement to construct and install the final overlay of asphalt, final thermoplastic pavement markings on the subdivision streets, any work/repair of concrete sidewalks, curbing, driveways, etc., installation of all ADA mats at each curb ramps, and all other improvements in said subdivision not yet constructed or installed in accordance with plans and specifications approved by the County, and

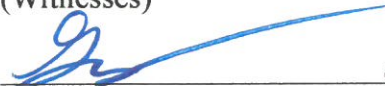
WHEREAS, as a condition of the extension of time to construct the above stated improvements, the County required that the Developer enter into an agreement to construct and install the above stated improvements in accordance with plans and specifications approved by the County within a period of six (6) months from date hereof and to post surety in the amount of \$55,395 conditioned for the faithful performance of said agreement.

NOW THEREFORE, THIS INDENTURE WITNESSETH: That the Developer hereby agrees to construct and install the final overlay of asphalt, final thermoplastic pavement markings on the subdivision streets and complete any work associated with concrete sidewalks, concrete driveways and concrete curb & gutter, installation of all ADA mats at each curb ramps, and all other improvements in said subdivision not yet constructed or installed in **Dempsey Office Park** in accordance with plans and specifications approved by the County, within a period of six (6) months from date first above written.

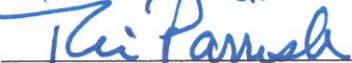
PERFORMANCE OF THIS AGREEMENT by the Developer shall be secured by an Irrevocable Letter of Credit in the amount of \$55,395 with surety thereon approved by the County.

IN WITNESS WHEREOF, **DEMPSEY MAYO LLC**, and **LEON COUNTY** have caused these presents to be executed in their names on the date first above written, its corporate seal affixed by its appropriate officers and Leon County Commissioners and its seal affixed by the Clerk of said Board, the day and year first above written.

(Witnesses)

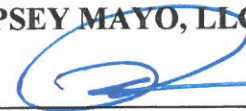
 (signature)

Grady J. Shuter (typed or printed name)

 (signature)

Teri Parrish (typed or printed name)

DEVELOPER:
DEMPSEY MAYO, LLC

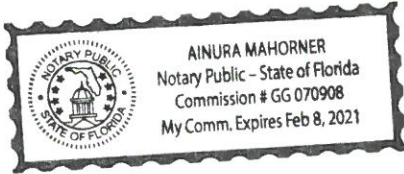
By:  (seal)

As its: Manager

COUNTY OF LEON
STATE OF FLORIDA

The foregoing instrument was acknowledged before me this 17th day of April, 2020, by Robert Parrish, the Manager of DEMPSEY MAYO, LLC. and who are personally known to me or have produced FL DL as identification.

NOTARY PUBLIC



Signature A Mahorner
Typed or Printed Name Ainura Mahorner
Commission Number _____
My Commission expires 02-08-21

LEON COUNTY, FLORIDA

BY: _____
Bryan Desloge, Chairman
Board of County Commissioners

ATTEST:
Gwen Marshall, Clerk of the Circuit Court
Leon County, Florida

BY _____

APPROVED AS TO FORM:
Leon County Attorney's Office

BY: _____
Chasity H. O'Steen
County Attorney

f:\woodk\subdivisions\dempsey office park-perfagr 2020 erp edits.doc



IRREVOCABLE LETTER OF CREDIT

Letter of Credit No. 052718B (Extension)

Date: April 20, 2020

Expiration Date Extended to: November 15, 2020

To: Leon County, Florida

RE: Dempsey Office Park

To Whom It May Concern:

We hereby establish our Irrevocable Letter of Credit in your favor for the account of Dempsey Mayo, LLC. ("Account Party") whose current address is c/o Manausa Law Firm, 1701 Hermitage Blvd, Suite 100, Tallahassee, FL 32308 available by your demand on us, payable at sight for Fifty Five Thousand, Three Hundred Ninety-Five Dollars (\$55,395.00), when accompanied by the following:

An affidavit from an appropriate party affiliated with Leon County stating that the Account Party has failed to complete the final overlay of asphalt, final thermoplastic pavement markings on the subdivision streets, and complete any work associated with concrete sidewalks, concrete driveways and concrete curb and gutter in Dempsey Office Park in accordance with the plans and specifications approved by Leon County, by the deadline of November 15, 2020.

We hereby agree that a demand presented in compliance with the terms of this Letter of Credit, will be duly honored upon presentation and delivery of the document specified above on or before 5:00 p.m. on November 15, 2020 at our offices located at 2915-501 Kerry Forest Parkway, Tallahassee, FL 32309.

If we shall fail to act by honor or dishonor within three (3) business days following receipt of your demand and affidavit as provided above, we shall be precluded from claiming that the same is not in accordance with the terms and conditions of this agreement.



Except as otherwise expressly stated, this credit is subject to the “Uniform Customs and Practice for Documentary Credit” (2007 Revision), International Chamber of Commerce Publication No. 600.

TC Federal Bank

By: 

G. Matthew Brown
CEO



Leon County Government

INTEROFFICE MEMO

DATE: April 16, 2020

TO: Brent Pell, P.E., Director of Public Works

FROM: Charles Wu, P.E., Director of Engineering Services

SUBJECT: Dempsey Office Park Performance Agreement and Surety Device

I have reviewed the inspection reports regarding the stage of completion of the infrastructure in the Dempsey Office Park subdivision. It is my recommendation that the existing Performance Agreement and Surety Device be released and the infrastructure yet to be completed be guaranteed by the new Performance Agreement and Surety Device in the amount of \$55,395.

cc: Emily Pepin, Esq., Assistant County Attorney

**Leon County
Board of County Commissioners**

Notes for Agenda Item #11

Leon County Board of County Commissioners

Agenda Item #11

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Approval of Maintenance Maps for the Woodville Septic to Sewer Project

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Brent Pell, P.E., Director of Public Works Charles Wu, P.E., Director of Engineering Services
Lead Staff/ Project Team:	Joseph D. Coleman, P.S.M. County Surveyor George Su, P.E., Senior Design Engineer

Statement of Issue:

This item seeks Board approval of various roadway Maintenance Maps to establish prima facie evidence of the County's ownership of the maintained right-of-way in the Woodville area. The maintained rights-of-way along with additional easements to be acquired are needed to construct the sanitary sewer system associated with the Woodville Septic to Sewer project.

Fiscal Impact:

This item has a fiscal impact. Establishing the County's ownership of the maintained portion of these roads will decrease the costs of right-of-way acquisitions for the project. The costs for the acquisition of additional rights-of-way along with the design and construction costs have been budgeted and approved for the Woodville Septic to Sewer project.

Staff Recommendation:

Option #1: Approve the Maintenance Maps for Old Woodville Road, Oak Ridge Road, Register Road, Page Road, Lawhon Road, Elgin Road, Lutterloh Road, Natural Bridge Road and Katydid Lane (Attachment #1).

Report and Discussion

Background:

In accordance with Section 95.361, Florida Statutes, this item seeks Board approval of various roadway maintenance maps to establish prima facie evidence of the County's ownership of the maintained right-of-way in the Woodville area. The maintained rights-of-way along with additional easements to be acquired, are needed to construct the sanitary sewer system associated with the Woodville Septic to Sewer project. The maintained rights-of-way for approval include the following: Old Woodville Road, Oak Ridge Road, Register Road, Page Road, Lawhon Road, Elgin Road, Lutterloh Road, Natural Bridge Road and Katydid Lane.

The Woodville Septic to Sewer Project advances the following FY2017-FY2021 Strategic Initiative:

- *Implement the adopted Basin Management Action Plan (BMAP) for Wakulla Springs including bringing central sewer to Woodville and implementing requirements for advanced wastewater treatment. (2016-13)*

This particular Strategic Initiative aligns with the Board's Environment Strategic Priorities:

- *(EN1) Protect the quality and supply of our water.*
- *(EN2) Conserve and protect environmentally sensitive lands and our natural ecosystems.*

On October 23, 2018, the Board approved modifications to the State of Florida Springs Restoration Grant for the Woodville Sewer System Project - Phase 1 with a revised scope to address 1,000 septic tanks. The modification focuses on the denser developed areas in Woodville most suitable for sewer connections. FDEP staff concurred with the modifications. Within the modified Woodville Septic to Sewer project boundary, there are nine roads that have been maintained by the County without deeded right-of-way (Attachment #1):

- Old Woodville Road between the Woodville Highway (SR 363) and Summer Haven Drive in Sections 5, 8, 17 & 20, Township 2 South, Range 1 East
- Oak Ridge Road between the St. Marks Trail east to Woodville Highway (SR 363) and east to Taff Road in Section 8, Township 2 South, Range 1 East
- Register Road from Woodville Highway (SR 363) and eastward 425 feet in Section 8, Township 2 South, Range 1 East
- Page Road from Woodville Highway (SR 363) and westward to St. Marks Trail, then to the west end of Page Road in Sections 8 and 17, Township 2 South, Range 1 East
- Lawhon Road connecting Woodville Highway (SR 363) and Old Woodville Road in the township of Section 17, Township 2 South, Range 1 East
- Elgin Road from St. Marks Trail west to Lot A, Robinson Addition West Unrecorded in the Section 17, Township 2 South, Range 1 East
- Lutterloh Road from Old Woodville Road to Woodville Highway in Section 8, Township 2 South, Range 1 East

- Natural Bridge Road connecting Woodville Highway (SR 363) and Old Woodville Road in the township of Section 17, Township 2 South, Range 1 East
- Katydid Lane from Elgin Rd south to north line Lot 11 Woodville-OR 3402/423 in the township of Section 17, Township 2 South, Range 1 East.

Easement acquisitions are required in order to have construction and maintenance access along these roads for the new sewer systems. The filing of the Maintenance Map, pursuant to Section 95.361, Florida Statutes, will establish the prima facie evidence of the County's ownership of the maintained portion of these roads. In turn, it will decrease the amount of rights-of-way needed to be acquired, thereby reducing the costs of the project.

Analysis:

Section 95.361, Florida Statutes, provides for the presumed dedication to the County of a road that has been regularly maintained by the County for the immediate past seven years, after which all rights and title to the road vest in the County to the extent of such maintenance. The proposed Maintenance Maps (Attachment #1) contain the certifications of the County's Director of Engineering Services and the Director of Operations attesting to the fact that these rights-of-way limits have been regularly maintained for the immediate past seven years. As such, pursuant to the Statute, the rights and title to the area delineated on the map have vested in the County, and the filing of the Maintenance Maps will establish the prima facie evidence of the County's ownership.

The costs of the additional right-of-way acquisitions needed for the project, along with the design and construction costs, have been budgeted and approved for this project.

Options:

1. Approve the Maintenance Maps for Old Woodville Road, Oak Ridge Road, Register Road, Page Road, Lawhon Road, Elgin Road, Lutterloh Road, Natural Bridge Road and Katydid Lane (Attachment #1).
2. Do not approve the Maintenance Maps for Old Woodville Road, Oak Ridge Road, Register Road, Page Road, Lawhon Road, Elgin Road, Lutterloh Road, Natural Bridge Road and Katydid Lane.
3. Board direction.

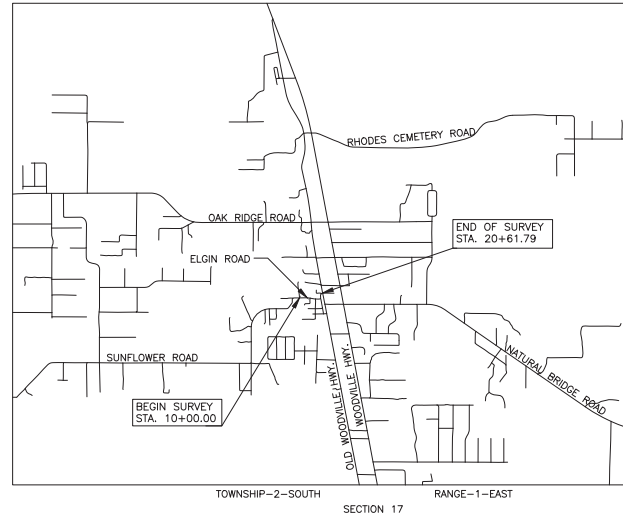
Recommendation:

Option #1

Attachment:

1. Maintenance Maps

LOCATION MAP LEON COUNTY, FLORIDA



LEGEND (NOTE: NOT ALL ABBREVIATIONS NECESSARILY USED HEREON)

- N - NORTH
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- T.E.L. - TELEPHONE PEDISTAL
- PT.# - POINT NUMBER
- Σ - RAILROAD IRON
- PL - PROPERTY LINE
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- CD - CHORD DISTANCE
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- F.C.M. - FOUND CONCRETE MONUMENT
- S.C.M. - SET CONCRETE MONUMENT
- F.I.P. - FOUND IRON PIPE
- S.P. - SET IRON PIPE
- D.E.G. - DEGREE LINE
- ° - DEGREES, MINUTES, SECONDS
- ' - FEET
- " - INCHES
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- STA. - STATION
- TLC - TALLAHASSEE-LEON COUNTY

CERTIFICATIONS

THIS IS TO CERTIFY THAT THE WITHIN AND ATTACHED SHEETS NUMBERED 1 TO 2 INCLUSIVE, CONSTITUTES A TRUE COPY OF THE OFFICIAL MAINTENANCE MAP SHOWING LOCATION AND SURVEY BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS FOR ELGIN ROAD LOCATED IN THE TOWNSHIP, RANGE, AND SECTION AS LISTED ON THIS SHEET LYING WITHIN LEON COUNTY, FLORIDA.

THE PROPERTY WITHIN THE LINES SHOWN THUSLY [---] AND LABELED MAINTAINED RIGHT-OF-WAY LINE ON THE SAID SHEETS HAS BEEN VESTED IN LEON COUNTY, PURSUANT TO THE PROVISIONS OF SECTION 95.361 FLORIDA STATUTES.

IN WITNESS WHEREOF WE HAVE HEREUNTO SET OUR HANDS AND AFFIXED THE SEAL OF LEON COUNTY, AT TALLAHASSEE, FLORIDA, THIS _____ DAY OF _____ A.D. 2020.

DATE _____
BRYAN DESLOGE, CHAIRPERSON
BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

ATTESTED BY: _____
GWEN MARSHALL
CLERK OF THE COURT,
LEON COUNTY, FLORIDA

RECORDING INFORMATION

ACCEPTED FOR FILES AND RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY FLORIDA THIS _____ DAY OF _____, 2020 IN ROAD PLAT BOOK _____; PAGE _____

GWEN MARSHALL, CLERK OF THE COURT
LEON COUNTY, FLORIDA

BY: _____
DEPUTY CLERK

SPECIAL PURPOSE SURVEY CERTIFICATION
CERTIFIED EXCLUSIVELY TO THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION AND IS A CORRECT REPRESENTATION OF THE MAINTAINED RIGHT-OF-WAY FOR ELGIN ROAD FROM APPROXIMATELY BISMARCK ROAD TO OLD WOODVILLE HIGHWAY. THIS MAP REFLECTS THE MAINTAINED RIGHT-OF-WAY AS DEPICTED BY A FIELD SURVEY PERFORMED BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS. FIELD SURVEY DATE: 07/09/2019.

NOTE: NOT VALID UNLESS SIGNED AND EMBOSSED WITH THE SURVEYORS SEAL

DATE _____
JOSEPH D. COLEMAN P.S.M.
COUNTY SURVEYOR
LEON COUNTY DEPARTMENT OF PUBLIC WORKS
CERTIFICATE NO. 5590

THIS IS TO CERTIFY THAT THE RIGHT-OF-WAY LIMITS AS SHOWN ON THIS MAP CONSISTING OF SHEETS 1 THRU 2, HAVE BEEN MAINTAINED WITHOUT INTERRUPTION OR DISTURBANCE FOR MORE THAN SEVEN (7) YEARS.

ROAD NAME: ELGIN ROAD

DATE _____
CHARLES WU, P.E.
CERTIFICATE NO. 47518
DIRECTOR OF ENGINEERING SERVICES
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

DATE _____
ANDREW RILEY
DIRECTOR OF OPERATIONS
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID.

NOTES

- LAST DATE OF FIELD SURVEY: JULY 9, 2019
- LIMITS OF MAINTAINED RIGHT-OF-WAY MEASURED IN THE FIELD PERPENDICULAR TO THE SURVEY BASELINE UNLESS NOTED OTHERWISE
- NO IMPROVEMENTS LOCATED OTHER THAN SHOWN HEREON
- BEARINGS BASED ON GRID NORTH, FLORIDA NORTH ZONE NAD 1983
- ALL MONUMENTATION SHOWN BY STATION AND OFFSET IS LOCATED PERPENDICULAR OR RADIAL TO THE BASELINE WHICHEVER IS APPROPRIATE

REFERENCES

- DEEDS OF RECORDS, RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA
- LEON COUNTY PROPERTY APPRAISERS TAX MAP

NOTE

THIS DRAWING REPRESENTS THE LIMITS OF MAINTENANCE ALONG ELGIN ROAD BY THE LEON COUNTY PUBLIC WORKS DEPARTMENT BETWEEN 10+00.00 AND 20+61.79 INCLUSIVE.

LEON COUNTY
DEPARTMENT OF PUBLIC WORKS

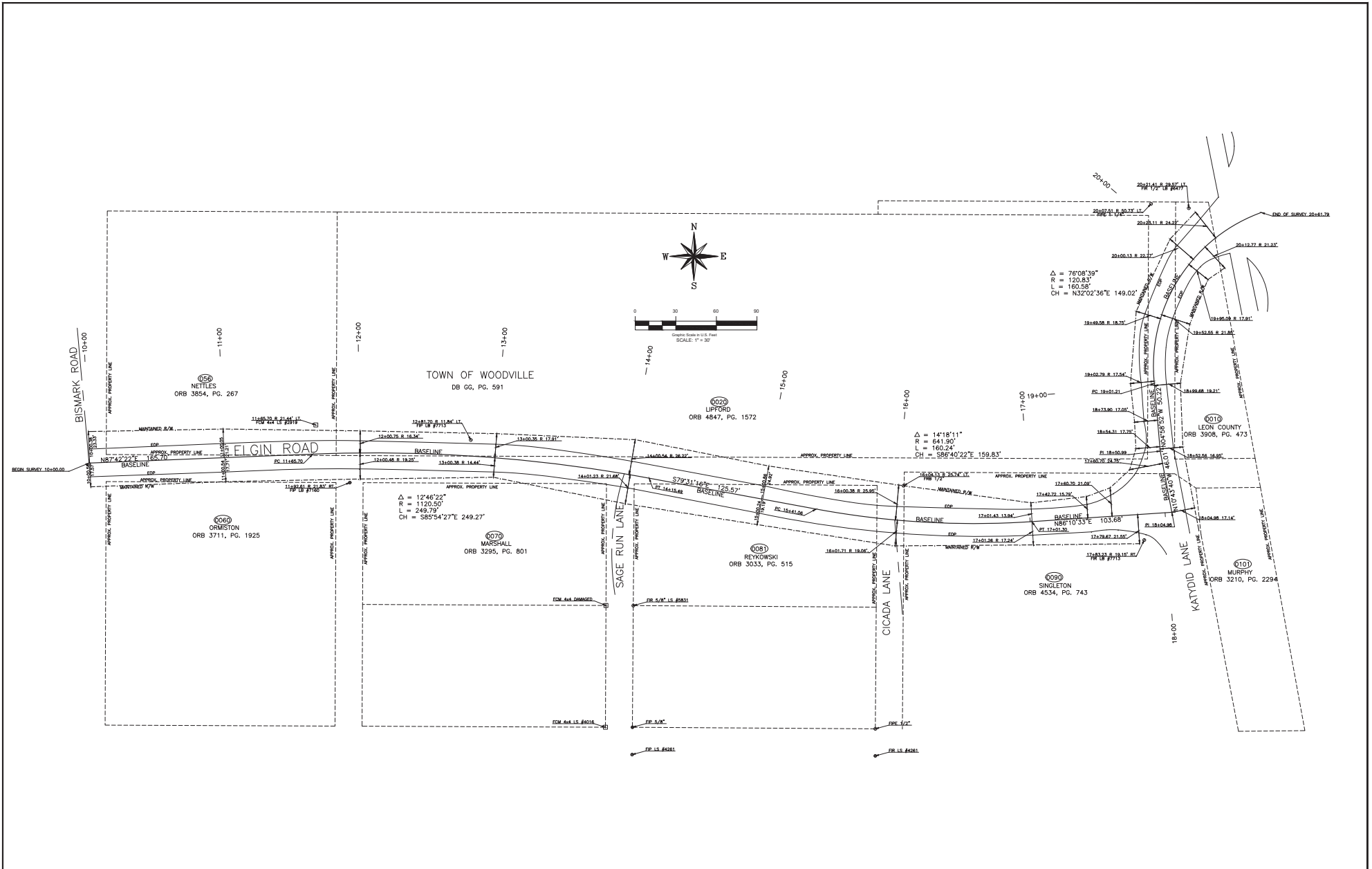
2280 MCCOOSKEE ROAD, TALLAHASSEE, FLORIDA 32308
PHONE (850)606-1500 * FAX (850)606-1501

DRAWN BY	DK	CAD FILE NO.	L\WORKING\DK\0619.DWG	REVISIONS	REVISIONS
CHECKED BY	JD	STATUS			
DATE OF SURVEY	6/29/2019	FIELD BOOK	509-19		
SCALE		PLAT DATE	xxx		
SCALE IN U.S. FEET		VERTICAL DATUM			

PROJECT
ELGIN ROAD

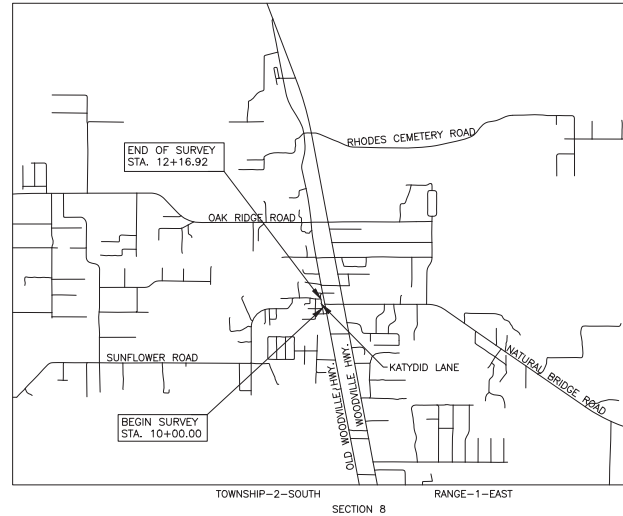
SHEET TITLE
MAINTENANCE MAP

SHEET NUMBER
1 OF 2



<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p> <p>2280 MCCOSKIEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501</p>	<p>DRAWN BY DK</p> <p>CAD FILE NO. ELGRW04.DWG</p>	<p>REVISIONS</p> <table border="1"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>									<p>REVISIONS</p> <table border="1"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>									<p>PROJECT</p> <p>ELGIN ROAD</p>	<p>SHEET TITLE</p> <p>MAINTENANCE MAP</p>	<p>SHEET NUMBER</p> <p>2 OF 2</p>
<p>CHECKED BY JC</p> <p>DATE OF SURVEY 7/9/2019</p> <p>SCALE 1" = 30'</p> <p>SCALE IN U.S. FEET</p>	<p>STATUS</p> <p>FIELD BOOK 509-19</p> <p>PLAT DATE XXX</p> <p>VERTICAL DATUM</p>																					

LOCATION MAP
LEON COUNTY, FLORIDA



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THE PROPERTY WITHIN THE LINES SHOWN THUSLY [---] AND LABELED MAINTAINED RIGHT-OF-WAY LINE ON THE SAID SHEETS HAS BEEN VESTED IN LEON COUNTY, PURSUANT TO THE PROVISIONS OF SECTION 95.361 FLORIDA STATUTES.

IN WITNESS WHEREOF WE HAVE HEREUNTO SET OUR HANDS AND AFFIXED THE SEAL OF LEON COUNTY, AT TALLAHASSEE, FLORIDA, THIS _____ DAY OF _____ A.D. 2020.

DATE _____
BRYAN DESLOGE, CHAIRPERSON
BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

ATTESTED BY: _____
GWEN MARSHALL
CLERK OF THE COURT,
LEON COUNTY, FLORIDA

RECORDING INFORMATION

ACCEPTED FOR FILES AND RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY FLORIDA THIS _____ DAY OF _____, 2020 IN ROAD PLAT BOOK _____; PAGE _____

GWEN MARSHALL, CLERK OF THE COURT
LEON COUNTY, FLORIDA

BY: _____
DEPUTY CLERK

SPECIAL PURPOSE SURVEY CERTIFICATION
CERTIFIED EXCLUSIVELY TO THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION AND IS A CORRECT REPRESENTATION OF THE MAINTAINED RIGHT-OF-WAY FOR KATYDIDD LANE FROM APPROXIMATELY PARCEL NUMBER 3317910000101 TO ELGIN ROAD. THIS MAP REFLECTS THE MAINTAINED RIGHT-OF-WAY AS DEPICTED BY A FIELD SURVEY PERFORMED BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS. FIELD SURVEY DATE: 06/25/2019.

NOTE: NOT VALID UNLESS SIGNED AND EMBOSSED WITH THE SURVEYORS SEAL

DATE _____
JOSEPH D. COLEMAN P.S.M.
COUNTY SURVEYOR
LEON COUNTY DEPARTMENT OF PUBLIC WORKS
CERTIFICATE NO. 5590

THIS IS TO CERTIFY THAT THE RIGHT-OF-WAY LIMITS AS SHOWN ON THIS MAP CONSISTING OF SHEETS 1 THRU 2, HAVE BEEN MAINTAINED WITHOUT INTERRUPTION OR DISTURBANCE FOR MORE THAN SEVEN (7) YEARS.

ROAD NAME: KATYDIDD LANE

DATE _____
CHARLES WU, P.E.
CERTIFICATE NO. 47518
DIRECTOR OF ENGINEERING SERVICES
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

DATE _____
ANDREW RILEY
DIRECTOR OF OPERATIONS
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

NOTES

- LAST DATE OF FIELD SURVEY: JUNE 25, 2019
- LIMITS OF MAINTAINED RIGHT-OF-WAY MEASURED IN THE FIELD PERPENDICULAR TO THE SURVEY BASELINE UNLESS NOTED OTHERWISE
- NO IMPROVEMENTS LOCATED OTHER THAN SHOWN HEREON
- BEARINGS BASED ON GRID NORTH, FLORIDA NORTH ZONE NAD 1983
- ALL MONUMENTATION SHOWN BY STATION AND OFFSET IS LOCATED PERPENDICULAR OR RADIAL TO THE BASELINE WHICHEVER IS APPROPRIATE

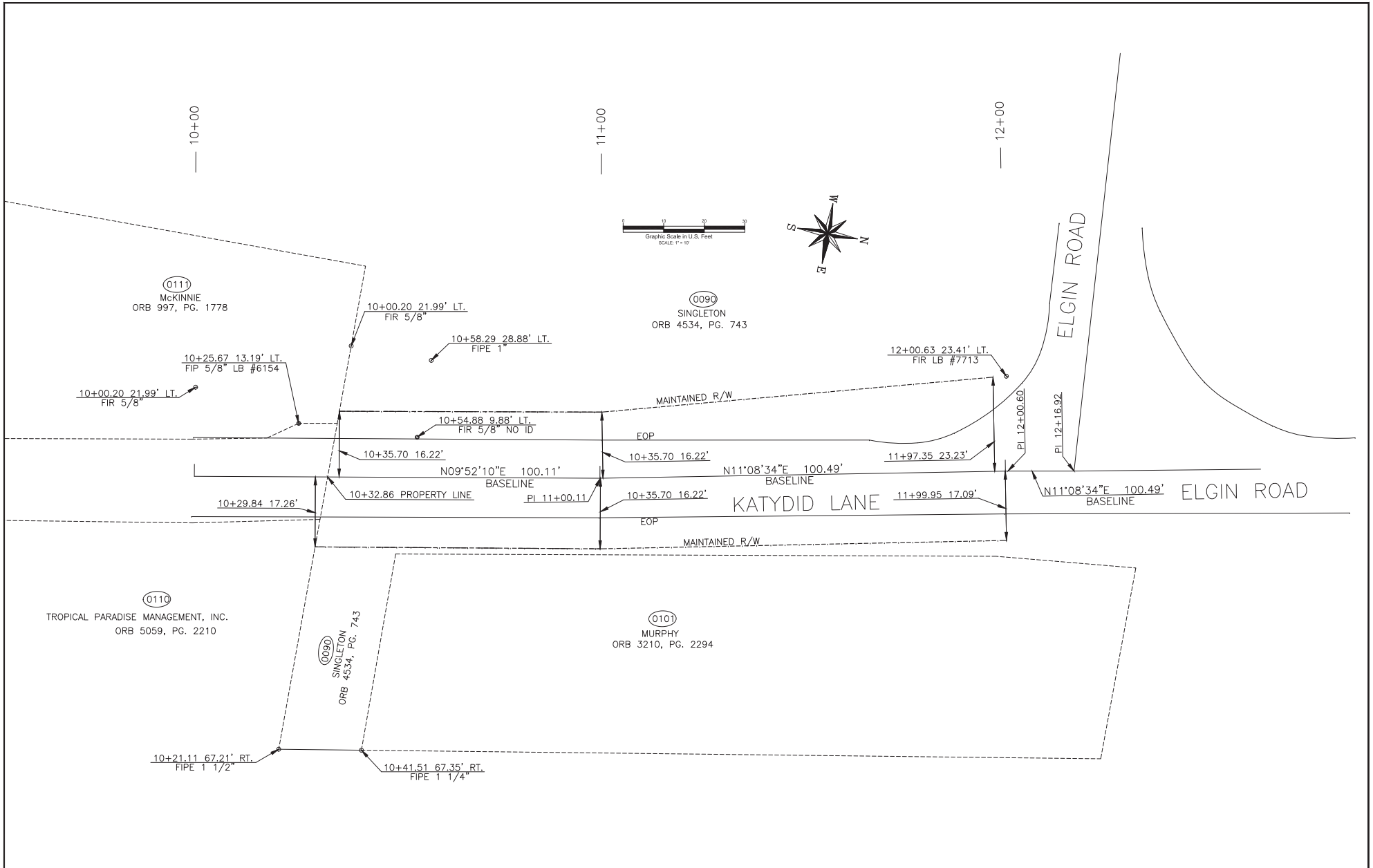
REFERENCES

- DEEDS OF RECORDS, RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA
- LEON COUNTY PROPERTY APPRAISERS TAX MAP

NOTE

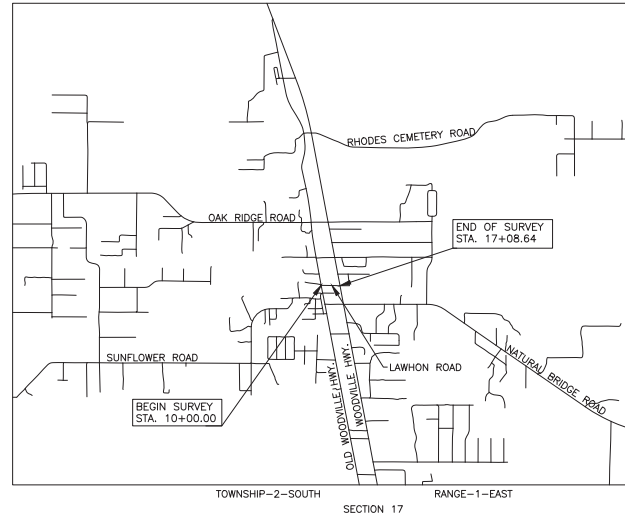
THIS DRAWING REPRESENTS THE LIMITS OF MAINTENANCE ALONG PAVE ROAD BY THE LEON COUNTY PUBLIC WORKS DEPARTMENT BETWEEN 10+00.00 AND 12+16.92 INCLUSIVE.

<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p>	<p>2280 MCCOSKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501</p>	<p>DRAWN BY: DK</p>	<p>CAD FILE NO.: \www\hokocover\ms</p>	<p>REVISIONS</p>	<p>REVISIONS</p>	<p>PROJECT</p>	<p>SHEET TITLE</p>	<p>SHEET NUMBER</p>
		<p>CHECKED BY: JC</p>	<p>STATUS</p>	<p>DATE OF SURVEY: 6/29/2019</p>	<p>FIELD BOOK: 509-19</p>	<p>SCALE</p>	<p>PLAT DATE: xxx</p>	<p>KATYDIDD LANE</p>



<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p>	2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501		DRAWN BY: DK CHECKED BY: JC DATE OF SURVEY: 4/8/2019 SCALE: 1" = 10' SCALE IN U.S. FEET	CAD FILE NO.: KATYDIDLANE.DWG STATUS: 509-19 FIELD BOOK: xxx PLOT DATE: xxx VERTICAL DATUM:	REVISIONS:	REVISIONS:	PROJECT: KATYDID LANE	SHEET TITLE: MAINTENANCE MAP	SHEET NUMBER: 2 OF 2

LOCATION MAP
LEON COUNTY, FLORIDA



LEGEND (NOTE: NOT ALL ABBREVIATIONS NECESSARILY USED HEREON)

- N - NORTH
- S - SOUTH
- E - EAST
- W - WEST
- TWP - TOWNSHIP
- RNG - RANGE
- SEC - SECTION
- (T) - FIELD MEASUREMENT
- (C) - CALCULATED MEASUREMENT FROM FIELD INFORMATION
- (D) - DEED MEASUREMENT
- - TELEPHONE PEDESTAL
- - TELEPHONE POLE
- - POWER POLE
- - LIGHT POLE
- - SUPPORT POLE
- - FIRE HYDRANT
- - GUY WIRE ANCHOR
- - CENTERLINE
- - BASELINE
- - CENTRAL ANGLE (DELTA)
- R - RADIUS OF CURVE
- D - DEGREE OF CURVE
- L - ARC LENGTH OF CURVE
- T - TANGENT DISTANCE
- CH - LONG CHORD
- E - EXTERNAL DISTANCE
- P.I. - POINT OF INTERSECTION
- P.C. - POINT OF CURVE
- P.T. - POINT OF TANGENT
- DIST. - DISTANCE
- USDA - UNITED STATES DEPARTMENT OF AGRICULTURE
- E.O.S. - END OF SURVEY
- B.O.S. - BEGINNING OF SURVEY
- F.H.V. - FIRE HYDRANT
- W.V. - WATER VALVE
- T.E. - TELEPHONE PEDESTAL
- PT.# - POINT NUMBER
- Σ - RAILROAD IRON
- PL - PROPERTY LINE
- CHORD BEARING
- CD - CHORD DISTANCE
- T to C - TANGENT TO CURVE
- APP. - ACQUISITION
- APPROX. - APPROXIMATE
- C.O.T. - CITY OF TALLAHASSEE
- D.B. - DEED BOOK
- HORIZ - HORIZONTAL
- VERT - VERTICAL
- C.M.P. - CORRUGATED METAL PIPE
- R.C.P. - REINFORCED CONCRETE PIPE
- R/W - RIGHT-OF-WAY
- T.O.B. - TOP OF BANK
- U.D. - UNDERGROUND
- E.O.R. - EDGE OF ROAD
- F.C.M. - FOUND CONCRETE MONUMENT
- S.C.M. - SET CONCRETE MONUMENT
- F.I.P. - FOUND IRON PIPE
- S.P. - SET IRON PIPE
- ° - DEGREE
- ' - FEET
- " - INCHES
- RT. - RIGHT
- LT. - LEFT
- F.L.D.N.R. - FLORIDA DEPARTMENT OF NATURAL RESOURCES
- DOC. NO. - DOCUMENT NUMBER
- - SECTION CORNER
- 11 - (TYPICAL) LAST THREE DIGITS OF LEON COUNTY PROPERTY APPRAISER'S PARCEL I.D. #
- P.O.B. - POINT OF BEGINNING
- P.O.C. - POINT OF COMMENCEMENT
- F.DOT - FLORIDA DEPARTMENT OF TRANSPORTATION
- RD. - ROAD
- (P) - PLAT MEASUREMENT
- F.I.P.E.C. - FOUND IRON PIPE WITH SURVEYORS REGISTRATION NUMBER ON CAP
- F.I.P.C. - FOUND IRON PIN WITH SURVEYORS REGISTRATION NUMBER ON CAP
- CONC. - CONCRETE
- M/R/W - MAINTAINED RIGHT OF WAY
- F.I.P.P. - FOUND FINISHED IRON PIPE
- CALC. - CALCULATED PROPERTY CORNER
- R - RADIAL STATION FROM THE SURVEY BASELINE TO LIMITS OF MAINTAINED RIGHT-OF-WAY
- O.P.S. - GLOBAL POSITIONING SYSTEM
- L.B. - LAND BUSINESS LICENSE
- S.R. - OFFICIAL RECORD BOOK
- REF. - REFERENCE
- R.L.S. - REGISTERED LAND SURVEYOR
- R.P.B. - ROAD PLAT BOOK
- STA. - STATION
- TLC - TALLAHASSEE-LEON COUNTY

CERTIFICATIONS

THIS IS TO CERTIFY THAT THE WITHIN AND ATTACHED SHEETS NUMBERED 1 TO 2 INCLUSIVE, CONSTITUTES A TRUE COPY OF THE OFFICIAL MAINTENANCE MAP SHOWING LOCATION AND SURVEY BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS FOR LAWHON ROAD LOCATED IN THE TOWNSHIP, RANGE, AND SECTION AS LISTED ON THIS SHEET LYING WITHIN LEON COUNTY, FLORIDA.

THE PROPERTY WITHIN THE LINES SHOWN THUSLY [---] AND LABELED MAINTAINED RIGHT-OF-WAY LINE ON THE SAID SHEETS HAS BEEN VESTED IN LEON COUNTY, PURSUANT TO THE PROVISIONS OF SECTION 95.361 FLORIDA STATUTES.

IN WITNESS WHEREOF WE HAVE HEREUNTO SET OUR HANDS AND AFFIXED THE SEAL OF LEON COUNTY, AT TALLAHASSEE, FLORIDA, THIS _____ DAY OF _____ A.D. 2020.

DATE _____
BRYAN DESLOGE, CHAIRPERSON
BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

ATTESTED BY: _____
GWEN MARSHALL
CLERK OF THE COURT,
LEON COUNTY, FLORIDA

RECORDING INFORMATION

ACCEPTED FOR FILES AND RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY FLORIDA THIS _____ DAY OF _____, 2020 IN ROAD PLAT BOOK _____; PAGE _____

GWEN MARSHALL, CLERK OF THE COURT
LEON COUNTY, FLORIDA

BY: _____
DEPUTY CLERK

SPECIAL PURPOSE SURVEY CERTIFICATION
CERTIFIED EXCLUSIVELY TO THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION AND IS A CORRECT REPRESENTATION OF THE MAINTAINED RIGHT-OF-WAY FOR LAWHON ROAD FROM APPROXIMATELY OLD WOODVILLE HIGHWAY TO WOODVILLE HIGHWAY. THIS MAP REFLECTS THE MAINTAINED RIGHT-OF-WAY AS DEPICTED BY A FIELD SURVEY PERFORMED BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS. FIELD SURVEY DATE: 06/29/2019.

NOTE: NOT VALID UNLESS SIGNED AND EMBOSSED WITH THE SURVEYORS SEAL

DATE _____
JOSEPH D. COLEMAN P.S.M.
COUNTY SURVEYOR
LEON COUNTY DEPARTMENT OF PUBLIC WORKS
CERTIFICATE NO. 5590

THIS IS TO CERTIFY THAT THE RIGHT-OF-WAY LIMITS AS SHOWN ON THIS MAP CONSISTING OF SHEETS 1 THRU 2, HAVE BEEN MAINTAINED WITHOUT INTERRUPTION OR DISTURBANCE FOR MORE THAN SEVEN (7) YEARS.

ROAD NAME: LAWHON ROAD

DATE _____
CHARLES WU, P.E.
CERTIFICATE NO. 47518
DIRECTOR OF ENGINEERING SERVICES
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

DATE _____
ANDREW RILEY
DIRECTOR OF OPERATIONS
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID.

NOTES

- LAST DATE OF FIELD SURVEY: JUNE 29, 2019
- LIMITS OF MAINTAINED RIGHT-OF-WAY MEASURED IN THE FIELD PERPENDICULAR TO THE SURVEY BASELINE UNLESS NOTED OTHERWISE
- NO IMPROVEMENTS LOCATED OTHER THAN SHOWN HEREON
- BEARINGS BASED ON GRID NORTH, FLORIDA NORTH ZONE NAD 1983
- ALL MONUMENTATION SHOWN BY STATION AND OFFSET IS LOCATED PERPENDICULAR OR RADIAL TO THE BASELINE WHICHEVER IS APPROPRIATE

REFERENCES

- DEEDS OF RECORDS, RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA
- LEON COUNTY PROPERTY APPRAISERS TAX MAP

NOTE

THIS DRAWING REPRESENTS THE LIMITS OF MAINTENANCE ALONG LAWHON ROAD BY THE LEON COUNTY PUBLIC WORKS DEPARTMENT BETWEEN 10+00.00 AND 17+08.64 INCLUSIVE.

LEON COUNTY
DEPARTMENT OF PUBLIC WORKS

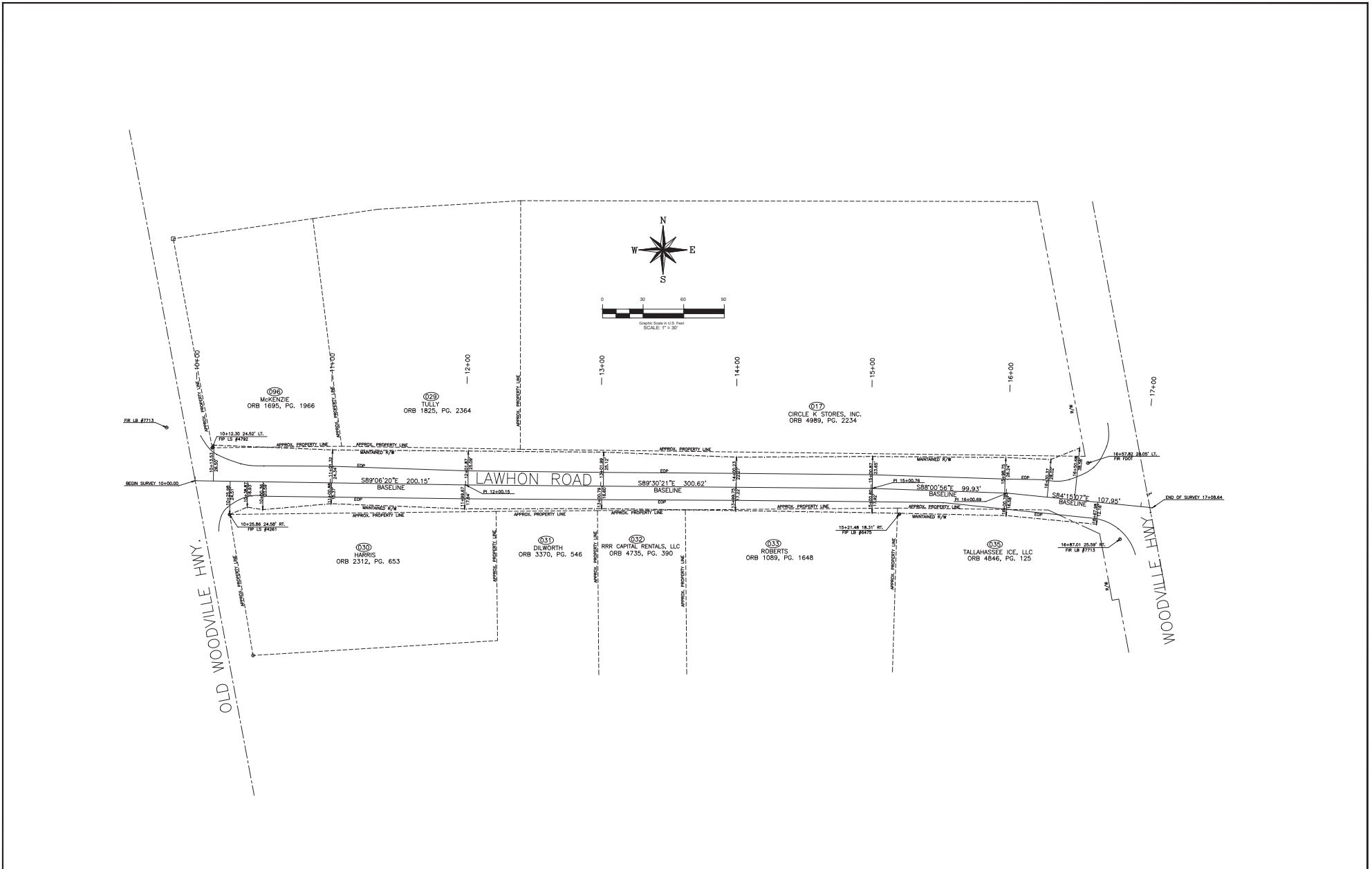
2280 MCCOOSKEE ROAD, TALLAHASSEE, FLORIDA 32308
PHONE (850)606-1500 * FAX (850)606-1501

DRAWN BY	DK	CAD FILE NO.	LAWHONROADCOVER.DWG	REVISIONS	REVISIONS
CHECKED BY	JC	STATUS			
DATE OF SURVEY	6/29/2019	FIELD BOOK	509-19		
SCALE		PLAT DATE	xxx		
SCALE IN U.S. FEET		VERTICAL DATUM			

PROJECT
LAWHON ROAD

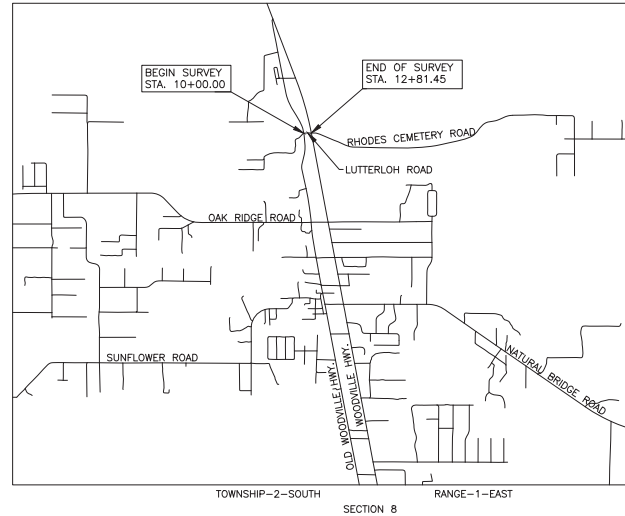
SHEET TITLE
MAINTENANCE MAP

SHEET NUMBER
1 OF 2



<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p> <p>2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 • FAX (850)606-1501</p>	DRAWN BY DK	CAD FILE NO. LAWHONROAD.DWG	REVISIONS	REVISIONS	PROJECT LAWHON ROAD	SHEET TITLE MAINTENANCE MAP	SHEET NUMBER 2 OF 2
	CHECKED BY JC	STATUS	FIELD BOOK 509-19	DATE OF SURVEY 6/29/2019	PLOT DATE XXX		
	SCALE 1" = 30'	SCALE IN U.S. FEET	VERTICAL DATUM				

LOCATION MAP
LEON COUNTY, FLORIDA



LEGEND (NOTE: NOT ALL ABBREVIATIONS NECESSARILY USED HEREON)

- N - NORTH
- S - SOUTH
- E - EAST
- W - WEST
- TWP - TOWNSHIP
- RNG - RANGE
- SEC - SECTION
- (T) - FIELD MEASUREMENT
- (C) - CALCULATED MEASUREMENT
- (D) - DEED MEASUREMENT
- (P) - TELEPHONE PEDESTAL
- - TELEPHONE POLE
- - POWER POLE
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- P.C. - POINT OF CURVE
- P.C.C. - POINT OF COMPOUND CURVE
- P.T. - POINT OF TANGENT
- DIST. - DISTANCE
- USDA - UNITED STATES DEPARTMENT OF AGRICULTURE
- E.O.S. - END OF SURVEY
- B.O.S. - BEGINNING OF SURVEY
- F.H.V. - FIRE HYDRANT
- W.V. - WATER VALVE
- T.E. - TELEPHONE PEDESTAL
- PT.# - POINT NUMBER
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- CHORD BEARING
- CD - CHORD DISTANCE
- T to C - TANGENT TO CURVE
- APP. - ACQUISITION
- C.O.T. - CITY OF TALLAHASSEE
- D.B. - DEED BOOK
- HORIZ. - HORIZONTAL
- VERT. - VERTICAL
- C.M.P. - CORRUGATED METAL PIPE
- R.C.P. - REINFORCED CONCRETE PIPE
- R/W - RIGHT-OF-WAY
- T.O.B. - TOP OF BANK
- U.S.D. - UNDERGROUND
- E.O.R. - EDGE OF ROAD
- F.C.M. - FOUND CONCRETE MONUMENT
- S.C.M. - SET CONCRETE MONUMENT
- F.I.P. - FOUND IRON PIPE
- S.P. - SET IRON PIPE
- F.L. - FENCE LINE
- D.G. - DEGREES, MINUTES, SECONDS
- " - INCHES
- FEET
- LT. - LEFT
- RT. - RIGHT
- F.L.D.N.R. - FLORIDA DEPARTMENT OF NATURAL RESOURCES
- DOC. NO. - DOCUMENT NUMBER
- SECTION CORNER
- (11) - (TYPICAL) LAST THREE DIGITS OF LEON COUNTY PROPERTY APPRAISERS PARCEL I.D. #
- P.O.B. - POINT OF BEGINNING
- P.O.C. - POINT OF COMMENCEMENT
- FDOT - FLORIDA DEPARTMENT OF TRANSPORTATION
- RD. - ROAD
- (P) - PLAT MEASUREMENT
- F.I.P.&C. - FOUND IRON PIPE WITH SURVEYORS REGISTRATION NUMBER ON CAP
- F.I.P.C. - FOUND IRON PIN WITH SURVEYORS REGISTRATION NUMBER ON CAP
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- STA. - STATION
- TLC - TALLAHASSEE-LEON COUNTY

CERTIFICATIONS

THIS IS TO CERTIFY THAT THE WITHIN AND ATTACHED SHEETS NUMBERED 1 TO 2 INCLUSIVE, CONSTITUTES A TRUE COPY OF THE OFFICIAL MAINTENANCE MAP SHOWING LOCATION AND SURVEY BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS FOR LUTTERLOH ROAD LOCATED IN THE TOWNSHIP, RANGE, AND SECTION AS LISTED ON THIS SHEET LYING WITHIN LEON COUNTY, FLORIDA.

THE PROPERTY WITHIN THE LINES SHOWN THUSLY [---] AND LABELED MAINTAINED RIGHT-OF-WAY LINE ON THE SAID SHEETS HAS BEEN VESTED IN LEON COUNTY, PURSUANT TO THE PROVISIONS OF SECTION 95.361 FLORIDA STATUTES.

IN WITNESS WHEREOF WE HAVE HEREUNTO SET OUR HANDS AND AFFIXED THE SEAL OF LEON COUNTY, AT TALLAHASSEE, FLORIDA, THIS _____ DAY OF _____ A.D. 2020.

DATE _____
BRYAN DESLOGE, CHAIRPERSON
BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

ATTESTED BY: _____
GWEN MARSHALL
CLERK OF THE COURT,
LEON COUNTY, FLORIDA

RECORDING INFORMATION

ACCEPTED FOR FILES AND RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY FLORIDA THIS _____ DAY OF _____, 2020 IN ROAD PLAT BOOK _____; PAGE _____

GWEN MARSHALL, CLERK OF THE COURT
LEON COUNTY, FLORIDA

BY: _____
DEPUTY CLERK

SPECIAL PURPOSE SURVEY CERTIFICATION
CERTIFIED EXCLUSIVELY TO THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION AND IS A CORRECT REPRESENTATION OF THE MAINTAINED RIGHT-OF-WAY FOR LUTTERLOH ROAD FROM APPROXIMATELY OLD WOODVILLE HIGHWAY TO WOODVILLE HIGHWAY. THIS MAP REFLECTS THE MAINTAINED RIGHT-OF-WAY AS DEPICTED BY A FIELD SURVEY PERFORMED BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS. FIELD SURVEY DATE: 06/26/2019

NOTE: NOT VALID UNLESS SIGNED AND EMBOSSED WITH THE SURVEYORS SEAL

DATE _____
JOSEPH D. COLEMAN P.S.M.
COUNTY SURVEYOR
LEON COUNTY DEPARTMENT OF PUBLIC WORKS
CERTIFICATE NO. 5590

THIS IS TO CERTIFY THAT THE RIGHT-OF-WAY LIMITS AS SHOWN ON THIS MAP CONSISTING OF SHEETS 1 THRU 2, HAVE BEEN MAINTAINED WITHOUT INTERRUPTION OR DISTURBANCE FOR MORE THAN SEVEN (7) YEARS.

ROAD NAME: LUTTERLOH ROAD

DATE _____
CHARLES WU, P.E.
CERTIFICATE NO. 47518
DIRECTOR OF ENGINEERING SERVICES
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

DATE _____
ANDREW RILEY
DIRECTOR OF OPERATIONS
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID.

NOTES

- LAST DATE OF FIELD SURVEY: JUNE 26, 2019
- LIMITS OF MAINTAINED RIGHT-OF-WAY MEASURED IN THE FIELD PERPENDICULAR TO THE SURVEY BASELINE UNLESS NOTED OTHERWISE
- NO IMPROVEMENTS LOCATED OTHER THAN SHOWN HEREON
- BEARINGS BASED ON GRID NORTH, FLORIDA NORTH ZONE NAD 1983
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REFERENCES

- DEEDS OF RECORDS, RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA
- LEON COUNTY PROPERTY APPRAISERS TAX MAP

NOTE

THIS DRAWING REPRESENTS THE LIMITS OF MAINTENANCE ALONG LUTTERLOH ROAD BY THE LEON COUNTY PUBLIC WORKS DEPARTMENT BETWEEN 10+00.00 AND 12+81.45 INCLUSIVE.

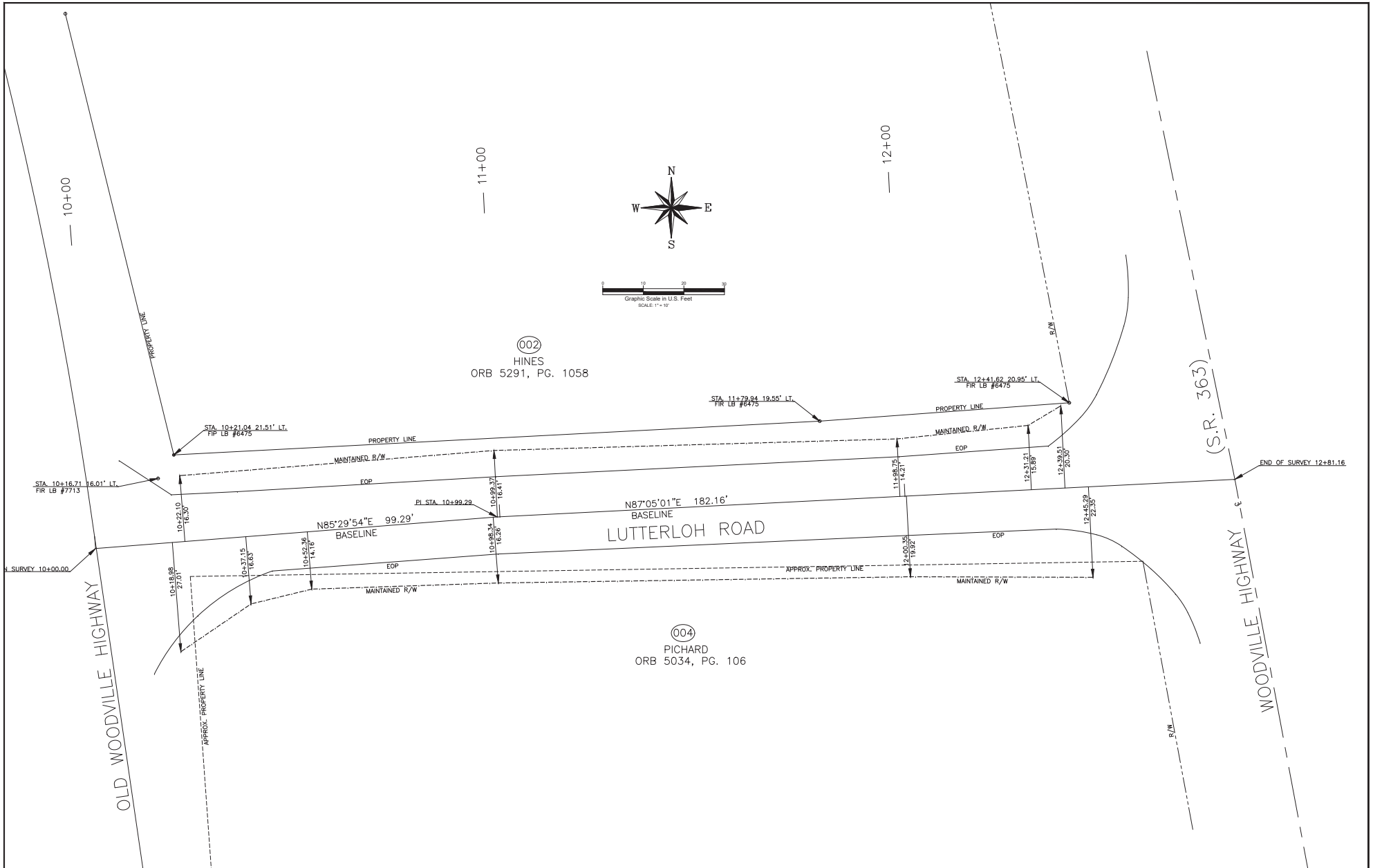
LEON COUNTY
DEPARTMENT OF PUBLIC WORKS

2280 MCCOSKIEE ROAD, TALLAHASSEE, FLORIDA 32308
PHONE (850)606-1500 * FAX (850)606-1501

DRAWN BY	DK	CAD FILE NO.	LutterlohCover.dwg	REVISIONS	REVISIONS
CHECKED BY	JD	STATUS			
DATE OF SURVEY	6/26/2019	FIELD BOOK	509-19		
SCALE		PLAT DATE	xxx		
SCALE IN U.S. FEET		VERTICAL DATUM			

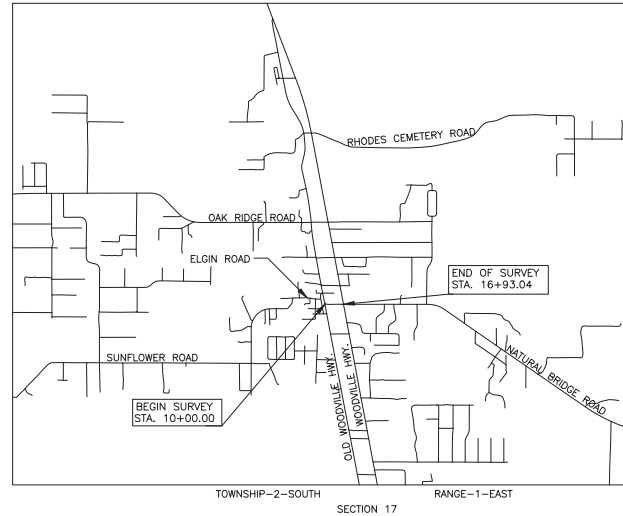
PROJECT
LUTTERLOH ROAD

SHEET TITLE
MAINTENANCE MAP
SHEET NUMBER
1 OF 2



<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p> <p>2280 MCCOSKIEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501</p>	DRAWN BY DK	CAD FILE NO.	LUTTERLOH/ROAD/ING	REVISIONS	REVISIONS	PROJECT	SHEET TITLE	SHEET NUMBER
	CHECKED BY JC	STATUS				LUTTERLOH ROAD	MAINTENANCE MAP	2 OF 2
	DATE OF SURVEY 6/26/2019	FIELD BOOK	509-19					
	SCALE 1" = 10' SCALE IN U.S. FEET	PLT DATE	XXX					
			VERTICAL DATUM					

LOCATION MAP
LEON COUNTY, FLORIDA



LEGEND (NOTE: NOT ALL ABBREVIATIONS NECESSARILY USED HEREON)

- N - NORTH
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- (D) - DEED MEASUREMENT
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- - TELEPHONE POLE
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- ⋈ - LIGHT POLE
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- ⊙ - FIRE HYDRANT
- ⊙ - GUY WIRE ANCHOR
- ⊙ - CENTERLINE
- ⊙ - BASELINE
- Δ - CENTRAL ANGLE (DELTA)
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- P.C. - POINT OF CURVE
- P.T. - POINT OF TANGENT
- DIST. - DISTANCE
- USDA - UNITED STATES DEPARTMENT OF AGRICULTURE
- E.O.S. - END OF SURVEY
- B.O.S. - BEGINNING OF SURVEY
- F.H.V. - FIRE HYDRANT
- W.V. - WATER VALVE
- T.E. - TELEPHONE PEDESTAL
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- HORIZ - HORIZONTAL
- VERT - VERTICAL
- C.M.P. - CORRUGATED METAL PIPE
- R.C.P. - REINFORCED CONCRETE PIPE
- R/W - RIGHT-OF-WAY
- T.O.B. - TOP OF BANK
- U/D - UNDERDRAIN
- E.O.R. - EDGE OF ROAD
- F.L.M. - FOUND CONCRETE MONUMENT
- S.C.M. - SET CONCRETE MONUMENT
- F.I.P. - FOUND IRON PIPE
- S.P. - SET IRON PIPE
- F.L.P. - FOUND IRON PIPE
- F.L. - FENCE LINE
- D.G.M.S. - DEGREES, MINUTES, SECONDS
- " - FEET
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- LT. - LEFT
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- F.L.D.N.R. - FLORIDA DEPARTMENT OF NATURAL RESOURCES
- DOC. NO. - DOCUMENT NUMBER
- ⊙ - SECTION CORNER
- (11) - (TYPICAL) LAST THREE DIGITS OF LEON COUNTY PROPERTY APPRAISER'S PARCEL I.D. #
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- P.O.C. - POINT OF COMMENCEMENT
- FDOT - FLORIDA DEPARTMENT OF TRANSPORTATION
- RD. - ROAD
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- F.I.P.E.C. - FOUND IRON PIPE WITH SURVEYORS REGISTRATION NUMBER ON CAP
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- CONC. - CONCRETE
- M/R/W - MAINTAINED RIGHT OF WAY
- F.I.P.P. - FOUND FINISHED IRON PIPE
- CALC. - CALCULATED PROPERTY CORNER
- R - RADIAL STATION FROM THE SURVEY BASELINE TO LIMITS OF MAINTAINED RIGHT-OF-WAY
- O.P.S. - GLOBAL POSITIONING SYSTEM
- L.B. - LAND BUSINESS LICENSE
- S.R. - OFFICIAL RECORD BOOK
- REF. - REFERENCE
- R.L.S. - REGISTERED LAND SURVEYOR
- R.P.B. - ROAD PLAT BOOK
- STA. - STATION
- TLC - TALLAHASSEE-LEON COUNTY

CERTIFICATIONS

THIS IS TO CERTIFY THAT THE WITHIN AND ATTACHED SHEETS NUMBERED 1 TO 2 INCLUSIVE, CONSTITUTES A TRUE COPY OF THE OFFICIAL MAINTENANCE MAP SHOWING LOCATION AND SURVEY BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS FOR NATURAL BRIDGE ROAD LOCATED IN THE TOWNSHIP, RANGE, AND SECTION AS LISTED ON THIS SHEET LYING WITHIN LEON COUNTY, FLORIDA.

THE PROPERTY WITHIN THE LINES SHOWN THUSLY [---] AND LABELED MAINTAINED RIGHT-OF-WAY LINE ON THE SAID SHEETS HAS BEEN VESTED IN LEON COUNTY, PURSUANT TO THE PROVISIONS OF SECTION 95.361 FLORIDA STATUTES.

IN WITNESS WHEREOF WE HAVE HEREUNTO SET OUR HANDS AND AFFIXED THE SEAL OF LEON COUNTY, AT TALLAHASSEE, FLORIDA, THIS _____ DAY OF _____ A.D. 2020.

DATE _____ BRYAN DESLOGE, CHAIRPERSON
BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

ATTESTED BY: _____ GWEN MARSHALL
CLERK OF THE COURT,
LEON COUNTY, FLORIDA

RECORDING INFORMATION

ACCEPTED FOR FILES AND RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY FLORIDA THIS _____ DAY OF _____, 2020 IN ROAD PLAT BOOK _____; PAGE _____

GWEN MARSHALL, CLERK OF THE COURT
LEON COUNTY, FLORIDA

BY: _____ DEPUTY CLERK

SPECIAL PURPOSE SURVEY CERTIFICATION
CERTIFIED EXCLUSIVELY TO THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION AND IS A CORRECT REPRESENTATION OF THE MAINTAINED RIGHT-OF-WAY FOR NATURAL BRIDGE ROAD FROM APPROXIMATELY OLD WOODVILLE HIGHWAY TO WOODVILLE HIGHWAY. THIS MAP REFLECTS THE MAINTAINED RIGHT-OF-WAY AS DEPICTED BY A FIELD SURVEY PERFORMED BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS. FIELD SURVEY DATE: 04/13/2020.

NOTE: NOT VALID UNLESS SIGNED AND EMBOSSED WITH THE SURVEYORS SEAL

DATE _____ JOSEPH D. COLEMAN P.S.M.
COUNTY SURVEYOR
LEON COUNTY DEPARTMENT OF PUBLIC WORKS
CERTIFICATE NO. 5590

THIS IS TO CERTIFY THAT THE RIGHT-OF-WAY LIMITS AS SHOWN ON THIS MAP CONSISTING OF SHEETS 1 THRU 2, HAVE BEEN MAINTAINED WITHOUT INTERRUPTION OR DISTURBANCE FOR MORE THAN SEVEN (7) YEARS.

ROAD NAME: NATURAL BRIDGE ROAD

DATE _____ CHARLES WU, P.E.
CERTIFICATE NO. 47518
DIRECTOR OF ENGINEERING SERVICES
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

DATE _____ ANDREW RILEY
DIRECTOR OF OPERATIONS
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

NOTES

- LAST DATE OF FIELD SURVEY: APRIL 13, 2020
- LIMITS OF MAINTAINED RIGHT-OF-WAY MEASURED IN THE FIELD
- PERPENDICULAR TO THE SURVEY BASELINE UNLESS NOTED OTHERWISE
- NO IMPROVEMENTS LOCATED OTHER THAN SHOWN HEREON
- BEARINGS BASED ON GRID NORTH, FLORIDA NORTH ZONE NAD 1983
- ALL MONUMENTATION SHOWN BY STATION AND OFFSET IS LOCATED PERPENDICULAR OR RADIAL TO THE BASELINE WHICHEVER IS APPROPRIATE

REFERENCES

- DEEDS OF RECORDS, RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA
- LEON COUNTY PROPERTY APPRAISERS TAX MAP

NOTE

THIS DRAWING REPRESENTS THE LIMITS OF MAINTENANCE ALONG OLD WOODVILLE HIGHWAY BY THE LEON COUNTY PUBLIC WORKS DEPARTMENT BETWEEN 103+17.80 AND 264+11.78 INCLUSIVE.

LEON COUNTY
DEPARTMENT OF PUBLIC WORKS

2280 MCCOOSKEE ROAD, TALLAHASSEE, FLORIDA 32308
PHONE (850)606-1500 * FAX (850)606-1501

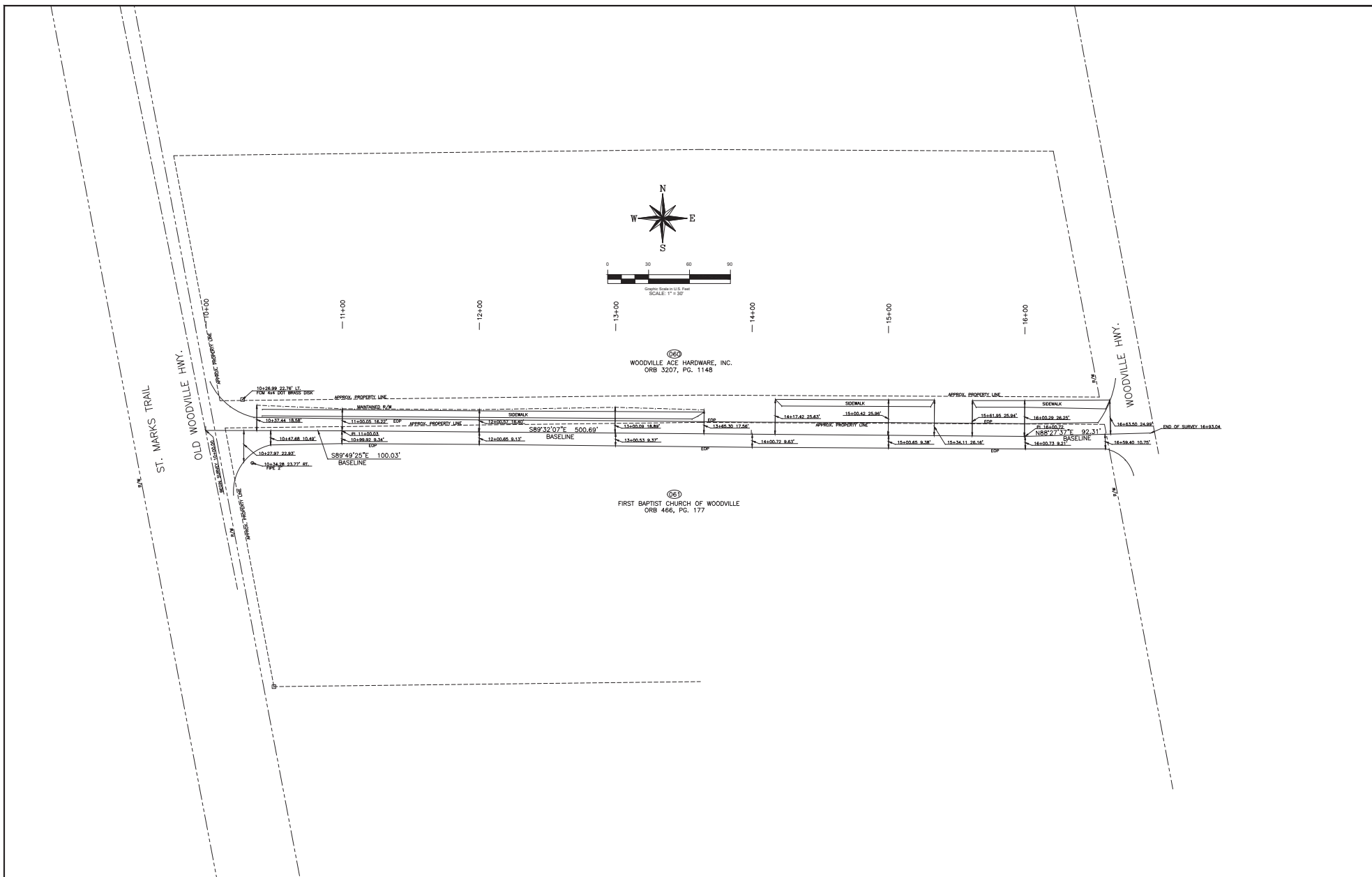
DRAWN BY	DK	CAD FILE NO.	www.madesoftware.com
CHECKED BY	JD	STATUS	
DATE OF SURVEY	4/13/2020	FIELD BOOK	509-19
SCALE		PLAT DATE	
SCALE IN U.S. FEET		VERTICAL DATUM	

REVISIONS	REVISIONS

PROJECT
NATURAL BRIDGE ROAD
OLD WOODVILLE HIGHWAY TO WOODVILLE HIGHWAY

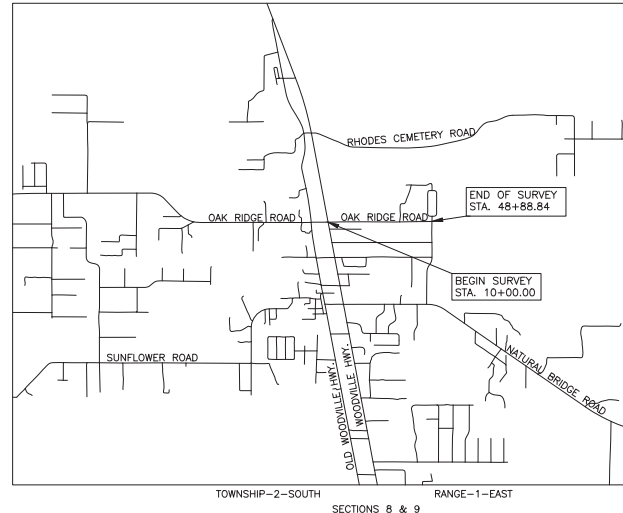
SHEET TITLE
MAINTENANCE MAP

SHEET NUMBER
1 OF 2



<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p>	2280 MCCOSKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501		DRAWN BY DK	CAD FILE NO. INT18R0802P000.dwg	REVISIONS	REVISIONS	PROJECT NATURAL BRIDGE ROAD OLD WOODVILLE HIGHWAY TO WOODVILLE HIGHWAY	SHEET TITLE MAINTENANCE MAP	SHEET NUMBER 2 OF 2
	CHECKED BY JC	STATUS	REVISIONS	REVISIONS	PROJECT	SHEET TITLE	SHEET NUMBER		
	DATE OF SURVEY 04/13/2020	FIELD BOOK 410-19	REVISIONS	REVISIONS	PROJECT	SHEET TITLE	SHEET NUMBER		
	SCALE 1" = 30'	PLOT DATE	REVISIONS	REVISIONS	PROJECT	SHEET TITLE	SHEET NUMBER		
SCALE IN U.S. FEET	VERTICAL DATUM	REVISIONS	REVISIONS	PROJECT	SHEET TITLE	SHEET NUMBER			

LOCATION MAP
LEON COUNTY, FLORIDA



LEGEND (NOTE: NOT ALL ABBREVIATIONS NECESSARILY USED HEREON)

- N - NORTH
- S - SOUTH
- E - EAST
- W - WEST
- TWP - TOWNSHIP
- RNG - RANGE
- SEC - SECTION
- (T) - FIELD MEASUREMENT
- (C) - CALCULATED MEASUREMENT FROM FIELD INFORMATION
- (D) - DEED MEASUREMENT
- - TELEPHONE PEDESTAL
- - TELEPHONE POLE
- ⊙ - POWER POLE
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- D - DEGREE OF CURVE
- L - ARC LENGTH OF CURVE
- T - TANGENT DISTANCE
- CH - LONG CHORD
- E - EXTERNAL DISTANCE
- P.I. - POINT OF INTERSECTION
- P.C. - POINT OF CURVE
- P.C.C. - POINT OF COMPOUND CURVE
- P.T. - POINT OF TANGENT
- DIST. - DISTANCE
- USDA - UNITED STATES DEPARTMENT OF AGRICULTURE
- E.O.S. - END OF SURVEY
- B.O.S. - BEGINNING OF SURVEY
- F.H.S. - FIRE HYDRANT
- W.V. - WATER VALVE
- T.E. - TELEPHONE PEDESTAL
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- ⊕ - RAILROAD IRON
- PL - PROPERTY LINE
- CHORD BEARING
- CD - CHORD DISTANCE
- T TO C - TANGENT TO CURVE
- ACQ. - ACQUISITION
- APPROX. - APPROXIMATE
- C.O.T. - CITY OF TALLAHASSEE
- D.B. - DEED BOOK
- HORIZ. - HORIZONTAL
- VERT. - VERTICAL
- C.M.P. - CORRUGATED METAL PIPE
- R.C.P. - REINFORCED CONCRETE PIPE
- T.W. - RIGHT-OF-WAY
- T.O.B. - TOP OF BANK
- U.D.P. - UNDERPASS
- E.O.R. - EDGE OF ROAD
- F.C.M. - FOUND CONCRETE MONUMENT
- S.C.M. - SET CONCRETE MONUMENT
- S.P. - SET IRON PIN
- F.I.P. - FOUND IRON PIN
- ⊙ - FENCE LINE
- ° - DEGREES, MINUTES, SECONDS
- " - INCHES
- ' - FEET
- LT. - LEFT
- RT. - RIGHT
- F.L.D.N.R. - FLORIDA DEPARTMENT OF NATURAL RESOURCES
- DOC. NO. - DOCUMENT NUMBER
- ⊕ - SECTION CORNER
- (11) - (TYPICAL) LAST THREE DIGITS OF LEON COUNTY PROPERTY APPRAISER'S PARCEL I.D. #
- P.O.B. - POINT OF BEGINNING
- P.O.C. - POINT OF COMMENCEMENT
- FDOT - FLORIDA DEPARTMENT OF TRANSPORTATION
- RD. - ROAD
- (P) - PLAT MEASUREMENT
- F.I.P.&C. - FOUND IRON PIPE WITH SURVEYORS REGISTRATION NUMBER ON CAP
- F.I.P.&C. - FOUND IRON PIN WITH SURVEYORS REGISTRATION NUMBER ON CAP
- CONC. - CONCRETE
- M/R/W - MAINTAINED RIGHT OF WAY
- F.I.P. - FOUND FINISHED IRON PIPE
- CALC. - CALCULATED PROPERTY CORNER
- R - RADIAL STATION FROM THE SURVEY BASELINE TO LIMITS OF MAINTAINED RIGHT-OF-WAY
- O.P.S. - GLOBAL POSITIONING SYSTEM
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- R.L.S. - REGISTERED LAND SURVEYOR
- R.P.B. - ROAD PLAT BOOK
- STA. - STATION
- TLC - TALLAHASSEE-LEON COUNTY

CERTIFICATIONS

THIS IS TO CERTIFY THAT THE WITHIN AND ATTACHED SHEETS NUMBERED 1 TO 3 INCLUSIVE, CONSTITUTES A TRUE COPY OF THE OFFICIAL MAINTENANCE MAP SHOWING LOCATION AND SURVEY BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS FOR OAK RIDGE ROAD LOCATED IN THE TOWNSHIP, RANGE, AND SECTION AS LISTED ON THIS SHEET LYING WITHIN LEON COUNTY, FLORIDA.

THE PROPERTY WITHIN THE LINES SHOWN THUSLY [---] AND LABELED MAINTAINED RIGHT-OF-WAY LINE ON THE SAID SHEETS HAS BEEN VESTED IN LEON COUNTY, PURSUANT TO THE PROVISIONS OF SECTION 95.361 FLORIDA STATUTES.

IN WITNESS WHEREOF WE HAVE HEREUNTO SET OUR HANDS AND AFFIXED THE SEAL OF LEON COUNTY, AT TALLAHASSEE, FLORIDA, THIS _____ DAY OF _____ A.D. 2020.

DATE _____
BRYAN DESLOGE, CHAIRPERSON
BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

ATTESTED BY: _____
GWEN MARSHALL
CLERK OF THE COURT,
LEON COUNTY, FLORIDA

RECORDING INFORMATION

ACCEPTED FOR FILES AND RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY FLORIDA THIS _____ DAY OF _____, 2020 IN ROAD PLAT BOOK _____; PAGE _____

GWEN MARSHALL, CLERK OF THE COURT
LEON COUNTY, FLORIDA

BY: _____
DEPUTY CLERK

SPECIAL PURPOSE SURVEY CERTIFICATION
CERTIFIED EXCLUSIVELY TO THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION AND IS A CORRECT REPRESENTATION OF THE MAINTAINED RIGHT-OF-WAY FOR OAK RIDGE ROAD FROM APPROXIMATELY WOODVILLE HIGHWAY TO TAFF ROAD. THIS MAP REFLECTS THE MAINTAINED RIGHT-OF-WAY AS DEPICTED BY A FIELD SURVEY PERFORMED BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS. FIELD SURVEY DATE: 06/25/2019.

NOTE: NOT VALID UNLESS SIGNED AND EMBOSSED WITH THE SURVEYORS SEAL

DATE _____
JOSEPH D. COLEMAN P.S.M.
COUNTY SURVEYOR
LEON COUNTY DEPARTMENT OF PUBLIC WORKS
CERTIFICATE NO. 5590

THIS IS TO CERTIFY THAT THE RIGHT-OF-WAY LIMITS AS SHOWN ON THIS MAP CONSISTING OF SHEETS 1 THRU 3, HAVE BEEN MAINTAINED WITHOUT INTERRUPTION OR DISTURBANCE FOR MORE THAN SEVEN (7) YEARS.

ROAD NAME: OAK RIDGE ROAD

DATE _____
CHARLES WU, P.E.
CERTIFICATE NO. 47518
DIRECTOR OF ENGINEERING SERVICES
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

DATE _____
ANDREW RILEY
DIRECTOR OF OPERATIONS
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

NOTES

- LAST DATE OF FIELD SURVEY: JUNE 25, 2019
- LIMITS OF MAINTAINED RIGHT-OF-WAY MEASURED IN THE FIELD PERPENDICULAR TO THE SURVEY BASELINE UNLESS NOTED OTHERWISE
- NO IMPROVEMENTS LOCATED OTHER THAN SHOWN HEREON
- BEARINGS BASED ON GRID NORTH, FLORIDA NORTH ZONE NAD 1983
- ALL MONUMENTATION SHOWN BY STATION AND OFFSET IS LOCATED PERPENDICULAR OR RADIAL TO THE BASELINE WHICHEVER IS APPROPRIATE

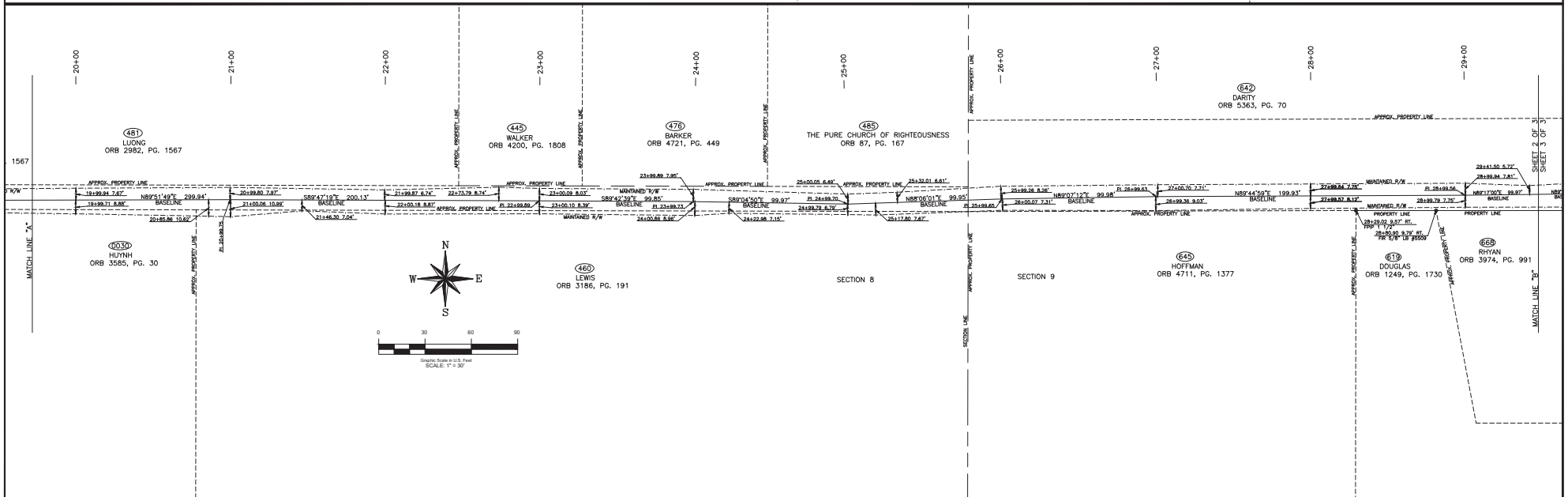
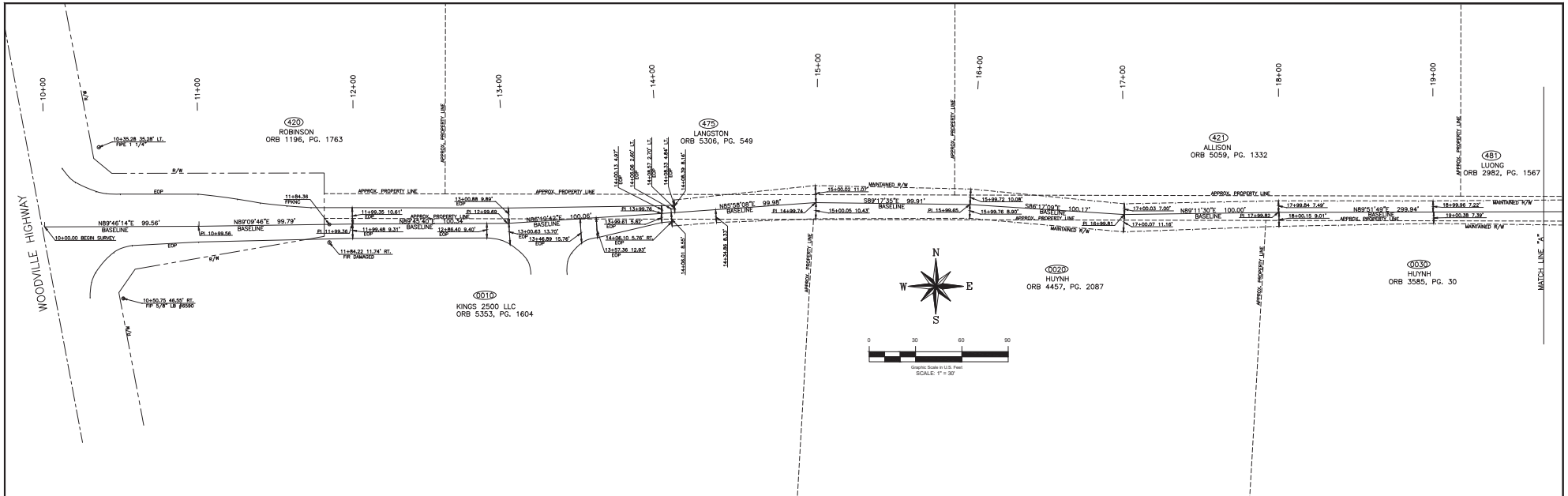
REFERENCES

- DEEDS OF RECORDS, RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA
- LEON COUNTY PROPERTY APPRAISERS TAX MAP

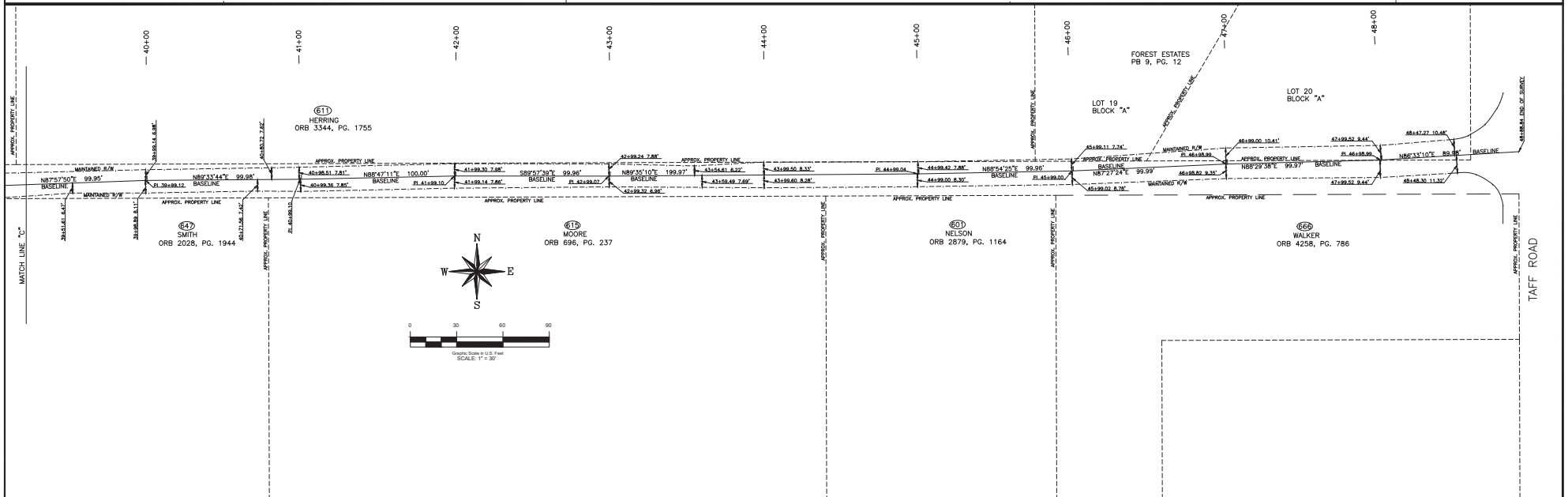
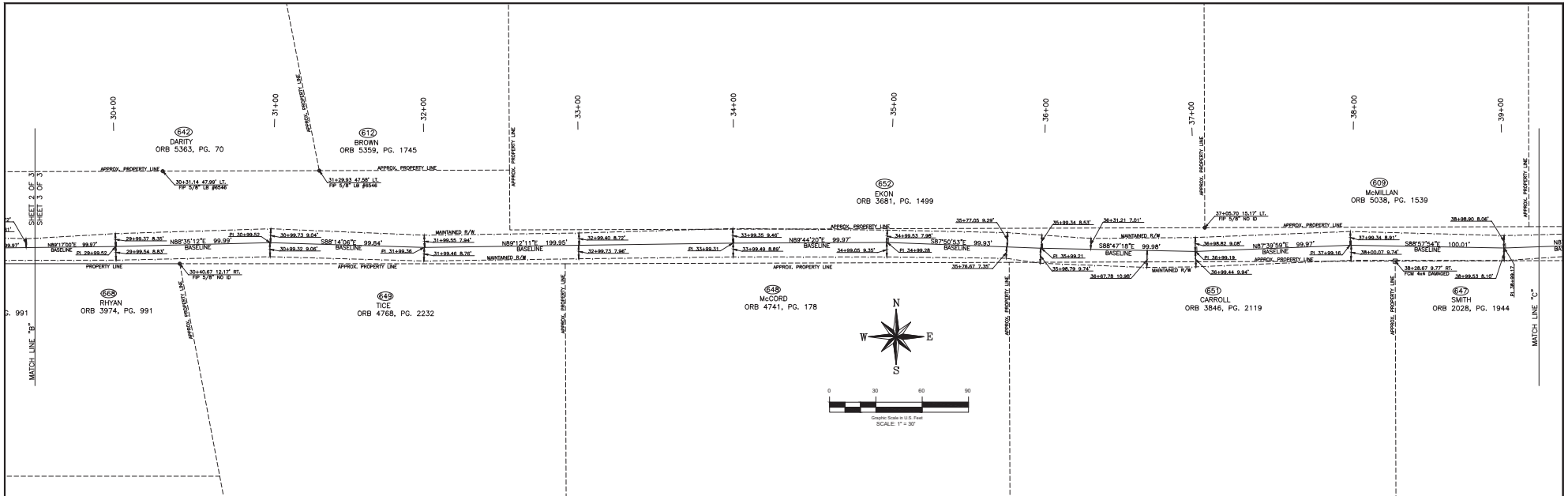
NOTE

THIS DRAWING REPRESENTS THE LIMITS OF MAINTENANCE ALONG PAVE ROAD BY THE LEON COUNTY PUBLIC WORKS DEPARTMENT BETWEEN 10+00.00 AND 48+88.84 INCLUSIVE.

<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p>	<p>2280 MCCOSKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501</p>	<p>DRAWN BY: DK</p>	<p>CAD FILE NO.: \\www\hokocover\dk</p>	<p>REVISIONS</p>	<p>REVISIONS</p>	<p>PROJECT: OAK RIDGE ROAD WOODVILLE HIGHWAY TO TAFF ROAD</p>	<p>SHEET TITLE: MAINTENANCE MAP</p>	<p>SHEET NUMBER: 1 OF 3</p>
		<p>CHECKED BY: JC</p>	<p>STATUS:</p>	<p>DATE OF SURVEY: 6/29/2019</p>	<p>FIELD BOOK: 509-19</p>	<p>SCALE: xxx</p>	<p>PLAT DATE: xxx</p>	<p>SCALE IN U.S. FEET</p>

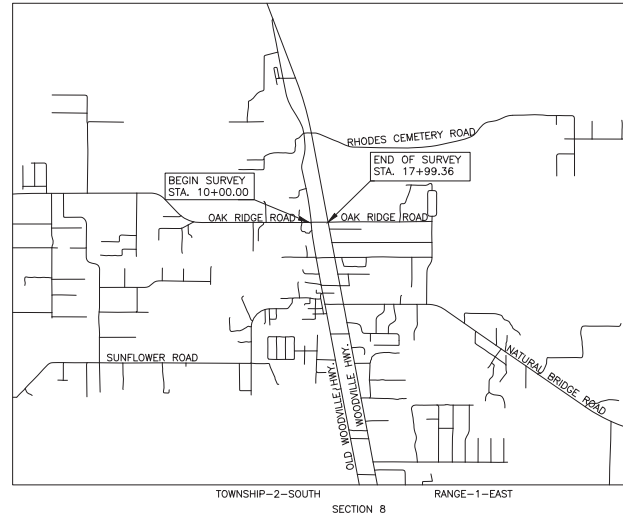


<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p>	<p>2280 MCCOSKIEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501</p>	<p>DRAWN BY DK</p>	<p>CAD FILE NO. OAKRIDGE ROAD.DWG</p>	<p>REVISIONS</p>	<p>REVISIONS</p>	<p>PROJECT OAK RIDGE ROAD WOODVILLE HIGHWAY TO TAFF ROAD</p>	<p>SHEET TITLE MAINTENANCE MAP</p>	<p>SHEET NUMBER 2 OF 3</p>
		<p>CHECKED BY JC</p>	<p>STATUS</p>	<p>DATE OF SURVEY XXX</p>	<p>FIELD BOOK 408-19</p>	<p>SCALE 1" = 30'</p>	<p>PLOT DATE XXX</p>	<p>SCALE IN U.S. FEET SCALE IN U.S. FEET</p>



<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p>	<p>2280 MCCOSKIEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 • FAX (850)606-1501</p>	<p>DRAWN BY DK</p>	<p>CAD FILE NO. OAKRIDGE_ROAD.DWG</p>	<p>REVISIONS</p>	<p>REVISIONS</p>	<p>PROJECT</p>	<p>SHEET TITLE</p>	<p>SHEET NUMBER</p>	
		<p>CHECKED BY JC</p>	<p>STATUS</p>	<p>DATE OF SURVEY XXX</p>	<p>FIELD BOOK XXX</p>	<p>DATE</p>	<p>OAK RIDGE ROAD WOODVILLE HIGHWAY TO TAFF ROAD</p>	<p>MAINTENANCE MAP</p>	<p>3 OF 3</p>
		<p>SCALE 1" = 30'</p>	<p>SCALE IN U.S. FEET</p>	<p>VERTICAL DATUM</p>					

LOCATION MAP
LEON COUNTY, FLORIDA



LEGEND (NOTE: NOT ALL ABBREVIATIONS NECESSARILY USED HEREON)

- N - NORTH
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- (C) - CALCULATED MEASUREMENT FROM FIELD INFORMATION
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- F.L.C. - FOUND CONCRETE MONUMENT
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- S.P. - SET IRON PIPE
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- STA. - STATION
- TLC - TALLAHASSEE-LEON COUNTY

CERTIFICATIONS

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THE PROPERTY WITHIN THE LINES SHOWN THUSLY [---] AND LABELED MAINTAINED RIGHT-OF-WAY LINE ON THE SAID SHEETS HAS BEEN VESTED IN LEON COUNTY, PURSUANT TO THE PROVISIONS OF SECTION 95.361 FLORIDA STATUTES.

IN WITNESS WHEREOF WE HAVE HEREUNTO SET OUR HANDS AND AFFIXED THE SEAL OF LEON COUNTY, AT TALLAHASSEE, FLORIDA, THIS _____ DAY OF _____ A.D. 2020.

DATE _____ BRYAN DESLOGE, CHAIRPERSON
BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

ATTESTED BY: _____ GWEN MARSHALL
CLERK OF THE COURT,
LEON COUNTY, FLORIDA

RECORDING INFORMATION

ACCEPTED FOR FILES AND RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY FLORIDA THIS _____ DAY OF _____, 2020 IN ROAD PLAT BOOK _____; PAGE _____

GWEN MARSHALL, CLERK OF THE COURT
LEON COUNTY, FLORIDA

BY: _____ DEPUTY CLERK

SPECIAL PURPOSE SURVEY CERTIFICATION
CERTIFIED EXCLUSIVELY TO THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION AND IS A CORRECT REPRESENTATION OF THE MAINTAINED RIGHT-OF-WAY FOR OAK RIDGE ROAD FROM APPROXIMATELY WEST OF ST. MARKS TRAIL TO WOODVILLE HIGHWAY. THIS MAP REFLECTS THE MAINTAINED RIGHT-OF-WAY AS DEPICTED BY A FIELD SURVEY PERFORMED BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS. FIELD SURVEY DATE: 06/25/2019.

NOTE: NOT VALID UNLESS SIGNED AND EMBOSSED WITH THE SURVEYORS SEAL

DATE _____ JOSEPH D. COLEMAN P.S.M.
COUNTY SURVEYOR
LEON COUNTY DEPARTMENT OF PUBLIC WORKS
CERTIFICATE NO. 5590

THIS IS TO CERTIFY THAT THE RIGHT-OF-WAY LIMITS AS SHOWN ON THIS MAP CONSISTING OF SHEETS 1 THRU 2, HAVE BEEN MAINTAINED WITHOUT INTERRUPTION OR DISTURBANCE FOR MORE THAN SEVEN (7) YEARS.

ROAD NAME: OAK RIDGE ROAD

DATE _____ CHARLES WU, P.E.
CERTIFICATE NO. 47518
DIRECTOR OF ENGINEERING SERVICES
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

DATE _____ ANDREW RILEY
DIRECTOR OF OPERATIONS
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

NOTES

- LAST DATE OF FIELD SURVEY: JUNE 25, 2019
- LIMITS OF MAINTAINED RIGHT-OF-WAY MEASURED IN THE FIELD PERPENDICULAR TO THE SURVEY BASELINE UNLESS NOTED OTHERWISE
- NO IMPROVEMENTS LOCATED OTHER THAN SHOWN HEREON
- BEARINGS BASED ON GRID NORTH, FLORIDA NORTH ZONE NAD 1983
- ALL MONUMENTATION SHOWN BY STATION AND OFFSET IS LOCATED PERPENDICULAR OR RADIAL TO THE BASELINE WHICHEVER IS APPROPRIATE

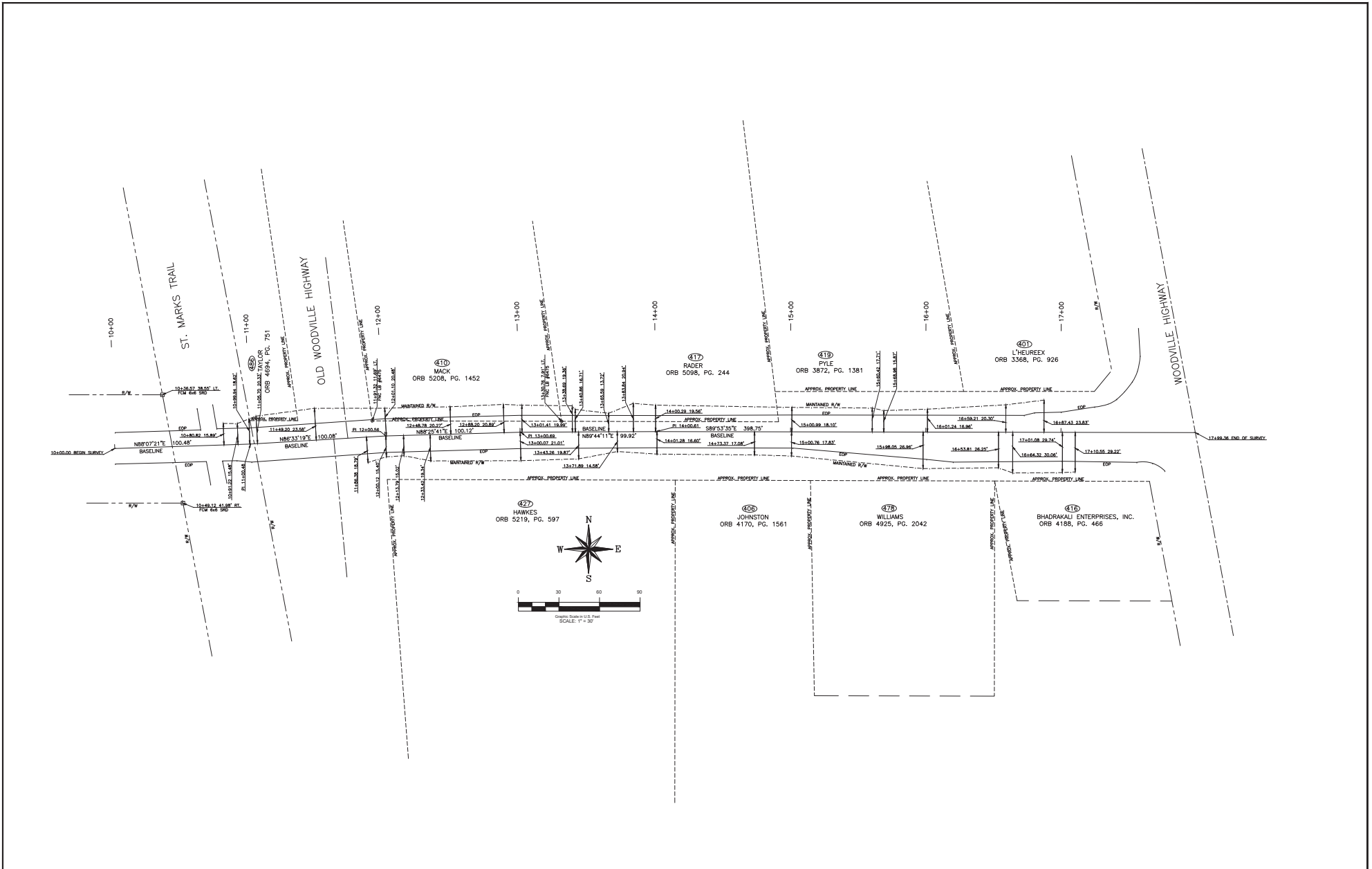
REFERENCES

- DEEDS OF RECORDS, RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA
- LEON COUNTY PROPERTY APPRAISERS TAX MAP

NOTE

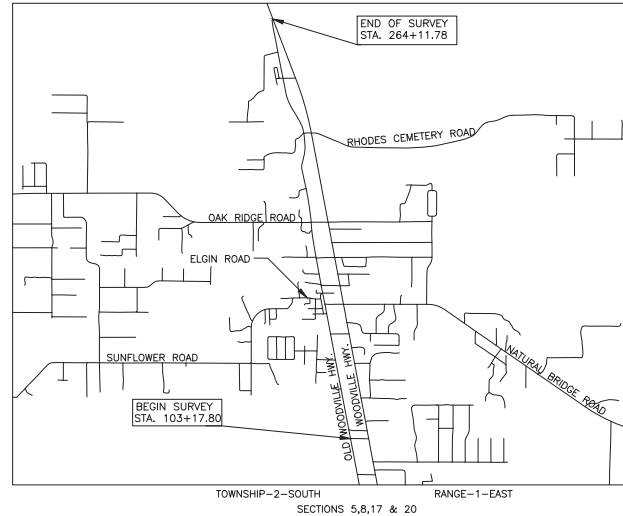
THIS DRAWING REPRESENTS THE LIMITS OF MAINTENANCE ALONG PAVE ROAD BY THE LEON COUNTY PUBLIC WORKS DEPARTMENT BETWEEN 10+00.00 AND 17+99.36 INCLUSIVE.

<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p>	<p>2280 MCCOSKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 • FAX (850)606-1501</p>	<p>DRAWN BY: DK</p>	<p>CAD FILE NO.: \www\hokocover\ms</p>	<p>REVISIONS</p>	<p>REVISIONS</p>	<p>PROJECT: OAK RIDGE ROAD ST. MARKS TRAIL TO WOODVILLE HWY.</p>	<p>SHEET TITLE: MAINTENANCE MAP</p>	<p>SHEET NUMBER: 1 OF 2</p>
		<p>CHECKED BY: JC</p>	<p>STATUS</p>	<p>DATE OF SURVEY: 6/29/2019</p>	<p>FIELD BOOK: 508-19</p>	<p>SCALE: xxx</p>	<p>SCALE IN U.S. FEET</p>	<p>SCALE: xxx</p>



	LEON COUNTY DEPARTMENT OF PUBLIC WORKS		2280 MCCOSKIEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501		DRAWN BY DK	CAD FILE NO. OKRIDGE.DWG	REVISIONS	REVISIONS	PROJECT OAK RIDGE ROAD ST. MARKS TRAIL TO WOODVILLE HWY.	SHEET TITLE MAINTENANCE MAP	SHEET NUMBER 2 OF 2
	CHECKED BY JC	STATUS	DATE OF SURVEY XXX	FIELD BOOK XXX	SCALE 1" = 30'	PLOT DATE XXX	SCALE IN U.S. FEET	VERTICAL DATUM			

LOCATION MAP LEON COUNTY, FLORIDA



LEGEND (NOTE: NOT ALL ABBREVIATIONS NECESSARILY USED HEREON)

- N - NORTH
- S - SOUTH
- E - EAST
- W - WEST
- TWP - TOWNSHIP
- RNG - RANGE
- SEC - SECTION
- (T) - FIELD MEASUREMENT
- (C) - CALCULATED MEASUREMENT FROM FIELD INFORMATION
- (D) - DEED MEASUREMENT
- - TELEPHONE PEDESTAL
- - TELEPHONE POLE
- ⊙ - POWER POLE
- ⋈ - LIGHT POLE
- ⊙ - SUPPORT POLE
- ⊙ - FIRE HYDRANT
- ⊙ - GUY WIRE ANCHOR
- ⊙ - CENTERLINE
- B - BASELINE
- Δ - CENTRAL ANGLE (DELTA)
- R - RADIUS OF CURVE
- D - DEGREE OF CURVE
- L - ARC LENGTH OF CURVE
- T - TANGENT DISTANCE
- CH - LONG CHORD
- E - EXTERNAL DISTANCE
- P.I. - POINT OF INTERSECTION
- P.C. - POINT OF CURVE
- P.C.C. - POINT OF COMPOUND CURVE
- P.T. - POINT OF TANGENT
- DIST. - DISTANCE
- USDA - UNITED STATES DEPARTMENT OF AGRICULTURE
- E.O.S. - END OF SURVEY
- B.O.S. - BEGINNING OF SURVEY
- F.H.V. - FIRE HYDRANT
- W.V. - WATER VALVE
- T.E. - TELEPHONE PEDESTAL
- PT.# - POINT NUMBER
- Σ - RAILROAD IRON
- PL - PROPERTY LINE
- CHORD BEARING
- CD - CHORD DISTANCE
- T to C - TANGENT TO CURVE
- ACQ. - ACQUISITION
- APPROX. - APPROXIMATE
- C.O.T. - CITY OF TALLAHASSEE
- D.B. - DEED BOOK
- HORIZ. - HORIZONTAL
- VERT. - VERTICAL
- C.M.P. - CORRUGATED METAL PIPE
- R.C.P. - REINFORCED CONCRETE PIPE
- R/W - RIGHT-OF-WAY
- T.O.B. - TOP OF BANK
- U/D - UNDERDRAIN
- E.O.P. - EDGE OF PAVEMENT
- E.O.R. - EDGE OF ROAD
- F.C.M. - FOUND CONCRETE MONUMENT
- S.C.M. - SET CONCRETE MONUMENT
- F.I.P. - FOUND IRON PIPE
- S.I.P. - SET IRON PIPE
- FENCE LINE
- D.G.M.S. - DEGREES, MINUTES, SECONDS
- " - INCHES
- ' - FEET
- LT. - LEFT
- RT. - RIGHT
- F.L.D.N.R. - FLORIDA DEPARTMENT OF NATURAL RESOURCES
- DOC. NO. - DOCUMENT NUMBER
- ⊕ - SECTION CORNER
- (11) - (TYPICAL) LAST THREE DIGITS OF LEON COUNTY PROPERTY APPRAISER'S PARCEL I.D. #
- P.O.B. - POINT OF BEGINNING
- P.O.C. - POINT OF COMMENCEMENT
- FDOT - FLORIDA DEPARTMENT OF TRANSPORTATION
- RD. - ROAD
- (P) - PLAT MEASUREMENT
- F.I.P.&C. - FOUND IRON PIPE WITH SURVEYORS REGISTRATION NUMBER ON CAP
- F.I.P.C. - FOUND IRON PIN WITH SURVEYORS REGISTRATION NUMBER ON CAP
- CONC. - CONCRETE
- M/R/W - MAINTAINED RIGHT OF WAY
- F.I.P.P. - FOUND FINISHED IRON PIPE
- CALC. - CALCULATED PROPERTY CORNER
- R - RADIAL STATION FROM THE SURVEY BASELINE TO LIMITS OF MAINTAINED RIGHT-OF-WAY
- O.P.S. - GLOBAL POSITIONING SYSTEM
- L.B. - LAND BUSINESS LICENSE
- S.R. - OFFICIAL RECORD BOOK
- REF. - REFERENCE
- R.L.S. - REGISTERED LAND SURVEYOR
- R.P.B. - ROAD PLAT BOOK
- STA. - STATION
- TLC - TALLAHASSEE-LEON COUNTY

CERTIFICATIONS

THIS IS TO CERTIFY THAT THE WITHIN AND ATTACHED SHEETS NUMBERED 1 TO 10 INCLUSIVE, CONSTITUTES A TRUE COPY OF THE OFFICIAL MAINTENANCE MAP SHOWING LOCATION AND SURVEY BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS FOR OLD WOODVILLE HIGHWAY LOCATED IN THE TOWNSHIP, RANGE, AND SECTION AS LISTED ON THIS SHEET LYING WITHIN LEON COUNTY, FLORIDA.

THE PROPERTY WITHIN THE LINES SHOWN THUSLY [---] AND LABELED MAINTAINED RIGHT-OF-WAY LINE ON THE SAID SHEETS HAS BEEN VESTED IN LEON COUNTY, PURSUANT TO THE PROVISIONS OF SECTION 95.361 FLORIDA STATUTES.

IN WITNESS WHEREOF WE HAVE HEREUNTO SET OUR HANDS AND AFFIXED THE SEAL OF LEON COUNTY, AT TALLAHASSEE, FLORIDA, THIS _____ DAY OF _____ A.D. 2020.

DATE _____
BRYAN DESLOGE, CHAIRPERSON
BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

ATTESTED BY: _____
GWEN MARSHALL
CLERK OF THE COURT,
LEON COUNTY, FLORIDA

RECORDING INFORMATION

ACCEPTED FOR FILES AND RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY FLORIDA THIS _____ DAY OF _____, 2020 IN ROAD PLAT BOOK _____; PAGE _____

GWEN MARSHALL, CLERK OF THE COURT
LEON COUNTY, FLORIDA

BY: _____
DEPUTY CLERK

SPECIAL PURPOSE SURVEY CERTIFICATION
CERTIFIED EXCLUSIVELY TO THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION AND IS A CORRECT REPRESENTATION OF THE MAINTAINED RIGHT-OF-WAY FOR OLD WOODVILLE HIGHWAY FROM APPROXIMATELY SUMMERHAVEN ROAD TO WOODVILLE HIGHWAY. THIS MAP REFLECTS THE MAINTAINED RIGHT-OF-WAY AS DEPICTED BY A FIELD SURVEY PERFORMED BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS. FIELD SURVEY DATE: 07/09/2019.

NOTE: NOT VALID UNLESS SIGNED AND EMBOSSED WITH THE SURVEYORS SEAL

DATE _____
JOSEPH D. COLEMAN P.S.M.
COUNTY SURVEYOR
LEON COUNTY DEPARTMENT OF PUBLIC WORKS
CERTIFICATE NO. 5590

THIS IS TO CERTIFY THAT THE RIGHT-OF-WAY LIMITS AS SHOWN ON THIS MAP CONSISTING OF SHEETS 1 THRU 10, HAVE BEEN MAINTAINED WITHOUT INTERRUPTION OR DISTURBANCE FOR MORE THAN SEVEN (7) YEARS.

ROAD NAME: OLD WOODVILLE HIGHWAY

DATE _____
CHARLES WU, P.E.
CERTIFICATE NO. 47518
DIRECTOR OF ENGINEERING SERVICES
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

DATE _____
ANDREW RILEY
DIRECTOR OF OPERATIONS
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

NOTES

- LAST DATE OF FIELD SURVEY: NOV. 14, 2019
- LIMITS OF MAINTAINED RIGHT-OF-WAY MEASURED IN THE FIELD PERPENDICULAR TO THE SURVEY BASELINE UNLESS NOTED OTHERWISE
- NO IMPROVEMENTS LOCATED OTHER THAN SHOWN HEREON
- BEARINGS BASED ON GRID NORTH, FLORIDA NORTH ZONE NAD 1983
- ALL MONUMENTATION SHOWN BY STATION AND OFFSET IS LOCATED PERPENDICULAR OR RADIAL TO THE BASELINE WHICHEVER IS APPROPRIATE

REFERENCES

- DEEDS OF RECORDS, RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA
- LEON COUNTY PROPERTY APPRAISERS TAX MAP

NOTE

THIS DRAWING REPRESENTS THE LIMITS OF MAINTENANCE ALONG OLD WOODVILLE HIGHWAY BY THE LEON COUNTY PUBLIC WORKS DEPARTMENT BETWEEN 103+17.80 AND 264+11.78 INCLUSIVE.

LEON COUNTY
DEPARTMENT OF PUBLIC WORKS

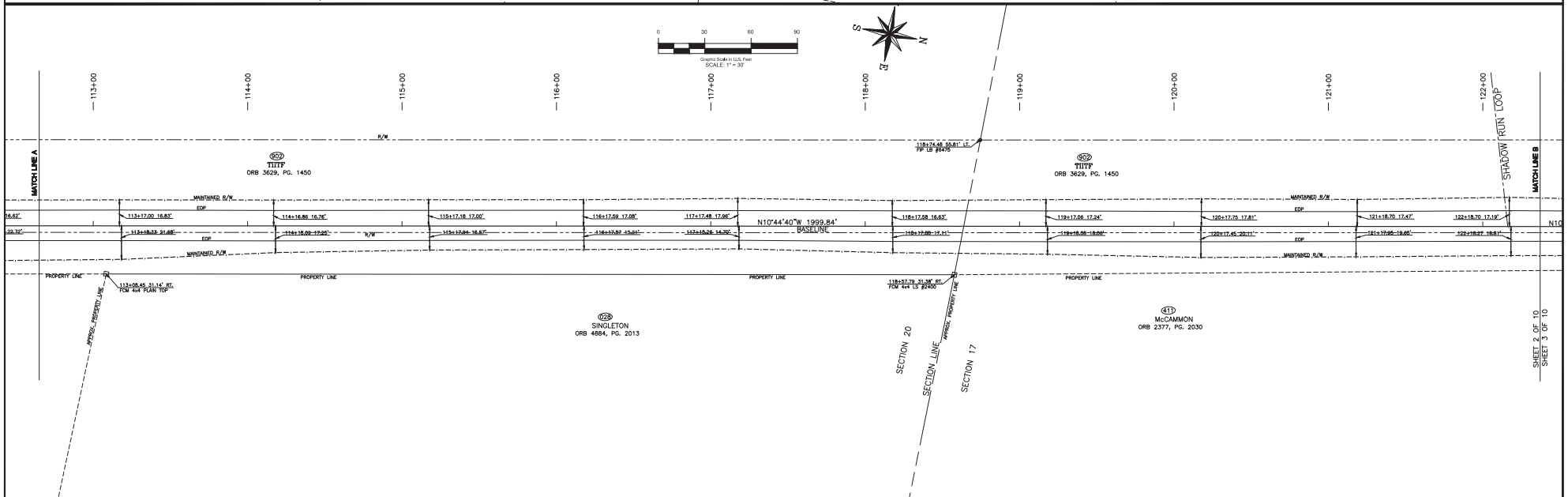
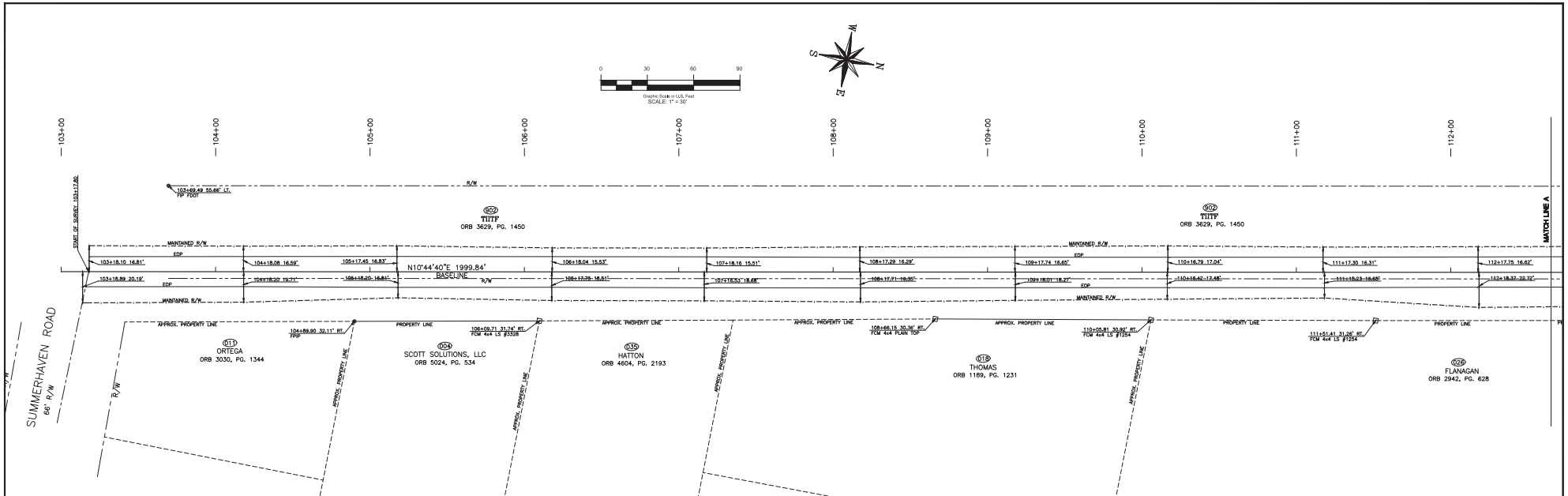
2280 MCCOSKIEE ROAD, TALLAHASSEE, FLORIDA 32308
PHONE (850)606-1500 * FAX (850)606-1501

DRAWN BY	DK	CAD FILE NO.	LEONC000000000000	REVISIONS	REVISIONS
CHECKED BY	JD	STATUS			
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SCALE		PLAT DATE	xxx		
SCALE IN U.S. FEET		VERTICAL DATUM			

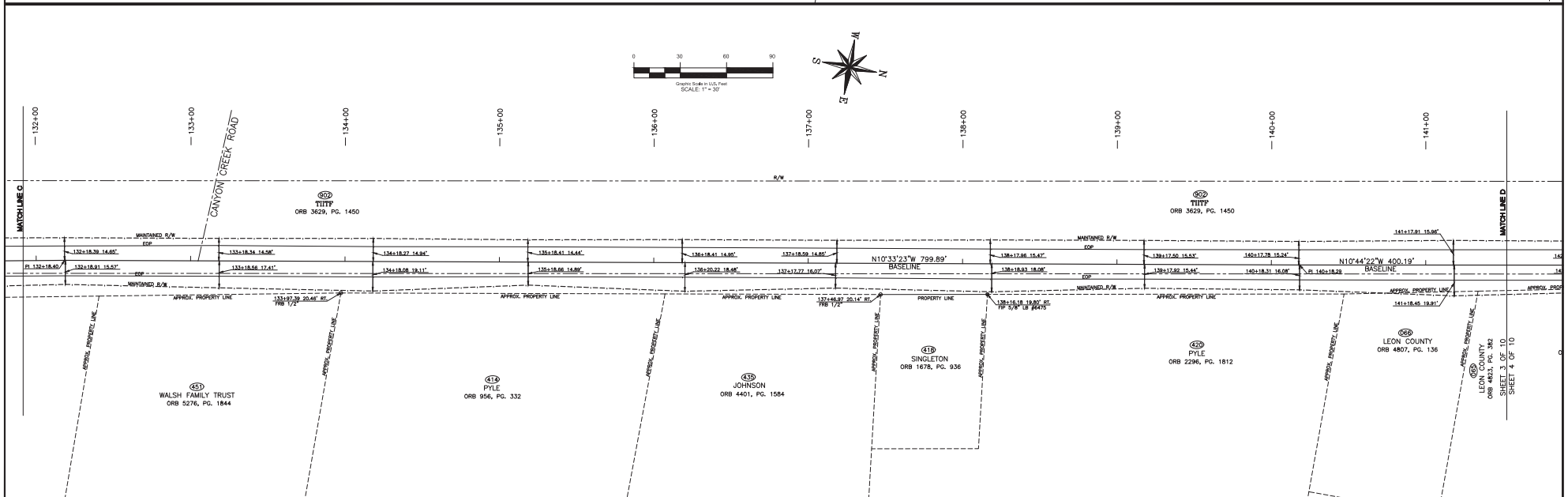
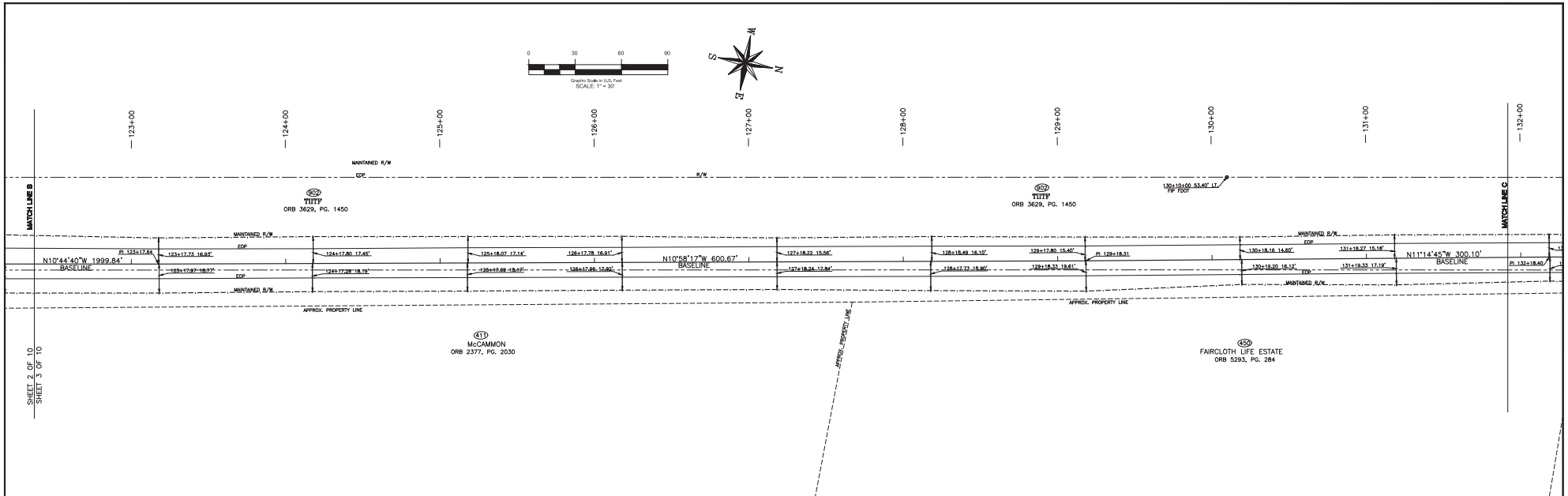
PROJECT
OLD WOODVILLE HIGHWAY

SHEET TITLE
MAINTENANCE MAP

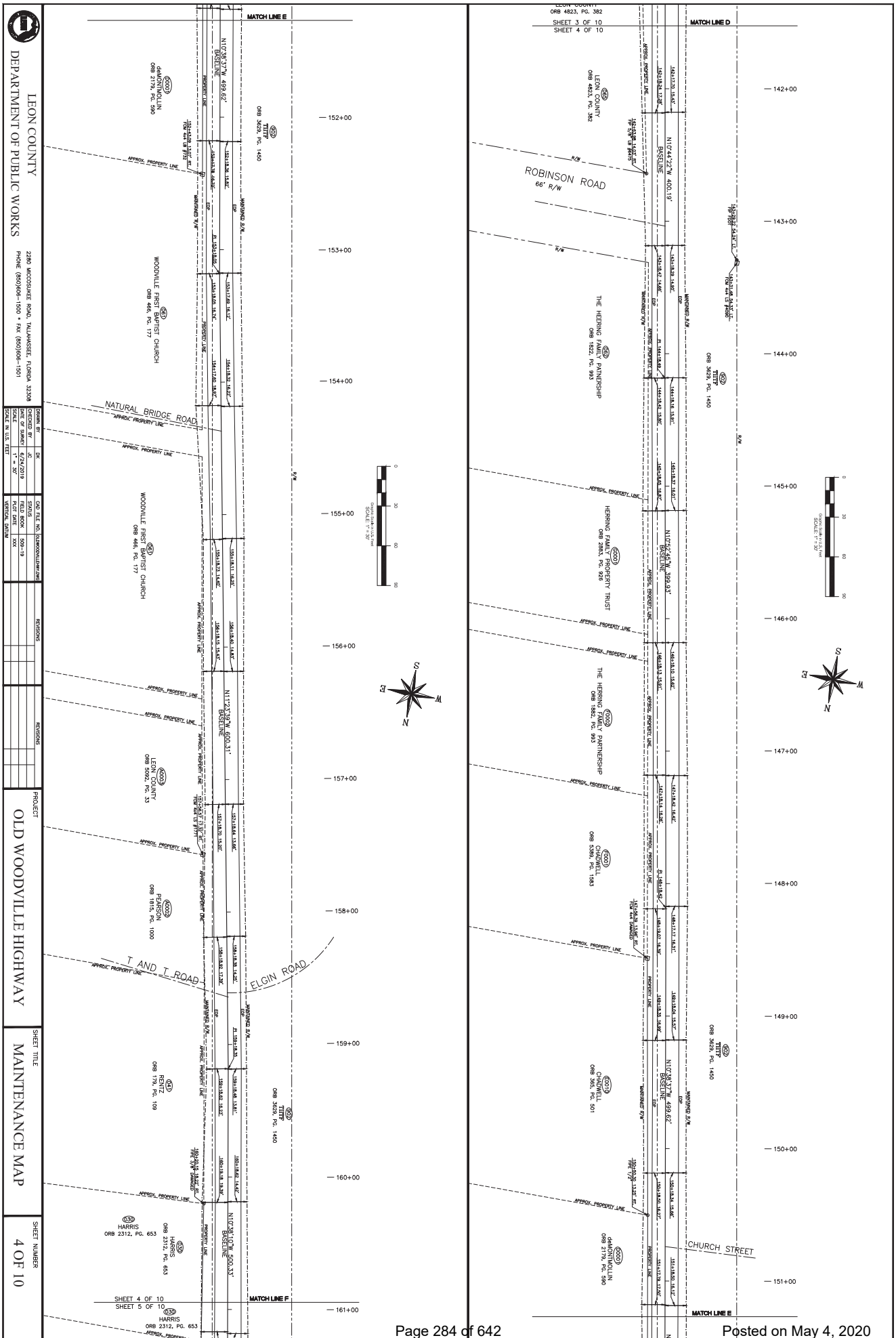
SHEET NUMBER
1 OF 10



<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p>	2280 MCCOSKEY ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 • FAX (850)606-1501		DRAWN BY: DK CHECKED BY: JC DATE OF SURVEY: 6/24/2019 SCALE: 1" = 30' SCALE IN U.S. FEET	CAD FILE NO.: Q28000VLEHWZ.DWG STATUS: 509-19 FIELD BOOK: xxx PLOT DATE: xxx VERTICAL DATUM:	REVISIONS:	REVISIONS:	PROJECT: OLD WOODVILLE HIGHWAY	SHEET TITLE: MAINTENANCE MAP	SHEET NUMBER: 2 OF 10	



<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p>	2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 • FAX (850)606-1501	DRAWN BY: DK CHECKED BY: JC DATE OF SURVEY: 6/24/2019 SCALE: 1" = 30' SCALE IN U.S. FEET	CAD FILE NO.: 02000004LEHW2019 STATUS: FIELD BOOK 509-19 PLOT DATE: XXX VERTICAL DATUM	REVISIONS:	REVISIONS:	PROJECT: OLD WOODVILLE HIGHWAY	SHEET TITLE: MAINTENANCE MAP	SHEET NUMBER: 3 OF 10	



LEON COUNTY
DEPARTMENT OF PUBLIC WORKS

2280 WOODSREE ROAD, TALLAHASSEE, FLORIDA 32308
PHONE (904)906-1000 • FAX (904)906-1001

DRAWN BY	DK	DATE	02/27/2019	SCALE	AS SHOWN
CHECKED BY	JS	DATE	02/27/2019	SCALE	AS SHOWN
DESIGNED BY	DK	DATE	02/27/2019	SCALE	AS SHOWN
APPROVED BY	DK	DATE	02/27/2019	SCALE	AS SHOWN

PROJECT

OLD WOODVILLE HIGHWAY

SHEET TITLE

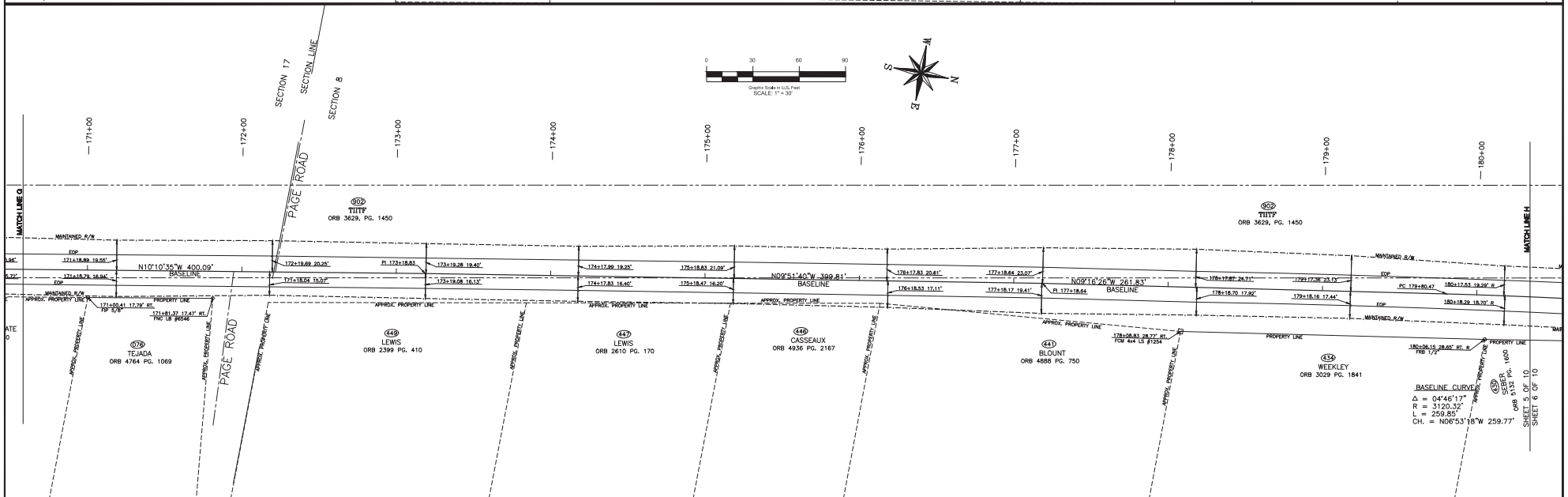
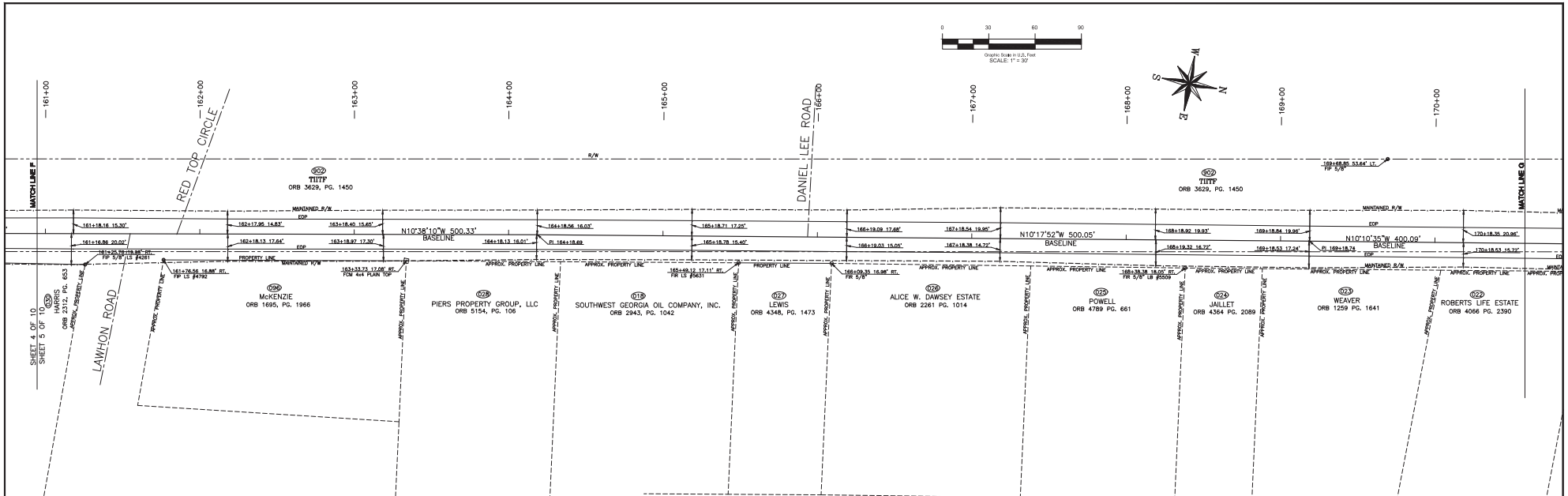
MAINTENANCE MAP

SHEET NUMBER

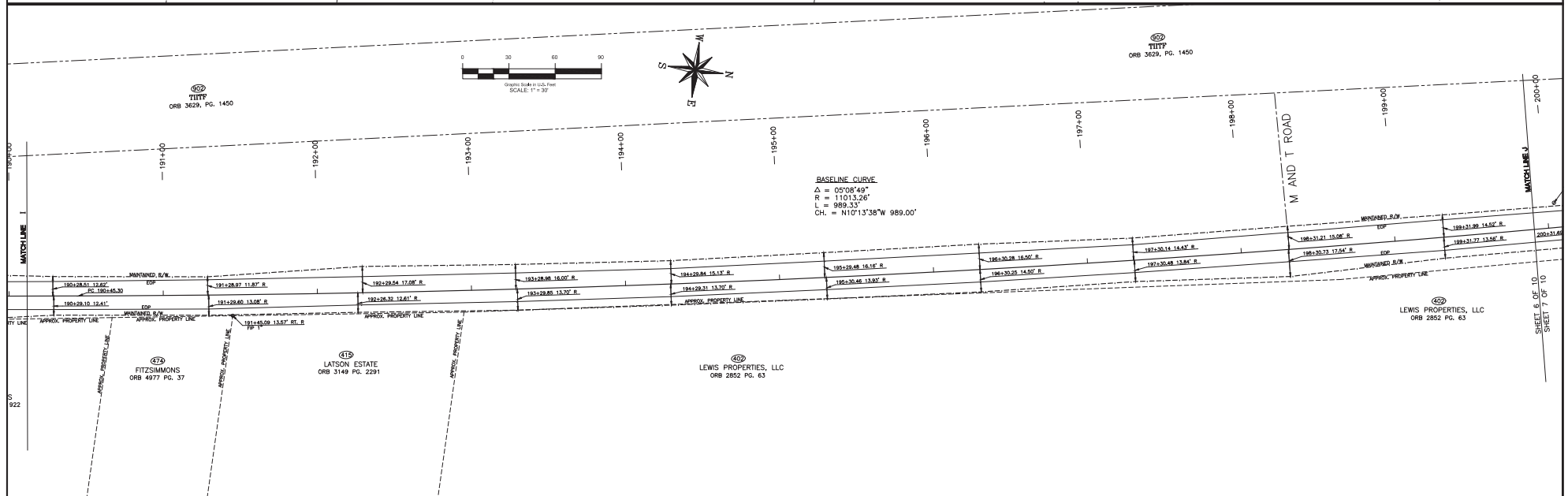
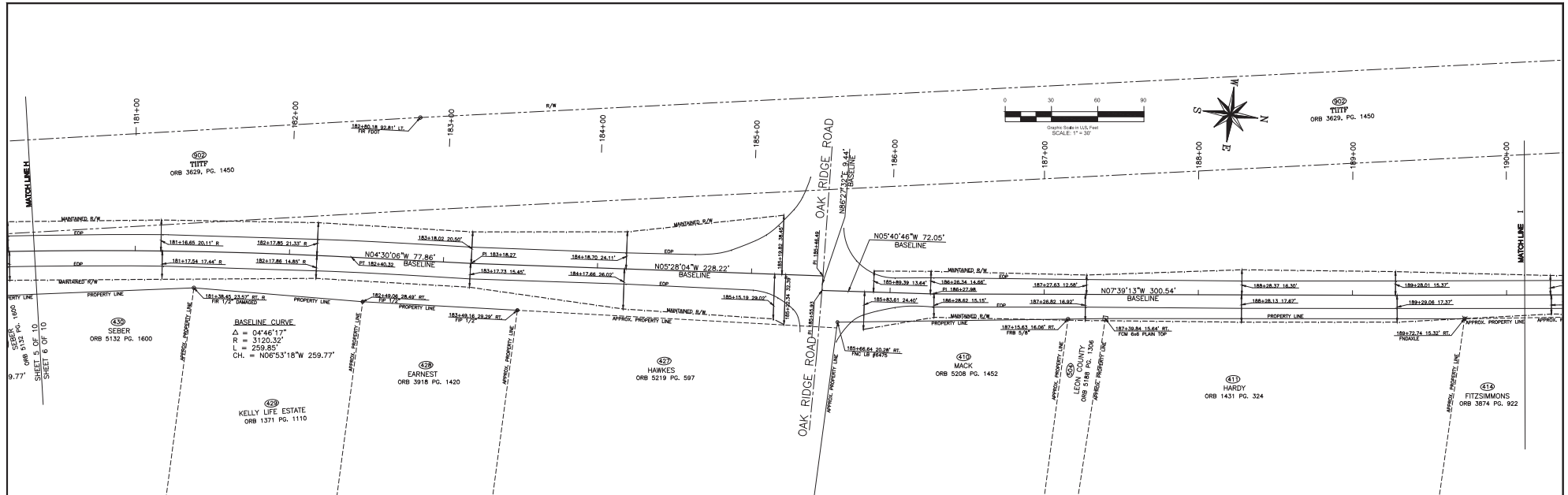
4 OF 10

PROJECT

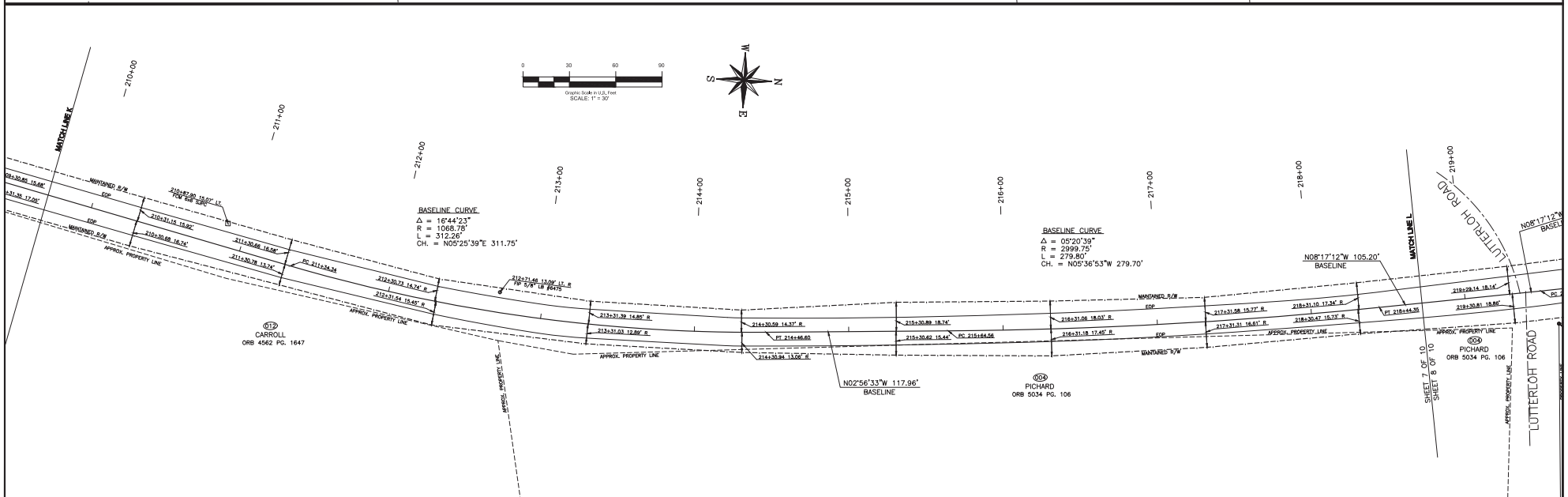
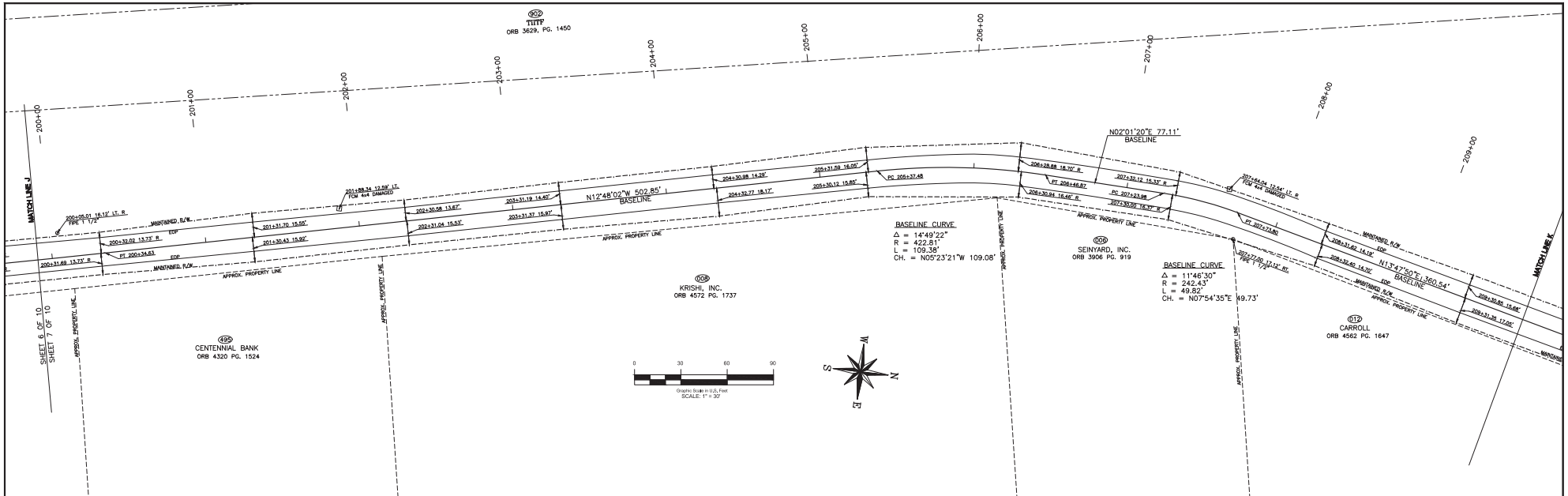
OLD WOODVILLE HIGHWAY



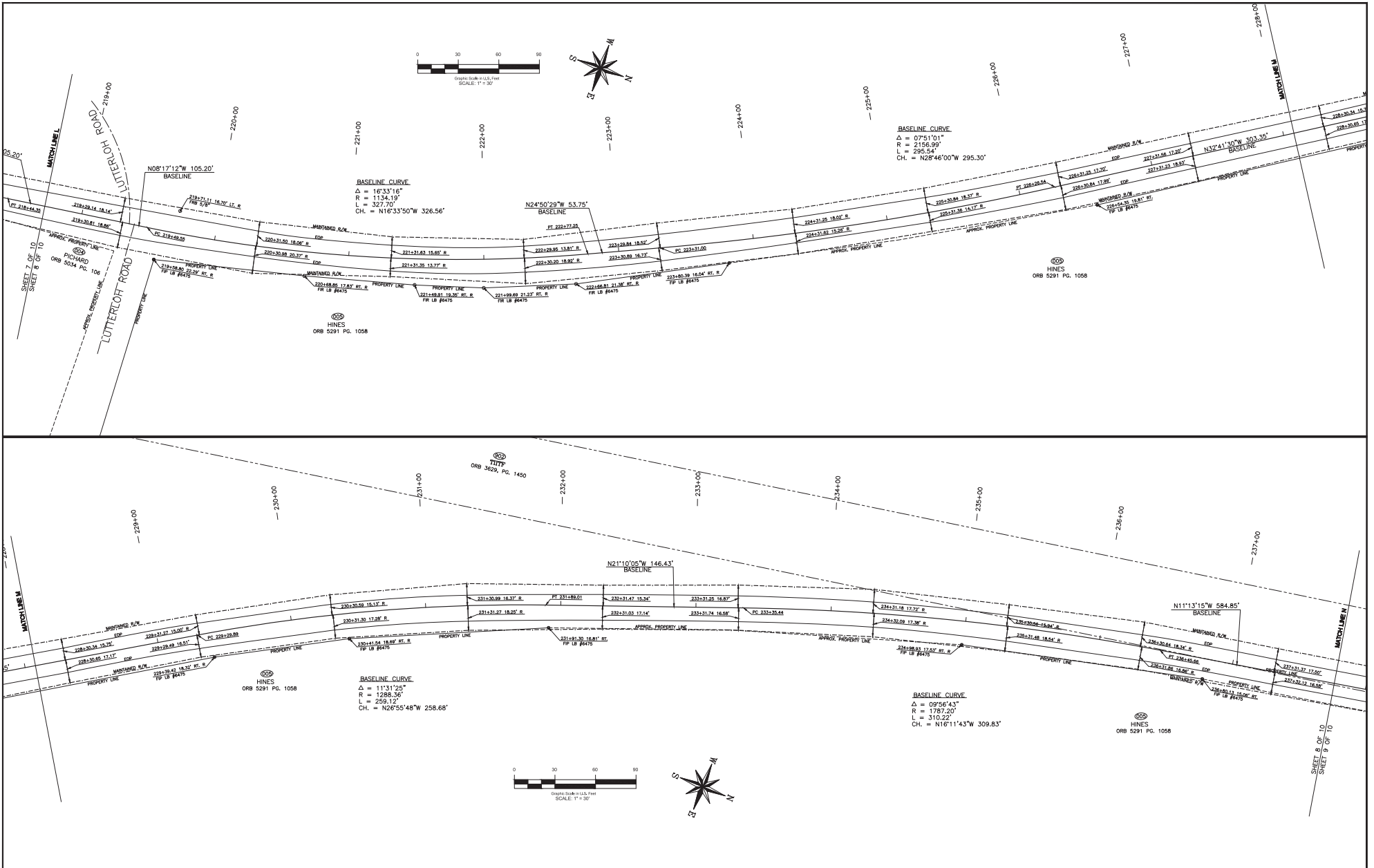
<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p>	<p>2280 MCCOSKIEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501</p>	<p>DRAWN BY: DK CHECKED BY: JC DATE OF SURVEY: 6/24/2019 SCALE: 1" = 30' SCALE IN U.S. FEET</p>	<p>CAD FILE NO.: OLDWOODLEHIGH.cad STATUS: FIELD BOOK 509-19 PLOT DATE: XXX VERTICAL DATUM</p>	<p>REVISIONS</p> <table border="1"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>							<p>REVISIONS</p> <table border="1"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>							<p>PROJECT OLD WOODVILLE HIGHWAY</p>	<p>SHEET TITLE MAINTENANCE MAP</p>	<p>SHEET NUMBER 5 OF 10</p>



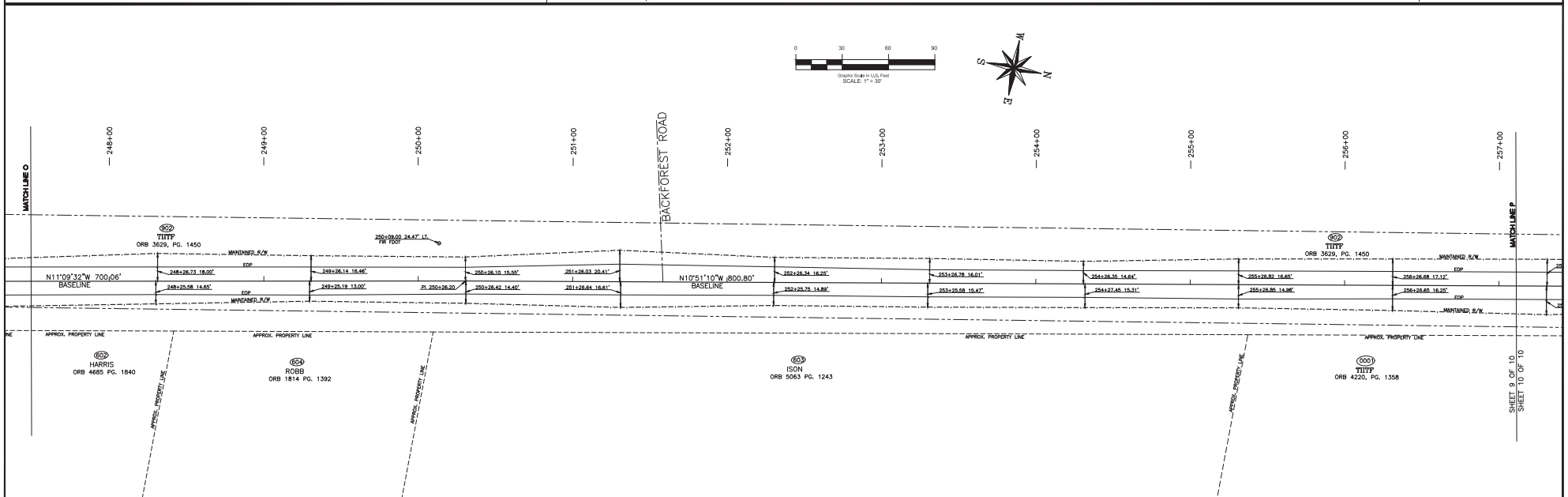
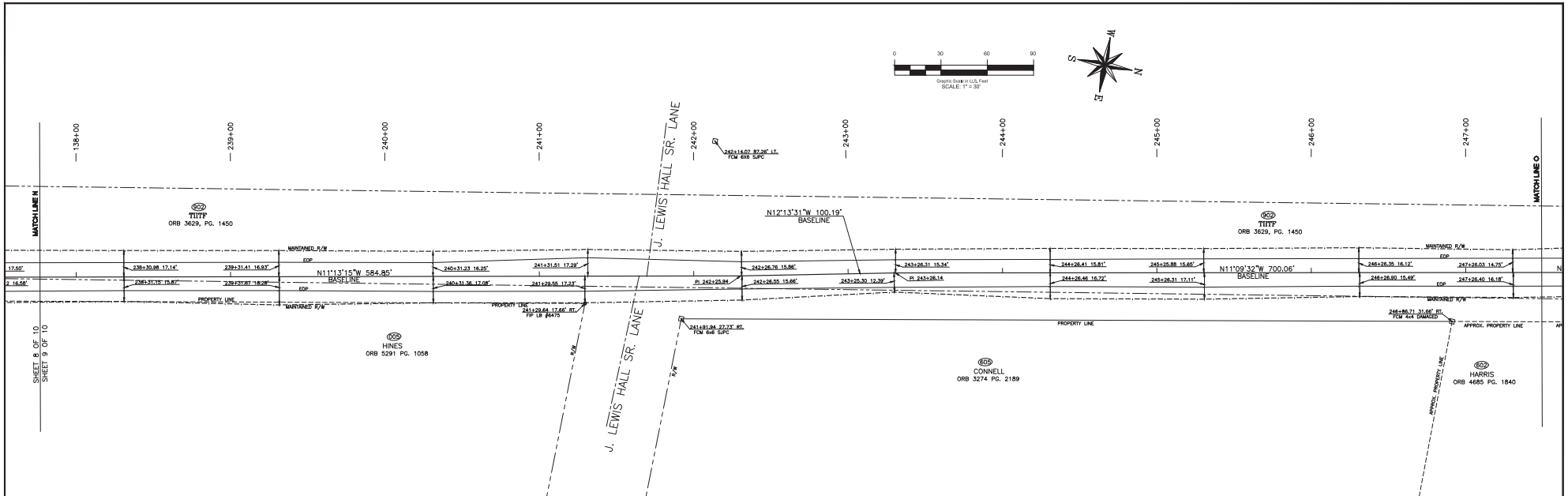
	LEON COUNTY DEPARTMENT OF PUBLIC WORKS 2280 MCCOSKIEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 • FAX (850)606-1501	DRAWN BY DK	CAD FILE NO. L2M0004LEHWZMS	REVISIONS	REVISIONS	PROJECT OLD WOODVILLE HIGHWAY	SHEET TITLE MAINTENANCE MAP	SHEET NUMBER 6 OF 10
		CHECKED BY JC	STATUS 509-19	DATE OF SURVEY 6/24/2019	FIELD BOOK T.T. - 30	PLOT DATE XXX	SCALE SCALE IN U.S. FEET	SCALE IN U.S. FEET



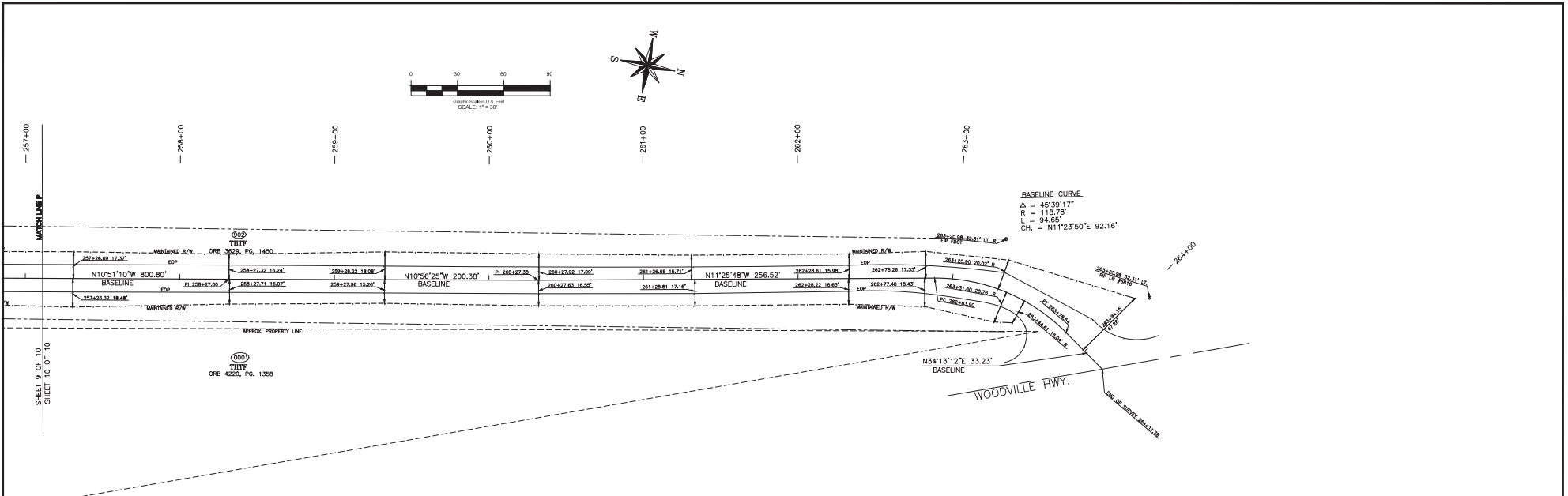
<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p>	<p>2280 MCCOSKIEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501</p>	<p>DRAWN BY: DK CHECKED BY: JC DATE OF SURVEY: 6/24/2019 SCALE: 1" = 30' SCALE IN U.S. FEET</p>	<p>CAD FILE NO: Q:\DWG\00\LEHWY.DWG STATUS: FIELD BOOK 509-19 PLOT DATE: XXX VERTICAL DATUM</p>	<p>REVISIONS</p> <table border="1"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>									<p>REVISIONS</p> <table border="1"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>									<p>PROJECT OLD WOODVILLE HIGHWAY</p>	<p>SHEET TITLE MAINTENANCE MAP</p>	<p>SHEET NUMBER 7 OF 10</p>



<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p>	<p>2280 MCCOSKIEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 • FAX (850)606-1501</p>	<p>DRAWN BY DK</p>	<p>CAD FILE NO. Q28000VLEHWY.DWG</p>	<p>REVISIONS</p>	<p>REVISIONS</p>	<p>PROJECT</p>	<p>SHEET TITLE</p>	<p>SHEET NUMBER</p>	
		<p>CHECKED BY JC</p>	<p>STATUS</p>	<p>DATE OF SURVEY 6/24/2019</p>	<p>FIELD BOOK 509-19</p>	<p>SCALE 1" = 30'</p>	<p>PLOT DATE xxx</p>	<p>SCALE IN U.S. FEET</p>	<p>OLD WOODVILLE HIGHWAY</p>

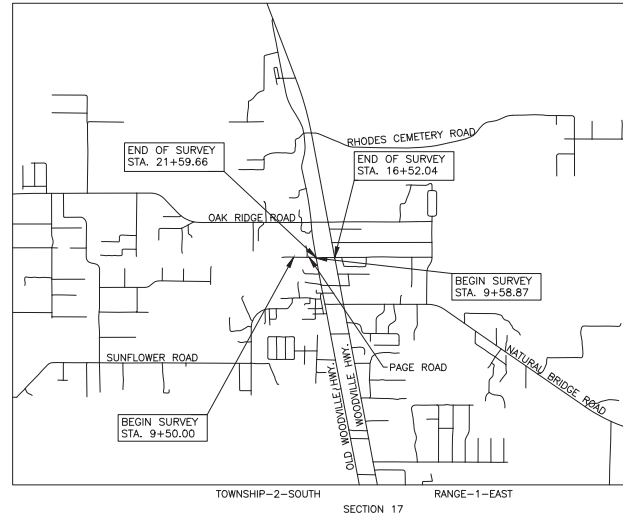


<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p>	2280 MCCOSKUEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501		DRAWN BY: DK CHECKED BY: JC DATE OF SURVEY: 6/24/2019 SCALE: 1" = 30' SCALE IN U.S. FEET	CAD FILE NO.: OLDWOODLEHIGH.dwg STATUS: 509-19 FIELD BOOK: XXX PLOT DATE: XXX VERTICAL DATUM	REVISIONS:	REVISIONS:	PROJECT: OLD WOODVILLE HIGHWAY	SHEET TITLE: MAINTENANCE MAP	SHEET NUMBER: 9 OF 10	



<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p>	<p>2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501</p>	<p>DRAWN BY DK</p>	<p>CAD FILE NO. OLDWOODVILLE.DWG</p>	<p>REVISIONS</p>	<p>REVISIONS</p>	<p>PROJECT</p>	<p>SHEET TITLE</p>	<p>SHEET NUMBER</p>
		<p>CHECKED BY JC</p>	<p>STATUS</p>	<p>DATE OF SURVEY 6/24/2019</p>	<p>FIELD BOOK 509-19</p>	<p>PROJECT</p> <p>OLD WOODVILLE HIGHWAY</p>	<p>MAINTENANCE MAP</p>	<p>10 OF 10</p>
		<p>SCALE 1" = 30'</p>	<p>PLOT DATE XXX</p>	<p>SCALE IN U.S. FEET</p>	<p>VERTICAL DATUM</p>			

LOCATION MAP
LEON COUNTY, FLORIDA



LEGEND (NOTE: NOT ALL ABBREVIATIONS NECESSARILY USED HEREON)

- N - NORTH
- S - SOUTH
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- (D) - DEED MEASUREMENT
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- (O) - TELEPHONE POLE
- (-O) - POWER POLE
- (V) - LIGHT POLE
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- (F) - FIRE HYDRANT
- (-A) - GUY WIRE ANCHOR
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- B.O.S. - BEGINNING OF SURVEY
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- W.V. - WATER VALVE
- T.E.L. - TELEPHONE PEDESTAL
- PT.# - POINT NUMBER
- Σ - RAILROAD IRON
- PL - PROPERTY LINE
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- APPX. - APPROXIMATE
- C.O.T. - CITY OF TALLAHASSEE
- D.B. - DEED BOOK
- HORIZ. - HORIZONTAL
- VERT. - VERTICAL
- C.M.P. - CORRUGATED METAL PIPE
- R.C.P. - REINFORCED CONCRETE PIPE
- R/W - RIGHT-OF-WAY
- T.O.B. - TOP OF BANK
- U.S.D. - UNDERGROUND
- E.O.R. - EDGE OF ROAD
- F.C.M. - FOUND CONCRETE MONUMENT
- S.C.M. - SET CONCRETE MONUMENT
- P.I.P. - FOUND IRON PIPE
- S.P. - SET IRON PIPE
- FE - FENCE LINE
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- " - INCHES
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- DOC. NO. - DOCUMENT NUMBER
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- (11) - (TYPICAL) LAST THREE DIGITS OF LEON COUNTY PROPERTY APPRAISER'S PARCEL I.D. #
- P.O.B. - POINT OF BEGINNING
- P.O.C. - POINT OF COMMENCEMENT
- F.D.O.T. - FLORIDA DEPARTMENT OF TRANSPORTATION
- R.D. - ROAD
- (P) - PLAT MEASUREMENT
- F.I.P.E.C. - FOUND IRON PIPE WITH SURVEYORS REGISTRATION NUMBER ON CAP
- F.I.P.F.C. - FOUND IRON PIPE WITH SURVEYORS REGISTRATION NUMBER ON CAP
- CONC. - CONCRETE
- M/R/W - MAINTAINED RIGHT OF WAY
- F.I.P.P. - FOUND PINNED IRON PIPE
- CALC. - CALCULATED PROPERTY CORNER
- R - RADIAL STATION FROM THE SURVEY BASELINE TO LIMITS OF MAINTAINED RIGHT-OF-WAY
- O.P.S. - GLOBAL POSITIONING SYSTEM
- L.B. - LAND BUSINESS LICENSE
- S.R. - OFFICIAL RECORD BOOK
- REF. - REFERENCE
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- STA. - STATION
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CERTIFICATIONS

THIS IS TO CERTIFY THAT THE WITHIN AND ATTACHED SHEETS NUMBERED 1 TO 2 INCLUSIVE, CONSTITUTES A TRUE COPY OF THE OFFICIAL MAINTENANCE MAP SHOWING LOCATION AND SURVEY BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS FOR PAGE ROAD WEST LOCATED IN THE TOWNSHIP, RANGE, AND SECTION AS LISTED ON THIS SHEET LYING WITHIN LEON COUNTY, FLORIDA.

THE PROPERTY WITHIN THE LINES SHOWN THUSLY [---] AND LABELED MAINTAINED RIGHT-OF-WAY LINE ON THE SAID SHEETS HAS BEEN VESTED IN LEON COUNTY, PURSUANT TO THE PROVISIONS OF SECTION 95.361 FLORIDA STATUTES.

IN WITNESS WHEREOF WE HAVE HEREUNTO SET OUR HANDS AND AFFIXED THE SEAL OF LEON COUNTY, AT TALLAHASSEE, FLORIDA, THIS _____ DAY OF _____ A.D. 2020.

DATE _____ BRYAN DESLOGE, CHAIRPERSON
BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

ATTESTED BY: _____ GWEN MARSHALL
CLERK OF THE COURT,
LEON COUNTY, FLORIDA

RECORDING INFORMATION

ACCEPTED FOR FILES AND RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY FLORIDA THIS _____ DAY OF _____, 2020 IN ROAD PLAT BOOK _____; PAGE _____

GWEN MARSHALL, CLERK OF THE COURT
LEON COUNTY, FLORIDA

BY: _____ DEPUTY CLERK

SPECIAL PURPOSE SURVEY CERTIFICATION
CERTIFIED EXCLUSIVELY TO THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION AND IS A CORRECT REPRESENTATION OF THE MAINTAINED RIGHT-OF-WAY FOR PAGE ROAD WEST FROM APPROXIMATELY END OF PAVEMENT TO OLD WOODVILLE HIGHWAY AND THENCE FROM OLD WOODVILLE HIGHWAY TO WOODVILLE HIGHWAY. THIS MAP REFLECTS THE MAINTAINED RIGHT-OF-WAY AS DEPICTED BY A FIELD SURVEY PERFORMED BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS. FIELD SURVEY DATE: 06/25/20

NOTE: NOT VALID UNLESS SIGNED AND EMBOSSED WITH THE SURVEYORS SEAL

DATE _____ JOSEPH D. COLEMAN P.S.M.
COUNTY SURVEYOR
LEON COUNTY DEPARTMENT OF PUBLIC WORKS
CERTIFICATE NO. 5590

THIS IS TO CERTIFY THAT THE RIGHT-OF-WAY LIMITS AS SHOWN ON THIS MAP CONSISTING OF SHEETS 1 THRU 2, HAVE BEEN MAINTAINED WITHOUT INTERRUPTION OR DISTURBANCE FOR MORE THAN SEVEN (7) YEARS.

ROAD NAME: PAGE ROAD WEST

DATE _____ CHARLES WU, P.E.
CERTIFICATE NO. 47518
DIRECTOR OF ENGINEERING SERVICES
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

DATE _____ ANDREW RILEY
DIRECTOR OF OPERATIONS
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

NOTES

- LAST DATE OF FIELD SURVEY: JUNE 25, 2019
- LIMITS OF MAINTAINED RIGHT-OF-WAY MEASURED IN THE FIELD PERPENDICULAR TO THE SURVEY BASELINE UNLESS NOTED OTHERWISE
- NO IMPROVEMENTS LOCATED OTHER THAN SHOWN HEREON
- BEARINGS BASED ON GRID NORTH, FLORIDA NORTH ZONE NAD 1983
- ALL MONUMENTATION SHOWN BY STATION AND OFFSET IS LOCATED PERPENDICULAR OR RADIAL TO THE BASELINE WHICHEVER IS APPROPRIATE

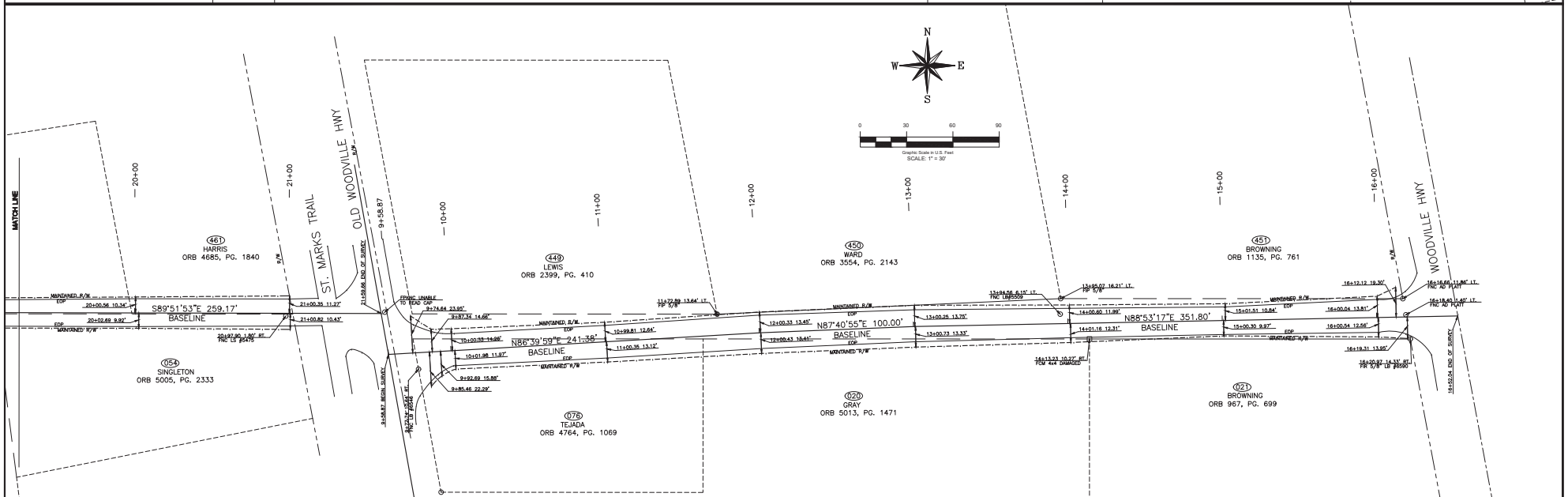
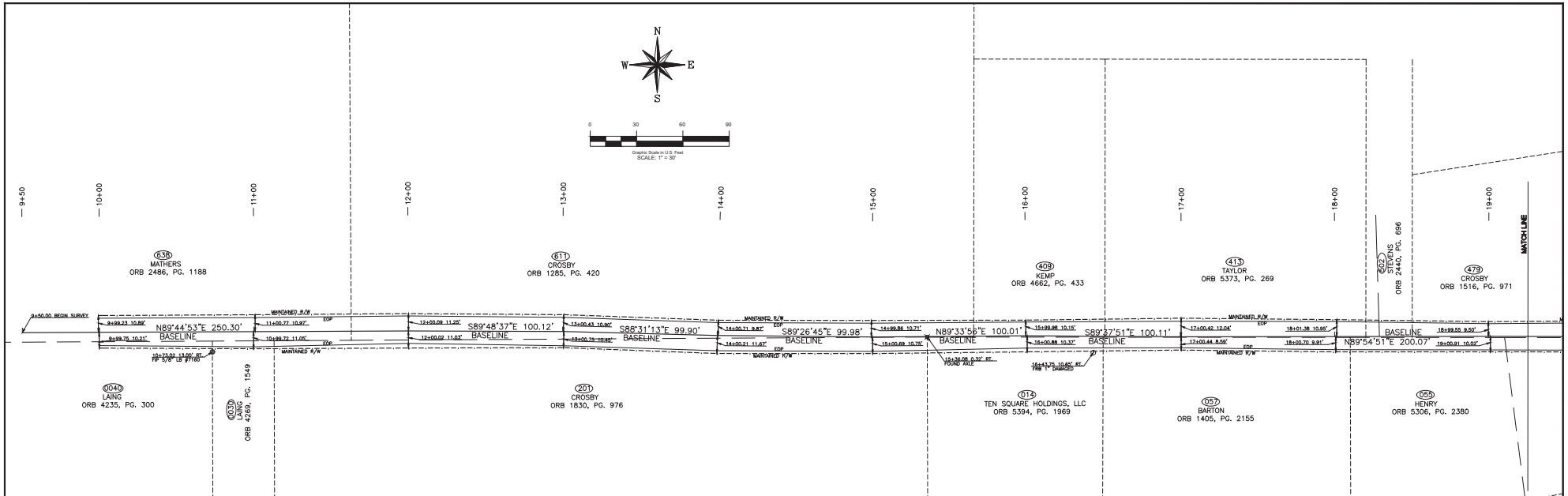
REFERENCES

- DEEDS OF RECORDS, RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA
- LEON COUNTY PROPERTY APPRAISERS TAX MAP

NOTE

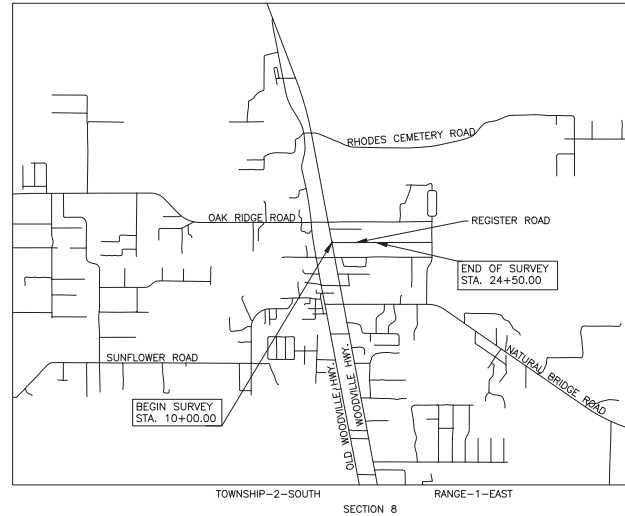
THIS DRAWING REPRESENTS THE LIMITS OF MAINTENANCE ALONG PAGE ROAD BY THE LEON COUNTY PUBLIC WORKS DEPARTMENT BETWEEN 9+50.00 AND 21+59.66 AND BETWEEN 9+58.87 AND 16+52.04 INCLUSIVE.

<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p>	<p>2280 MCCOSKUEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501</p>	<p>DRAWN BY: DK</p>	<p>CAD FILE NO.: JWH0806060606.DWG</p>	<p>REVISIONS</p>	<p>REVISIONS</p>	<p>PROJECT: PAGE ROAD END OF PAVEMENT TO OLD WOODVILLE HIGHWAY OLD WOODVILLE HIGHWAY TO WOODVILLE HIGHWAY</p>	<p>SHEET TITLE: MAINTENANCE MAP</p>	<p>SHEET NUMBER: 1 OF 2</p>
		<p>CHECKED BY: JC</p>	<p>STATUS</p>	<p>DATE OF SURVEY: 6/29/2019</p>	<p>FIELD BOOK: 509-19</p>	<p>SCALE: XXX</p>	<p>SCALE IN U.S. FEET</p>	<p>SCALE: VERTICAL DATUM</p>



<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p>	2280 MCCOSKIEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 • FAX (850)606-1501		DRAWN BY DK CHECKED BY JC DATE OF SURVEY 6/25/2019 SCALE 1" = 30' SCALE IN U.S. FEET	CAD FILE NO. PAGEROADWEST.DWG STATUS FIELD BOOK 509-19 PLOT DATE XXX VERTICAL DATUM	REVISIONS	REVISIONS	PROJECT PAGE ROAD	SHEET TITLE MAINTENANCE MAP	SHEET NUMBER 2 OF 2	

LOCATION MAP LEON COUNTY, FLORIDA



LEGEND (NOTE: NOT ALL ABBREVIATIONS NECESSARILY USED HEREON)

- N - NORTH
- S - SOUTH
- E - EAST
- W - WEST
- TWP - TOWNSHIP
- RNG - RANGE
- SEC - SECTION
- (T) - FIELD MEASUREMENT
- (C) - CALCULATED MEASUREMENT
- (D) - DEED MEASUREMENT
- - TELEPHONE PEDESTAL
- - TELEPHONE POLE
- ⊙ - POWER POLE
- ⋈ - LIGHT POLE
- ⊙ - SUPPORT POLE
- ⊙ - FIRE HYDRANT
- ⊙ - GUY WIRE ANCHOR
- ⊙ - CENTERLINE
- B - BASELINE
- Δ - CENTRAL ANGLE (DELTA)
- R - RADIUS OF CURVE
- D - DEGREE OF CURVE
- L - ARC LENGTH OF CURVE
- T - TANGENT DISTANCE
- CH - LONG CHORD
- E - EXTERNAL DISTANCE
- P.I. - POINT OF INTERSECTION
- P.C. - POINT OF CURVE
- P.C.C. - POINT OF COMPOUND CURVE
- P.T. - POINT OF TANGENT
- DIST. - DISTANCE
- USDA - UNITED STATES DEPARTMENT OF AGRICULTURE
- E.O.S. - END OF SURVEY
- B.O.S. - BEGINNING OF SURVEY
- F.H.V. - FIRE HYDRANT
- W.V. - WATER VALVE
- T.E. - TELEPHONE PEDESTAL
- PT.# - POINT NUMBER
- Σ - RAILROAD IRON
- PL - PROPERTY LINE
- CH - CHORD BEARING
- CD - CHORD DISTANCE
- T to C - TANGENT TO CURVE
- ACQ. - ACQUISITION
- APPROX. - APPROXIMATE
- C.O.T. - CITY OF TALLAHASSEE
- D.B. - DEED BOOK
- HORIZ - HORIZONTAL
- VERT - VERTICAL
- C.M.P. - CORRUGATED METAL PIPE
- R.C.P. - REINFORCED CONCRETE PIPE
- R/W - RIGHT-OF-WAY
- T.O.B. - TOP OF BANK
- U.D. - UNDERDRAIN
- E.O.R. - EDGE OF ROAD
- F.C.M. - FOUND CONCRETE MONUMENT
- S.C.M. - SET CONCRETE MONUMENT
- F.I.P. - FOUND IRON PIN
- S.P. - SET IRON PIN
- D.E. - DEGREE LINE
- ° - DEGREES, MINUTES, SECONDS
- ' - FEET
- " - INCHES
- RT. - RIGHT
- LT. - LEFT
- F.L.D.N.R. - FLORIDA DEPARTMENT OF NATURAL RESOURCES
- DOC. NO. - DOCUMENT NUMBER
- ⊕ - SECTION CORNER
- ⑪ - (TYPICAL) LAST THREE DIGITS OF LEON COUNTY PROPERTY APPRAISER'S PARCEL I.D. #
- P.O.B. - POINT OF BEGINNING
- P.O.C. - POINT OF COMMENCEMENT
- FDOT - FLORIDA DEPARTMENT OF TRANSPORTATION
- RD. - ROAD
- (P) - PLAT MEASUREMENT
- F.I.P.&C. - FOUND IRON PIPE WITH SURVEYORS REGISTRATION NUMBER ON CAP
- F.I.P.C. - FOUND IRON PIN WITH SURVEYORS REGISTRATION NUMBER ON CAP
- CONC. - CONCRETE
- M/R/W - MAINTAINED RIGHT OF WAY
- F.I.P. - FOUND FINISHED IRON PIPE
- CALC. - CALCULATED PROPERTY CORNER
- R - RADIAL STATION FROM THE SURVEY BASELINE TO LIMITS OF MAINTAINED RIGHT-OF-WAY
- O.P.S. - GLOBAL POSITIONING SYSTEM
- L.B. - LAND BUSINESS LICENSE
- S.R. - OFFICIAL RECORD BOOK
- REF. - REFERENCE
- R.L.S. - REGISTERED LAND SURVEYOR
- R.P.B. - ROAD PLAT BOOK
- STA. - STATION
- TLC - TALLAHASSEE-LEON COUNTY

CERTIFICATIONS

THIS IS TO CERTIFY THAT THE WITHIN AND ATTACHED SHEETS NUMBERED 1 TO 2 INCLUSIVE, CONSTITUTES A TRUE COPY OF THE OFFICIAL MAINTENANCE MAP SHOWING LOCATION AND SURVEY BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS FOR REGISTER ROAD LOCATED IN THE TOWNSHIP, RANGE, AND SECTION AS LISTED ON THIS SHEET LYING WITHIN LEON COUNTY, FLORIDA.

THE PROPERTY WITHIN THE LINES SHOWN THUSLY [---] AND LABELED MAINTAINED RIGHT-OF-WAY LINE ON THE SAID SHEETS HAS BEEN VESTED IN LEON COUNTY, PURSUANT TO THE PROVISIONS OF SECTION 95.361 FLORIDA STATUTES.

IN WITNESS WHEREOF WE HAVE HEREUNTO SET OUR HANDS AND AFFIXED THE SEAL OF LEON COUNTY, AT TALLAHASSEE, FLORIDA, THIS _____ DAY OF _____ A.D. 2019.

DATE _____ JIMBO JACKSON, CHAIRPERSON
BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

ATTESTED BY: _____ GWEN MARSHALL
CLERK OF THE COURT,
LEON COUNTY, FLORIDA

RECORDING INFORMATION

ACCEPTED FOR FILES AND RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY FLORIDA THIS _____ DAY OF _____, 2019 IN ROAD PLAT BOOK _____; PAGE _____

GWEN MARSHALL, CLERK OF THE COURT
LEON COUNTY, FLORIDA

BY: _____ DEPUTY CLERK

SPECIAL PURPOSE SURVEY CERTIFICATION
CERTIFIED EXCLUSIVELY TO THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION AND IS A CORRECT REPRESENTATION OF THE MAINTAINED RIGHT-OF-WAY FOR REGISTER ROAD FROM APPROXIMATELY WOODVILLE HIGHWAY TO EAST BOUNDARY LINE OF SECTION 17. THIS MAP REFLECTS THE MAINTAINED RIGHT-OF-WAY AS DEPICTED BY A FIELD SURVEY PERFORMED BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS. FIELD SURVEY DATE: 07/10/2019.

NOTE: NOT VALID UNLESS SIGNED AND EMBOSSED WITH THE SURVEYORS SEAL

DATE _____ JOSEPH D. COLEMAN P.S.M.
COUNTY SURVEYOR
LEON COUNTY DEPARTMENT OF PUBLIC WORKS
CERTIFICATE NO. 5590

THIS IS TO CERTIFY THAT THE RIGHT-OF-WAY LIMITS AS SHOWN ON THIS MAP CONSISTING OF SHEETS 1 THRU 2, HAVE BEEN MAINTAINED WITHOUT INTERRUPTION OR DISTURBANCE FOR MORE THAN SEVEN (7) YEARS.

ROAD NAME: REGISTER ROAD

DATE _____ CHARLES WU, P.E.
CERTIFICATE NO. 47518
DIRECTOR OF ENGINEERING SERVICES
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

DATE _____ ANDREW RILEY
DIRECTOR OF OPERATIONS
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID.

NOTES

- LAST DATE OF FIELD SURVEY: JULY 10, 2019
- LIMITS OF MAINTAINED RIGHT-OF-WAY MEASURED IN THE FIELD PERPENDICULAR TO THE SURVEY BASELINE UNLESS NOTED OTHERWISE
- NO IMPROVEMENTS LOCATED OTHER THAN SHOWN HEREON
- BEARINGS BASED ON GRID NORTH, FLORIDA NORTH ZONE NAD 1983
- ALL MONUMENTATION SHOWN BY STATION AND OFFSET IS LOCATED PERPENDICULAR OR RADIAL TO THE BASELINE WHICHEVER IS APPROPRIATE

REFERENCES

- DEEDS OF RECORDS, RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA
- LEON COUNTY PROPERTY APPRAISERS TAX MAP

NOTE

THIS DRAWING REPRESENTS THE LIMITS OF MAINTENANCE ALONG REGISTER ROAD BY THE LEON COUNTY PUBLIC WORKS DEPARTMENT BETWEEN 10+00.00 AND 24+50.00 INCLUSIVE.

LEON COUNTY
DEPARTMENT OF PUBLIC WORKS

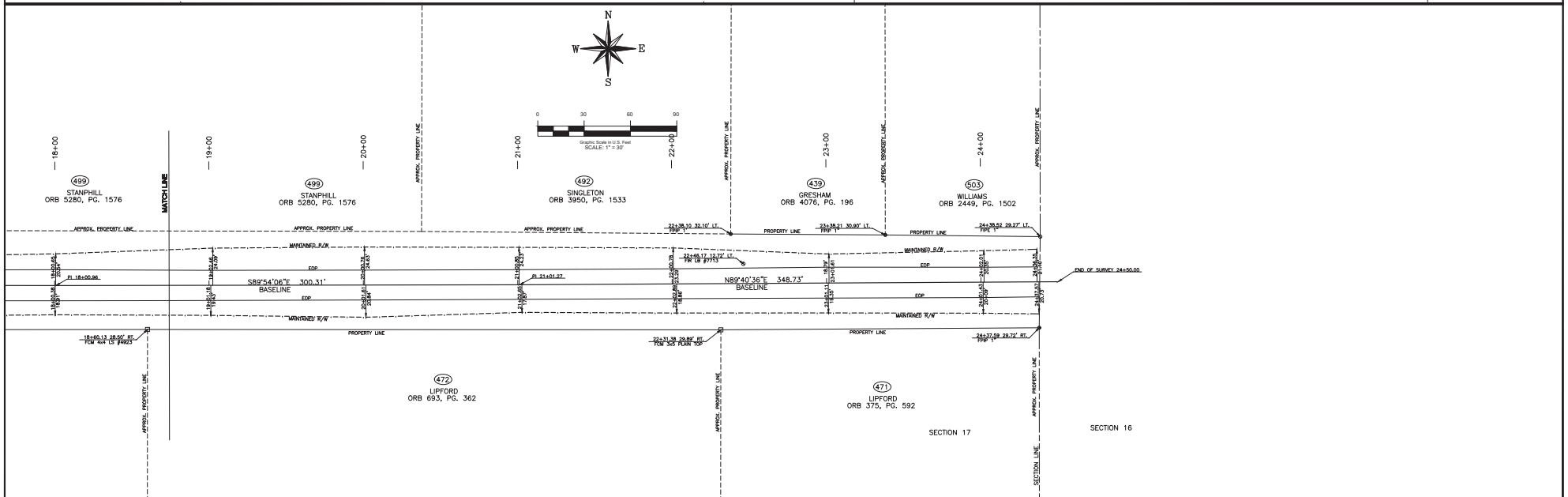
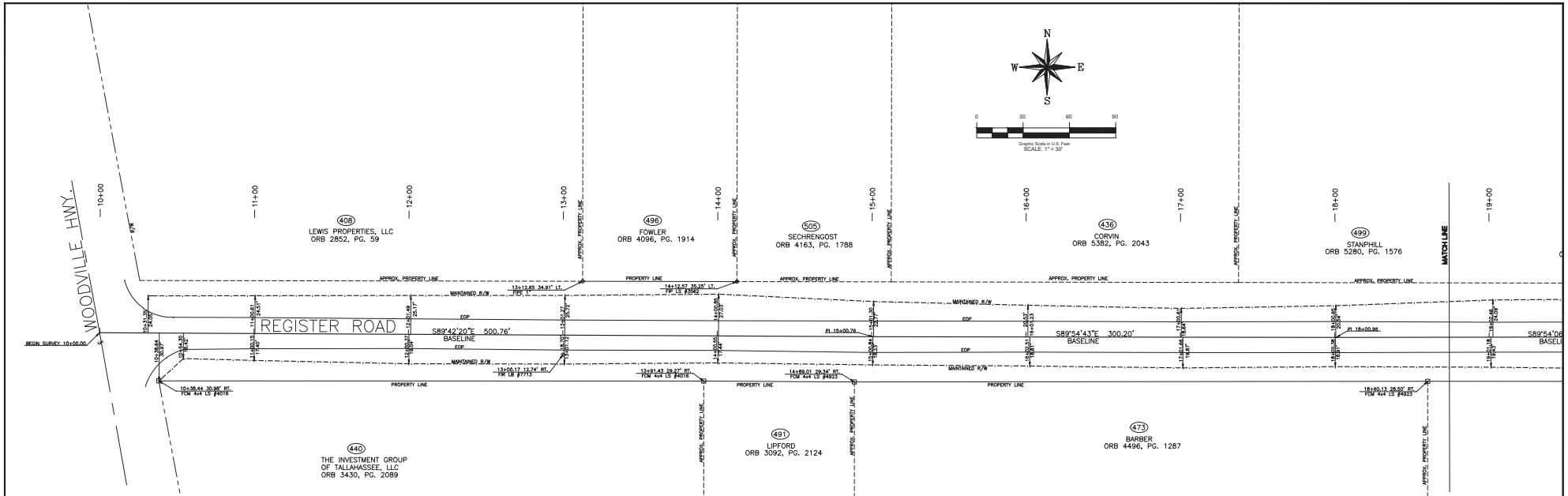
2280 MCCOSKIEE ROAD, TALLAHASSEE, FLORIDA 32308
PHONE (850)606-1500 * FAX (850)606-1501

DRAWN BY	DK	CAD FILE NO.	LEON08060606.DWG	REVISIONS	REVISIONS
CHECKED BY	JC	STATUS			
DATE OF SURVEY	6/29/2019	FIELD BOOK	509-19		
SCALE		PLAT DATE	xxx		
SCALE IN U.S. FEET		VERTICAL DATUM			

PROJECT
REGISTER ROAD

SHEET TITLE
MAINTENANCE MAP

SHEET NUMBER
1 OF 2



<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p> <p>2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 • FAX (850)606-1501</p>	DRAWN BY: DK CHECKED BY: JC DATE OF SURVEY: 7/10/2019 SCALE: 1" = 30' SCALE IN U.S. FEET	CAD FILE NO.: REGISTERROAD.DWG STATUS: XXX FIELD BOOK: 509-19 PLOT DATE: XXX VERTICAL DATUM	REVISIONS:	REVISIONS:	PROJECT: REGISTER ROAD	SHEET TITLE: MAINTENANCE MAP	SHEET NUMBER: 2 OF 2
	END OF SURVEY 24+00.00						
	MATCHLINE						
	MATCHLINE						

**Leon County
Board of County Commissioners**

Notes for Agenda Item #12

Leon County Board of County Commissioners

Agenda Item #12

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Florida Department of Transportation Grant for the Construction and Construction Engineering Inspection for Phase I of the Smith Creek Bicycle Lanes Improvement Project

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Brent Pell, P.E., Director, Public Works Charles Wu, P.E., Director, Engineering Services
Lead Staff/ Project Team:	Chris Muehlemann, P.E., Chief of Engineering Design Felton Ard, P.E., Customer Support Engineer

Statement of Issue:

This item seeks Board acceptance of a grant from the Florida Department of Transportation for the construction and construction engineering inspection for Phase I of the Smith Creek Bicycle Lanes Improvement Project. To realize the grant funds, the Florida Department of Transportation requires Board approval of a Local Agency Program Agreement and adoption of a Resolution. A separate agenda item seeks Board approval for the Phase II LAP Agreement and construction grant.

Fiscal Impact:

This item has a fiscal impact. This agenda item realizes \$998,000 from the Florida Department of Transportation toward the project costs for the construction and construction engineering inspection services, with no County match required. The Florida Department of Transportation funding is expected to cover the full cost of this project.

Staff Recommendation:

See next page.

Staff Recommendation:

- Option #1: Approve the Local Agency Program Agreement with the Florida Department of Transportation for construction and construction engineering inspection for Phase I of the Smith Creek Bicycle Lanes Improvement Project (Attachment #1) and authorize the County Administrator to execute.
- Option #2: Adopt the Resolution authorizing the Local Agency Program Agreement for the construction and construction engineering inspection for Phase I of the Smith Creek Bicycle Lanes Improvement Project (Attachment #2) and authorize the Chairman to execute.
- Option# 3: Approve the Resolution and associated Budget Amendment Request realizing \$998,000 from the Florida Department of Transportation into the County budget (Attachment #3).

Report and Discussion

Background:

This item seeks Board acceptance of a grant from the Florida Department of Transportation (FDOT) for the construction and construction engineering inspection services for Phase I of the Smith Creek Bicycle Lanes Improvement Project. The Phase I Smith Creek Bicycle Lanes Improvement Project advances the following FY 2017 - FY 2021 Strategic Initiative:

- *Continue to work with the Florida Department of Transportation for safety improvements on State and County roadways to include accessibility enhancements, street lighting installations, sidewalk additions, safety audits, and intersection improvements. (2017-9)*

This particular Strategic Initiative aligns with the Board's Quality of Life Strategic Priorities:

- *(Q5) Support strong neighborhoods.*
- *(Q6) Promote livability, health and sense of community by enhancing mobility, encouraging human scale development, and creating public spaces for people.*

Leon County was awarded design and construction grants by the Florida Department of Transportation (FDOT) in 2018 for the Phase I and Phase II design of bicycle lanes on a portion of Smith Creek Road to enhance and promote the safe use of non-motorized transportation alternatives to access the Apalachicola National Forest (Attachment #4). The project will provide a bicycle friendly corridor in western Leon County where few options exist. To effectuate these safety improvements, FDOT awards the project grants separately for design and construction phases through Local Agency Program (LAP) Agreements. At the March 27, 2018 and December 11, 2018 meetings, respectively, the Board accepted the first grants for the design of improvements for Phase I bicycle lanes on a 1.3 miles section of Smith Creek Road in the amount of \$110,000, and design of Phase II bicycle lanes on an additional 1.0 mile section of Smith Creek Road in the amount of \$134,205.

The Board awarded the contract for design services for Phase I and Phase II at the October 15, 2019 meeting. The project design is currently in progress and anticipated for completion in June 2020. This item seeks Board acceptance of the FDOT grant for Phase I construction and construction engineering inspection services in the amount of \$998,000. A separate agenda item seeks Board approval for the Phase II LAP Agreement and construction grant.

To ensure the County maximizes grant leveraging opportunities, the Office of Management and Budget (OMB) coordinates with department liaisons and actively seeks grant funding opportunities throughout the fiscal year. These efforts include contacting and communicating with previous funders for any new or forthcoming grant opportunities. Through timely submittals of reporting and invoices, satisfactory compliance with grant closeouts, as well as on-site and desk monitoring by the granting agencies, Leon County has proactively positioned itself as a responsive and accountable funding partner. Because of this accountability, agencies often contact Leon County when grant funds become available. In addition, the County's partnership with Patton Boggs also garners access to recently announced federal funding opportunities and OMB routinely

monitors the federal Grants.gov portal for grant opportunities. The County aggressively seeks state and federal grant funding to support County projects and initiatives and has achieved considerable success in leveraging County dollars. The total County grant leverage ratio is \$5.73 to \$1 (grant to County); excluding the significant septic to sewer related grants which require one-to-one dollar match, the leveraging ratio would be \$16.48 to \$1.

Analysis:

Under the proposed LAP Agreement, FDOT will provide funding of \$998,000 for the construction and construction inspection services for Phase I of the Smith Creek Bicycle Lanes Improvement Project. A total of \$898,000 is allocated for the construction activities and \$100,000 for construction inspection services. The FDOT grant is expected to cover the full cost of the project.

Upon execution of the LAP Agreement, it is anticipated that an Invitation to Bid for the construction of the improvements will be advertised in June 2020. The Board approved the Construction Inspection Consultant at the January 28, 2020 meeting. Construction is anticipated to begin in the fall of 2020 and completed during the winter of 2021.

Options:

1. Approve the Local Agency Program Agreement with the Florida Department of Transportation for construction and Construction Engineering Inspection for Phase I of the Smith Creek Bicycle Lanes Improvement Project (Attachment #1) and authorize the County Administrator to execute.
2. Adopt the Resolution authorizing the Local Agency Program Agreement for the construction and the Construction Engineering Inspection for Phase I of the Smith Creek Bicycle Lanes Improvement Project (Attachment #2) and authorize the Chairman to execute.
3. Approve the Resolution and associated Budget Amendment Request realizing \$998,000 from the Florida Department of Transportation into the County budget (Attachment #3).
4. Do not approve the Local Agency Program Agreement with the Florida Department of Transportation for construction and Construction Engineering Inspection for Phase I of the Smith Creek Bicycle Lanes Improvement Project.
5. Board direction.

Recommendation:

Options #1, #2, and #3

Attachments:

1. Local Agency Program Agreement
2. Resolution approving Local Agency Program Agreement
3. Resolution and associated Budget Amendment Request
4. Project Location Map

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

FPN: <u>442060-1-58-01</u>	FPN: <u>442060-1-68-01</u>	FPN: _____
Federal No (FAIN): <u>FLAP-017-F</u>	Federal No (FAIN): _____	Federal No (FAIN): _____
Federal Award Date: _____	Federal Award Date: _____	Federal Award Date: _____
Fund: <u>PLH</u>	Fund: _____	Fund: _____
Org Code: _____	Org Code: _____	Org Code: _____
FLAIR Approp: _____	FLAIR Approp: _____	FLAIR Approp: _____
FLAIR Obj: _____	FLAIR Obj: _____	FLAIR Obj: _____

County No: 55 (Leon) Contract No: _____
Recipient Vendor No: F596000435090 Recipient DUNS No: 80-939-7102
Catalog of Federal Domestic Assistance (CFDA): 20.205 Highway Planning and Construction

THIS LOCAL AGENCY PROGRAM AGREEMENT ("Agreement"), is entered into on _____, by and between the State of Florida Department of Transportation, an agency (This date to be entered by DOT only) of the State of Florida ("Department"), and Leon County, Florida, a charter county and political subdivision of the State of Florida ("Recipient").

NOW, THEREFORE, in consideration of the mutual benefits to be derived from joint participation on the Project, the Parties agree to the following:

1. **Authority:** The Department is authorized to enter into this Agreement pursuant to Section 339.12, Florida Statutes. The Recipient by Resolution or other form of official authorization, a copy of which is attached as **Exhibit "D"** and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf.
2. **Purpose of Agreement:** The purpose of this Agreement is to provide for the Department's participation in the construction of CR 375 Smith Creek Road - Phase I, as further described in **Exhibit "A"**, Project Description and Responsibilities attached to and incorporated in this Agreement ("Project"), to provide Department financial assistance to the Recipient; state the terms and conditions upon which Department funds will be provided; and to set forth the manner in which the Project will be undertaken and completed.
3. **Term of Agreement:** The Recipient agrees to complete the Project on or before June 30, 2021. If the Recipient does not complete the Project within this time period, this Agreement will expire on the last day of the scheduled completion as provided in this paragraph unless an extension of the time period is requested by the Recipient and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the term of this Agreement will not be reimbursed by the Department.
4. **Project Cost:**
 - a. The estimated cost of the Project is \$ 998,000. This amount is based upon the Schedule of Financial Assistance in **Exhibit "B"**, attached to and incorporated in this Agreement. **Exhibit "B"** may be modified by mutual execution of an amendment as provided for in paragraph 5.i.
 - b. The Department agrees to participate in the Project cost up to the maximum amount of \$998,000 and as more fully described in **Exhibit "B"**. This amount includes Federal-aid funds which are limited to the actual amount of Federal-aid participation. The Department's participation may be increased or reduced upon determination of the actual bid amounts of the Project by the mutual execution of an amendment. The Recipient agrees to bear all expenses in excess of the total cost of the Project and any deficits incurred in connection with the completion of the Project.
 - c. Project costs eligible for Department participation will be allowed only from the date of this Agreement. It is understood that Department participation in eligible Project costs is subject to:

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

- i. Legislative approval of the Department's appropriation request in the work program year that the Project is scheduled to be committed;
- ii. Availability of funds as stated in paragraphs 5.l. and 5.m. of this Agreement;
- iii. Approval of all plans, specifications, contracts or other obligating documents and all other terms of this Agreement; and
- iv. Department approval of the Project scope and budget at the time appropriation authority becomes available.

5. Requisitions and Payments

- a. The Recipient shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described more fully in **Exhibit "A"**.
- b. Invoices shall be submitted by the Recipient in detail sufficient for a proper pre-audit and post-audit based on the quantifiable, measurable and verifiable units of deliverables as established in **Exhibit "A"**. Deliverables must be received and accepted in writing by the Department's Project Manager prior to payments. Requests for reimbursement by the Recipient shall include an invoice, progress report and supporting documentation for the period of services being billed that are acceptable to the Department. The Recipient shall use the format for the invoice and progress report that is approved by the Department.
- c. The Recipient shall charge to the Project account all eligible costs of the Project except costs agreed to be borne by the Recipient or its contractors and subcontractors. Costs in excess of the programmed funding or attributable to actions which have not received the required approval of the Department shall not be considered eligible costs. All costs charged to the Project, including any approved services contributed by the Recipient or others, shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges.
- d. Supporting documentation must establish that the deliverables were received and accepted in writing by the Recipient and must also establish that the required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in **Exhibit "A"** was met. All costs invoiced shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of charges as described in **Exhibit "F"**, Contract Payment Requirements.
- e. Bills for travel expenses specifically authorized in this Agreement shall be submitted on the Department's Contractor Travel Form No. 300-000-06 and will be paid in accordance with Section 112.061, Florida Statutes and the most current version of the Disbursement Handbook for Employees and Managers.
- f. Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes or the Department's Comptroller under Section 334.044(29), Florida Statutes.
 If this box is selected, advance payment is authorized for this Agreement and **Exhibit "H"**, Alternative Advance Payment Financial Provisions is attached and incorporated into this Agreement.

If the Department determines that the performance of the Recipient is unsatisfactory, the Department shall notify the Recipient of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The Recipient shall, within thirty (30) days after notice from the Department, provide the Department with a corrective action plan describing how the Recipient will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

Department, the Recipient will not be reimbursed to the extent of the non-performance. The Recipient will not be reimbursed until the Recipient resolves the deficiency. If the deficiency is subsequently resolved, the Recipient may bill the Department for the unpaid reimbursement request(s) during the next billing period. If the Recipient is unable to resolve the deficiency, the funds shall be forfeited at the end of the Agreement's term.

- g.** Agencies providing goods and services to the Department should be aware of the following time frames. Inspection and approval of goods or services shall take no longer than 20 days from the Department's receipt of the invoice. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected, and approved.

If a payment is not available within 40 days, a separate interest penalty at a rate as established pursuant to **Section 55.03(1), F.S.**, will be due and payable, in addition to the invoice amount, to the Recipient. Interest penalties of less than one (1) dollar will not be enforced unless the Recipient requests payment. Invoices that have to be returned to an Recipient because of Recipient preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agencies who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

- h.** The Recipient shall maintain an accounting system or separate accounts to ensure funds and projects are tracked separately. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the Recipient's general accounting records and the project records, together with supporting documents and records, of the contractor and all subcontractors performing work on the project, and all other records of the Contractor and subcontractors considered necessary by the Department for a proper audit of costs.
- i.** Prior to the execution of this Agreement, a Project schedule of funding shall be prepared by the Recipient and approved by the Department. The Recipient shall maintain said schedule of funding, carry out the Project, and shall incur obligations against and make disbursements of Project funds only in conformity with the latest approved schedule of funding for the Project. The schedule of funding may be revised by execution of a Local Agency Program ("LAP") Supplemental Agreement between the Department and the Recipient. The Recipient acknowledges and agrees that funding for this project may be reduced upon determination of the Recipient's contract award amount.
- j.** If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the Recipient owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.
- k.** The Recipient must submit the final invoice on the Project to the Department within 120 days after the completion of the Project. Invoices submitted after the 120-day time period may not be paid.
- l.** The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the Department's funding for this Project is in multiple fiscal years, funds approval from the Department's Comptroller must be received each fiscal year prior to costs being incurred. See **Exhibit "B"** for funding levels by fiscal year. Project costs utilizing these fiscal year funds are not eligible for reimbursement if incurred prior to funds approval being received. The Department will notify the Recipient, in writing, when funds are available.
- m.** In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

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"The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years, and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."

6. Department Payment Obligations:

Subject to other provisions of this Agreement, the Department will honor requests for reimbursement to the Recipient pursuant to this Agreement. However, notwithstanding any other provision of this Agreement, the Department may elect by notice in writing not to make a payment if:

- a. The Recipient shall have made misrepresentation of a material nature in its application, or any supplement or amendment to its application, or with respect to any document or data furnished with its application or pursuant to this Agreement;
- b. There is any pending litigation with respect to the performance by the Recipient of any of its duties or obligations which may jeopardize or adversely affect the Project, the Agreement or payments to the Project;
- c. The Recipient shall have taken any action pertaining to the Project which, under this Agreement, requires the approval of the Department or has made a related expenditure or incurred related obligations without having been advised by the Department that same are approved;
- d. There has been any violation of the conflict of interest provisions contained in paragraph 14.f.; or
- e. The Recipient has been determined by the Department to be in default under any of the provisions of the Agreement.

The Department may suspend or terminate payment for that portion of the Project which the Federal Highway Administration ("FHWA"), or the Department acting in lieu of FHWA, may designate as ineligible for Federal-aid.

In determining the amount of the payment, the Department will exclude all Project costs incurred by the Recipient prior to the Department's issuance of a Notice to Proceed ("NTP"), costs incurred after the expiration of the Agreement, costs which are not provided for in the latest approved schedule of funding in **Exhibit "B"** for the Project, costs agreed to be borne by the Recipient or its contractors and subcontractors for not meeting the Project commencement and final invoice time lines, and costs attributable to goods or services received under a contract or other arrangements which have not been approved in writing by the Department.

7. General Requirements:

The Recipient shall complete the Project with all practical dispatch, in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, and all applicable laws. The Project will be performed in accordance with all applicable Department procedures, guidelines, manuals, standards, and directives as described in the Department's **Local Agency Program Manual** (FDOT Topic No. 525-010-300), which by this reference is made a part of this Agreement. Time is of the essence as to each and every obligation under this Agreement.

- a. A full time employee of the Recipient, qualified to ensure that the work being pursued is complete, accurate, and consistent with the terms, conditions, and specifications of this Agreement shall be in responsible charge of the Project, which employee should be able to perform the following duties and functions:
 - i. Administers inherently governmental project activities, including those dealing with cost, time,

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- adherence to contract requirements, construction quality and scope of Federal-aid projects;
- ii. Maintains familiarity of day to day Project operations, including Project safety issues;
 - iii. Makes or participates in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
 - iv. Visits and reviews the Project on a frequency that is commensurate with the magnitude and complexity of the Project;
 - v. Reviews financial processes, transactions and documentation to ensure that safeguards are in place to minimize fraud, waste, and abuse;
 - vi. Directs Project staff, agency or consultant, to carry out Project administration and contract oversight, including proper documentation;
 - vii. Is aware of the qualifications, assignments and on-the-job performance of the Recipient and consultant staff at all stages of the Project.
- b. Once the Department issues the NTP for the Project, the Recipient shall be obligated to submit an invoice or other request for reimbursement to the Department no less than once every 90 days (quarterly), beginning from the day the NTP is issued. If the Recipient fails to submit quarterly invoices to the Department, and in the event the failure to timely submit invoices to the Department results in the FHWA removing any unbilled funding or the loss of state appropriation authority (which may include the loss of state and federal funds, if there are state funds programmed to the Project), then the Recipient will be solely responsible to provide all funds necessary to complete the Project and the Department will not be obligated to provide any additional funding for the Project. The Recipient waives the right to contest such removal of funds by the Department, if the removal is related to FHWA's withdrawal of funds or if the removal is related to the loss of state appropriation authority. In addition to the loss of funding for the Project, the Department will also consider the de-certification of the Recipient for future LAP Projects. No cost may be incurred under this Agreement until after the Recipient has received a written NTP from the Department. The Recipient agrees to advertise or put the Project out to bid thirty (30) days from the date the Department issues the NTP to advertise the Project. If the Recipient is not able to meet the scheduled advertisement, the Department District LAP Administrator should be notified as soon as possible.
- c. If all funds are removed from the Project, including amounts previously billed to the Department and reimbursed to the Recipient, and the Project is off the State Highway System, then the Department will have to request repayment for the previously billed amounts from the Recipient. No state funds can be used on off-system projects, unless authorized pursuant to **Exhibit "I"**, State Funds Addendum, which will be attached to and incorporated in this Agreement in the event state funds are used on the Project.
- d. In the event that any election, referendum, approval, permit, notice or other proceeding or authorization is required under applicable law to enable the Recipient to enter into this Agreement or to undertake the Project or to observe, assume or carry out any of the provisions of the Agreement, the Recipient will initiate and consummate, as provided by law, all actions necessary with respect to any such matters.
- e. The Recipient shall initiate and prosecute to completion all proceedings necessary, including Federal-aid requirements, to enable the Recipient to provide the necessary funds for completion of the Project.
- f. The Recipient shall submit to the Department such data, reports, records, contracts, and other documents relating to the Project as the Department and FHWA may require. The Recipient shall make such submissions using Department-designated information systems.
- g. Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable federal and state laws, the regulations in 23 Code of Federal Regulations (C.F.R.) and 49 C.F.R., and policies and procedures prescribed by the Division Administrator of FHWA. Federal funds shall not be paid on account of any cost incurred prior to authorization by FHWA to the Department to proceed with the Project or part thereof involving such cost (23 C.F.R. 1.9 (a)). If FHWA or the Department determines that any amount

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claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the Recipient in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in parcel or Project costs in part or in total. For any amounts determined to be ineligible for federal reimbursement for which the Department has advanced payment, the Recipient shall promptly reimburse the Department for all such amounts within 90 days of written notice.

- h. For any project requiring additional right-of-way, the Recipient must submit to the Department an annual report of its real property acquisition and relocation assistance activities on the project. Activities shall be reported on a federal fiscal year basis, from October 1 through September 30. The report must be prepared using the format prescribed in 49 C.F.R. Part 24, Appendix B, and be submitted to the Department no later than October 15 of each year.

8. Audit Reports:

The administration of resources awarded through the Department to the Recipient by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of federal awards or limit the authority of any state agency inspector general, the State of Florida Auditor General, or any other state official. The Recipient shall comply with all audit and audit reporting requirements as specified below.

- a. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include, but not be limited to, on-site visits by Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to federal awards provided through the Department by this Agreement. By entering into this Agreement, the Recipient agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, State of Florida Chief Financial Officer (“CFO”), or State of Florida Auditor General.
- b. The Recipient, a non-federal entity as defined by 2 CFR Part 200, as a subrecipient of a federal award awarded by the Department through this Agreement is subject to the following requirements:
 - i. In the event the Recipient expends a total amount of federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the Recipient must have a federal single or program-specific audit for such fiscal year conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit “E”** to this Agreement provides the required federal award identification information needed by the Recipient to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining federal awards expended in a fiscal year, the Recipient must consider all sources of federal awards based on when the activity related to the federal award occurs, including the federal award provided through the Department by this Agreement. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.
 - ii. In connection with the audit requirements, the Recipient shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.

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- iii. In the event the Recipient expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in federal awards, the Recipient is exempt from federal audit requirements for that fiscal year. However, the Recipient must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Recipient's audit period for each applicable audit year. In the event the Recipient expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-federal resources (*i.e.*, the cost of such an audit must be paid from the Recipient's resources obtained from other than federal entities).
- iv. The Recipient must electronically submit to the Federal Audit Clearinghouse (“FAC”) at <https://harvester.census.gov/facweb/> the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements, and this Agreement. However, the Department requires a copy of the audit reporting package also be submitted to FDOTSingleAudit@dot.state.fl.us within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.
- v. Within six months of acceptance of the audit report by the FAC, the Department will review the Recipient's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the federal award provided through the Department by this Agreement. If the Recipient fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Recipient or more severe enforcement action by the Department;
 - 2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the federal award;
 - 4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the federal awarding agency);
 - 5. Withhold further federal awards for the Project or program;
 - 6. Take other remedies that may be legally available.
- vi. As a condition of receiving this federal award, the Recipient shall permit the Department or its designee, the CFO, or State of Florida Auditor General access to the Recipient's records including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.
- vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0450
FDOTSingleAudit@dot.state.fl.us
- c. The Recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department or its designee, the CFO, or State of Florida Auditor General access to such records upon request. The Recipient shall ensure that the audit working papers are made available to the Department or its designee, the CFO, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department.

9. Termination or Suspension of Project:

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The Department may, by written notice to the Recipient, suspend any or all of the Department's obligations under this Agreement for the Recipient's failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected.

- a. If the Department intends to terminate the Agreement, the Department shall notify the Recipient of such termination in writing at least thirty (30) days prior to the termination of the Agreement, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.
- b. The Parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the Parties shall agree upon the termination conditions.
- c. If the Agreement is terminated before performance is completed, the Recipient shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed the equivalent percentage of the Department's maximum financial assistance. If any portion of the Project is located on the Department's right-of-way, then all work in progress on the Department right-of-way will become the property of the Department and will be turned over promptly by the Recipient.
- d. In the event the Recipient fails to perform or honor the requirements and provisions of this Agreement, the Recipient shall promptly refund in full to the Department within thirty (30) days of the termination of the Agreement any funds that were determined by the Department to have been expended in violation of the Agreement.
- e. The Department reserves the right to unilaterally cancel this Agreement for failure by the Recipient to comply with the Public Records provisions of Chapter 119, Florida Statutes.

10. Contracts of the Recipient:

- a. Except as otherwise authorized in writing by the Department, the Recipient shall not execute any contract or obligate itself in any manner requiring the disbursement of Department funds, including consultant or construction contracts or amendments thereto, with any third party with respect to the Project without the written approval of the Department. Failure to obtain such approval shall be sufficient cause for nonpayment by the Department. The Department specifically reserves the right to review the qualifications of any consultant or contractor and to approve or disapprove the employment of such consultant or contractor.
- b. It is understood and agreed by the parties to this Agreement that participation by the Department in a project with the Recipient, where said project involves a consultant contract for engineering, architecture or surveying services, is contingent on the Recipient's complying in full with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act, the federal Brooks Act, 23 C.F.R. 172, and 23 U.S.C. 112. At the discretion of the Department, the Recipient will involve the Department in the consultant selection process for all projects funded under this Agreement. In all cases, the Recipient shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act and the federal Brooks Act.
- c. The Recipient shall comply with, and require its consultants and contractors to comply with applicable federal law pertaining to the use of Federal-aid funds. The Recipient shall comply with the provisions in the FHWA-1273 form as set forth in **Exhibit "G"**, FHWA 1273 attached to and incorporated in this Agreement. The Recipient shall include FHWA-1273 in all contracts with contractors performing work on the Project.
- d. The Recipient shall require its consultants and contractors to take emergency steps to close any public road whenever there is a risk to life, health and safety of the travelling public. The safety of the travelling public is the Department's first priority for the Recipient.

11. Disadvantaged Business Enterprise (DBE) Policy and Obligation:

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It is the policy of the Department that DBE's, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement.

The Recipient and its contractors agree to ensure that DBE's have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBE's have the opportunity to compete for and perform contracts. The Recipient and its contractors and subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

12. Compliance with Conditions and Laws:

The Recipient shall comply and require its contractors and subcontractors to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project. Execution of this Agreement constitutes a certification that the Recipient is in compliance with, and will require its contractors and subcontractors to comply with, all requirements imposed by applicable federal, state, and local laws and regulations, including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," in 49 C.F.R. Part 29, and 2 C.F.R. Part 200 when applicable.

13. Performance Evaluations:

Recipients are evaluated on a project-by-project basis. The evaluations provide information about oversight needs and provide input for the recertification process. Evaluations are submitted to the Recipient's person in responsible charge or designee as part of the Project closeout process. The Department provides the evaluation to the Recipient no more than 30 days after final acceptance.

- a. Each evaluation will result in one of three ratings. A rating of Unsatisfactory Performance means the Recipient failed to develop the Project in accordance with applicable federal and state regulations, standards and procedures, required excessive District involvement/oversight, or the Project was brought in-house by the Department. A rating of Satisfactory Performance means the Recipient developed the Project in accordance with applicable federal and state regulations, standards and procedures, with minimal District involvement/oversight. A rating of Above Satisfactory Performance means the Recipient developed the Project in accordance with applicable federal and state regulations, standards and procedures, and the Department did not have to exceed the minimum oversight and monitoring requirements identified for the project.
- b. The District will determine which functions can be further delegated to Recipients that continuously earn Satisfactory and Above Satisfactory evaluations.

14. Restrictions, Prohibitions, Controls, and Labor Provisions:

During the performance of this Agreement, the Recipient agrees as follows, and agrees to require its contractors and subcontractors to include in each subcontract the following provisions:

- a. The Recipient will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, the regulations of the U.S. Department of Transportation issued thereunder, and the assurance by the Recipient pursuant thereto. The Recipient shall include the attached **Exhibit "C"**, Title VI Assurances in all contracts with consultants and contractors performing work on the Project that ensure compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21, and related statutes and regulations.
- b. The Recipient will comply with all the requirements as imposed by the ADA, the regulations of the Federal Government issued thereunder, and assurance by the Recipient pursuant thereto.
- c. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017,

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Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

- d. In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity.
- e. An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Recipient.
- f. Neither the Recipient nor any of its contractors or their subcontractors shall enter into any contract, subcontract or arrangement in connection with the Project or any property included or planned to be included in the Project in which any member, officer or employee of the Recipient or the locality during tenure or for 2 years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interest is immediately disclosed to the Recipient, the Recipient, with prior approval of the Department, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the Recipient or the locality relating to such contract, subcontract or arrangement. The Recipient shall insert in all contracts entered into in connection with the Project or any property included or planned to be included in any Project, and shall require its contractors to insert in each of their subcontracts, the following provision:

"No member, officer or employee of the Recipient or of the locality during his tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this paragraph shall not be applicable to any agreement between the Recipient and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

- g. No member or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

15. Indemnification and Insurance:

- a. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof, a third-party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Recipient guarantees the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Recipient or any subcontractor, in connection with this Agreement.
- b. To the extent provided by law, Recipient shall indemnify, defend, and hold harmless the Department against any actions, claims, or damages arising out of, relating to, or resulting from negligent or wrongful act(s) of Recipient, or any of its officers, agents, or employees, acting within the scope of their office or employment, in connection with the rights granted to or exercised by Recipient hereunder, to the extent and within the limitations of Section 768.28, Florida Statutes. The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth in Florida Statutes, Section 768.28, nor shall the same be construed to constitute agreement by Recipient to indemnify the Department for the negligent acts or omissions of the Department, its officers, agents, or employees, or for the acts of third parties. Nothing herein shall be construed as consent by Recipient to be sued by third parties in any manner arising out of this Agreement. This indemnification shall survive the termination of this Agreement.

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- c. Recipient agrees to include the following indemnification in all contracts with contractors, subcontractors, consultants, or subconsultants (each referred to as "Entity" for the purposes of the below indemnification) who perform work in connection with this Agreement:

"To the extent provided by law, [ENTITY] shall indemnify, defend, and hold harmless the [RECIPIENT] and the State of Florida, Department of Transportation, including the Department's officers, agents, and employees, against any actions, claims, or damages arising out of, relating to, or resulting from negligent or wrongful act(s) of [ENTITY], or any of its officers, agents, or employees, acting within the scope of their office or employment, in connection with the rights granted to or exercised by [ENTITY] hereunder, to the extent and within the limitations of Section 768.28, Florida Statutes.

The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth in Florida Statutes, Section 768.28. Nor shall the same be construed to constitute agreement by [ENTITY] to indemnify [RECIPIENT] for the negligent acts or omissions of [RECIPIENT], its officers, agents, or employees, or third parties. Nor shall the same be construed to constitute agreement by [ENTITY] to indemnify the Department for the negligent acts or omissions of the Department, its officers, agents, or employees, or third parties. This indemnification shall survive the termination of this Agreement."

- d. The Recipient shall, or cause its contractor or consultant to carry and keep in force, during the term of this Agreement, a general liability insurance policy or policies with a company or companies authorized to do business in Florida, affording public liability insurance with combined bodily injury limits of at least \$200,000 per person and \$300,000 each occurrence, and property damage insurance of at least \$200,000 each occurrence, for the services to be rendered in accordance with this Agreement. The Recipient shall also, or cause its contractor or consultant to carry and keep in force Workers' Compensation Insurance as required by the State of Florida under the Workers' Compensation Law. With respect to any general liability insurance policy required pursuant to this Agreement, all such policies shall be issued by companies licensed to do business in the State of Florida. The Recipient shall provide to the Department certificates showing the required coverage to be in effect with endorsements showing the Department to be an additional insured prior to commencing any work under this Agreement. Policies that include Self Insured Retention will not be accepted. The certificates and policies shall provide that in the event of any material change in or cancellation of the policies reflecting the required coverage, thirty days advance notice shall be given to the Department or as provided in accordance with Florida law.

16. Maintenance Obligations: In the event the Project includes construction then the following provisions are incorporated into this Agreement:

- a. The Recipient agrees to maintain any portion of the Project not located on the State Highway System constructed under this Agreement for its useful life. If the Recipient constructs any improvement on Department right-of-way, the Recipient

- shall
 shall not

maintain the improvements located on the Department right-of-way for their useful life. If the Recipient is required to maintain Project improvements located on the Department right-of-way beyond final acceptance, then Recipient shall, prior to any disbursement of the state funding provided under this Agreement, also execute a Maintenance Memorandum of Agreement in a form that is acceptable to the Department. The Recipient has agreed to the foregoing by resolution, and such resolution is attached and incorporated into this Agreement as **Exhibit "D"**. This provision will survive termination of this Agreement.

17. Miscellaneous Provisions:

- a. The Recipient will be solely responsible for compliance with all applicable environmental regulations, for any liability arising from non-compliance with these regulations, and will reimburse the Department for any loss incurred in connection therewith. The Recipient will be responsible for securing any applicable permits. The Recipient shall include in all contracts and subcontracts for amounts in excess of \$150,000, a provision requiring compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387).

- b. The Department shall not be obligated or liable hereunder to any individual or entity not a party to this Agreement.
- c. In no event shall the making by the Department of any payment to the Recipient constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Recipient and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.
- d. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.
- e. By execution of the Agreement, the Recipient represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.
- f. Nothing in the Agreement shall require the Recipient to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the Recipient will at once notify the Department in writing in order that appropriate changes and modifications may be made by the Department and the Recipient to the end that the Recipient may proceed as soon as possible with the Project.
- g. In the event that this Agreement involves constructing and equipping of facilities, the Recipient shall submit to the Department for approval all appropriate plans and specifications covering the Project. The Department will review all plans and specifications and will issue to the Recipient a written approval with any approved portions of the Project and comments or recommendations covering any remainder of the Project deemed appropriate. After resolution of these comments and recommendations to the Department's satisfaction, the Department will issue to the Recipient a written approval with said remainder of the Project. Failure to obtain this written approval shall be sufficient cause of nonpayment by the Department.
- h. Upon completion of right-of-way activities on the Project, the Recipient must certify compliance with all applicable federal and state requirements. Certification is required prior to authorization for advertisement for or solicitation of bids for construction of the Project, including if no right-of-way is required.
- i. The Recipient will certify in writing, prior to Project closeout that the Project was completed in accordance with applicable plans and specifications, is in place on the Recipient's facility, adequate title is in the Recipient's name, and the Project is accepted by the Recipient as suitable for the intended purpose.
- j. The Recipient agrees that no federally-appropriated funds have been paid, or will be paid by or on behalf of the Recipient, to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement. If any funds other than federally-appropriated funds have been paid by the Recipient to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The Recipient shall require that the language of this paragraph be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. No funds received pursuant to this contract may be expended for lobbying the Legislature, the judicial branch or a state agency.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
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- k. The Recipient may not permit the Engineer of Record to perform Construction, Engineering and Inspection services on the Project.
- l. The Recipient shall comply with all applicable federal guidelines, procedures, and regulations. If at any time a review conducted by Department and or FHWA reveals that the applicable federal guidelines, procedures, and regulations were not followed by the Recipient and FHWA requires reimbursement of the funds, the Recipient will be responsible for repayment to the Department of all funds awarded under the terms of this Agreement.
- m. The Recipient shall:
 - i. utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by Recipient during the term of the contract; and
 - ii. expressly require any contractor and subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
- n. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
- o. The Parties agree to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.
- p. If the Project is procured pursuant to Chapter 255 for construction services and at the time of the competitive solicitation for the Project 50 percent or more of the cost of the Project is to be paid from state-appropriated funds, then the Recipient must comply with the requirements of Section 255.0991, Florida Statutes.

18. Exhibits:

- a. **Exhibits "A", "B", "C", "D", "E" and "F"** are attached to and incorporated into this Agreement.
- b. If this Project includes Phase 58 (construction) activities, then **Exhibit "G"**, FHWA FORM 1273, is attached and incorporated into this Agreement.
- c. Alternative Advance Payment Financial Provisions are used on this Project. If an Alternative Pay Method is used on this Project, then **Exhibit "H"**, Alternative Advance Payment Financial Provisions, is attached and incorporated into this Agreement.
- d. State funds are used on this Project. If state funds are used on this Project, then **Exhibit "I"**, State Funds Addendum, is attached and incorporated into this Agreement. **Exhibit "J"**, State Financial Assistance (Florida Single Audit Act), is attached and incorporated into this Agreement.
- e. This Project utilizes Advance Project Reimbursement. If this Project utilizes Advance Project Reimbursement, then **Exhibit "K"**, Advance Project Reimbursement is attached and incorporated into this Agreement.
- f. This Project includes funding for landscaping. If this Project includes funding for landscaping, then **Exhibit "L"**, Landscape Maintenance, is attached and incorporated into this Agreement.
- g. This Project includes funding for a roadway lighting system. If the Project includes funding for roadway lighting system, **Exhibit "M"**, Roadway Lighting Maintenance is attached and incorporated into this Agreement.
- h. This Project includes funding for traffic signals and/or traffic signal systems. If this Project includes funding for traffic signals and/or traffic signals systems, **Exhibit "N"**, Traffic Signal Maintenance is attached and incorporated into this Agreement.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
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- i. A portion or all of the Project will utilize Department right-of-way and, therefore, **Exhibit "O"**, Terms and Conditions of Construction in Department Right-of-Way, is attached and incorporated into this Agreement.
- j. The following Exhibit(s) are attached and incorporated into this Agreement: _____

k. Exhibit and Attachment List

Exhibit A: Project Description and Responsibilities

Exhibit B: Schedule of Financial Assistance

Exhibit C: Title VI Assurances

Exhibit D: Recipient Resolution

Exhibit E: Federal Financial Assistance (Single Audit Act)

Exhibit F: Contract Payment Requirements

* Exhibit G: FHWA Form 1273

* Exhibit H: Alternative Advance Payment Financial Provisions

* Exhibit I: State Funds Addendum

* Exhibit J: State Financial Assistance (Florida Single Audit Act)

* Exhibit K: Advance Project Reimbursement

* Exhibit L: Landscape Maintenance

* Exhibit M: Roadway Lighting Maintenance

* Exhibit N: Traffic Signal Maintenance

* Exhibit O: Terms and Conditions of Construction in Department Right-of-Way

* Additional Exhibit(s): G

*** Indicates that the Exhibit is only attached and incorporated if applicable box is selected.**

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
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IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written above.

RECIPIENT Leon County, Florida

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: _____
Name:
Title:

By: _____
Name: Tim Smith, P.E.
Title: Interim Director of Transportation Development

Legal Review:

EXHIBIT "A"

PROJECT DESCRIPTION AND RESPONSIBILITIES

FPN: 442060-1-58-01, 442060-1-68-01

This exhibit forms an integral part of the Local Agency Program Agreement between the State of Florida, Department of Transportation and

Leon County, Florida (the Recipient)

PROJECT LOCATION:

- The project is on the National Highway System.
- The project is on the State Highway System.

PROJECT LENGTH AND MILE POST LIMITS: 1.90 miles

PROJECT DESCRIPTION: The project will add 5' paved bike lanes on both sides of the road and to overlay/restripe approximately 1.3 miles of te roadway beginning at the intersection of State Road 20 and Smith Creek Road. It is anticipated that stabalized subbase and lime rock base will be constructed under the added pavement width. The small cross drains will be extended to accommodate the new pavement width. Larger crossings such as box culverts and bridges will not be modified due to the potential cost and enviromental impacts. As the bike lanes approach the larger crossings, the bike lanes will taper down to to the 22' road width and bicyclists will share the main travel lanes. Appropriate signage and striping will be utilized to aid in the transition.

SPECIAL CONSIDERATIONS BY RECIPIENT:

The Recipient is required to provide a copy of the design plans for the Department's review and approval to coordinate permitting with the Department, and notify the Department prior to commencement of any right-of-way activities.

The Recipient shall commence the project's activities subsequent to the execution of this Agreement and shall perform in accordance with the following schedule:

- a) Study to be completed by .
- b) Design to be completed by .
- c) Right-of-Way requirements identified and provided to the Department by .
- d) Right-of-Way to be certified by .
- e) Construction contract to be let by .
- f) Construction to be completed by June 30, 2021.

If this schedule cannot be met, the Recipient will notify the Department in writing with a revised schedule or the project is subject to the withdrawal of funding.

SPECIAL CONSIDERATIONS BY DEPARTMENT:

The Cultural Resource Assessment Survey (including coordination with the State Historic Preservation Officer) and all documentation necessary to support the environmental Class of Action Determination will be the responsibility of the Department.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

EXHIBIT "B"
SCHEDULE OF FINANCIAL ASSISTANCE

RECIPIENT NAME & BILLING ADDRESS: Leon County, Florida 301 S. Monroe Street, 5th Floor Tallahassee, FL 32301	FINANCIAL PROJECT NUMBER: 442060-1-58-01, 442060-1-68-01
---	--

PHASE OF WORK By Fiscal Year	MAXIMUM PARTICIPATION			
	(1) TOTAL PROJECT FUNDS	(2) LOCAL FUNDS	(3) STATE FUNDS	(4) FEDERAL FUNDS
Design- Phase 38				
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
Total Design Cost	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Right-of-Way- Phase 48				
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
Total Right-of-Way Cost	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Construction- Phase 58				
FY: 2020 (Eastern Federal Lands)	\$ 898,000.00	\$ _____	\$ _____	\$ 898,000.00
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
Total Construction Cost	\$ 898,000.00	\$ 0.00	\$ 0.00	\$ 898,000.00
Construction Engineering and Inspection (CEI)- Phase 68				
FY: 2020 (Eastern Federal Lands)	\$ 100,000.00	\$ _____	\$ _____	\$ 100,000.00
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
Total CEI Cost	\$ 100,000.00	\$ 0.00	\$ 0.00	\$ 100,000.00
(Insert Phase)				
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
Total Phase Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL COST OF THE PROJECT	\$ 998,000.00	\$ 0.00	\$ 0.00	\$ 998,000.00

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:
 I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

Dustin Castells
 District Grant Manager Name

 Signature Date

Exhibit "C"
TITLE VI ASSURANCES

During the performance of this contract, the consultant or contractor, for itself, its assignees and successors in interest (hereinafter collectively referred to as the "contractor") agrees as follows:

- (1.) Compliance with REGULATIONS:** The contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") **Title 49, Code of Federal Regulations, Part 21**, as they may be amended from time to time, (hereinafter referred to as the **REGULATIONS**), which are herein incorporated by reference and made a part of this contract.
- (2.) Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, or sex in the selection and retention of sub-contractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by **Section 21.5** of the **REGULATIONS**, including employment practices when the contract covers a program set forth in **Appendix B** of the **REGULATIONS**.
- (3.) Solicitations for Sub-contractors, including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under sub-contract, including procurements of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the **REGULATIONS** relative to nondiscrimination on the basis of race, color, national origin, or sex.
- (4.) Information and Reports:** The contractor shall provide all information and reports required by the **REGULATIONS** or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such **REGULATIONS**, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the *Florida Department of Transportation, or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Florida Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to:

- a. withholding of payments to the contractor under the contract until the contractor complies, and/or
- b. cancellation, termination or suspension of the contract, in whole or in part.

(6.) Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (7) in every sub-contract, including procurements of materials and leases of equipment, unless exempt by the **REGULATIONS**, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contract or procurement as the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

(7.) Compliance with Nondiscrimination Statutes and Authorities: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

Attachment #1
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525-010-40D
PROGRAM MANAGEMENT
OGC – 10/18
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EXHIBIT “D”

RECIPIENT RESOLUTION

The Recipient’s Resolution authorizing entry into this Agreement is attached and incorporated into this Agreement.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

EXHIBIT "E"

FEDERAL FINANCIAL ASSISTANCE (SINGLE AUDIT ACT)

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

CFDA No.: 20.205
CFDA Title: Highway Planning and Construction
Federal-Aid Highway Program, Federal Lands Highway Program
CFDA Program Site: <https://www.cfda.gov/>
Award Amount: \$998,000.00
Awarding Agency: Florida Department of Transportation
Award is for R&D: No
Indirect Cost Rate: N/A

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE SUBJECT TO THE FOLLOWING:

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards
<http://www.ecfr.gov/>

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO THE FOLLOWING:

Title 23 – Highways, United States Code
<http://uscode.house.gov/browse/prelim@title23&edition=prelim>

Title 49 – Transportation, United States Code
<http://uscode.house.gov/browse/prelim@title49&edition=prelim>

Map-21 – Moving Ahead for Progress in the 21st Century, Public Law 112-141
<http://www.gpo.gov/fdsys/pkg/PLAW-112publ141/pdf/PLAW-112publ141.pdf>

Federal Highway Administration – Florida Division
<http://www.fhwa.dot.gov/fldiv/>

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)
<https://www.fsrc.gov/>

EXHIBIT "F"

CONTRACT PAYMENT REQUIREMENTS

Florida Department of Financial Services, Reference Guide for State Expenditures *Cost Reimbursement Contracts*

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

(1) Salaries: A payroll register or similar documentation should be submitted. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

(2) Fringe Benefits: Fringe Benefits should be supported by invoices showing the amount paid on behalf of the employee (e.g., insurance premiums paid). If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown.

Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

(3) Travel: Reimbursement for travel must be in accordance with Section 112.061, Florida Statutes, which includes submission of the claim on the approved State travel voucher or electronic means.

(4) Other direct costs: Reimbursement will be made based on paid invoices/receipts. If nonexpendable property is purchased using State funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with Department of Management Services Rule 60A-1.017, Florida Administrative Code, regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in Section 273.02, Florida Statutes, for subsequent transfer to the State.

(5) In-house charges: Charges which may be of an internal nature (e.g., postage, copies, etc.) may be reimbursed on a usage log which shows the units times the rate being charged. The rates must be reasonable.

(6) Indirect costs: If the contract specifies that indirect costs will be paid based on a specified rate, then the calculation should be shown.

Contracts between state agencies, and or contracts between universities may submit alternative documentation to substantiate the reimbursement request that may be in the form of FLAIR reports or other detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address http://www.myfloridacfo.com/aadir/reference_guide/.

EXHIBIT "G"

**FHWA FORM 1273
FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

**LEGAL REQUIREMENTS AND RESPONSIBILITY TO THE PUBLIC –
COMPLIANCE WITH FHWA 1273.**

The FHWA-1273 version dated May 1, 2012 is appended in its entirety to this Exhibit. FHWA-1273 may also be referenced on the Department's website at the following URL address:
<http://www.fhwa.dot.gov/programadmin/contracts/1273/1273.pdf>

Sub-recipients of federal grants awards for Federal-Aid Highway construction shall take responsibility to obtain this information and comply with all provisions contained in FHWA-1273.

RESOLUTION: 20-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA APPROVING A LOCAL AGENCY PROGRAM AGREEMENT BETWEEN THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION, AND LEON COUNTY, FLORIDA FOR THE CONSTRUCTION OF PHASE I OF THE SMITH CREEK BICYCLE LANES IMPROVEMENT PROJECT (CR 375)

WHEREAS, The State of Florida, Department of Transportation (the “DEPARTMENT”) and Leon County, Florida, a charter county and political subdivision of the State of Florida (the “COUNTY”) are desirous of having the DEPARTMENT participate in the construction of bicycle lanes on a portion of Smith Creek Road (CR 375), the details of which are described in the Local Agency Participation Agreement between the DEPARTMENT and the COUNTY as presented to the Board of County Commissioners of Leon County, Florida at its regular meeting on May 12, 2020 (the “LAP Agreement”); and

WHEREAS, the Construction of CR 375 Smith Creek Road - Phase I (the “PROJECT”), will be conducted in Leon County, and the DEPARTMENT is prepared to contribute funds in an amount up to Nine Hundred Ninety-Eight Thousand and 00/100 Dollars (\$998,000.00) toward the PROJECT; and

WHEREAS, completion of the PROJECT is in the interest of the DEPARTMENT and the COUNTY, as the project will substantially improve the safety, operation, and efficiency of Smith Creek Road (CR 375).

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County, Florida, assembled in regular session this 12th day of May, 2020, that the Board hereby approves the LAP Agreement and hereby authorizes the County Administrator to execute the LAP Agreement in a form approved by the County Attorney.

Passed and adopted on this 12th day of May, 2020.

LEON COUNTY, FLORIDA

BY: _____
Bryan Desloge, Chairman
Board of County Commissioners

ATTESTED BY:
Gwendolyn Marshall, Clerk of Court &
Comptroller, Leon County, Florida

APPROVED AS TO FORM:
Chasity H. O’Steen, County Attorney
Leon County Attorney’s Office

BY: _____

By: _____

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2019/2020; and,

WHEREAS, the Board of County Commissioners, pursuant to Chapter 129, Florida Statutes, desires to amend the budget.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Leon County, Florida, hereby amends the budget as reflected on the Departmental Budget Amendment Request Form attached hereto and incorporated herein by reference.

Adopted this 12th day of May, 2020.

LEON COUNTY, FLORIDA

BY: _____
Bryan Desloge, Chairman
Board of County Commissioners

ATTEST:
Gwendolyn Marshall, Clerk of the Court and Comptroller
Leon County, Florida

BY: _____

APPROVED AS TO FORM:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

BY: _____

FISCAL YEAR 2019/2020 BUDGET AMENDMENT REQUEST

No: BAB20018
Date: 4/23/2020

Agenda Item No: _____
Agenda Item Date: 5/12/2020

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail

Revenues

<i>Fund</i>	<i>Org</i>	<i>Account Information</i>		<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
		<i>Acct</i>	<i>Prog</i>				
125	052004	334401	000	FDOT Smith Creek Bike Lanes Grant	110,000	998,000	1,108,000
Subtotal:						998,000	

Expenditures

<i>Fund</i>	<i>Org</i>	<i>Account Information</i>		<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
		<i>Acct</i>	<i>Prog</i>				
125	052004	56392	541	Improvements Other Than Buildings; Contractual Services	-	100,000	100,000
125	052004	56900	541	Smith Creek Bikes Lanes Infrastructure Improvements	-	898,000	898,000
Subtotal:						998,000	

Purpose of Request

This budget amendment appropriates \$998,000 as a reimbursable grant with no match requirement from Florida Department of Transportation for a Local Agency Program (LAP) Agreement for Phase I construction of bicycle lanes on a portion of Smith Creek Road to enhance and promote the safe use of non-motorized transportation alternatives to access the Apalachicola National Forest.

Group/Program Director

Budget Manager

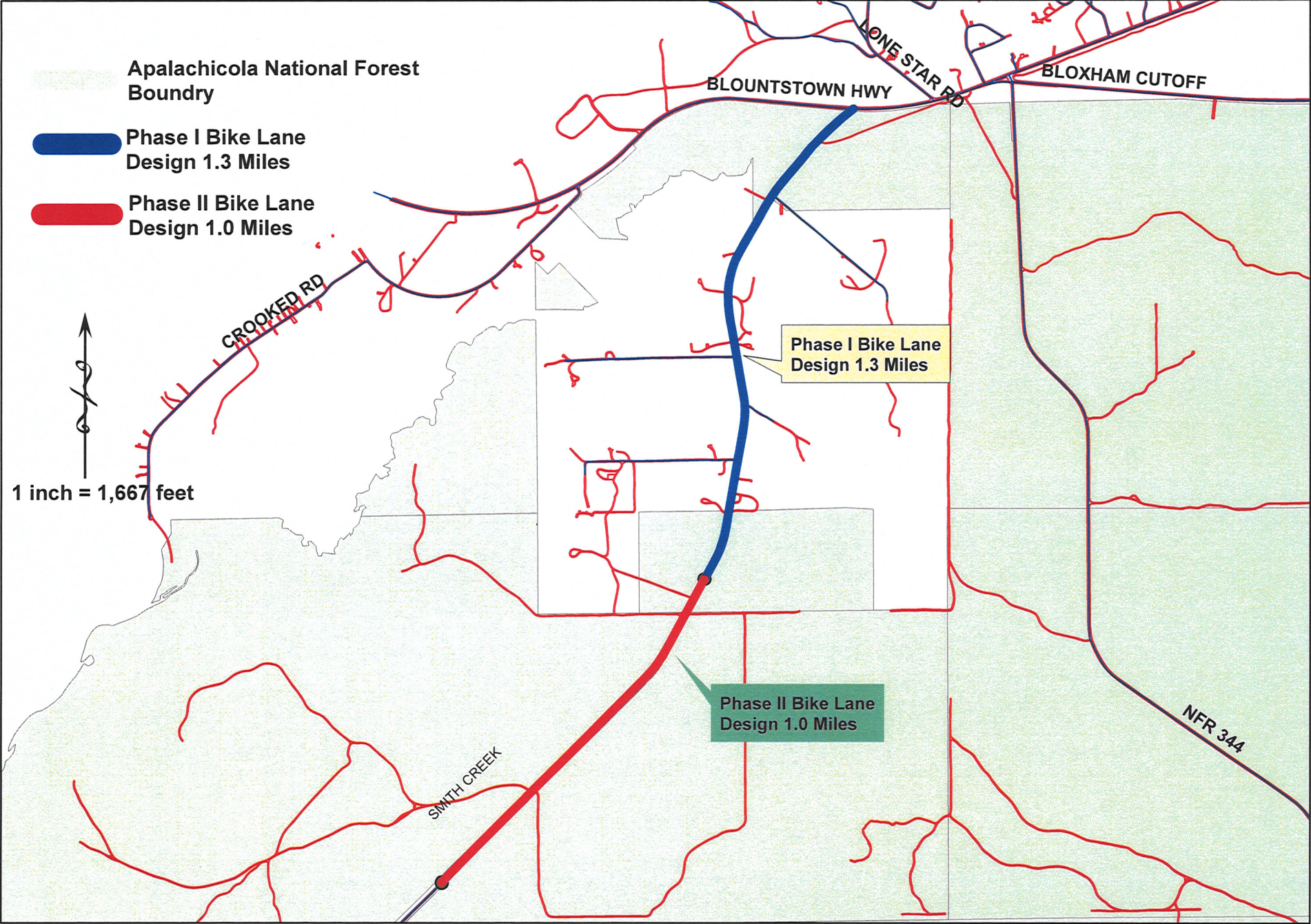
Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution

Motion

Administrator

LEON COUNTY



BIKE LANE DESIGN FOR SMITH CREEK RD./ COUNTY ROAD 375.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #13

Leon County Board of County Commissioners

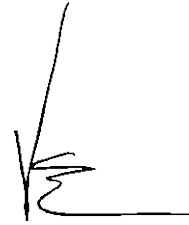
Agenda Item #13

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Florida Department of Transportation Grant for the Construction and Construction Engineering Inspection for Phase II of the Smith Creek Bicycle Lanes Improvement Project



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Brent Pell, P.E., Director, Public Works Charles Wu, P.E., Director, Engineering Services
Lead Staff/ Project Team:	Chris Muehlemann, P.E., Chief of Engineering Design Felton Ard, P.E., Customer Support Engineer

Statement of Issue:

This item seeks Board acceptance of a grant from the Florida Department of Transportation for the construction and construction engineering inspection for Phase II of the Smith Creek Bicycle Lanes Improvement Project. To realize the grant funds, the Florida Department of Transportation requires Board approval of a Local Agency Program Agreement and adoption of a Resolution. A separate agenda item seeks Board approval for the Phase I LAP Agreement and construction grant.

Fiscal Impact:

This item has a fiscal impact. This agenda item realizes \$843,705 from the Florida Department of Transportation toward the project costs for the construction and construction engineering inspection services with no County match required. The Florida Department of Transportation funding is expected to cover the full cost of this project.

Staff Recommendation:

See next page.

Staff Recommendation:

- Option #1: Approve the Local Agency Program Agreement with the Florida Department of Transportation for construction and Construction Engineering Inspection for Phase II of the Smith Creek Bicycle Lanes Improvement Project (Attachment #1) and authorize the County Administrator to execute.
- Option #2: Adopt the Resolution authorizing the Local Agency Program Agreement for the construction and Construction Engineering Inspection for Phase II of the Smith Creek Bicycle Lanes Improvement Project (Attachment #2) and authorize the Chairman to execute.
- Option# 3: Approve the Resolution and associated Budget Amendment Request realizing \$843,705 from the Florida Department of Transportation into the County budget (Attachment #3).

Report and Discussion

Background:

This item seeks Board acceptance of a grant from the Florida Department of Transportation (FDOT) for the construction and construction engineering inspection for Phase II of the Smith Creek Bicycle Lanes Improvement Project. The Phase II Smith Creek Bicycle Lanes Improvement Project advances the following FY 2017- FY 2021 Strategic Initiative:

- *Continue to work with the Florida Department of Transportation for safety improvements on State and County roadways to include accessibility enhancements, street lighting installations, sidewalk additions, safety audits, and intersection improvements. (2017-9)*

This particular Strategic Initiative aligns with the Board's Quality of Life Strategic Priorities:

- *(Q5) Support strong neighborhoods.*
- *(Q6) Promote livability, health and sense of community by enhancing mobility, encouraging human scale development, and creating public spaces for people.*

Leon County was awarded design and construction grants by the Florida Department of Transportation (FDOT) in 2018 for the Phase I and Phase II design of bicycle lanes on a portion of Smith Creek Road to enhance and promote the safe use of non-motorized transportation alternatives to access the Apalachicola National Forest (Attachment #4). The project will provide a bicycle friendly corridor in western Leon county where few options exists. To effectuate these safety improvements, FDOT awards the project grants separately for design and construction phases through Local Agency Program (LAP) Agreements. At the March 27, 2018 and December 11, 2018 meetings, respectively, the Board accepted the first grants for the design of improvements for Phase I bicycle lanes on a 1.3 miles section of Smith Creek Road in the amount of \$110,000, and design of Phase II bicycle lanes on an additional 1.0 mile section of Smith Creek Road in the amount of \$134,205.

The Board awarded the contract for design services for Phase I and Phase II at the October 15, 2019 meeting. The project design is currently in progress and anticipated for completion in June 2020. This item seeks the Board's acceptance of the FDOT grant for Phase II construction and construction engineering inspection services in the amount of \$843,705. A separate agenda item seeks Board approval for the Phase I LAP Agreement and construction grant.

To ensure the County maximizes grant leveraging opportunities, the Office of Management and Budget (OMB) coordinates with department liaisons and actively seeks grant funding opportunities throughout the fiscal year. These efforts include contacting and communicating with previous funders for any new or forthcoming grant opportunities. Through timely submittals of reporting and invoices, satisfactory compliance with grant closeouts, as well as on-site and desk monitoring by the granting agencies, Leon County has proactively positioned itself as a responsive and accountable funding partner. Because of this accountability, agencies often contact Leon County when grant funds become available. In addition, the County's partnership with Patton Boggs also garners access to recently announced federal funding opportunities and OMB routinely

monitors the federal Grants.gov portal for grant opportunities. The County aggressively seeks state and federal grant funding to support County projects and initiatives and has achieved considerable success in leveraging County dollars. The total County grant leverage ratio is \$5.73 to \$1 (grant to County); excluding the significant septic to sewer related grants which require one-to-one dollar match, the leveraging ratio would be \$16.48 to \$1.

Analysis:

Under the proposed LAP Agreement, FDOT will provide funding of \$843,705 for the construction and construction inspection services for Phase II of the Smith Creek Bicycle Lanes Improvement Project. A total of \$738,205 is allocated for the construction activities and \$105,500 for construction inspection services. The FDOT grant is expected to cover the full cost of the project.

Upon execution of the LAP Agreement, it is anticipated that an Invitation to Bid for the construction of the improvements will be advertised in June 2020. The Board approved the Construction Inspection Consultant at the January 28, 2020 meeting. Construction is anticipated to begin in the fall of 2020 and completed during the winter of 2021.

Options:

1. Approve the Local Agency Program Agreement with the Florida Department of Transportation for construction and Construction Engineering Inspection for Phase II of the Smith Creek Bicycle Lanes Improvement Project (Attachment #1) and authorize the County Administrator to execute.
2. Adopt the Resolution authorizing the Local Agency Program Agreement for the construction and Construction Engineering Inspection for Phase II of the Smith Creek Bicycle Lanes Improvement Project (Attachment #2) and authorize the Chairman to execute.
3. Approve the Resolution and associated Budget Amendment Request realizing \$843,705 from the Florida Department of Transportation into the County budget (Attachment #3).
4. Do not approve the Local Agency Program Agreement with the Florida Department of Transportation for construction and Construction Engineering Inspection for Phase II of the Smith Creek Bicycle Lanes Improvement Project.
5. Board direction.

Recommendation:

Options #1, #2, and #3

Attachments:

1. Local Agency Program Agreement
2. Resolution approving Local Agency Program Agreement
3. Resolution and associated Budget Amendment Request
4. Project Location Map

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FPN: <u>442060-2-58-01</u>	FPN: <u>442060-2-68-01</u>	FPN: _____
Federal No (FAIN): <u>FLAP-022-F</u>	Federal No (FAIN): _____	Federal No (FAIN): _____
Federal Award Date: _____	Federal Award Date: _____	Federal Award Date: _____
Fund: <u>PLH</u>	Fund: _____	Fund: _____
Org Code: _____	Org Code: _____	Org Code: _____
FLAIR Approp: _____	FLAIR Approp: _____	FLAIR Approp: _____
FLAIR Obj: _____	FLAIR Obj: _____	FLAIR Obj: _____

County No: 55 (Leon) Contract No: _____
Recipient Vendor No: F596000435090 Recipient DUNS No: 80-939-7102
Catalog of Federal Domestic Assistance (CFDA): 20.205 Highway Planning and Construction

THIS LOCAL AGENCY PROGRAM AGREEMENT ("Agreement"), is entered into on _____, by and between the State of Florida Department of Transportation, an agency (This date to be entered by DOT only) of the State of Florida ("Department"), and Leon County, Florida a charter county and political subdivision of the State of Florida ("Recipient").

NOW, THEREFORE, in consideration of the mutual benefits to be derived from joint participation on the Project, the Parties agree to the following:

1. **Authority:** The Department is authorized to enter into this Agreement pursuant to Section 339.12, Florida Statutes. The Recipient by Resolution or other form of official authorization, a copy of which is attached as **Exhibit "D"** and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf.
2. **Purpose of Agreement:** The purpose of this Agreement is to provide for the Department's participation in Construction of CR 375 Smith Creek Road - Phase II, as further described in **Exhibit "A"**, Project Description and Responsibilities attached to and incorporated in this Agreement ("Project"), to provide Department financial assistance to the Recipient; state the terms and conditions upon which Department funds will be provided; and to set forth the manner in which the Project will be undertaken and completed.
3. **Term of Agreement:** The Recipient agrees to complete the Project on or before June 30, 2021. If the Recipient does not complete the Project within this time period, this Agreement will expire on the last day of the scheduled completion as provided in this paragraph unless an extension of the time period is requested by the Recipient and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the term of this Agreement will not be reimbursed by the Department.
4. **Project Cost:**
 - a. The estimated cost of the Project is \$ 843,705. This amount is based upon the Schedule of Financial Assistance in **Exhibit "B"**, attached to and incorporated in this Agreement. **Exhibit "B"** may be modified by mutual execution of an amendment as provided for in paragraph 5.i.
 - b. The Department agrees to participate in the Project cost up to the maximum amount of \$843,705 and as more fully described in **Exhibit "B"**. This amount includes Federal-aid funds which are limited to the actual amount of Federal-aid participation. The Department's participation may be increased or reduced upon determination of the actual bid amounts of the Project by the mutual execution of an amendment. The Recipient agrees to bear all expenses in excess of the total cost of the Project and any deficits incurred in connection with the completion of the Project.
 - c. Project costs eligible for Department participation will be allowed only from the date of this Agreement. It is understood that Department participation in eligible Project costs is subject to:

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- i. Legislative approval of the Department's appropriation request in the work program year that the Project is scheduled to be committed;
- ii. Availability of funds as stated in paragraphs 5.l. and 5.m. of this Agreement;
- iii. Approval of all plans, specifications, contracts or other obligating documents and all other terms of this Agreement; and
- iv. Department approval of the Project scope and budget at the time appropriation authority becomes available.

5. Requisitions and Payments

- a. The Recipient shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described more fully in **Exhibit "A"**.
- b. Invoices shall be submitted by the Recipient in detail sufficient for a proper pre-audit and post-audit based on the quantifiable, measurable and verifiable units of deliverables as established in **Exhibit "A"**. Deliverables must be received and accepted in writing by the Department's Project Manager prior to payments. Requests for reimbursement by the Recipient shall include an invoice, progress report and supporting documentation for the period of services being billed that are acceptable to the Department. The Recipient shall use the format for the invoice and progress report that is approved by the Department.
- c. The Recipient shall charge to the Project account all eligible costs of the Project except costs agreed to be borne by the Recipient or its contractors and subcontractors. Costs in excess of the programmed funding or attributable to actions which have not received the required approval of the Department shall not be considered eligible costs. All costs charged to the Project, including any approved services contributed by the Recipient or others, shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges.
- d. Supporting documentation must establish that the deliverables were received and accepted in writing by the Recipient and must also establish that the required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in **Exhibit "A"** was met. All costs invoiced shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of charges as described in **Exhibit "F"**, Contract Payment Requirements.
- e. Bills for travel expenses specifically authorized in this Agreement shall be submitted on the Department's Contractor Travel Form No. 300-000-06 and will be paid in accordance with Section 112.061, Florida Statutes and the most current version of the Disbursement Handbook for Employees and Managers.
- f. Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes or the Department's Comptroller under Section 334.044(29), Florida Statutes.
 If this box is selected, advance payment is authorized for this Agreement and **Exhibit "H"**, Alternative Advance Payment Financial Provisions is attached and incorporated into this Agreement.

If the Department determines that the performance of the Recipient is unsatisfactory, the Department shall notify the Recipient of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The Recipient shall, within thirty (30) days after notice from the Department, provide the Department with a corrective action plan describing how the Recipient will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the

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Department, the Recipient will not be reimbursed to the extent of the non-performance. The Recipient will not be reimbursed until the Recipient resolves the deficiency. If the deficiency is subsequently resolved, the Recipient may bill the Department for the unpaid reimbursement request(s) during the next billing period. If the Recipient is unable to resolve the deficiency, the funds shall be forfeited at the end of the Agreement's term.

- g.** Agencies providing goods and services to the Department should be aware of the following time frames. Inspection and approval of goods or services shall take no longer than 20 days from the Department's receipt of the invoice. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected, and approved.

If a payment is not available within 40 days, a separate interest penalty at a rate as established pursuant to **Section 55.03(1), F.S.**, will be due and payable, in addition to the invoice amount, to the Recipient. Interest penalties of less than one (1) dollar will not be enforced unless the Recipient requests payment. Invoices that have to be returned to an Recipient because of Recipient preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agencies who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

- h.** The Recipient shall maintain an accounting system or separate accounts to ensure funds and projects are tracked separately. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the Recipient's general accounting records and the project records, together with supporting documents and records, of the contractor and all subcontractors performing work on the project, and all other records of the Contractor and subcontractors considered necessary by the Department for a proper audit of costs.
- i.** Prior to the execution of this Agreement, a Project schedule of funding shall be prepared by the Recipient and approved by the Department. The Recipient shall maintain said schedule of funding, carry out the Project, and shall incur obligations against and make disbursements of Project funds only in conformity with the latest approved schedule of funding for the Project. The schedule of funding may be revised by execution of a Local Agency Program ("LAP") Supplemental Agreement between the Department and the Recipient. The Recipient acknowledges and agrees that funding for this project may be reduced upon determination of the Recipient's contract award amount.
- j.** If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the Recipient owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.
- k.** The Recipient must submit the final invoice on the Project to the Department within 120 days after the completion of the Project. Invoices submitted after the 120-day time period may not be paid.
- l.** The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the Department's funding for this Project is in multiple fiscal years, funds approval from the Department's Comptroller must be received each fiscal year prior to costs being incurred. See **Exhibit "B"** for funding levels by fiscal year. Project costs utilizing these fiscal year funds are not eligible for reimbursement if incurred prior to funds approval being received. The Department will notify the Recipient, in writing, when funds are available.
- m.** In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

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"The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years, and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."

6. Department Payment Obligations:

Subject to other provisions of this Agreement, the Department will honor requests for reimbursement to the Recipient pursuant to this Agreement. However, notwithstanding any other provision of this Agreement, the Department may elect by notice in writing not to make a payment if:

- a. The Recipient shall have made misrepresentation of a material nature in its application, or any supplement or amendment to its application, or with respect to any document or data furnished with its application or pursuant to this Agreement;
- b. There is any pending litigation with respect to the performance by the Recipient of any of its duties or obligations which may jeopardize or adversely affect the Project, the Agreement or payments to the Project;
- c. The Recipient shall have taken any action pertaining to the Project which, under this Agreement, requires the approval of the Department or has made a related expenditure or incurred related obligations without having been advised by the Department that same are approved;
- d. There has been any violation of the conflict of interest provisions contained in paragraph 14.f.; or
- e. The Recipient has been determined by the Department to be in default under any of the provisions of the Agreement.

The Department may suspend or terminate payment for that portion of the Project which the Federal Highway Administration ("FHWA"), or the Department acting in lieu of FHWA, may designate as ineligible for Federal-aid.

In determining the amount of the payment, the Department will exclude all Project costs incurred by the Recipient prior to the Department's issuance of a Notice to Proceed ("NTP"), costs incurred after the expiration of the Agreement, costs which are not provided for in the latest approved schedule of funding in **Exhibit "B"** for the Project, costs agreed to be borne by the Recipient or its contractors and subcontractors for not meeting the Project commencement and final invoice time lines, and costs attributable to goods or services received under a contract or other arrangements which have not been approved in writing by the Department.

7. General Requirements:

The Recipient shall complete the Project with all practical dispatch, in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, and all applicable laws. The Project will be performed in accordance with all applicable Department procedures, guidelines, manuals, standards, and directives as described in the Department's **Local Agency Program Manual** (FDOT Topic No. 525-010-300), which by this reference is made a part of this Agreement. Time is of the essence as to each and every obligation under this Agreement.

- a. A full time employee of the Recipient, qualified to ensure that the work being pursued is complete, accurate, and consistent with the terms, conditions, and specifications of this Agreement shall be in responsible charge of the Project, which employee should be able to perform the following duties and functions:
 - i. Administers inherently governmental project activities, including those dealing with cost, time,

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- adherence to contract requirements, construction quality and scope of Federal-aid projects;
- ii. Maintains familiarity of day to day Project operations, including Project safety issues;
 - iii. Makes or participates in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
 - iv. Visits and reviews the Project on a frequency that is commensurate with the magnitude and complexity of the Project;
 - v. Reviews financial processes, transactions and documentation to ensure that safeguards are in place to minimize fraud, waste, and abuse;
 - vi. Directs Project staff, agency or consultant, to carry out Project administration and contract oversight, including proper documentation;
 - vii. Is aware of the qualifications, assignments and on-the-job performance of the Recipient and consultant staff at all stages of the Project.
- b. Once the Department issues the NTP for the Project, the Recipient shall be obligated to submit an invoice or other request for reimbursement to the Department no less than once every 90 days (quarterly), beginning from the day the NTP is issued. If the Recipient fails to submit quarterly invoices to the Department, and in the event the failure to timely submit invoices to the Department results in the FHWA removing any unbilled funding or the loss of state appropriation authority (which may include the loss of state and federal funds, if there are state funds programmed to the Project), then the Recipient will be solely responsible to provide all funds necessary to complete the Project and the Department will not be obligated to provide any additional funding for the Project. The Recipient waives the right to contest such removal of funds by the Department, if the removal is related to FHWA's withdrawal of funds or if the removal is related to the loss of state appropriation authority. In addition to the loss of funding for the Project, the Department will also consider the de-certification of the Recipient for future LAP Projects. No cost may be incurred under this Agreement until after the Recipient has received a written NTP from the Department. The Recipient agrees to advertise or put the Project out to bid thirty (30) days from the date the Department issues the NTP to advertise the Project. If the Recipient is not able to meet the scheduled advertisement, the Department District LAP Administrator should be notified as soon as possible.
- c. If all funds are removed from the Project, including amounts previously billed to the Department and reimbursed to the Recipient, and the Project is off the State Highway System, then the Department will have to request repayment for the previously billed amounts from the Recipient. No state funds can be used on off-system projects, unless authorized pursuant to **Exhibit "I"**, State Funds Addendum, which will be attached to and incorporated in this Agreement in the event state funds are used on the Project.
- d. In the event that any election, referendum, approval, permit, notice or other proceeding or authorization is required under applicable law to enable the Recipient to enter into this Agreement or to undertake the Project or to observe, assume or carry out any of the provisions of the Agreement, the Recipient will initiate and consummate, as provided by law, all actions necessary with respect to any such matters.
- e. The Recipient shall initiate and prosecute to completion all proceedings necessary, including Federal-aid requirements, to enable the Recipient to provide the necessary funds for completion of the Project.
- f. The Recipient shall submit to the Department such data, reports, records, contracts, and other documents relating to the Project as the Department and FHWA may require. The Recipient shall make such submissions using Department-designated information systems.
- g. Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable federal and state laws, the regulations in 23 Code of Federal Regulations (C.F.R.) and 49 C.F.R., and policies and procedures prescribed by the Division Administrator of FHWA. Federal funds shall not be paid on account of any cost incurred prior to authorization by FHWA to the Department to proceed with the Project or part thereof involving such cost (23 C.F.R. 1.9 (a)). If FHWA or the Department determines that any amount

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claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the Recipient in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in parcel or Project costs in part or in total. For any amounts determined to be ineligible for federal reimbursement for which the Department has advanced payment, the Recipient shall promptly reimburse the Department for all such amounts within 90 days of written notice.

- h. For any project requiring additional right-of-way, the Recipient must submit to the Department an annual report of its real property acquisition and relocation assistance activities on the project. Activities shall be reported on a federal fiscal year basis, from October 1 through September 30. The report must be prepared using the format prescribed in 49 C.F.R. Part 24, Appendix B, and be submitted to the Department no later than October 15 of each year.

8. Audit Reports:

The administration of resources awarded through the Department to the Recipient by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of federal awards or limit the authority of any state agency inspector general, the State of Florida Auditor General, or any other state official. The Recipient shall comply with all audit and audit reporting requirements as specified below.

- a. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include, but not be limited to, on-site visits by Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to federal awards provided through the Department by this Agreement. By entering into this Agreement, the Recipient agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, State of Florida Chief Financial Officer (“CFO”), or State of Florida Auditor General.
- b. The Recipient, a non-federal entity as defined by 2 CFR Part 200, as a subrecipient of a federal award awarded by the Department through this Agreement is subject to the following requirements:
 - i. In the event the Recipient expends a total amount of federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the Recipient must have a federal single or program-specific audit for such fiscal year conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit “E”** to this Agreement provides the required federal award identification information needed by the Recipient to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining federal awards expended in a fiscal year, the Recipient must consider all sources of federal awards based on when the activity related to the federal award occurs, including the federal award provided through the Department by this Agreement. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.
 - ii. In connection with the audit requirements, the Recipient shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.

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- iii. In the event the Recipient expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in federal awards, the Recipient is exempt from federal audit requirements for that fiscal year. However, the Recipient must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Recipient's audit period for each applicable audit year. In the event the Recipient expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-federal resources (*i.e.*, the cost of such an audit must be paid from the Recipient's resources obtained from other than federal entities).
- iv. The Recipient must electronically submit to the Federal Audit Clearinghouse (“FAC”) at <https://harvester.census.gov/facweb/> the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements, and this Agreement. However, the Department requires a copy of the audit reporting package also be submitted to FDOTSingleAudit@dot.state.fl.us within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.
- v. Within six months of acceptance of the audit report by the FAC, the Department will review the Recipient's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the federal award provided through the Department by this Agreement. If the Recipient fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Recipient or more severe enforcement action by the Department;
 - 2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the federal award;
 - 4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the federal awarding agency);
 - 5. Withhold further federal awards for the Project or program;
 - 6. Take other remedies that may be legally available.
- vi. As a condition of receiving this federal award, the Recipient shall permit the Department or its designee, the CFO, or State of Florida Auditor General access to the Recipient's records including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.
- vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0450
FDOTSingleAudit@dot.state.fl.us
- c. The Recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department or its designee, the CFO, or State of Florida Auditor General access to such records upon request. The Recipient shall ensure that the audit working papers are made available to the Department or its designee, the CFO, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department.

9. Termination or Suspension of Project:

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The Department may, by written notice to the Recipient, suspend any or all of the Department's obligations under this Agreement for the Recipient's failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected.

- a. If the Department intends to terminate the Agreement, the Department shall notify the Recipient of such termination in writing at least thirty (30) days prior to the termination of the Agreement, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.
- b. The Parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the Parties shall agree upon the termination conditions.
- c. If the Agreement is terminated before performance is completed, the Recipient shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed the equivalent percentage of the Department's maximum financial assistance. If any portion of the Project is located on the Department's right-of-way, then all work in progress on the Department right-of-way will become the property of the Department and will be turned over promptly by the Recipient.
- d. In the event the Recipient fails to perform or honor the requirements and provisions of this Agreement, the Recipient shall promptly refund in full to the Department within thirty (30) days of the termination of the Agreement any funds that were determined by the Department to have been expended in violation of the Agreement.
- e. The Department reserves the right to unilaterally cancel this Agreement for failure by the Recipient to comply with the Public Records provisions of Chapter 119, Florida Statutes.

10. Contracts of the Recipient:

- a. Except as otherwise authorized in writing by the Department, the Recipient shall not execute any contract or obligate itself in any manner requiring the disbursement of Department funds, including consultant or construction contracts or amendments thereto, with any third party with respect to the Project without the written approval of the Department. Failure to obtain such approval shall be sufficient cause for nonpayment by the Department. The Department specifically reserves the right to review the qualifications of any consultant or contractor and to approve or disapprove the employment of such consultant or contractor.
- b. It is understood and agreed by the parties to this Agreement that participation by the Department in a project with the Recipient, where said project involves a consultant contract for engineering, architecture or surveying services, is contingent on the Recipient's complying in full with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act, the federal Brooks Act, 23 C.F.R. 172, and 23 U.S.C. 112. At the discretion of the Department, the Recipient will involve the Department in the consultant selection process for all projects funded under this Agreement. In all cases, the Recipient shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act and the federal Brooks Act.
- c. The Recipient shall comply with, and require its consultants and contractors to comply with applicable federal law pertaining to the use of Federal-aid funds. The Recipient shall comply with the provisions in the FHWA-1273 form as set forth in **Exhibit "G"**, FHWA 1273 attached to and incorporated in this Agreement. The Recipient shall include FHWA-1273 in all contracts with contractors performing work on the Project.
- d. The Recipient shall require its consultants and contractors to take emergency steps to close any public road whenever there is a risk to life, health and safety of the travelling public. The safety of the travelling public is the Department's first priority for the Recipient.

11. Disadvantaged Business Enterprise (DBE) Policy and Obligation:

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It is the policy of the Department that DBE's, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement.

The Recipient and its contractors agree to ensure that DBE's have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBE's have the opportunity to compete for and perform contracts. The Recipient and its contractors and subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

12. Compliance with Conditions and Laws:

The Recipient shall comply and require its contractors and subcontractors to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project. Execution of this Agreement constitutes a certification that the Recipient is in compliance with, and will require its contractors and subcontractors to comply with, all requirements imposed by applicable federal, state, and local laws and regulations, including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," in 49 C.F.R. Part 29, and 2 C.F.R. Part 200 when applicable.

13. Performance Evaluations:

Recipients are evaluated on a project-by-project basis. The evaluations provide information about oversight needs and provide input for the recertification process. Evaluations are submitted to the Recipient's person in responsible charge or designee as part of the Project closeout process. The Department provides the evaluation to the Recipient no more than 30 days after final acceptance.

- a. Each evaluation will result in one of three ratings. A rating of Unsatisfactory Performance means the Recipient failed to develop the Project in accordance with applicable federal and state regulations, standards and procedures, required excessive District involvement/oversight, or the Project was brought in-house by the Department. A rating of Satisfactory Performance means the Recipient developed the Project in accordance with applicable federal and state regulations, standards and procedures, with minimal District involvement/oversight. A rating of Above Satisfactory Performance means the Recipient developed the Project in accordance with applicable federal and state regulations, standards and procedures, and the Department did not have to exceed the minimum oversight and monitoring requirements identified for the project.
- b. The District will determine which functions can be further delegated to Recipients that continuously earn Satisfactory and Above Satisfactory evaluations.

14. Restrictions, Prohibitions, Controls, and Labor Provisions:

During the performance of this Agreement, the Recipient agrees as follows, and agrees to require its contractors and subcontractors to include in each subcontract the following provisions:

- a. The Recipient will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, the regulations of the U.S. Department of Transportation issued thereunder, and the assurance by the Recipient pursuant thereto. The Recipient shall include the attached **Exhibit "C"**, Title VI Assurances in all contracts with consultants and contractors performing work on the Project that ensure compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21, and related statutes and regulations.
- b. The Recipient will comply with all the requirements as imposed by the ADA, the regulations of the Federal Government issued thereunder, and assurance by the Recipient pursuant thereto.
- c. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017,

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Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

- d. In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity.
- e. An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Recipient.
- f. Neither the Recipient nor any of its contractors or their subcontractors shall enter into any contract, subcontract or arrangement in connection with the Project or any property included or planned to be included in the Project in which any member, officer or employee of the Recipient or the locality during tenure or for 2 years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interest is immediately disclosed to the Recipient, the Recipient, with prior approval of the Department, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the Recipient or the locality relating to such contract, subcontract or arrangement. The Recipient shall insert in all contracts entered into in connection with the Project or any property included or planned to be included in any Project, and shall require its contractors to insert in each of their subcontracts, the following provision:

"No member, officer or employee of the Recipient or of the locality during his tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this paragraph shall not be applicable to any agreement between the Recipient and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

- g. No member or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

15. Indemnification and Insurance:

- a. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof, a third-party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Recipient guarantees the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Recipient or any subcontractor, in connection with this Agreement.
- b. To the extent provided by law, Recipient shall indemnify, defend, and hold harmless the Department against any actions, claims, or damages arising out of, relating to, or resulting from negligent or wrongful act(s) of Recipient, or any of its officers, agents, or employees, acting within the scope of their office or employment, in connection with the rights granted to or exercised by Recipient hereunder, to the extent and within the limitations of Section 768.28, Florida Statutes. The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth in Florida Statutes, Section 768.28, nor shall the same be construed to constitute agreement by Recipient to indemnify the Department for the negligent acts or omissions of the Department, its officers, agents, or employees, or for the acts of third parties. Nothing herein shall be construed as consent by Recipient to be sued by third parties in any manner arising out of this Agreement. This indemnification shall survive the termination of this Agreement.

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- c. Recipient agrees to include the following indemnification in all contracts with contractors, subcontractors, consultants, or subconsultants (each referred to as "Entity" for the purposes of the below indemnification) who perform work in connection with this Agreement:

"To the extent provided by law, [ENTITY] shall indemnify, defend, and hold harmless the [RECIPIENT] and the State of Florida, Department of Transportation, including the Department's officers, agents, and employees, against any actions, claims, or damages arising out of, relating to, or resulting from negligent or wrongful act(s) of [ENTITY], or any of its officers, agents, or employees, acting within the scope of their office or employment, in connection with the rights granted to or exercised by [ENTITY] hereunder, to the extent and within the limitations of Section 768.28, Florida Statutes.

The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth in Florida Statutes, Section 768.28. Nor shall the same be construed to constitute agreement by [ENTITY] to indemnify [RECIPIENT] for the negligent acts or omissions of [RECIPIENT], its officers, agents, or employees, or third parties. Nor shall the same be construed to constitute agreement by [ENTITY] to indemnify the Department for the negligent acts or omissions of the Department, its officers, agents, or employees, or third parties. This indemnification shall survive the termination of this Agreement."

- d. The Recipient shall, or cause its contractor or consultant to carry and keep in force, during the term of this Agreement, a general liability insurance policy or policies with a company or companies authorized to do business in Florida, affording public liability insurance with combined bodily injury limits of at least \$200,000 per person and \$300,000 each occurrence, and property damage insurance of at least \$200,000 each occurrence, for the services to be rendered in accordance with this Agreement. The Recipient shall also, or cause its contractor or consultant to carry and keep in force Workers' Compensation Insurance as required by the State of Florida under the Workers' Compensation Law. With respect to any general liability insurance policy required pursuant to this Agreement, all such policies shall be issued by companies licensed to do business in the State of Florida. The Recipient shall provide to the Department certificates showing the required coverage to be in effect with endorsements showing the Department to be an additional insured prior to commencing any work under this Agreement. Policies that include Self Insured Retention will not be accepted. The certificates and policies shall provide that in the event of any material change in or cancellation of the policies reflecting the required coverage, thirty days advance notice shall be given to the Department or as provided in accordance with Florida law.

16. Maintenance Obligations: In the event the Project includes construction then the following provisions are incorporated into this Agreement:

- a. The Recipient agrees to maintain any portion of the Project not located on the State Highway System constructed under this Agreement for its useful life. If the Recipient constructs any improvement on Department right-of-way, the Recipient

- shall
 shall not

maintain the improvements located on the Department right-of-way for their useful life. If the Recipient is required to maintain Project improvements located on the Department right-of-way beyond final acceptance, then Recipient shall, prior to any disbursement of the state funding provided under this Agreement, also execute a Maintenance Memorandum of Agreement in a form that is acceptable to the Department. The Recipient has agreed to the foregoing by resolution, and such resolution is attached and incorporated into this Agreement as **Exhibit "D"**. This provision will survive termination of this Agreement.

17. Miscellaneous Provisions:

- a. The Recipient will be solely responsible for compliance with all applicable environmental regulations, for any liability arising from non-compliance with these regulations, and will reimburse the Department for any loss incurred in connection therewith. The Recipient will be responsible for securing any applicable permits. The Recipient shall include in all contracts and subcontracts for amounts in excess of \$150,000, a provision requiring compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air

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Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387).

- b. The Department shall not be obligated or liable hereunder to any individual or entity not a party to this Agreement.
- c. In no event shall the making by the Department of any payment to the Recipient constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Recipient and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.
- d. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.
- e. By execution of the Agreement, the Recipient represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.
- f. Nothing in the Agreement shall require the Recipient to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the Recipient will at once notify the Department in writing in order that appropriate changes and modifications may be made by the Department and the Recipient to the end that the Recipient may proceed as soon as possible with the Project.
- g. In the event that this Agreement involves constructing and equipping of facilities, the Recipient shall submit to the Department for approval all appropriate plans and specifications covering the Project. The Department will review all plans and specifications and will issue to the Recipient a written approval with any approved portions of the Project and comments or recommendations covering any remainder of the Project deemed appropriate. After resolution of these comments and recommendations to the Department's satisfaction, the Department will issue to the Recipient a written approval with said remainder of the Project. Failure to obtain this written approval shall be sufficient cause of nonpayment by the Department.
- h. Upon completion of right-of-way activities on the Project, the Recipient must certify compliance with all applicable federal and state requirements. Certification is required prior to authorization for advertisement for or solicitation of bids for construction of the Project, including if no right-of-way is required.
- i. The Recipient will certify in writing, prior to Project closeout that the Project was completed in accordance with applicable plans and specifications, is in place on the Recipient's facility, adequate title is in the Recipient's name, and the Project is accepted by the Recipient as suitable for the intended purpose.
- j. The Recipient agrees that no federally-appropriated funds have been paid, or will be paid by or on behalf of the Recipient, to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement. If any funds other than federally-appropriated funds have been paid by the Recipient to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The Recipient shall require that the language of this paragraph be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. No funds received pursuant to this contract may be expended for lobbying the Legislature, the judicial branch or a state agency.

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- k. The Recipient may not permit the Engineer of Record to perform Construction, Engineering and Inspection services on the Project.
- l. The Recipient shall comply with all applicable federal guidelines, procedures, and regulations. If at any time a review conducted by Department and or FHWA reveals that the applicable federal guidelines, procedures, and regulations were not followed by the Recipient and FHWA requires reimbursement of the funds, the Recipient will be responsible for repayment to the Department of all funds awarded under the terms of this Agreement.
- m. The Recipient shall:
 - i. utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by Recipient during the term of the contract; and
 - ii. expressly require any contractor and subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
- n. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
- o. The Parties agree to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.
- p. If the Project is procured pursuant to Chapter 255 for construction services and at the time of the competitive solicitation for the Project 50 percent or more of the cost of the Project is to be paid from state-appropriated funds, then the Recipient must comply with the requirements of Section 255.0991, Florida Statutes.

18. Exhibits:

- a. **Exhibits "A", "B", "C", "D", "E" and "F"** are attached to and incorporated into this Agreement.
- b. If this Project includes Phase 58 (construction) activities, then **Exhibit "G"**, FHWA FORM 1273, is attached and incorporated into this Agreement.
- c. Alternative Advance Payment Financial Provisions are used on this Project. If an Alternative Pay Method is used on this Project, then **Exhibit "H"**, Alternative Advance Payment Financial Provisions, is attached and incorporated into this Agreement.
- d. State funds are used on this Project. If state funds are used on this Project, then **Exhibit "I"**, State Funds Addendum, is attached and incorporated into this Agreement. **Exhibit "J"**, State Financial Assistance (Florida Single Audit Act), is attached and incorporated into this Agreement.
- e. This Project utilizes Advance Project Reimbursement. If this Project utilizes Advance Project Reimbursement, then **Exhibit "K"**, Advance Project Reimbursement is attached and incorporated into this Agreement.
- f. This Project includes funding for landscaping. If this Project includes funding for landscaping, then **Exhibit "L"**, Landscape Maintenance, is attached and incorporated into this Agreement.
- g. This Project includes funding for a roadway lighting system. If the Project includes funding for roadway lighting system, **Exhibit "M"**, Roadway Lighting Maintenance is attached and incorporated into this Agreement.
- h. This Project includes funding for traffic signals and/or traffic signal systems. If this Project includes funding for traffic signals and/or traffic signals systems, **Exhibit "N"**, Traffic Signal Maintenance is attached and incorporated into this Agreement.

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- i. A portion or all of the Project will utilize Department right-of-way and, therefore, **Exhibit "O"**, Terms and Conditions of Construction in Department Right-of-Way, is attached and incorporated into this Agreement.
- j. The following Exhibit(s) are attached and incorporated into this Agreement: _____

k. Exhibit and Attachment List

Exhibit A: Project Description and Responsibilities

Exhibit B: Schedule of Financial Assistance

Exhibit C: Title VI Assurances

Exhibit D: Recipient Resolution

Exhibit E: Federal Financial Assistance (Single Audit Act)

Exhibit F: Contract Payment Requirements

* Exhibit G: FHWA Form 1273

* Exhibit H: Alternative Advance Payment Financial Provisions

* Exhibit I: State Funds Addendum

* Exhibit J: State Financial Assistance (Florida Single Audit Act)

* Exhibit K: Advance Project Reimbursement

* Exhibit L: Landscape Maintenance

* Exhibit M: Roadway Lighting Maintenance

* Exhibit N: Traffic Signal Maintenance

* Exhibit O: Terms and Conditions of Construction in Department Right-of-Way

* Additional Exhibit(s): G

*** Indicates that the Exhibit is only attached and incorporated if applicable box is selected.**

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IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written above.

RECIPIENT Leon County, Florida

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: _____
Name:
Title:

By: _____
Name: Tim Smith, P.E.
Title: Interim Director of Transportation Development

Legal Review:

EXHIBIT "A"

PROJECT DESCRIPTION AND RESPONSIBILITIES

FPN: 442060-2-58-01, 442060-2-68-01

This exhibit forms an integral part of the Local Agency Program Agreement between the State of Florida, Department of Transportation and

Leon County, Florida (the Recipient)

PROJECT LOCATION:

- The project is on the National Highway System.
- The project is on the State Highway System.

PROJECT LENGTH AND MILE POST LIMITS: 1.00 miles

PROJECT DESCRIPTION: The project scope is to add 5' paved bike lanes on both sides of the road and to overlay/re-stripe approximately 1.0 miles of roadway beginning approximately 1.3 miles south of the intersection of State Road 20 and Smith Creek Road. It is anticipated that stabilized subbase and lime rock road base will be constructed under the added pavement width. The smaller cross drains will be extended to accommodate the new pavement width. Larger crossings such as box culverts and bridges will not be modified due to the potential cost and environment impacts. As the bike lanes approach the larger crossings, the bike lanes will taper down to the 22' road width and bicyclists will share the main travel lanes.

SPECIAL CONSIDERATIONS BY RECIPIENT:

The Recipient is required to provide a copy of the design plans for the Department's review and approval to coordinate permitting with the Department, and notify the Department prior to commencement of any right-of-way activities.

The Recipient shall commence the project's activities subsequent to the execution of this Agreement and shall perform in accordance with the following schedule:

- a) Study to be completed by .
- b) Design to be completed by .
- c) Right-of-Way requirements identified and provided to the Department by .
- d) Right-of-Way to be certified by .
- e) Construction contract to be let by .
- f) Construction to be completed by June 30, 2021.

If this schedule cannot be met, the Recipient will notify the Department in writing with a revised schedule or the project is subject to the withdrawal of funding.

SPECIAL CONSIDERATIONS BY DEPARTMENT:

The Cultural Resource Assessment Survey (including coordination with the State Historic Preservation Officer) and all documentation necessary to support the environmental Class of Action Determination will be the responsibility of the Department.

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EXHIBIT "B"
SCHEDULE OF FINANCIAL ASSISTANCE

RECIPIENT NAME & BILLING ADDRESS: Leon County, Florida 301 S. Monroe Street, 5th Floor Tallahassee, FL 32301 Leon County	FINANCIAL PROJECT NUMBER: 442060-2-58-01, 442060-2-68-01
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PHASE OF WORK By Fiscal Year	MAXIMUM PARTICIPATION			
	(1) TOTAL PROJECT FUNDS	(2) LOCAL FUNDS	(3) STATE FUNDS	(4) FEDERAL FUNDS
Design- Phase 38				
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
Total Design Cost	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Right-of-Way- Phase 48				
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
Total Right-of-Way Cost	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Construction- Phase 58				
FY: 2020 (Eastern Federal Lands)	\$ 738,205.00	\$ _____	\$ _____	\$ 738,205.00
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
Total Construction Cost	\$ 738,205.00	\$ 0.00	\$ 0.00	\$ 738,205.00
Construction Engineering and Inspection (CEI)- Phase 68				
FY: 2020 (Eastern Federal Lands)	\$ 105,500.00	\$ _____	\$ _____	\$ 105,500.00
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
Total CEI Cost	\$ 105,500.00	\$ 0.00	\$ 0.00	\$ 105,500.00
(Insert Phase)				
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
Total Phase Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL COST OF THE PROJECT	\$ 843,705.00	\$ 0.00	\$ 0.00	\$ 843,705.00

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

Dustin Castells
 District Grant Manager Name

 Signature Date

Exhibit "C"
TITLE VI ASSURANCES

During the performance of this contract, the consultant or contractor, for itself, its assignees and successors in interest (hereinafter collectively referred to as the "contractor") agrees as follows:

- (1.) Compliance with REGULATIONS:** The contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") **Title 49, Code of Federal Regulations, Part 21**, as they may be amended from time to time, (hereinafter referred to as the **REGULATIONS**), which are herein incorporated by reference and made a part of this contract.
- (2.) Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, or sex in the selection and retention of sub-contractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by **Section 21.5** of the **REGULATIONS**, including employment practices when the contract covers a program set forth in **Appendix B** of the **REGULATIONS**.
- (3.) Solicitations for Sub-contractors, including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under sub-contract, including procurements of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the **REGULATIONS** relative to nondiscrimination on the basis of race, color, national origin, or sex.
- (4.) Information and Reports:** The contractor shall provide all information and reports required by the **REGULATIONS** or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such **REGULATIONS**, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the *Florida Department of Transportation*, or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Florida Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or

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Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to:

- a. withholding of payments to the contractor under the contract until the contractor complies, and/or
- b. cancellation, termination or suspension of the contract, in whole or in part.

(6.) Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (7) in every sub-contract, including procurements of materials and leases of equipment, unless exempt by the **REGULATIONS**, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contract or procurement as the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

(7.) Compliance with Nondiscrimination Statutes and Authorities: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

Attachment #1
Page 20 of 23

525-010-40D
PROGRAM MANAGEMENT
OGC – 10/18
Page 1 of 1

EXHIBIT “D”

RECIPIENT RESOLUTION

The Recipient’s Resolution authorizing entry into this Agreement is attached and incorporated into this Agreement.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

Attachment #1
Page 21 of 23
525-010-40E
PROGRAM MANAGEMENT
10/18
Page 1 of 1

EXHIBIT "E"

FEDERAL FINANCIAL ASSISTANCE (SINGLE AUDIT ACT)

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

CFDA No.: 20.205
CFDA Title: Highway Planning and Construction
Federal-Aid Highway Program, Federal Lands Highway Program
CFDA Program Site: <https://www.cfda.gov/>
Award Amount: \$843,705.00
Awarding Agency: Florida Department of Transportation
Award is for R&D: No
Indirect Cost Rate: N/A

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE SUBJECT TO THE FOLLOWING:

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards
<http://www.ecfr.gov/>

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO THE FOLLOWING:

Title 23 – Highways, United States Code
<http://uscode.house.gov/browse/prelim@title23&edition=prelim>

Title 49 – Transportation, United States Code
<http://uscode.house.gov/browse/prelim@title49&edition=prelim>

Map-21 – Moving Ahead for Progress in the 21st Century, Public Law 112-141
<http://www.gpo.gov/fdsys/pkg/PLAW-112publ141/pdf/PLAW-112publ141.pdf>

Federal Highway Administration – Florida Division
<http://www.fhwa.dot.gov/fldiv/>

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)
<https://www.fsr.gov/>

EXHIBIT "F"

CONTRACT PAYMENT REQUIREMENTS

Florida Department of Financial Services, Reference Guide for State Expenditures *Cost Reimbursement Contracts*

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

(1) Salaries: A payroll register or similar documentation should be submitted. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

(2) Fringe Benefits: Fringe Benefits should be supported by invoices showing the amount paid on behalf of the employee (e.g., insurance premiums paid). If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown.

Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

(3) Travel: Reimbursement for travel must be in accordance with Section 112.061, Florida Statutes, which includes submission of the claim on the approved State travel voucher or electronic means.

(4) Other direct costs: Reimbursement will be made based on paid invoices/receipts. If nonexpendable property is purchased using State funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with Department of Management Services Rule 60A-1.017, Florida Administrative Code, regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in Section 273.02, Florida Statutes, for subsequent transfer to the State.

(5) In-house charges: Charges which may be of an internal nature (e.g., postage, copies, etc.) may be reimbursed on a usage log which shows the units times the rate being charged. The rates must be reasonable.

(6) Indirect costs: If the contract specifies that indirect costs will be paid based on a specified rate, then the calculation should be shown.

Contracts between state agencies, and or contracts between universities may submit alternative documentation to substantiate the reimbursement request that may be in the form of FLAIR reports or other detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address http://www.myfloridacfo.com/aadir/reference_guide/.

EXHIBIT "G"

**FHWA FORM 1273
FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

**LEGAL REQUIREMENTS AND RESPONSIBILITY TO THE PUBLIC –
COMPLIANCE WITH FHWA 1273.**

The FHWA-1273 version dated May 1, 2012 is appended in its entirety to this Exhibit. FHWA-1273 may also be referenced on the Department's website at the following URL address:
<http://www.fhwa.dot.gov/programadmin/contracts/1273/1273.pdf>

Sub-recipients of federal grants awards for Federal-Aid Highway construction shall take responsibility to obtain this information and comply with all provisions contained in FHWA-1273.

RESOLUTION: 20-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA APPROVING A LOCAL AGENCY PROGRAM AGREEMENT BETWEEN THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION, AND LEON COUNTY, FLORIDA FOR THE CONSTRUCTION OF PHASE II OF THE SMITH CREEK BICYCLE LANES IMPROVEMENT PROJECT (CR 375)

WHEREAS, The State of Florida, Department of Transportation (the “DEPARTMENT”) and Leon County, Florida, a charter county and political subdivision of the State of Florida (the “COUNTY”) are desirous of having the DEPARTMENT participate in the construction of bicycle lanes on a portion of Smith Creek Road (CR 375), the details of which are described in the Local Agency Participation Agreement between the DEPARTMENT and the COUNTY as presented to the Board of County Commissioners of Leon County, Florida at its regular meeting on May 12, 2020 (the “LAP Agreement”); and

WHEREAS, the Construction of CR 375 Smith Creek Road - Phase II (the “PROJECT”), will be conducted in Leon County, and the DEPARTMENT is prepared to contribute funds in an amount up to Eight Hundred Forty-Three Thousand Seven Hundred Five and 00/100 Dollars (\$843,705.00) toward the PROJECT; and

WHEREAS, completion of the PROJECT is in the interest of the DEPARTMENT and the COUNTY, as the project will substantially improve the safety, operation, and efficiency of Smith Creek Road (CR 375).

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County, Florida, assembled in regular session this 12th day of May, 2020, that the Board hereby approves the LAP Agreement and hereby authorizes the County Administrator to execute the LAP Agreement in a form approved by the County Attorney.

Passed and adopted on this 12th day of May, 2020.

LEON COUNTY, FLORIDA

BY: _____
Bryan Desloge, Chairman
Board of County Commissioners

ATTESTED BY:
Gwendolyn Marshall, Clerk of Court &
Comptroller, Leon County, Florida

APPROVED AS TO FORM:
Chasity H. O’Steen, County Attorney
Leon County Attorney’s Office

BY: _____

By: _____

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2019/2020; and,

WHEREAS, the Board of County Commissioners, pursuant to Chapter 129, Florida Statutes, desires to amend the budget.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Leon County, Florida, hereby amends the budget as reflected on the Departmental Budget Amendment Request Form attached hereto and incorporated herein by reference.

Adopted this 12th day of May, 2020.

LEON COUNTY, FLORIDA

BY: _____
Bryan Desloge, Chairman
Board of County Commissioners

ATTEST:
Gwendolyn Marshall, Clerk of the Court and Comptroller
Leon County, Florida

BY: _____

APPROVED AS TO FORM:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

BY: _____

FISCAL YEAR 2019/2020 BUDGET AMENDMENT REQUEST

No: BAB20019
Date: 4/23/2020

Agenda Item No: _____
Agenda Item Date: 5/12/2020

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail

Revenues

<i>Fund</i>	<i>Org</i>	<i>Account Information</i>		<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
		<i>Acct</i>	<i>Prog</i>				
125	052005	334401	000	FDOT Smith Creek Bike Lanes Grant Phase II	134,196	843,705	977,901
Subtotal:						843,705	

Expenditures

<i>Fund</i>	<i>Org</i>	<i>Account Information</i>		<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
		<i>Acct</i>	<i>Prog</i>				
125	052005	56392	541	Improvements Other Than Buildings; Contractual Services	-	105,500	105,500
125	052005	56900	541	Smith Creek Bikes Lanes Infrastructure Improvements	-	738,205	738,205
Subtotal:						843,705	

Purpose of Request

This budget amendment appropriates \$843,705 as a reimbursable grant with no match requirement from Florida Department of Transportation for a Local Agency Program (LAP) Agreement for Phase II construction of bicycle lanes on a portion of Smith Creek Road to enhance and promote the safe use of non-motorized transportation alternatives to access the Apalachicola National Forest.

Group/Program Director

Budget Manager

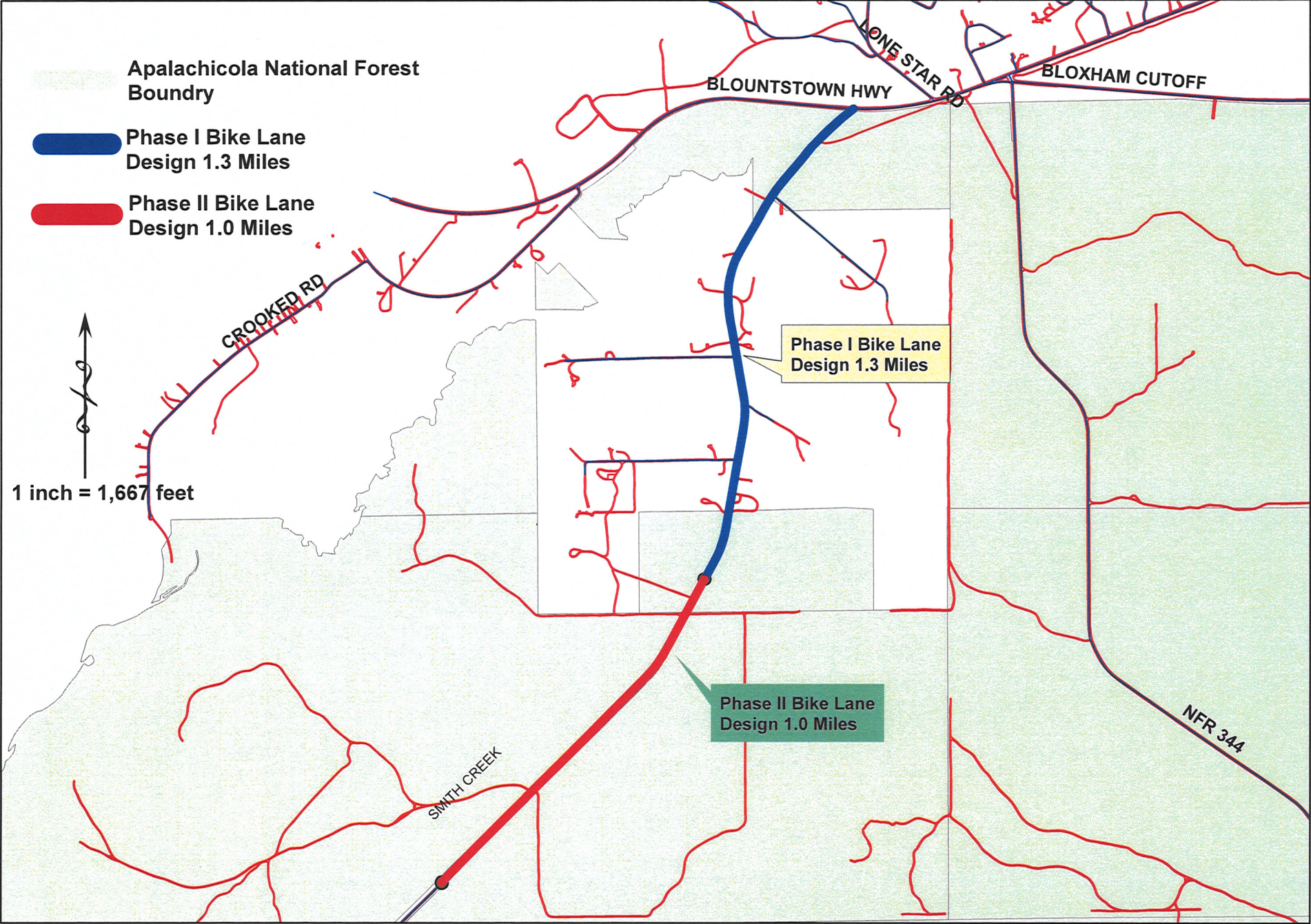
Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution

Motion

Administrator

LEON COUNTY



BIKE LANE DESIGN FOR SMITH CREEK RD./ COUNTY ROAD 375.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #14

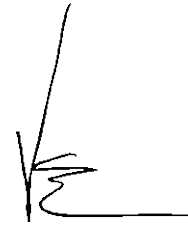
Leon County Board of County Commissioners

Agenda Item #14

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Maintenance Agreement with Florida Department of Transportation for the Landscaping of the Medians along Thomasville Road from Millstone Plantation North to Wolfpack Way

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Brent Pell, P.E., Director, Public Works
Lead Staff/ Project Team:	Andrew Riley, Director of Operations Dean Richards, Right of Way Superintendent

Statement of Issue:

This agenda item seeks Board approval of a Maintenance Agreement between Leon County and the Florida Department of Transportation (FDOT) for the County to formally accept maintenance responsibility for the landscaping of the medians along Thomasville Road from Millstone Plantation North to Wolfpack Way. This item also seeks Board approval of a supplemental agreement to establish FDOT's financial reimbursement to the County for a portion of the costs associated with this maintenance. The County agreed to assume this maintenance as part of FDOT's Bold Landscape Initiative to enhance the appearance of Thomasville Road between Killarney Way and Lawton Chiles High School.

Fiscal Impact:

This item has a fiscal impact. The cost of maintaining this segment of Thomasville Road is approximately \$27,300 per year. FDOT will provide a nominal reimbursement of \$961 per year to offset a portion of the maintenance costs. Funding is available in the Operations Division's FY 2020 operating budget to cover the anticipated costs for this fiscal year. Ongoing maintenance costs and the additional revenue from FDOT will be included in future budgets.

Staff Recommendation:

See next page.

Staff Recommendation:

- Option #1: Approve the Maintenance Agreement with the Florida Department of Transportation for landscape maintenance of the medians along Thomasville Road from Millstone Plantation North to Wolfpack Way (Attachment #1) and authorize the County Administrator to execute in a form approved by the County Attorney.
- Option #2: Approve the First Amendment to the Maintenance Memorandum of Agreement with the Florida Department of Transportation for financial reimbursement for landscape maintenance of the medians along Thomasville Road from Millstone Plantation North to Wolfpack Way (Attachment #2) and authorize the County Administrator to execute in a form approved by the County Attorney.
- Option #3: Adopt the Resolution approving the First Amendment to the Memorandum of Agreement (Attachment #3) and authorize the Chairman to execute in a form approved by the County Attorney.

Report and Discussion

Background:

This agenda item seeks Board approval of a Maintenance Agreement between Leon County and the Florida Department of Transportation (FDOT) for the County to formally accept maintenance responsibility for the landscaping of the medians along Thomasville Road from Millstone Plantation North to Wolfpack Way (Attachment #1). This item also seeks Board approval of a supplemental agreement to establish FDOT's financial reimbursement to the County for a portion of the costs associated with this maintenance (Attachment #2).

In 2016, FDOT approached the County and City regarding their plans to enhance the appearance of Thomasville Road, between Killarney Way and Lawton Chiles High School, in which, portions are located within unincorporated Leon County and the City limits. This initiative emphasizes the use of larger sized trees along the roadway which provide an enhanced appearance for the roadway without utilizing sizable landscaped planting areas. FDOT's Bold Landscape Initiative requires local governments to fund nearly all of the ongoing maintenance responsibilities within their respective jurisdictions for the enhanced plantings.

At that time, the City agreed to accept the Bold Landscape for the portion of Thomasville Road within its jurisdiction. To ensure the appearance remained consistent throughout the corridor, the County also agreed to maintain medians on Thomasville Road from Millstone Plantation North to Wolfpack Way. FDOT historically has not provided financial reimbursement to the County for enhanced landscaping. However, since initial discussions in 2016 regarding the Bold Landscape Initiative, FDOT has agreed to reimburse the County a nominal amount of \$961 a year to offset a portion of the related maintenance costs. The County's current financial reimbursement agreement with FDOT, which was approved at the September 17, 2019 meeting and includes sections of Apalachee Parkway, Mahan Drive, Blountstown Highway, Pensacola Street, and Capital Circle, has been expanded to include maintenance of the additional sections on Thomasville Road.

In March 2018, FDOT completed the installation of 174 trees and an irrigation system within the medians on Thomasville Road. FDOT's landscape contractor was required to provide the maintenance for a two-year period. The contractor's maintenance and warranty expired on March 26, 2020.

Analysis:

Under the proposed Agreement, the County will provide maintenance of the areas in accordance with the FDOT Landscape Care Guide. The County will be responsible for the landscaping, irrigation, and other related materials in the medians as identified in the Project design plans. The County will only be responsible for maintenance of the landscaped medians. FDOT is still responsible for all other maintenance along Thomasville Road.

The cost of maintaining the segment in the County is approximately \$27,300 per year. The anticipated maintenance costs for the remainder of FY 2020 will be covered within the Operations

Division's current operating budget. Ongoing maintenance costs and the additional revenue from
FDOT will be included in future budgets.

Options:

1. Approve the Maintenance Agreement with the Florida Department of Transportation for
landscape maintenance of the medians along Thomasville Road from Millstone Plantation
North to Wolfpack Way (Attachment #1) and authorize the County Administrator to execute
in a form approved by the County Attorney.
2. Approve the First Amendment to the Maintenance Memorandum of Agreement with the
Florida Department of Transportation for financial reimbursement for landscape maintenance
of the medians along Thomasville Road from Millstone Plantation North to Wolfpack Way
(Attachment #2) and authorize the County Administrator to execute.
3. Adopt the Resolution approving the First Amendment to the Memorandum of Agreement
(Attachment #3) and authorize the Chairman to execute in a form approved by the County
Attorney.
4. Do not approve the Maintenance Agreement with the Florida Department of Transportation
for landscape maintenance of the medians along Thomasville Road from Millstone Plantation
North to Wolfpack Way.
5. Board direction.

Recommendation:

Options #1, #2, and #3

Attachments:

1. Proposed Maintenance Agreement
2. First Amendment to Maintenance Memorandum of Agreement
3. Proposed Resolution approving the First Amendment to the Memorandum of Agreement


FPID ID(s): 435182-2-52-01

COUNTY: Leon County

- DESCRIPTION: SR 61 (US 319) Thomasville Road from Millstone Plantation North to Wolfpack Way -medians (Section 55050000 from Milepost 8.214 to Milepost 9.610)

~~TALLAHASSEE, FLORIDA,~~ **LEON COUNTY**

MAINTENANCE AGREEMENT

THIS AGREEMENT, made and entered into on this the ____ day of _____, 20__, by and between the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION (hereinafter called "Department") and  County of Leon (hereinafter called "County").

RECITALS

1. The DEPARTMENT shall furnish the services with which to undertake and complete the project within the COUNTY identified and known to the parties as Financial Project ID(s) 435182-2-52-01 ("Project"), which shall consist of both an Installation Phase and an Establishment Phase, as further described on the attached Exhibit "A", which is incorporated by reference herein, said PROJECT which shall be of benefit to the COUNTY;
2. The DEPARTMENT has responsibility for operation and maintenance of the State Highway System;
3. The COUNTY has agreed to maintain the existing vegetation in the SR 261 Corridor and the vegetation installed in the PROJECT subsequent to the DEPARTMENT issuing a final acceptance of the Installation and Establishment Phases, in accordance with the terms below;
4. The COUNTY has authorized its officers to execute this AGREEMENT by County Commission action on ____ day of _____, 20__; and
5. The DEPARTMENT is authorized pursuant to Section 334.044, Florida Statutes to enter into contracts and agreements with counties/municipalities for the maintenance of roadside landscape improvements on the State Highway System.

NOW THEREFORE, in consideration of the mutual benefits to be derived by the terms of this AGREEMENT, the parties agree to the following:

The recitals set forth above are true and correct and are deemed incorporated herein by reference.


6. As agreed, the COUNTY will assume responsibility for maintenance of the landscaping, irrigation and other related materials identified in the plans for areas delineated in Exhibit A and will conduct such maintenance as specified in accordance with any maintenance plan identified in the notes of the PROJECT design plans, as well as the requirements set forth in the most current version of the DEPARTMENT'S District Three Landscape Care Guide – Landscape and Irrigation Care along the State Highway System (“Landscape Care Guide”), which is hereby incorporated into this Agreement by reference. The COUNTY shall coordinate with the DEPARTMENT'S District Landscape Project Manager or their designee to inspect the PROJECT on a quarterly basis and subsequently make corrections based on each quarterly inspection, as needed. In the event the COUNTY fails to maintain the PROJECT in accordance with the attached maintenance schedule and plan, the DEPARTMENT, at its option, may perform the required maintenance and the COUNTY shall reimburse the DEPARTMENT for the costs.

The COUNTY shall have sole responsibility for maintaining the subject landscaping according to all DEPARTMENT standards and specifications, as well as in accordance with the terms contained in the Landscape Care Guide. Upon the execution of this Agreement, the COUNTY certifies that it has received a copy of the Landscape Care Guide and agrees to be bound by the terms and conditions contained therein.

7. To the extent permitted by law, each party hereto agrees that it shall be solely responsible for the negligent and wrongful acts of its employees, officers and agents. However, nothing shall constitute a waiver by either party of its sovereign immunity and the limitations set forth in Section 768.28, Florida

Statutes. The liability of the parties, as set forth in this paragraph, is intended to be consistent with limitations of state law, including the state's waiver of sovereign immunity pursuant to Section 768.28, Florida Statutes, and no obligation imposed hereby shall be deemed to alter said waiver or to extend the liability of the parties beyond such limits.

When either party receives notice of a claim for damages that may have been caused by the other party in the performance of services required under this Agreement, that party will immediately forward the claim to the other party. Each party will evaluate the claim and report its finding to each other within fourteen (14) working days and jointly discuss options in defending the claim. A party's failure to promptly notify the other of a claim will not act as a waiver of any right herein.

8. The DEPARTMENT'S District Secretary shall decide all questions, difficult  and disputes of any nature whatsoever that may arise under or by reason of this Agreement, the prosecution or fulfillment of the service hereunder and the character, quality, amount and value thereof; and his decision upon all claims, questions and disputes shall be final and conclusive upon the parties hereto.
9. This AGREEMENT may be terminated under any one of the following conditions:
 - (A) By the DEPARTMENT if the COUNTY, following fifteen (15) working days written notice, fails to perform its maintenance responsibilities under this AGREEMENT;
 - (B) By the COUNTY following sixty (60) calendar day's written notice; OR
 - (C) By the DEPARTMENT following sixty (60) calendar day's notice.
10. This AGREEMENT embodies the entire agreement and understanding between the parties hereto and there are no other agreements, understandings, oral or written, with reference to the subject matter hereof that are not merged herein and superseded hereby.

11. This AGREEMENT shall be governed by and construed in accordance with the law of the State of Florida. The parties stipulate that venue for any matter relating to this contract shall be in Leon County, Florida.

12. The COUNTY shall:

(A)utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the COUNTY during the term of the AGREEMENT; and

(B) expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract time.

13. All notices, demands, requests or other instruments shall be given by depositing the same in the U.S. Mail, postage prepaid, registered or certified with return receipt to the following:

If to the DEPARTMENT:

Dustie Moss, District Landscape
Florida Department of Transportation
1074 Highway 90
Chipley, FL 32428

If to the COUNTY:

Brent Pell, P.E.
Director of Public Works
2280 Miccosukee Road
Tallahassee, FL 32308

14. All time limits provided hereunder shall run from the date of receipt of all such notices, demands, requests and other instruments.

IN WITNESS WHEREOF, the COUNTY has caused this Agreement to be executed in its behalf this ___ day of _____, 20__, by its County **Manager**, being authorized to enter into and execute same by action of the Leon County Commission meeting in regular session on the ____ day of _____, 20__, and the DEPARTMENT has executed this Agreement through its District Secretary, District 3, Florida Department of Transportation, on the date indicated below.

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

ATTEST:

BY: _____

EXECUTIVE SECRETARY (SEAL)

DATE: _____

COUNTY OF LEON, FLORIDA 

BY: _____


Name: _____

Title: _____

 Attest: _____

Title: _____ (SEAL)

LEGAL REVIEW:

LEGAL IN FORM AND VALID A 
DRAWN:

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

COUNTY OF LEON

BY: _____

ATTORNEY

Office of General Counsel

EXHIBIT A

SECTION No.:	55050000
FM No. (s):	435182-2-52-01
COUNTY:	Leon
S.R. No.:	SR 61 (US 319) Thomasville Road from Millstone Plantation North to Wolfpack Way (Section 55050000 Milepost 8.214-9.610)

- **“MAINTENANCE CARE PLANS” FOR SR 61 (US 319) Thomasville Road from Millstone Plantation North to Wolfpack Way (Section 55050000 Milepost 8.214 to Milepost 9.610)**

Please see attached

As Built Plans (101 plan sheets total)

District Landscape Care Guide

CONTRACT NO. ASF40
FINANCIAL PROJECT NO. 42378227825
F.E.I.D. NO. 596000708032

FIRST AMENDMENT TO
MAINTENANCE
MEMORANDUM OF AGREEMENT

THIS FIRST AMENDMENT ("Amendment") to the Maintenance Memorandum of Agreement dated October 3, 2019 ("Agreement"), is between the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, a component agency of the State of Florida, "DEPARTMENT," and the County of Leon, a political subdivision of the State of Florida, existing under the Laws of Florida, "County".

WITNESSETH

WHEREAS, the Parties entered into the Agreement for the maintenance of certain roadside areas along designated State highway facilities in Leon County, said maintenance including mowing, litter removal, and landscaped area maintenance; and

WHEREAS, the Parties mutually desire to amend the Agreement as set forth herein; and

WHEREAS, the County by Resolution No. _____ dated _____, 2020, attached hereto and by this reference made a part hereof, desires to enter into this Amendment and authorized its officers to do so.

NOW THEREFORE, for and in consideration of the mutual benefits to flow each to the other, the Parties covenant and agree as follows:

1. The second sentence of Paragraph 4 of the Agreement is hereby deleted and the following substituted in lieu thereof:

"The lump sum payment will be in the amount of \$19,368.40 per quarter for a total sum of \$77,473.60 per year."
2. Exhibit "A" and the Site Location table of the Agreement is hereby deleted and replaced with the attached Exhibit "A" and Site Location table, which is hereby incorporated into this Amendment and the Agreement. The new Exhibit "A" and Site Location table reflects the revision of quantities associated with Pay Item No. E104-4-3 (Small Machine Mowing) and Pay Item No. E110-30 (Litter Removal), so as to reflect the incorporation of a new segment of SR 61 into the Agreement.
3. Payment for all revised pay item quantities associated with the above new segment of SR 61 will be effective with the quarter beginning April 1, 2020.
4. Except as modified in this Amendment, the provisions, terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.
5. The effective date of this Amendment shall be the latest date on which either party executes this Amendment.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed on the dates set forth below.

COUNTY OF LEON

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

BY: _____
NAME: Mr. Vincent S. Long
TITLE: County Administrator
DATE: _____

BY: _____
District Secretary for District Three
DATE: _____

ATTEST: _____ (Seal)

ATTEST: _____ (Seal)
Executive Secretary

LEGAL REVIEW:

Office of the General Counsel

EXHIBIT "A"
THE COUNTY OF LEON
BASIS OF ESTIMATE

COST ESTIMATE FOR ONE YEAR

PAY ITEM No.	ACTIVITY No.	DESCRIPTION	UNITS PER CYCLE	COST PER UNIT	CYCLES PER YEAR	TOTAL COST
E104-4-2	482	SLOPE MOWING	11.46 AC.	\$68.38	7	\$5,485.44
E104-4-4	484	INTERMEDIATE MOWING	65.35 AC.	\$53.92	7	\$24,665.70
E104-4-3	485	SMALL MACHINE MOWING	4.10 AC.	\$54.79	7	\$1,572.47
E110-30	541	LITTER REMOVAL	226.71 AC.	\$7.88	12	\$21,437.70
E580-3-2	493	LANDSCAPED AREA MAINTENANCE	5.98 AC.	\$1,016.40	4	24,312.29
GRAND TOTAL						\$77,473.60

(QUARTERLY \$ 19,368.40)

(TOTAL COST FOR THREE YEARS \$ 231,940.32)

SITE LOCATIONS

SITE NO.	ROAD NAME	SECTION NO.	SECTION LENGTH Miles	SR NO.	FROM	TO	NOTES
1	US-27 South	55080	1.422	20	Williams Rd (MP 7.622)	Balmoral Dr. (MP 9.044)	
2	Mahan Dr. / US-90 East	55020	4.421	10	Brewster Rd (MP 3.846)	Apex Dr. (MP 8.267)	
3	Capital Circle	55002	2.348	263	South of Cascade Dr. (MP 7.276)	North of Shuler Rd (MP 9.624)	Includes service roads. Excludes retention areas (five) - maintained by FDOT.
4	Blountstown Hwy	55070	0.603	20	Bushlark Tr. (MP 19.350)	SCL RR Bridge (MP 19.953)	Includes service roads. Excludes retention areas (two) - maintained by FDOT.
5	Pensacola St	55090	0.163	366	Nina Rd (MP 0.156)	SCL RR Bridge (MP 0.319)	
6	Capital Circle	55003	0.330	373	Woodville Hwy (MP	0.33 Mile North of Woodville Hwy (MP 0.330)	
7	Capital Circle	55003	0.500	363	½ mile South of Tram Rd	Tram Rd (MP 2.218)	
8	Thomasville Road	55050	1.396	61	Millstone Plantation Road	Wolfpack Way	Medians only



Florida Department of Transportation

RON DESANTIS
GOVERNOR

1074 Highway 90
Chipley, FL 32428

KEVIN J. THIBAUT, P.E.
SECRETARY

May 4, 2020

Mr. Vincent S. Long, County Administrator
Leon County
2280 Miccosukee Road
Tallahassee, Florida 32308

**Re: Contract Number: ASF40
Financial Project Number: 423782-2-78-25
Description: MOA for the County of Leon for routine maintenance of state roads**

Dear Mr. Long:

Attached is an amendment document to delete and replace Exhibit "A" which incorporates a new segment of SR 61 and revises quantities detailed in the new Exhibit "A". An increase of \$2,402.40 is being added to your contract to cover the additional work.

Please have **three** original documents **signed and dated by your company's President or Vice-President and attested by the Secretary. Type in the date and title of the officers signing and affix your company seal where indicated, along with the Resolution covering the work.**

After execution, please return the **three original documents** to this office as soon as possible from the date of receipt for further handling. Final execution of the amendment by the Department shall be subject to the Secretary's approval.

If you have any questions, please feel free to call me at (850) 330-1615.

Sincerely,

A handwritten signature in blue ink that reads "Kristi Patterson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Kristi Patterson
District Maintenance Contracts

cc: Gabriella Corbin
File

RESOLUTION: 20-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA APPROVING FIRST AMENDMENT TO MAINTENANCE MEMORANDUM OF AGREEMENT BETWEEN THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION, AND LEON COUNTY, FLORIDA FOR THE MAINTENANCE OF A SECTION OF APALACHEE PARKWAY, MAHAN DRIVE, BLOUNTSTOWN HIGHWAY, PENSACOLA STREET, CAPITAL CIRCLE, AND THOMASVILLE ROAD

WHEREAS, The State of Florida, Department of Transportation (the “DEPARTMENT”) and Leon County, Florida, a charter county and political subdivision of the State of Florida (the “COUNTY”) entered into an agreement dated October 3, 2019 to establish the DEPARTMENT’s financial reimbursement to the COUNTY for a portion of the costs associated with the maintenance along sections of Apalachee Parkway, Mahan Drive, Blountstown Highway/Pensacola Street, and Capital Circle, and now wish to enter into an amendment to that agreement the details of which are described in the First Amendment to Maintenance Memorandum of Agreement as presented to the Board of County Commissioners of Leon County, Florida at its regular meeting on May 12, 2020 (the “Amended MOA”); and

WHEREAS, the Amended MOA will add a section of Thomasville Road, between Killarney Way and Lawton Chiles High School, to the areas to be maintained by the County in accordance with the FDOT Landscape Care Guide, and will increase the amount of FDOT’s lump sum reimbursement to the County to be paid quarterly in the new amount of \$19,368.40 for a total annual payment of \$77,473.60.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County, Florida, assembled in regular session this 12th day of May, 2020, that the Board hereby approves the Amended MOA and hereby authorizes the County Administrator to execute the Amended MOA in a form approved by the County Attorney.

Passed and adopted on this 12th day of May, 2020.

LEON COUNTY, FLORIDA

BY: _____
Bryan Desloge, Chairman
Board of County Commissioners

ATTESTED BY:
Gwendolyn Marshall, Clerk of Court &
Comptroller, Leon County, Florida

APPROVED AS TO FORM:
Chasity H. O’Steen, County Attorney
Leon County Attorney’s Office

BY: _____

By: _____

**Leon County
Board of County Commissioners**

Notes for Agenda Item #15

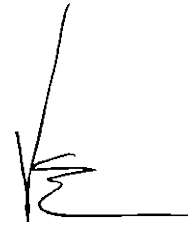
Leon County Board of County Commissioners

Agenda Item #15

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Extension of Solid Waste Consulting and Engineering Services Contract

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Brent Pell, P.E., Director of Public Works Charles Wu, P.E., Director of Engineering Services Maggie Theriot, Director, Office Resource Stewardship
Lead Staff/ Project Team:	Chris Muehlemann, P.E., Chief of Engineering Design Sam Ijeoma, P.E., Senior Design Engineer

Statement of Issue:

This item seeks Board approval to extend the Solid Waste Consulting and Engineering Services contract with Locklear & Associates Inc. for six months. As Locklear and Associates, Inc. is the engineer of record for the Landfill Closure Project, the contract extension aligns with the completion of the design modifications and awarding of the closure construction bids. An estimated two-year extension request will be brought back to the Board in the Fall for the construction administration costs associated with the closure of the landfill.

Fiscal Impact:

This item has no fiscal impact. However, an estimated two-year extension request will be brought back to the Board in the Fall for the construction administration costs based on the completed design modifications for the landfill closure.

Staff Recommendation:

Option #1: Authorize the County Administrator to extend the Agreement with Locklear & Associates, Inc. for Solid Waste Consulting and Engineering Services (Attachment #1).

Report and Discussion

Background:

This item seeks Board approval to extend the Solid Waste Consulting and Engineering Services contract with Locklear & Associates Inc. for six months. As Locklear and Associates, Inc. is the engineer of record for the Landfill Closure Project, the contract extension aligns with the completion of the design modifications and awarding of the closure construction bids. The contract extension advances the following FY2017-FY2021 Strategic Initiatives:

- *Implement the Apalachee Landfill closure process in an environmentally sensitive manner which complements the master planning for the site. (2016-15)*
- *Implement a master plan for the Apalachee Regional Park. (2016-24A, rev. 2017)*

These particular Strategic Initiatives align with the Board's Environment and Quality of Life Strategic Priorities:

- *Protect the quality and supply of our water. (EN1)*
- *Conserve and protect environmentally sensitive lands and natural ecosystems. (EN2)*
- *Maintain and enhance our parks and recreational offerings and green spaces. (Q1)*
- *Promote livability, health, and sense of community by enhancing mobility, encouraging human-scale development and creating public spaces for people. (Q6)*

On December 8, 2014, as part of the Annual Retreat, the Board discussed a series of long-term policy issues including the future use of the Solid Waste Management Facility. As presented during the April 28, 2015 Budget Workshop, the Board directed staff to formally proceed with the permanent closure of the landfill and provided direction for the development of a master plan to enhance Apalachee Regional Park (ARP). These long-term projects and investments in the transition of the site have been proceeding in accordance with the Board's approval of the Apalachee Regional Park Master Plan (Master Plan) in 2017.

Professional engineering services are required in order to achieve regulatory compliance, landfill closure construction quality assurance, administration services, and engineering support through the Final Closure process. The existing engineering services Agreement with Locklear & Associates dates back to June 1, 2014. After the initial two-year period, the contract was extended for two additional one-year periods. To ensure adequate services and continuity, on September 28, 2018 the Board approved an extension of the contract to May 31, 2020 which was the anticipated completion date for the Landfill Closure Project.

On April 10, 2018, the Board awarded the landfill closure construction bid to Comanco Environmental Corporation (Comanco) with Locklear & Associates continuing to provide Construction Quality Assurance, Administration Services, and Engineering Support (CQA) on behalf of the County. The landfill closure was initially scheduled for completion by Summer 2020, more than a year in advance of hosting the 2021 NCAA Cross Country Championship at Apalachee Regional Park. The implementation of the ARP Master Plan approved by the Board in 2017 has been occurring simultaneously with the landfill closure resulting in close coordination and adjustments between the two projects, so that the landfill closure operation will not interfere or

negatively impact any cross country events including the 2021 NCAA Cross Country Championship.

On September 17, 2019, the Board accepted a status update advising of a delay in the Landfill Closure Project. The status update informed the Board of hazardous environmental site conditions identified early in the closure process along the northern boundary of the landfill, the cessation of excavation activities in that area, the environmental assessment and recommendation of the project team for design modifications to the landfill closure, ongoing consultation with the Florida Department of Environmental Protection (FDEP) throughout the process, and the construction demobilization process to safely secure the site in accordance with FDEP guidelines. As part of the project team, Comanco concurred with the need for the proposed design modifications and, due to the downtime associated with the project delay, requested to be released from its contract with the County for the closure of the landfill. At that time, the Board authorized the County Administrator to amicably terminate the Landfill Closure Construction Agreement with Comanco and to rebid the Landfill Closure Construction at a later date.

The County Landfill Closure project team, led by Locklear & Associates, continues to consult with FDEP throughout this process since any modifications would have to be documented and approved by FDEP. In March 2019, the project team recommended design modifications to prevent said exposure of hazardous materials and best serve the long-term use of the entire site as a regional park. The redesign effort for the “fill only” closure of the landfill is currently underway and is at the 60% design phase. The permit to FDEP will be submitted on May 15 and the bid package is anticipated to be advertised by the end of August.

This item recommends a six-month extension of the Solid Waste Consulting and Engineering Services Agreement with Locklear & Associates Inc. at no cost to the County. A subsequent extension request will be brought back to the Board in the Fall for the construction administration costs associated with the closure of the landfill based on the final design modifications and approved permit.

Analysis:

Following the Board’s acceptance of the September 2019 status update on the Landfill Closure Project, a new topographic survey was conducted on the 64 acres of the landfill for development of the new design. In February 2020, staff issued a design Notice to Proceed to Locklear and Associates and provided Locklear with the newly completed survey data. In order to minimize any delay in the permitting process, staff and Locklear met with FDEP staff to discuss the guidelines and requirements for the design modification. Staff is working closely with Locklear to obtain the FDEP permits and design modification approval.

At no cost to the County, Locklear has provided services for the design modification and permit and will continue to support the County in the development of the solicitation documents for the closure construction bids and vendor selection. Once the construction vendor(s) has been selected, engineering and consulting services for quality assurance, quality control, pay request evaluations, and certification of construction completion will be required for the duration of the project.

Locklear anticipates FDEP to approve the landfill closure permit by July 2020. Construction bids would be brought back to the Board no later than November 2020. Considering the firm's ongoing role in the design, permitting, and construction oversight of the landfill closure, it is in the County's best interest to continue utilizing Locklear & Associates, Inc. through the entirety of the closure process. At this time, staff is seeking approval for a six-month extension of the Agreement with Locklear & Associates at no cost to the County.

Based on the design modifications for the closure of the landfill, an estimated two-year extension request will be brought back to the Board in the Fall for the construction administration costs associated with the closure of the landfill. Anticipated costs to complete the landfill closure will be incorporated into the next budget cycle upon the completion of the bidding of contract(s).

Options:

1. Authorize the County Administrator to extend the Agreement with Locklear & Associates, Inc. for Solid Waste Consulting and Engineering Services (Attachment #1).
2. Do not authorize the County Administrator to extend the Agreement with Locklear & Associates, Inc. for Solid Waste Consulting and Engineering Services.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Solid Waste Consulting and Engineering Services Agreement with Locklear & Associates, Inc.

AMENDMENT #2 TO AGREEMENT

This Agreement is entered into by and between Leon County, Florida, a charter county and political subdivision of the State of Florida, hereinafter "County," and Locklear & Associates, Inc., hereinafter "Contractor."

WITNESSETH

For and in consideration of the mutual covenants, restrictions, and representations set forth herein, the sufficiency of which is hereby acknowledged, County and Contractor do hereby agree as follows:

1. County and Contractor entered into an Agreement dated June 17,2014, and amended on September 26, 2018, which is hereby amended as follows:
2. Paragraph 3. TIME, is hereby amended to extend the agreement for six additional months to and including November 30, 2020.
3. All other provisions of the June 17,2014 Agreement and the September 26, 2018 Amendment remain in full force and effect.
4. This agreement shall become effective upon full execution hereof by both parties.

IN WITNESS WHEREOF, the parties evidence their agreement through the execution of this Amendment to the Agreement by their duly authorized signatories.

LEON COUNTY, FLORIDA

LOCKLEAR & ASSOICATES, INC.

BY: _____
Vincent S. Long
County Administrator

BY: _____
President or Authorized Designee

DATE: _____

DATE _____

ATTEST:
Gwendolyn Marshall, Clerk of Court & Comptroller
Leon County, Florida

BY: _____

APPROVED AS TO FORM:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

BY: _____

**Leon County
Board of County Commissioners**

Notes for Agenda Item #16

Leon County Board of County Commissioners

Agenda Item #16

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: National Endowment of the Arts Big Read Grant



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Debra Sears, Library Director
Lead Staff/ Project Team:	Michelle Ray, Adult Services Coordinator

Statement of Issue:

This item seeks Board acceptance of a grant from the National Endowment for the Arts (NEA) in the amount of \$11,710 to fund FY 2021 programming associated with the NEA Big Read.

Fiscal Impact:

This item has a fiscal impact. The associated grant in the amount of \$11,710 requires a dollar for dollar local match, which will be covered through the Library's budget, in-kind match, and donations from program partners.

Staff Recommendation:

Option #1: Accept the National Endowment of the Arts Big Read grant in the amount of \$11,710 and authorize the County Administrator to execute all documents related to the grant project (Attachment #1).

Option #2: Approve the Resolution and associated Budget Amendment Request (Attachment #2).

Report and Discussion

Background:

This item seeks Board acceptance of a grant from the National Endowment for the Arts (NEA) in partnership with Arts Midwest for the LeRoy Collins Leon County Public Library to fund programming associated with the 2020-2021 NEA Big Read.

In the fall of 2019, a team of Library staff selected the non-fiction memoir, *Lab Girl* by Hope Jahren, from the list of NEA's recommended programming titles for the upcoming grant cycle. This title was selected for its exploration of the current tumultuous state of scientific research, focus on women in science and efforts to destigmatize mental illness. *Lab Girl* is the recipient of the National Book Critics Circle Award, a New York Times notable book and winner of the Association for the Advancement of Science/Subaru *Science Books & Film* Prize for Excellence in Science Books. After developing a proposal designed to offer programming for all ages at all seven County library locations, the grant application was submitted to the NEA in early January 2020. On April 21, 2020, the County was informed that the LeRoy Collins Leon County Public Library was awarded The Big Read Grant in the amount of \$11,710 (Attachment #1).

Since 2006, the National Endowment for the Arts has funded more than 1,500 Big Read programs, providing more than \$21 million to organizations nationwide. In addition, Big Read activities have reached every Congressional district in the country. Over the past 13 years, grantees have leveraged more than \$50 million in local funding to support their NEA Big Read programs. More than 5.7 million Americans have attended an NEA Big Read event, approximately 91,000 volunteers have participated at the local level, and over 39,000 community organizations have partnered to make NEA Big Read activities possible.

To ensure the County maximizes grant leveraging opportunities, the Office of Management and Budget (OMB) coordinates with department liaisons and actively seeks grant funding opportunities throughout the fiscal year. These efforts include contacting and communicating with previous funders for any new or forthcoming grant opportunities. Through timely submittals of reporting and invoices along with satisfactory compliance as well as grant closeouts and on-site and desk monitoring by grant agencies, Leon County has proactively positioned itself as a responsive and accountable funding partner. Because of this accountability, agencies often contact Leon County when grant funds become available. In addition, the County's partnership with Patton and Boggs also garners access to recently announced federal funding opportunities. OMB routinely monitors the federal Grants.gov portal for granting opportunities. The County aggressively seeks state and federal grant funding to support County projects and initiatives and has achieved considerable success in leveraging County dollars. The total County grant leverage ratio is \$5.73 to \$1 (grant to County); excluding the significant septic to sewer related grants which require one-to-one dollar match, the leveraging ratio would be \$16.48 to \$1.

Analysis:

The Big Read grant is an initiative of the National Endowment for the Arts in partnership with Arts Midwest. The NEA Big Read serves to broaden an understanding of our world, our communities, and ourselves through the joy of sharing a good book. Showcasing a diverse range of contemporary titles that reflect many different voices and perspectives, the NEA Big Read aims to inspire conversation and discovery.

NEA Big Read supports approximately 75 dynamic community reading programs annually, each designed around a single NEA Big Read title. Each community program that receives an NEA Big Read grant—which ranges between \$5,000 and \$15,000—is also provided with resources, outreach materials, and training on various aspects such as working with local partners, developing public relations strategies, and leading discussions. The programs last approximately one month and include a kick-off event; major events devoted specifically to the book (e.g., panel discussions and author reading); events using the book as a point of departure (e.g., film screenings and theatrical readings); and book discussions in diverse locations involving a wide range of audiences.

On January 28, 2020, the Board authorized the submission of the National Endowment of the Arts “The Big Read” grant proposal, which recommended the title *Lab Girl*, a 2016 memoir written by geochemist and geobiologist, Hope Jahren. On April 21, 2020 the Library was notified by the National Endowment of the Arts of The Big Read grant award in the amount of \$11,710, which will fund the following efforts in February-March, 2021:

- A kickoff event featuring Dr. Laura Greene, the Scientific Director of the MagLab.
- A panel discussion with community service providers on the challenges of mental illness and available resources.
- A passive program called #LCHandsOnScience. This social media-based program invites all members of the community to share photos of their hands engaged in a scientific activity using the hashtag #LCHandsOnScience.
- A STEAM workshop where children of all ages are invited to design and build Sprout Houses made from sponges, toothpicks and seeds. This program will make use of seeds from our popular Seed Library program.
- A guided nature walk at a Leon County greenway, led by a local horticultural expert.
- The Tallahassee Writers Association (TWA) will present a memoir writing workshop and the library will utilize a print-on-demand service to publish a compilation of curated memoirs and accompanying patron art.
- The Tallahassee Writers Association will incorporate science and memoir writing into the facilitation of the Teen Authors Guild Program, a collaborative project between the library and TWA.
- STEMS4Girls will host a Robotic Coding Class.
- Female scientists from the Tallahassee Scientific Society will co-moderate *Lab Girl* book discussions, sharing personal anecdotes and insights with participants.

- Advertising expenses for the program.

Supporting partners include the Friends of the LeRoy Collins Leon County Public Library System, STEMS4Girls, The Tallahassee Scientific Society and the Tallahassee Writers Association.

The County has previously participated in The Big Read program in 2009, 2010 and 2019. In 2012, the County applied but was not awarded the grant. If the Board approves the acceptance of the 2020-2021 Big Read grant, this will be Leon County's fourth Big Read program. To ensure the safety of the public and staff during this era of COVID-19, social distancing measures will be incorporated into the planning logistics prior to hosting the event at each Library location. The NEA Big Read Grant Agreement is included as Attachment #1 and the Resolution and associated Budget Amendment for the Grant is included as Attachment #2.

Options:

1. Accept the National Endowment for the Arts' Big Read Grant in the amount of \$11,710 and authorize the County Administrator to execute all documents related to the grant project (Attachment #1).
2. Approve the Resolution and associated Budget Amendment Request (Attachment #2).
3. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. National Endowment for the Arts Big Read Grant Agreement
2. Resolution and associated Budget Amendment Request



Grant agreement

GRANTEE	Leon County Florida
	Debra Sears
	200 West Park Avenue Tallahassee, FL 32301-7716
DUNS number	193730645
Name for publicity purposes	LeRoy Collins Leon County Public Library System
Purpose	NEA Big Read 2020-2021
Grant award	\$11,710
Case number	00026601
Date of Agreement	April 27, 2020

Congratulations on your National Endowment for the Arts Big Read award!

The program

The National Endowment for the Arts Big Read is a program of the National Endowment for the Arts in partnership with Arts Midwest designed to broaden our understanding of our world, our communities, and ourselves through the joy of sharing a good book.

Arts Midwest

Arts Midwest will serve as your contact for all questions regarding the program and this Grant Agreement. Arts Midwest can be reached at 612.238.8010 or neabigread@artsmidwest.org. Our offices are based in Minneapolis, Minnesota and our hours of operation are 9am – 5pm Central time. We have a dedicated team of individuals available to respond to your questions and available to assist you in a timely manner.

This Agreement, by and between Arts Midwest on behalf of the National Endowment for the Arts and **Leon County Florida** listed above, hereinafter referred to as GRANTEE, is subject to the following terms and conditions.

Grant award

Your grant award from Arts Midwest, on behalf of the National Endowment for the Arts, is \$11,710.

This award must be used towards the expenses incurred as part of GRANTEE's NEA Big Read programming. These expenses may include artist fees, book purchases, staff salaries and benefits, and other expenses.

Unallowable expenses include hospitality activities (parties, dinners, galas, etc.), catering, alcoholic beverages, concessions, goods for resale, prizes, or costs incurred prior to receipt of an executed copy of this Grant Agreement.

- The award must be matched on a 1 to 1 basis with nonfederal funds.
- In order to receive the full grant, GRANTEE's total expenses as shown on your final report budget must be at least double the grant award amount.

There can be no overlapping expenses between this grant and a grant received directly from the National Endowment for the Arts.

The following information is provided to comply with federal regulations.

<i>Federal awarding agency</i>	National Endowment for the Arts
CFDA #45.024	Promotion of the Arts Grants to Organizations and Individuals
<i>Federal Award Identification Number</i>	1844334-52-C-18
<i>Federal award date</i>	July 1, 2018
<i>NEA award amount</i>	\$3,044,000
<i>Pass-through entity and contact information</i>	Arts Midwest, Joshua Feist, director of grantmaking, joshua@artsmidwest.org, 612.238.8054

GRANTEE is expected to use the entire grant award amount to carry out a project that is consistent with the proposal that was approved for funding by Arts Midwest and the National Endowment for the Arts. Grant funds may not be returned to Arts Midwest without prior authorization.

If the award amount above is less than the amount requested in GRANTEE's application, a revised budget based on the award amount is due to Arts Midwest before any funds can be issued. A revised budget form can be found online at <https://artsmidwest.force.com/neabigread>, hereafter known as the Online Community.

If major changes in the programming or more than a 20% adjustment in total project costs are believed to be necessary, GRANTEE must send a written request, with justification, to Arts Midwest prior to the expenditure of grant funds. Approval is not guaranteed.

Expenses can be incurred and an advance payment can be issued after this agreement has been fully executed by Arts Midwest and GRANTEE.

Grant payments

Arts Midwest will disburse this grant in two installments by check to GRANTEE as follows:

- Program start payment of \$9,368.00 will be sent to arrive on or about the date of the first event as indicated on GRANTEE's Engagements Listing (see Program Engagements Listing). Prior to issuing this payment, Arts Midwest must also receive a revised budget (if applicable) and an updated list of engagements (see Reporting).
- Final payment of \$2,342.00 will be sent four to six weeks following the receipt of a complete final report (see Reporting).

If the above payment schedule represents a financial hardship, GRANTEE has the option to request one advance payment of up to 80% of your grant award. An advance payment may be requested for expenditures already incurred or for expenditures you expect to incur within 30 days. Please complete the Advance Payment Request Form, available in the Online Community, to request an advance payment. If an advance payment is issued, your program start payment will be adjusted according to the remaining balance.

Payments are contingent upon Arts Midwest's receipt of federal funds from the National Endowment for the Arts. Payments must be disbursed within 30 days of receipt.

Award management

GRANTEE must manage this award in the Online Community. Arts Midwest will work with you to make sure all necessary parties have access to this website. All documents needed to manage your award, including the Standards Manual, budget forms, final report (see Reporting), and other resources are available in the Online Community.

Program requirements

As a participant in NEA Big Read, GRANTEE agrees to conduct the following Big Read activities:

- An ideal NEA Big Read lasts approximately one month (but may go longer) and must occur between September 1, 2020 and June 30, 2021. Events held prior to September 1 or after June 30 need written authorization from Arts Midwest.
- Develop and produce a dynamic community reading program designed around a single NEA Big Read selection that inspires conversation and discovery.
- Your literary programming should feature diverse and creative engagements that show a clear connection between the NEA Big Read book and the target audience and engage a wide range of community members with the book either in-person or virtually via telecommunications technology. A successful Big Read will be held in a variety of venues or virtual spaces and, through effective partnerships, reach a broad audience as identified by GRANTEE. The number of engagements planned should be proportionate with your grant award and community population. Activities should include:
 - a kick-off event to launch the program;
 - a minimum of 5 discussions on the selected book featuring separate audiences

for each discussion;

- At least one keynote session on the selected book and its themes, either with the author or another appropriate speaker. If you are considering an author visit as part of your programming, please be aware that honoraria and availability vary by individual. Other considerations for a keynote could include a panel discussion or a presentation by someone associated with the book or author. A visit by the author of your NEA Big Read book selection is not required.
- a minimum of two special events involving other forms of artistic programming designed to engage participants with the selected book (e.g., art exhibits/contests, films, musical performances, theatrical readings, and creative writing activities related to the themes of the book, etc.).
- Partner with a library (if GRANTEE itself is not a library) and with additional community organizations in order to broaden community participation and reach a wide array of audiences.
- Promote your programming through digital and print channels, and partnering with local radio, print, TV, social media, and other media outlets as appropriate.
- Use and distribute the NEA Big Read educational and promotional materials for your chosen book found at <http://www.arts.gov/neabigread>.

In addition, GRANTEE is strongly encouraged to participate in all offered training webinars and conference calls from Arts Midwest including the online orientation activities in June and the mid-cycle discussion calls in January.

Admission

Admission to, as well as seating and participation in, NEA Big Read programs shall be open to any person and shall be without regards to race, color, natural origin, disability, religion, age, or gender as provided in Section 504 of the Rehabilitation Act of 1973 (as amended), the Americans with Disabilities Act of 1990 (as amended), Title VI of the Civil Rights Act of 1964 (as amended), Title IX of the Education Amendments of 1972 (as amended), and the Age Discrimination Act of 1975 (as amended).

GRANTEE shall provide, upon request from Arts Midwest, up to six complimentary admissions to all activities without cost to Arts Midwest for VIPs or promotional use. Arts Midwest will work with GRANTEE to ensure that proper procedures for admission are followed.

If GRANTEE is unable to meet program requirements, future support from Arts Midwest may not be available.

Crediting and publicity

The National Endowment for the Arts and Arts Midwest seek to achieve unified branding for this national program and GRANTEE must comply with the crediting requirements as set forth in the Standards Manual, which is part of this Agreement. This includes the usage of the credit line and logo in all print and digital materials as well as proper display of NEA Big Read banners and bookmarks. Arts Midwest expects GRANTEE to ensure

proper crediting and visibility for the benefit of both GRANTEE and this national program.

Toward that end we require that you call your program “NEA Big Read” or “NEA Big Read: [city name]” for example.

GRANTEE will be required to upload two to three samples of printed materials and digital communications with your final report.

If GRANTEE is unable to meet crediting requirements, as set forth in the Standards Manual, future support from Arts Midwest may not be available.

Public relations

GRANTEE’s outreach efforts to local media, including print, television, social media, and radio outlets, are very important to the success of NEA Big Read.

The National Endowment for the Arts will create a sample news release for use in publicizing GRANTEE’s participation in NEA Big Read. This news release should be customized to accommodate your local organization and distributed to your local media. The news release will be available for download from the Online Community.

The NEA also created a PR toolkit, which is available online in the Online Community under the Resources – Media and Public Relations tab. This toolkit contains sample press releases, talking points, frequently asked questions, and other public relations tools, along with tips on working with print, radio, and television media.

Educational materials

All NEA Big Read educational materials are accessible online at <http://www.arts.gov/neabigread>.

NEA Big Read educational materials vary by book selection. Materials may include Reader Resources, Teacher’s Guides, Audio Guides, and films.

Please note: NEA Big Read educational materials are not provided in print.

Online resources include:

- Reader Resources, which contain an introduction to the featured book, background on the writer, and discussion questions. Some Reader Resources also contain additional resources and information about related works.
- Teacher’s Guides, which contain lesson plans on the featured book that can be used in high school or middle school classrooms and/or by a library media specialist.
- Audio Guides (available to stream online), which are 20 to 30-minute programs about the book featuring interviews and readings by literary and public figures.
- Films about the author available to stream online.

Reader Resources, Audio Guides, and Films by NEA Big Read are licensed under a Creative Commons Attribution-NonCommercial-NoDerivs 4.0 International License. For legal reasons, photos used in the Reader Resources are prohibited from duplication without permission. The Audio Guides may be used for radio broadcast, classroom, and individual uses. Text content from NEA Big Read Teacher’s

Guides by NEA Big Read is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License.

Promotional materials

The following NEA Big Read promotional materials are provided to GRANTEE at no cost. Grant funds may be used to procure more upon request.

Banners

GRANTEE will receive three complimentary 2.5' x 6.5' NEA Big Read banners (two horizontal banners and one vertical banner) featuring the NEA Big Read logo and branding for on-site event promotion. GRANTEE shall hang these banners in visible locations of your choice before and during your community read activities. You must use the banners you receive this year and discard any you may have remaining from previous years. More banners may be ordered from our vendor for a fee; contact Arts Midwest for more information. Grants funds may be used to purchase additional banners.

Bookmarks

GRANTEE will receive a predetermined quantity of complimentary 8.5" x 1.125" bookmarks featuring NEA Big Read logo. You must use the bookmarks you receive this year and discard any you may have remaining from previous years if you have received an NEA Big Read grant in the past.

Other promotional tools

In addition to these materials, we also provide the NEA Big Read logo block and credit line for GRANTEE's use in creating your own promotional and marketing materials. This NEA Big Read logo block and credit line are available to be included on advertisements, posters, flyers, postcards, or other promotional items of your design. These materials are available for download in the Online Community.

Reporting

Program start and end dates

GRANTEE is responsible for updating the "programming start date" and "programming end date" fields in their Case in the Online Community or informing Arts Midwest of updates. These dates refer to your first and last engagements (events) for your NEA Big Read. It is important to keep these dates updated as they will determine your reporting deadlines as noted below.

Program engagements (events) listing

GRANTEE's engagements listing is essential to providing Arts Midwest and the National Endowment for the Arts with detailed information concerning your project's activities. Your engagements listing is managed in the Online Community. To enter your engagements visit "My Cases," click on the Case Number for this award (00026601), and enter new records in the Case Engagements table on that page.

GRANTEE is required to input their information according to the following schedule:

- **30 days prior to your first Big Read engagement, enter all planned engagements**

including the minimum programming requirements (found on page 3 of this Agreement) as Case Engagements in the Online Community. Your program start grant payment will be generated after review of this Engagements Listing by Arts Midwest along with receipt of your revised budget (if applicable).

- **Within 45 days of the completion of your activities**, enter complete attendance figures as described in the final report (see Final report). Your final grant payment will be generated after review of this submission along with your final report.

If this schedule represents a hardship, grantees must contact Arts Midwest to receive written authorization for an alternative timetable.

If GRANTEE's programming beginning or ending dates change, GRANTEE must update them on their Case in the Online Community or notify Arts Midwest immediately so grant payments will not be delayed.

Final report

The final report enables us to compile and forward comprehensive information to the National Endowment for the Arts regarding NEA Big Read.

GRANTEE is obligated to submit a final report to Arts Midwest **within 45 days following the “programming end date” listed in the Online Community**. You can access the final report at the top of your Case by clicking the “Continue final report” and you may save your progress. Please review the final report via this link prior to beginning your Big Read activities so you are familiar with the questions ahead of time.

The contents of the final report will include narrative questions, a final budget, the final listing of engagements (with full descriptions and final attendance figures), examples of crediting, and (optionally) images.

To offer transparency and mentorship to other NEA Big Read communities, Arts Midwest may choose to share part or all of your final report in the Online Community. In addition, Arts Midwest may reach out to key organizers in your community asking them to share their expertise in learning opportunities for other grantee communities and applicants.

If GRANTEE does not submit a final report, Arts Midwest will not be able to issue a final payment.

Compliances

Assurance of Compliance

GRANTEE shall comply with all provisions of the Assurance of Compliance Addendum, which is a part of this Agreement. These compliances are required by Arts Midwest's federal and state funding sources. An interactive version of the Assurance of Compliance with web links is also downloadable from the Online Community.

DUNS and SAM.gov

The DUNS number we have on file for GRANTEE is **193730645**. This is the number that was provided by GRANTEE and is associated with GRANTEE's registration in SAM.gov. GRANTEE must have and maintain an “active” registration at www.SAM.gov through the life of this award until June 30, 2021. This registration may need to be renewed if it expires

during this time. If you have questions concerning your registration, please contact Arts Midwest at 612.238.8010. SAM.gov registration is free to create and maintain. Disregard emails you may receive from other parties demanding fees.

Federal tax exemption

GRANTEE certifies that it is a duly constituted, registered, and qualified 501(c)(3) not-for-profit organization as designated by the Internal Revenue Service, or is an entity of federal, state, local, or tribal government. GRANTEE agrees to notify Arts Midwest immediately of any alteration of such status that may occur prior to the conclusion of the grant period.

Independent contractor

It is understood that this Agreement does not constitute a partnership or joint venture between Arts Midwest and GRANTEE, and that GRANTEE's status is solely that of an independent contractor. GRANTEE shall be solely responsible for the performance of its contracts including, without limitation, the payment of all costs, expenses, and damages that may arise from said contracts. Each Party shall perform and discharge all obligations pertaining to this Agreement as independent contractors, including but not limited to the payment of any taxes or resulting fees and expenses.

Termination

- a. By either Party by reason of accident, Act of God, force majeure, labor strikes, any act or order by public authority, illness or death of an artist or their family member, or any unforeseen occurrence(s) which shall render the fulfilment of this Agreement by either party impossible, including, but not limited to, the inability of any artist (if applicable) to receive the necessary visas or work authorization to perform in the United States. Under such circumstance, neither Party shall be liable to the other for payment or damages of any kind or nature.
- b. By Arts Midwest in the event that funding is not forthcoming from the National Endowment for the Arts. Under such circumstances, neither Party shall be liable to the other for payment or damages of any kind or nature.

Limitation of Liability

Except with regard to termination of this Agreement, for which there shall be no liability on the part of Arts Midwest, in the event this Agreement is terminated, regardless of the reasons for such termination, in no event with Arts Midwest be liable to the GRANTEE for any special, indirect, incidental, or consequential damages (including without limitation, loss of business or profits) arising out of or in connection with the Agreement, regardless of the theory of liability or cause of action, in excess of either GRANTEE's actual, out-of-pocket costs and expenses (properly itemized, documented, and substantiated) or \$2,000, whichever is less.

GRANTEE's Indemnification

The GRANTEE shall indemnify and hold harmless Arts Midwest and the respective successors, assigns, officers, members, directors, agents, contractors, and employees of each of the foregoing, from and against any claims, loss, damages, injuries, liabilities, costs and expenses, however caused, including reasonable attorneys' fees and court costs actually incurred resulting from or arising out of, wholly or in part any breach of any

representation or warranty made by the GRANTEE under this Agreement or any act or omission of the GRANTEE and its officers, members, directors, agents, contractors, or employees. The express obligation shall include without limitation all liability, damages, loss, claims, and actions on account of personal injury, death, property loss, libel, defamation, invasion of privacy or right of publicity, or infringement of copyright or trademark.

Arts Midwest's Indemnification

Arts Midwest shall indemnify and hold harmless the GRANTEE and its successors, assigns, officers, members, directors, agents, contractors, and employees from and against any claims, loss, damages, injuries, liabilities, costs and expenses, however caused, including reasonable attorneys' fees and court costs actually incurred resulting from or arising out of, wholly or in part any breach of any representation or warranty made by the Arts Midwest under this Agreement or any act or omission of the Arts Midwest and its officers, members, directors, agents, contractors, or employees. The express obligation shall include without limitation all liability, damages, loss, claims, and actions on account of personal injury, death, property loss, libel, defamation, invasion of privacy or right of publicity, or infringement of copyright or trademark.

Amendment

This Agreement contains the entire understanding of the Parties hereto and supersedes all prior commitments, agreement, or understandings between the Parties with respect to the subject matter hereof, and shall not be waived, modified, or amended except in writing signed by both Parties hereto.

Severability

If any provision of this Agreement is held by a Court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provision shall continue to full force without impaired or invalidated.

Waivers

No waiver by either Party hereto of any breach by the other Party of any covenant or condition of this Agreement shall be deemed a waiver of any other breach (whether prior to or subsequent) of the same or any other covenant or condition of this or any other agreement.

Binding Agreement

GRANTEE agrees to carry out this project in compliance with the terms listed in this Agreement. GRANTEE agrees to notify Arts Midwest in writing of any changes that may impact or require an amendment to this Agreement.

GRANTEE further understands and agrees that the grant received from Arts Midwest must be returned in full in the event that GRANTEE unilaterally cancels this Agreement.

Jurisdiction and Disputes

This Agreement shall be construed and interpreted pursuant to the laws of the laws of the State of Minnesota applicable to agreements entered into and fully performed in

Minnesota. Any action or proceeding between GRANTEE and Arts Midwest relating to this Agreement, whether pertaining to the interpretation or enforceability hereof or others, may only be brought in the State of Minnesota, and both parties consent to the jurisdiction of the state or federal courts of Minnesota. All disputes or controversies in excess of \$10,000 arising out of or connected to this Agreement shall be resolved through binding arbitration in Minneapolis, Minnesota under the laws of the State of Minnesota, in accordance with the commercial rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered into the highest Court having jurisdiction thereof. All disputes or controversies up to and including the sum of \$10,000 shall be resolved in Hennepin County, Minnesota Conciliation Court, Appeals of such Conciliation Court decisions shall be resolved through binding arbitration as if the dispute exceeded the sum of \$10,000.

Audit

Please check the appropriate box. Did GRANTEE expend \$750,000 or more in federal awards during your most recently completed fiscal year?

NO

YES

If yes, GRANTEE must provide a copy of the Uniform Guidance Single Audit Report; Finding Section (if applicable); and Corrective Action Plans Section (if applicable). Please submit a PDF copy or link to this report to neabigread@artsmidwest.org. No funds will be distributed until Arts Midwest receives this Audit.

By signing below, GRANTEE has read, understands, and agrees to comply with the terms and conditions in this Grant Agreement with Arts Midwest, on behalf of NEA Big Read. Please electronically sign this Grant Agreement by May 29, 2020.

Leon County Florida

Arts Midwest

Signature:

Signature

:

Name: Vincent S. Long

Name: Adam Perry

Title: County Administrator

Title: Vice President

Date:

Date:

A fully-executed copy will be emailed to GRANTEE once countersigned by Arts Midwest.

Assurance of Compliance

NEA Big Read is supported by funds that derive from Federal funds (CFDA #45.024) from the National Endowment for the Arts. All selected organizations must comply with the following national policies and legal requirements, statutes, and regulations, including the [Uniform Guidance for Federal Awards](#) (2 CFR).

1. **Required registrations** Organizations are required to have a DUNS number ([Dun and Bradstreet](#)) that reflects the organization's legal name and current physical address. Organizations must also maintain an active registration in SAM.gov ([System of Award Management](#)) from submission of the application, and if selected, through the duration of the programming dates.
2. **Nondiscrimination Policies** As a condition of receipt of Federal financial assistance, the awarded organization must acknowledge and agree to execute the project (e.g. productions, workshops, engagements, programs, etc.) and require any contractors, successors, and assignees to comply with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:
 - i. **Section 504 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. 794)**, provides that no otherwise qualified individual with a disability in the United States shall, solely by reason of his/her disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activities supported by Federal funds.
 - ii. **Section 504 Self-Evaluation and Additional Resources**
 - a. A Section 504 self-evaluation must be on file at the organization. It assists in evaluating programs, activities, and facilities to ensure full compliance with Section 504 accessibility requirements; the Civil Rights Office has provided a "Section 504 Self-Evaluation Workbook" found at <https://www.arts.gov/open-government/civil-rights-office/section-504-self-evaluation-workbook>.
 - b. A staff member should be designated as the 504 coordinator. The completed workbook or similar compliance and supporting documentation should be kept on file for a period of three years from the date a Final Report is filed and made available to the public and Arts Midwest upon request.
 - c. Additional resources can also be found at <https://www.artsmidwest.org/resources/accessibility>.
 - iii. **Americans with Disabilities Act of 1990, as amended, (42 U.S.C. 12101-12213)**, prohibits discrimination on the basis of disability in employment (Title I); State and local government services (Title II); and places of public accommodation and commercial facilities (Title III).
 - iv. **Title VI of the Civil Rights Act of 1964, as amended, (42 U.S.C 2000d et seq.)**, provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity supported by Federal funds. Title VI extends protection to persons with limited English proficiency.
 - v. **Executive order 13166, Improving Access to Services for Persons with Limited English Proficiency**, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, an organization must take reasonable steps to ensure that LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Your organization is encouraged to consider the need for language services for LEP persons in conducting your program and activities. For

assistance and information go to <http://arts.gov/foia/reading-room/nea-limited-english-proficiency-policy-guidance>

- vi. **Title IX of the Education Amendments of 1972, as amended, (20 U.S.C. 1681 et seq.),** provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any education program or activity supported by Federal funds.
 - vii. **Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.),** provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.
3. **Environmental and Preservation Policies**
 - **National Environmental Policy Act of 1969, as amended,** applies to any project supported by Federal funds that would support an activity that may have environmental implications. ([42 U.S.C. Section 4332](#)).
 - **National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470),** applies to any Federal funds that would support the planning or major renovation of any structure eligible for or on the National Register of Historic Places, in accordance with Section 106. This law also applies to project activities, such as new construction, that would affect such properties.
 4. **Debarment and Suspension** The organization must comply with requirements regarding debarment and suspension in Subpart C of 2 CFR 180, as adopted by the Arts Endowment in 2 CFR 32.3254. The organization certifies that it is not delinquent in the repayment of any Federal debt. There are circumstances under which we may receive information concerning your fitness to carry out a project and administer Federal funds, such as:
 - i. Conviction of, or a civil judgment for, the commission of fraud, embezzlement, theft, forgery, or making false statements;
 - ii. Any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;
 - iii. Any other cause of so serious or compelling a nature that it affects an organization's present responsibility.
 5. **Federal Debt Status (OMB Circular A-129)** in which the organization certifies that it is not delinquent in the repayment of any federal debt. Examples of relevant debt includes delinquent payroll or other taxes, audit disallowances, and benefit overpayments.
 6. **Lobbying** The organization may not conduct political lobbying, as defined in the statutes and regulations listed below, within your Federally-supported project. In addition, Federal funds may not be used for lobbying specifically to obtain awards. For definitions and other information on these restrictions, refer to the following:
 - i. No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed, or written manner, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its department or agencies from communicating to any such Member or official, at his request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriation which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution to interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities. (18 U.S.C. 1913)

- ii. Lobbying ([2 CFR 200.450](#)) describes the cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans as an unallowable project cost. The regulation generally defines lobbying as conduct intended to influence the outcome of elections or to influence elected officials regarding pending legislation, either directly or through specific lobbying appeals to the public.
- iii. Certification Regarding Lobbying to Obtain Awards (Section 319 of Public Law 101-121, codified at 31 U.S.C. 1352) prohibits the use of Federal funds in lobbying members and employees of Congress, as well as employees of Federal agencies, with respect to the award or amendment of any Federal grant, cooperative agreement, contract, or loan. While non-Federal funds may be used for such activities, they may not be included in your project budget, and their use must be disclosed to Arts Midwest. Disclosure of lobbying activities by long-term employees is, however, not required. In addition, the law exempts from definition of lobbying certain professional and technical services by applicants and awardees.

We strongly advise you to review these regulations that are published at [45 CFR 1158](#), and can be found at www.gpo.gov/fdsys.

- 7. **The Native American Graves Protection and Repatriation Act of 1990** ([25 U.S.C. 3001 et seq.](#)) applies to any organization that controls or possesses Native American human remains and associated funerary objects and received Federal funds even for a purpose unrelated to the Act.
- 8. **U.S. Constitution Education Program** (P.L. 108-447, Division J, Sec. 111(b)) Educational institutions (including but not limited to “local educational agencies” and “institutions of higher education”) receiving Federal funds are required to provide an educational program on the U.S. Constitution on September 17. For more information on how to implement this requirement and suggested resources, see <http://www2.ed.gov/policy/fund/guid/constitutionday.html> and <http://thomas.loc.gov/teachers/constitution.html>.
- 9. **Prohibition of use of funds to ACORN or its subsidiaries** (P.L. 111-88 Sec. 427) Federal funds shall not be distributed to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries
- 10. **Fly American Act** ([41 CFR 301-10.131-10.143](#)) The organization is required to follow the provision of this Act. Any air travel paid in whole or in part with Federal funds must be on a U.S. flag air carrier or a foreign air carrier under an air transport agreement (code share agreement) with the United States when these services are available. Lower cost, convenience, or traveler preferences are not acceptable reasons for using a foreign air carrier. Foreign travel is defined as any travel outside of Canada, Mexico, and the United States, and its territories and possessions.
- 11. **Regulations Relating to Labor** ([Part 505 of Title 29](#)) concerning all professional performers and personnel employed on a project that are financed in part or in whole with Federal funds must comply with these regulations.
- 12. **Cost Principles.** The allowability of costs for projects supported by Federal funds shall be in accordance with the [Uniform Guidance Subpart E – Cost Principles](#). The following are unallowable costs based on NEA legislation and policy and take precedence over the Uniform Guidance.
 - i. Cash reserves and endowments
 - ii. Construction, purchase, or renovation costs of facilities or land. However, costs associated with predevelopment, design fees, and community development, as well as preparing exhibit space, setting a piece of public art, etc. may be allowable.
 - iii. Costs to bring a project into compliance with Federal award requirements.
 - iv. Foreign nationals and artists compensation, including traveling to or from foreign countries when those expenditures are not in compliance with regulations issued by the U.S. Treasury Department Office of Foreign Assets Control.

- v. Visa costs that are paid the U.S. Government (P.L. 109-54, Title III General Provisions, Sec. 406), however, the cost of preparing material (legal documentation, etc.) for submission is allowable.
- 13. Cost Sharing or Match Requirements** (20 U.S.C. 954(e) and [2 CFR 200.306](#)) Federal funds cannot exceed 50% of the total expenditures of the project (i.e., funds must be matched one-to-one, or “dollar for dollar”) unless otherwise stated in the Grant Agreement. This required cost sharing, or match, refers to the portion of project costs not paid by Federal funds and may include your organization’s general funds, donations, non-Federal grants, and other revenue. Other Federal funds are not eligible to meet your cost share or matching requirement. This includes Federal funds that have been sub-granted or dispersed to your organization from a State Arts Agency or other organization. Please consult with the State Arts Agency or other organization to determine if any portion of their award to your organization includes funds from a Federal agency.
- 14. Indirect (Facilities & Administration) Costs** ([2 CFR 200.414](#)) Award recipients may claim indirect costs based on a current and appropriate indirect cost rate agreement negotiated with a Federal agency (research rates do not apply) or a charge a de minimis rate of 10% on modified total direct costs ([2 CFR 200.414 \(f\)](#)). The organization cannot claim both overhead or administrative costs and indirect costs.
- 15. Standards for Documentation of Personnel Expenses** ([2 CFR 200.430 \(i\)](#)) Any salaries and wages included in the project’s budget must be based on records that accurately reflect the work performed. The records must comply with your organization’s internal controls and established accounting policies. Records must support these costs for both the use of Federal funds and as the cost share or matching requirements.
- 16. Record Retention and Access** ([2 CFR 200.333](#)) Records of the project supported by Federal funds, including financial and supporting documents, must be retained for a period of three years after June 30, 2020. Award recipients must permit Arts Midwest and its auditor access to recipient’s records and financial statements, as necessary, to ensure the compliance with Federal award requirements.
- 17. Working conditions** Any project supported by Federal funds will not be performed or engaged in working conditions which are unsanitary, hazardous, or dangerous to the health and safety of those involved.
- 18. Audit requirements** ([2 CFR 200.501](#)) The threshold for requiring a Single Audit or Program-Specific Audit is \$750,000 in yearly expenditures of Federal funds. This amount is the aggregate of funds from all Federal sources. The percentage of costs related to an award supported by the NEA Big Read that would be included in this audit may be allowable.

More information

- [Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards](#) (Uniform Guidance of Federal Awards: 2 CFR)
- [National Endowment for the Arts Office of Civil Rights](#)

Standards Manual

Introduction

The National Endowment for the Arts seeks to achieve unified visual branding for this national program through the proper application of the logo and crediting language.

Proper crediting is an essential part of your grant. The National Endowment for the Arts and Arts Midwest expect all participants to ensure proper crediting and visibility for the benefit of both your organization and this national program.

Please ensure that your partners, contractors, marketing department, graphic designers, and other staff creating marketing materials for the NEA Big Read review, understand, and adhere to these requirements. The examples provided below are intended as an overview and not an exhaustive listing of print and digital opportunities available to your organization.

We are happy to review your print or digital materials for proper crediting prior to production. Please email them to neabigread@artsmidwest.org.

Crediting requirements

Logos

Your organization is required to include the official NEA Big Read logo in all materials (print and digital) related to your activities. **DO NOT USE ANY OTHER “BIG READ” LOGO FOUND ON THE INTERNET.**

We have provided two variants of the NEA Big Read logo for your use. Both variants have .JPG and .EPS formats.



Be

sure to include the credit line (noted below).

When placing the logo on a color other than white, make sure the area is solid and free of distracting elements and color variations that may interfere with the logo's readability.

To download the logos, visit the Media and Public Relations tab in the Online Community at <https://artsmidwest.force.com/neabigread/s/resources>. A login is not required to access the logo art.

Treatment of logo

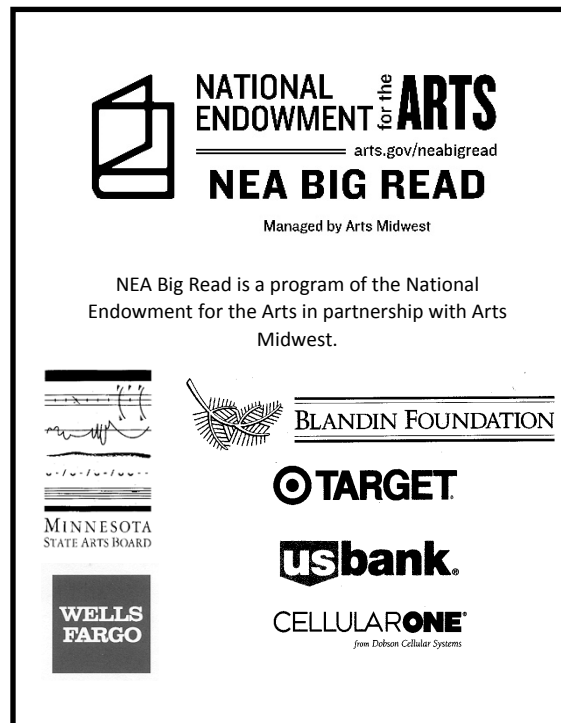
Always maintain a graphics-free zone around the perimeter of the logo. This space is equal to or greater than one half of the logo's width.

Use caution when enlarging it to maintain good resolution, and when reducing the logo to maintain readability.

You may make the logo's black or white background transparent in order to blend it into the color scheme of your document. Please share your intended use with Arts Midwest so we can approve your modifications.

Placement of logo

The NEA Big Read logo should be positioned prominently for high visibility and readability, distinct from other visual elements. The logo should be separate and distinct than any other contributor. Example:



Improper use of logo

- Don't crop the logo.
- Don't separate elements of the logo to reorganize format or appearance.
- Don't rotate the logo.
- Don't distort the logo horizontally or vertically.
- Don't alter the colors. (You may make the background transparent as noted above.)
- Don't alter the typography of the logo.

Credit line

“NEA Big Read is a program of the National Endowment for the Arts in partnership with Arts Midwest.”

- Don't alter or abbreviate the credit line.
- Font size should be consistent with the majority of type in your materials and, generally, not smaller than 10-point type.

Proper crediting

The full credit line and the NEA Big Read logo must be included on:

- All printed materials and digital communications related to your Big Read engagements (e.g., postcards, brochures, posters, press releases, website events calendars, social media, marketing materials, announcements, and invitations).

Funders list

When referring to this program on a funders list, please credit it as “NEA Big Read” and acknowledge support from the National Endowment for the Arts and Arts Midwest. The best way to credit funders is to use the credit line noted above.

Program name

You must name your program “NEA Big Read.” You may append the name of your community at the end (e.g., NEA Big Read - Minneapolis). Naming your program in this manner acknowledges the award from the National Endowment for the Arts and ties your award into the larger framework of the other 70+ NEA Big Read programs around the nation.

Basic description

The following paragraph represents the basic description of NEA Big Read. This text may be used in all print and digital materials as space allows, including on your website.

NEA Big Read is a program of the National Endowment for the Arts (NEA) designed to broaden our understanding of our world, our communities, and ourselves through the joy of sharing a good book. [YOUR ORGANIZATION] is one of 78 not-for-profit organizations to receive a grant to host an NEA Big Read project between September 2019 and June 2020. The NEA presents NEA Big Read in partnership with Arts Midwest.

Verbal pre-event remarks

We encourage you to use the credit line prior to a performance or educational activity to verbally recognize this national program and the support from the National Endowment for the Arts and Arts Midwest.

Social Media Hashtag

The official hashtag for the program is #NEABigRead. Please use this hashtag on your social media posts in addition to any others you elect to use. This ensures that Arts Midwest and the National Endowment for the Arts can see and re-share your wonderful updates!

Final Report

You will be required to submit **a minimum of two to three crediting examples** as part of the final report. Be sure to save any online crediting examples while the webpage(s) are still live, so you can include them.

Media

Photos and video of your Big Read activities are encouraged and should be submitted with your final report if not before. Please provide high-resolution .JPG files whenever possible.

Permission and usage

Before submitting your media, please obtain permissions, licenses, and copyrights so Arts Midwest and the National Endowment for the Arts have permission to use the images for educational and promotional purposes, in print and digital formats.

We will provide a form for you to list your media files and the appropriate crediting information. Please complete and submit this form alongside your other final report materials.

Certificate Of Completion

Envelope Id: 2DA558EBF19647F8AC9FA2F1EBC0A86C	Status: Sent
Subject: NEA Big Read grant agreement for e-signature	
Source Envelope:	
Document Pages: 18	Signatures: 0
Certificate Pages: 2	Initials: 0
AutoNav: Disabled	Envelope Originator:
Envelopeld Stamping: Enabled	Joshua Feist
Time Zone: (UTC-06:00) Central Time (US & Canada)	2908 Hennepin Ave Ste 200
	Minneapolis, MN 55408
	joshua@artsmidwest.org
	IP Address: 136.147.62.8

Record Tracking

Status: Original 4/27/2020 4:50:54 PM	Holder: Joshua Feist joshua@artsmidwest.org	Location: DocuSign
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Signer Events

Signature	Timestamp
Vincent Long longv@leoncountyfl.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	Sent: 4/27/2020 4:52:10 PM

Adam Perry
adam@artsmidwest.org
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

Editor Delivery Events

Agent Delivery Events

Intermediary Delivery Events

Certified Delivery Events

Carbon Copy Events

Debra Sears
searsd@leoncountyfl.gov
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

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Sent: 4/27/2020 4:52:11 PM

Michelle Ray
raym@leoncountyfl.gov
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

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Sent: 4/27/2020 4:52:10 PM
Viewed: 4/27/2020 4:56:28 PM

Witness Events

Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Payment Events	Status	Timestamps
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FISCAL YEAR 2019/2020 BUDGET AMENDMENT REQUEST

No: BAB20020
Date: 4/30/2020

Agenda Item No: _____
Agenda Item Date: 5/12/2020

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail:

Revenues

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
125	912028	331728	000	The Big Read 2021 - National Endowment for the Arts Grant	-	11,710	11,710

Subtotal: 11,710

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
125	912028	54000	571	Books, Publication & Library Material	-	10,000	10,000
125	912028	55200	571	Operating Supplies	-	1,210	1,210
125	912028	54800	571	Promotional Activities	-	500	500

Subtotal: 11,710

Purpose of Request:

This budget amendment allocates \$11,710 in funding from The Big Read through the National Endowment for the Arts. The NEA Big Read broadens understanding of our world, our communities, and ourselves through the joy of sharing a good book. Showcasing a diverse range of contemporary titles that reflect many different voices and perspectives, the NEA Big Read aims to inspire conversation and discovery.

Group/Program Director

Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By:

Resolution

Motion

Administrator

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2019/2020; and,

WHEREAS, the Board of County Commissioners, pursuant to Chapter 129, Florida Statutes, desires to amend the budget.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Leon County, Florida, hereby amends the budget as reflected on the Departmental Budget Amendment Request Form attached hereto and incorporated herein by reference.

Adopted this 12th day of May, 2020.

LEON COUNTY, FLORIDA

BY: _____
Bryan Desloge, Chairman
Board of County Commissioners

ATTEST:
Gwendolyn Marshall, Clerk of the Court and Comptroller
Leon County, Florida

BY: _____

APPROVED AS TO FORM:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

BY: _____

**Leon County
Board of County Commissioners**

Notes for Agenda Item #17

Leon County Board of County Commissioners

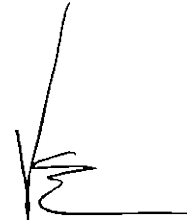
Agenda Item #17

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: State Housing Initiatives Partnership Funding for Housing Rental Assistance



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
Lead Staff/ Project Team:	Shington Lamy, Director, Office of Human Services & Community Partnerships Matthew Wyman, Housing Services Manager

Statement of Issue:

This agenda item seeks Board approval to accept an additional \$36,092 in State Housing Initiative Partnership (SHIP) funds to assist income eligible residents with rental assistance to prevent evictions related to COVID-19 and establishes the maximum amount of assistance to eligible households.

Fiscal Impact:

This item has a fiscal impact. The Florida Housing Finance Corporation has allocated an additional \$36,092 in State Housing Initiative Program funds to the County's FY 19-20 State Housing Initiatives Partnership Trust Fund.

Staff Recommendations:

- Option #1: Accept the additional \$36,092 in State Housing Initiative Partnership funds from the Florida Housing Finance Corporation's for FY 19-20 and approve the Resolution and associated Budget Amendment. (Attachment #1).
- Option #2: Approve the proposed eligibility criteria to further delineate the administration of the Housing Rental Assistance Strategy in the Leon County 2017-2020 Local Housing Assistance Plan with the additional State Housing Initiative Partnership funds.

Report and Discussion

Background:

This agenda item seeks Board approval to accept an additional \$36,092 in State Housing Initiative Partnership (SHIP) funds to assist income eligible residents that live in unincorporated Leon County with rental assistance to prevent evictions, and establishes the maximum amount of assistance to eligible households.

On April 29, 2020, the Florida Housing Finance Corporation (FHFC) notified staff that \$36,092 in additional SHIP funds would be allocated to the County in response to the economic effects of the COVID-19 pandemic. The City of Tallahassee (City) was also allocated \$69,472 to assist citizens that reside within the City limits. The funds were allocated to the County on May 1, 2020.

SHIP is the primary source of funding for the County's Housing Programs. FHFC requires that a minimum of 65% of annual SHIP allocations be used for homeownership related activities such as housing rehabilitation and down payment assistance. As such, the amount of SHIP funds that can be utilized for rental assistance is limited. However, in its communication to local governments, FHFC is encouraging the use of the additional SHIP funds for direct rental assistance, mortgage assistance, housing counseling and other activities that will assist in the response to the economic impact of COVID-19.

Analysis:

In order to expend the funds provided by FHFC, staff will implement the Housing Rental Assistance strategy in the County's 2017-2020 Local Housing Assistance Plan (LHAP) (Attachment #2). In accordance with Fla. Admin. Code R.67-37.005, local governments that participate in SHIP must maintain a LHAP which describes the affordable housing strategies or programs to be implemented with SHIP funds. As reflected in the Housing Rental Assistance Strategy, assistance is provided to very low and low-income eligible residents (based on the household area median income) that reside in unincorporated Leon County, in the form of grants for security and utility deposits, eviction prevention for up to six months of rent, and rental subsidies for up to 12 months (must have at least one adult with special needs in the household for rental subsidies). The maximum award per eligible applicant is \$10,000.

However, in order to assist a larger number of eligible residents with the additional funding provided by FHFC, it is recommended that the Board approve the proposed modifications and limit assistance to the following:

- Eligible residents that are not current on their rent payment; and
- Provide assistance for up to two months of rent to prevent evictions; and
- Limit the maximum award amount per eligible household to \$2,000 (this reflects the approximate HUD-fair market value of a two-bedroom apartment for two months of rent).

The proposed modifications would apply exclusively to the additional funds that have been provided by the FHFC. As a result, an amendment to the County's 2017-2020 LHAP would not be required. Adopting the proposed program modifications for the additional funds will allow the County to assist in keeping more than 15 eligible households from experiencing evictions. County staff has worked with the City which will adopt similar modifications to its program to maximize the number of residents assisted with the \$69,472 of additional SHIP funds allocated to the City.

The County's Division of Housing Service will coordinate with Community and Media Relations to inform residents of the opportunity for rental assistance through advertisements in the local newspapers (Tallahassee Democrat), news releases, social media, and outreach to local housing and human service partners including the Big Bend Homeless Coalition, Tallahassee Urban League, Tallahassee Housing Authority, Capital Area Community Action Agency, and other organizations.

The program will be administered by the Office of Human Services and Community Partnerships' Division of Housing Services and in coordination with the County's Direct Emergency Assistance Program (DEAP). DEAP provides emergency assistance for rent and utilities to Leon County residents. Funding in the two programs will be leveraged when possible to ensure that residents do not experience evictions and/or disruption in utility services. Applications will be reviewed on a first come, first serve basis immediately upon advertisement.

Options:

1. Accept the additional \$36,092 in State Housing Initiative Partnership funds from the Florida Housing Finance Corporation's for FY 2019-2020 and approve the Resolution and associated Budget Amendment. (Attachment #1).
2. Approve the proposed program requirements to administer the additional State Housing Initiative Partnership funding through the Housing Rental Assistance Strategy in the Leon County 2017-2020 Local Housing Assistance Plan.
3. Do not accept the additional \$36,092 in State Housing Initiative Partnership funds from the Florida Housing Finance Corporation's for FY 2019-2020.
4. Do not approve the proposed program requirements to the administer the additional State Housing Initiative Partnership funding through the Housing Rental Assistance Strategy in the Leon County 2017-2020 Local Housing Assistance Plan (LHAP).
5. Board direction.

Recommendations:

Options #1 and #2

Attachments:

1. Budget Amendment Request and associated Resolution
2. Leon County 2017-2020 Local Housing Assistance Plan

FISCAL YEAR 2019/2020 BUDGET AMENDMENT REQUEST

No: BAB20021
Date: 5/1/2020

Agenda Item No: _____
Agenda Item Date: 5/12/2020

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail

Revenues

<i>Fund</i>	<i>Org</i>	<i>Account Information</i>		<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
		<i>Acct</i>	<i>Prog</i>				
124	932054	345100	000	SHIP 2019-2022 Funding	171,786	36,092	207,878
Subtotal:						36,092	

Expenditures

<i>Fund</i>	<i>Org</i>	<i>Account Information</i>		<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
		<i>Acct</i>	<i>Prog</i>				
124	932054	585000	554	Housing Rehabilitation	220,053	36,092	256,145
Subtotal:						36,092	

Purpose of Request

This budget amendment appropriates state emergency SHIP funds in the amount of \$36,092 to provide emergency COVID-19 rental assistance to residents that live in unincorporated Leon County to prevent evictions.

Group/Program Director

Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution

Motion

Administrator

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2019/2020; and,

WHEREAS, the Board of County Commissioners, pursuant to Chapter 129, Florida Statutes, desires to amend the budget.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Leon County, Florida, hereby amends the budget as reflected on the Departmental Budget Amendment Request Form attached hereto and incorporated herein by reference.

Adopted this 12th day of May, 2020.

LEON COUNTY, FLORIDA

BY: _____
Bryan Desloge, Chairman
Board of County Commissioners

ATTEST:
Gwendolyn Marshall, Clerk of the Court and Comptroller
Leon County, Florida

BY: _____

APPROVED AS TO FORM:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

BY: _____

LEON COUNTY, FLORIDA

**STATE HOUSING INITIATIVE PARTNERSHIP (SHIP)
LOCAL HOUSING ASSISTANCE PLAN (LHAP)**

2017-2018, 2018-2019 and 2019-2020

As Revised by the Leon County Board of County Commissioners on September 24, 2019

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B. Timeline for Estimated Encumbrance and Expenditure	
C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan	
D. Signed LHAP Certification	
E. Signed, dated, witnessed or attested adopting resolution	
F. Ordinance: No changes – N/A	
G. Interlocal Agreement: N/A	

SECTION I. PROGRAM DETAILS:

- A. Name of the participating local government: Leon County
Is there an Interlocal Agreement: Yes _____ No: X
- B. Purpose of the program:
1. To meet the housing needs of the extremely low, very low, low and moderate income households;
 2. To expand production of and preserve affordable housing; and
 3. To further the housing element of the local government comprehensive plan specific to affordable housing.
- C. Fiscal years covered by the Plan: 2017-2018, 2018-2019 and 2019-2020
- D. Governance: The State Housing Initiatives Partnership (SHIP) Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code. Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.
- E. Local Housing Partnership: The SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups.
- F. Leveraging: The Plan is intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation (FHFC) programs and to provide local match to obtain federal housing grants or programs.
- G. Public Input: Public input was solicited through face to face meetings with housing providers, social service providers, local lenders, neighborhood associations, and convening Leon County's citizen Affordable Housing Advisory Committee. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability, when applicable.
- H. Advertising and Outreach: SHIP funding availability shall be advertised in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.
- I. Waiting List/Priorities: A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status annually. Applicants will be maintained in an order that is consistent with the time applications were submitted as well as any established funding priorities as described in this plan.

The following priorities for funding described/listed here apply to all strategies except Disaster Mitigation:

The County will accept applications during the advertised “Application Period” which will be 30 days. From the end of the application period, applicants will have 30 days to submit all required documentation in order to be deemed eligible. Applications will be placed in order of receipt and separated based on strategy applied for. When funds are available for a particular strategy, the applicants from the waiting list will be contacted to complete/update the application for SHIP assistance. Applicants will be placed in the queue for assistance once they have provided all required documentation and been deemed SHIP eligible.

Once there is a list of eligible applicants, they will be ranked giving first priority to households qualifying as Special Needs households. These applicants will further be ranked with priority given to very-low income, then low, then moderate. The second priority will be to serve Essential Services Personnel (ESP). These applicants will further be ranked with priority given to very-low income, then low, then moderate. After serving enough Special Needs households to meet set-asides and any qualified ESP for the funding year, all applicants deemed eligible will be considered equally with priority given to very-low, then low, then moderate income groups.

Ranking Priority:

1. Special Needs Households
 - a. Very low
 - b. Low
 - c. Moderate
2. Essential Services Personnel
 - a. Very low
 - b. Low
 - c. Moderate
3. After Special Needs Set-asides and ESP goals are met
 - a. Very Low
 - b. Low
 - c. Moderate

- J. Discrimination: In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, color, religion, sex, national origin, handicap, or familial status in the award application process for eligible housing.
- K. Support Services and Counseling: Support services are available from various sources. The County will provide Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, and Foreclosure Counseling through qualified HUD approved agencies.
- L. Purchase Price Limits: The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

- U.S. Treasury Department
 Local HFA Numbers

- M. Income Limits, Rent Limits and Affordability: The Income and Rent Limits used in the SHIP Program are updated annually by the Department of Housing and Urban Development and posted at www.floridahousing.org.

“Affordable” means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071, F.S. However, it is not the intent to limit an individual household’s ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

- N. Welfare Transition Program: Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.
- O. Monitoring and First Right of Refusal: In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance, whichever is longer unless as specified above.

Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

- P. Administrative Budget: A line-item budget of proposed Administrative Expenditures is attached as Exhibit A. Leon County finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states: “A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan.”
Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code,

further states: "The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(19), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs."

The applicable local jurisdiction has adopted the above findings in the resolution attached as Exhibit E.

- Q. Program Administration: Administration of the local housing assistance plan will be wholly performed and maintained by Leon County.
- R. Project Delivery Costs: In addition to the administrative costs listed above, the County will charge a reasonable project delivery cost to cover inspections performed by non-county employees for rehabilitation projects. In most cases, the fee will not exceed three percent (3%) of the contracted SHIP award and will be included in the amount of the recorded mortgage and note.
1. Title Search
 2. Recordation Fee
 3. The County will utilize a contractor to assess the appropriate level of housing rehabilitation necessary to improve accessibility and enhance independence for participating households having special needs.
- S. Essential Service Personnel Definition: For the purpose of SHIP funding, the County considers the following groups as Essential Services to our county: First Responders, Educators in K-12, Nurses, Active Military, National Guard stationed in the county and skilled building trades.
- T. Describe efforts to incorporate Green Building and Energy Saving products and processes:
- The County will, when economically feasible, employ the following Green Building requirements on rehabilitation and emergency repairs:
1. Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint);
 2. Low-flow water fixtures in bathrooms—WaterSense labeled products or the following specifications:
 - a. Toilets: 1.6 gallons/flush or less,
 - b. Faucets: 1.5 gallons/minute or less,
 - c. Showerheads: 2.2 gallons/minute or less;
 3. Energy Star qualified refrigerator;
 4. Energy Star qualified dishwasher, if provided;
 5. Energy Star qualified washing machine, if provided in units;
 6. Energy Star qualified exhaust fans in all bathrooms; and
 7. Air conditioning: Minimum SEER of 14. Packaged units are allowed in studios and one bedroom units with a minimum of 11.7 EER.
- U. Describe efforts to meet the 20% Special Needs set-aside: The County will partner with social service agencies serving the designated special needs population to achieve the goal of the special needs set-aside. The goal will be met through owner occupied housing rehabilitation and housing replacement, down payment assistance, emergency repair, and

rental assistance strategies.

- V. Describe efforts to reduce homelessness: The County will work with agencies serving the homeless populations primarily through Leon County’s Housing Rental Strategy (Strategy H) to place these individuals or families in rental or transitional housing for the purpose of providing a stable housing situation for twelve (12) months.

SECTION II. HOUSING STRATEGIES:

A. <i>Purchase Assistance for Existing Units Without Repair</i>	Code 2
---	--------

- a. Summary of Strategy: SHIP funds will be awarded for down payment and closing costs associated with the purchase of a home that does not require repair.

Prospective homebuyers must qualify as a First Time Homebuyer under the HUD definition: *An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned a home with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.*

- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020

- c. Income Categories to be served: Very low, Low, and Moderate

- d. Maximum award: Very Low: \$10,000
 Low: \$10,000
 Moderate: \$7,500

- e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as deferred loan secured by a recorded subordinate mortgage and note.
2. Interest Rate: 0%
3. Years in loan term: 10 years
4. Forgiveness: Loan will be forgiven if recipient maintains ownership and primary residence through the term of the loan.
5. Repayment: Not required if this loan is in good standing.
6. Default: The loan will be determined to be in default if any of the following occurs:
 - (1) Home owner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);

- (2) Home owner no longer occupies the unit as his/her principal residence;
 - (3) Home owner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
 - (4) Home owner refinances the assisted unit. However, refinancing is allowed for the following conditions:
 - i. purpose of preventing foreclosure;
 - ii. lowering the interest rate; the refinancing to lower the interest rate must result in a minimum monthly mortgage payment reduction of at least seventy-five (\$75.00) dollars per month
 - iii. to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
 - iv. for payment of outstanding bills with no cash out to homeowner.
 - (5) Home owner fails to meet standard property maintenance requirements as dictated by the Leon County Building Official through Code Enforcement Policies currently enforced.
- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as referenced in Program Details (I).
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Applicants must complete a homebuyer education program with a HUD-approved counseling agency before closing. Applicants must secure a first mortgage by an approved lender and must be able to contribute five hundred dollars (\$500.00) towards the down payment or closing costs. At that point, funds are reserved for the applicant for no more than 90 days. Leon County will be placed in second place behind the first mortgage for all Down Payment Assistance transactions unless authorization is received from the Leon County Division of Housing Services to be placed in third (3rd) or fourth (4th).

Mobile homes are not eligible for this program.

All eligible units must be in unincorporated Leon County. Applicants are eligible to receive SHIP assistance once every ten (10) years except for those affected by disaster and/or require emergency assistance.

<i>B. Purchase Assistance for Existing Units Needing Repair</i>	<i>Code 1</i>
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- a. Summary of Strategy: SHIP funds will be awarded for down payment and closing costs to purchase the home in need of repair.

Prospective homebuyers must qualify as a First Time Homebuyer under the HUD definition: *An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned a home with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.*

- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020

- c. Income Categories to be served: Very low, Low, and Moderate

- d. Maximum award:

Very low: \$15,000, which may include up to \$1,500 for temporary relocation

Low: \$10,000, which may include up to \$1,500 for temporary relocation

Moderate: \$10,000, which may include up to \$1,500 for temporary relocation

- e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as deferred loan secured by a recorded subordinate mortgage and note.
2. Interest Rate: 0%
3. Years in loan term: 10 years
4. Forgiveness: Loan will be forgiven if recipient maintains ownership and primary residence through the term of the loan.
5. Repayment: Not required if this loan is in good standing.
6. Default: The loan will be determined to be in default if any of the following occurs:
 - (1) Home owner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);
 - (2) Home owner no longer occupies the unit as his/her principal residence;
 - (3) Home owner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
 - (4) Home owner refinances the assisted unit. However, refinancing is

allowed for the following conditions:

- i. purpose of preventing foreclosure;
- ii. lowering the interest rate; the refinancing to lower the interest rate must result in a minimum monthly mortgage payment reduction of at least seventy-five (\$75.00) dollars per month
- iii. to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
- iv. for payment of outstanding bills with no cash out to homeowner.

(5) Home owner fails to meet standard property maintenance requirements as dictated by the Leon County Building Official through Code Enforcement Policies currently enforced.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as referenced in Program Details (I). Applicants must secure an FHA 203K Loan.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Applicants must complete a homebuyer education program with HUD-approved counseling agency before closing. Applicants must secure a first mortgage by an approved lender and must be able to contribute five hundred dollars (\$500.00) towards the down payment or closing costs. At that point, funds are reserved for the applicant for no more than 90 days. Leon County will be placed in second place behind the first mortgage for all Down Payment Assistance transactions unless authorization is received from the Leon County Division of Housing Services to be placed in third (3rd) or fourth (4th).

Mobile homes are not eligible for this program.

All eligible units must be in unincorporated Leon County. Applicants are eligible to receive SHIP assistance once every ten (10) years except for those affected by disaster and/or require emergency assistance.

<i>C. Home Rehabilitation</i>	<i>Code 3</i>
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- a. Summary of Strategy: SHIP funds will be awarded to owner-occupied households in need of repairs for health, safety, insurability, correct code violations and to prepare for future disasters. This will include structural improvements, accessibility rehabilitation, and water and sewer connections including tap fees.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very low, Low

- d. Maximum award: \$50,000 for rehabilitation, which may include up to \$1,500 for temporary relocation.
- e. Terms:
1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 2. Interest Rate: 0%
 3. Years in loan term: Five (5) years: \$0 - \$20,000
Ten (10) years: \$20,001 - \$50,000
 4. Forgiveness: Loans are forgiven in the following manner:
 - (1) Five-year loans on a prorated basis of 20% per year
 - (2) Ten-year loans on a prorated basis of 10% per year
 5. Repayment: Not required if loan is in good standing
 6. Default: The loan will be determined to be in default if any of the following occurs:
 - (1) Home owner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);
 - (2) Home owner no longer occupies the unit as his/her principal residence;
 - (3) Home owner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
 - (4) Home owner refinances the assisted unit. However, refinancing is allowed for the following conditions:
 - i. purpose of preventing foreclosure;
 - ii. lowering the interest rate; the refinancing to lower the interest rate must result in a minimum monthly mortgage payment reduction of at least seventy-five (\$75.00) dollars per month
 - iii. to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
 - iv. for payment of outstanding bills with no cash out to homeowner.
 - (5) Home owner fails to meet standard property maintenance requirements as dictated by the Leon County Building Official through Code Enforcement Policies currently enforced.
- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as referenced in Program Details (I).
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Eligible units shall be either site-built or block structures; or modular homes; or mobile homes (built after June 1994). Mobile homes assisted with SHIP funds must be registered as real property with the Leon County Tax Collector's

Office.

SHIP funds may be used alone or in conjunction with CDBG and any other Housing funds to cover the cost of repairs described under this strategy.

No rehabilitation contractor may have more than five home replacement/rehabilitation contracts at one time unless the contractor is the sole bidder for a home replacement/rehabilitation project.

Rehabilitation projects of \$20,000 or more will be eligible for relocation assistance.

All eligible units must be in unincorporated Leon County. Applicants are eligible to receive SHIP assistance once every ten (10) years except for those affected by disaster and/or require emergency assistance.

<i>D. Home Replacement</i>	<i>Code 4</i>
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- a. Summary of Strategy: SHIP funds will be awarded for the removal and replacement of existing owner-occupied single-family homes if the county finds that rehabilitation of the home surpasses 50% of the current value of the home.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very low and Low
- d. Maximum award: \$126,500 for site built and modular homes, which includes up to \$1,500 for temporary relocation.
- e. Terms:
 1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 2. Interest Rate: 0%
 3. Years in loan term: 20 years
 4. Forgiveness: Loan is forgiven on a prorated basis of 5% per year
 5. Repayment: Not required as long as the loan is in good standing.
 6. Default: The loan will be determined to be in default if any of the following occurs:
 - (1) Home owner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);
 - (2) Home owner no longer occupies the unit as his/her principal residence;
 - (3) Home owner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
 - (4) Home owner refinances the assisted unit. However, refinancing is allowed for the following conditions:

- i. purpose of preventing foreclosure;
 - ii. lowering the interest rate; the refinancing to lower the interest rate must result in a minimum monthly mortgage payment reduction of at least seventy-five (\$75.00) dollars per month
 - iii. to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
 - iv. for payment of outstanding bills with no cash out to homeowner.
- (5) Home owner fails to meet standard property maintenance requirements as dictated by the Leon County Building Official through Code Enforcement Policies currently enforced.
- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as referenced in Program Details (I).
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Eligible units shall be replaced with either site-built; or block structures; or modular homes.

SHIP funds may be used alone or in conjunction with CDBG and any other Housing funds to cover the cost of repairs described under this strategy.

No rehabilitation contractor may have more than five home replacement, rehabilitation contracts at one time unless the contractor is the sole bidder for a home replacement/rehabilitation project.

All eligible units must be in unincorporated Leon County. Applicants are eligible to receive SHIP assistance once every ten (10) years except for those affected by disaster and/or require emergency assistance.

Households receiving home replacement must obtain and maintain homeowner's insurance for the duration of the lien period.

<i>E. Disaster Recovery</i>	<i>Code 5</i>
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- a. Summary of Strategy: SHIP funds may be awarded to applicants in need of home repairs directly caused by a disaster that is declared by an Executive Order of the President of the United States or Florida Governor.

Eligible expenses include repairs to damage associated with a disaster, including but not limited to: the purchase of emergency supplies for eligible households, weather proofing of damaged homes, repairs to prevent further damage, tree and debris removal, make housing units habitable, relocation expenses, insurance deductible reimbursements, and post-disaster repairs. Post disaster rehabilitation activity may include repairing structural

damage, roof repair/replacement, as well as retrofitting activities such as waterproofing or elevating a structure to meet requirements of the National Flood Insurance Program. Demolition and reconstruction activities will be conducted using the Home Replacement Program (Code 4).

- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very Low, Low, and Moderate
- d. Maximum award: \$50,000, for rehabilitation and non-home replacement activities, which may include up to \$1,500 for temporary relocation.
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 - 2. Interest Rate: 0%
 - 3. Years in loan term: Five (5) years: \$0 - \$20,000
Ten (10) years: \$20,001 - \$50,000
 - 4. Forgiveness: Loan is forgiven on a prorated basis of:
 - a. 20% per year forgiven for five (5) year term
 - b. 10% per year forgiven for ten (10) year term
 - 5. Repayment: Not required if the loan is in good standing.
 - 6. Default: The loan will be determined to be in default if any of the following occurs:
 - (1) Home owner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);
 - (2) Home owner no longer occupies the unit as his/her principal residence;
 - (3) Home owner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
 - (4) Home owner refinance the assisted unit. However, refinancing is allowed for the following conditions:
 - i. purpose of preventing foreclosure;
 - ii. lowering the interest rate; the refinancing to lower the interest rate must result in a minimum monthly mortgage payment reduction of at least seventy-five (\$75.00) dollars per month
 - iii. to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
 - iv. for payment of outstanding bills with no cash out to homeowner.
 - (5) Home owner fails to meet standard property maintenance requirements as dictated by the Leon County Building Official through Code Enforcement Policies currently enforced.

- f. Recipient Selection Criteria: Applicants will be assisted on a first-qualified, first-served basis.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Eligible units shall be either site-built; or block structures; or modular homes; or mobile homes (built after 1994). Mobile homes assisted with SHIP funds must be registered as real property with the Leon County Tax Collector's Office. SHIP funds may be used alone or in conjunction with other sources of funding to cover the cost of repairs described under this strategy.

All eligible units must be in unincorporated Leon County.

Applicants who have homeowner's insurance in place at the time of the storm event must submit a claim to the insurer and use proceeds for disaster-related home repairs. SHIP funds may be used to pay homeowner deductibles.

<i>F. Emergency Housing Repair & Housing Resilience</i>	<i>Code 6</i>
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- a. Summary of Strategy: SHIP Funds will be awarded to applicants in need of rehabilitation of their home related to a dire situation that needs to be mitigated immediately via a short term and/or permanent repair. This includes: damaged roofing that is leaking, damaged windows causing exposure to the elements, electrical, plumbing or septic problems that could cause damage to the home or to remediate an immediate health hazard to the occupants.

SHIP funds will be awarded to applicants to protect and prepare the home's resilience to the impact of a future disaster. This includes: removal of tree limbs and/or trees that pose a threat to the dwelling or infrastructure, raising of Heating, Ventilation & Cooling equipment, installation of impact resistant windows, garage door straps, or any other activity that could improve the home's resilience to the impact of a future disaster.

SHIP funds may be awarded to applicants requiring emergency power generator installation if: 1. a member of the household meets the Special Needs set a side criterion; and 2. a written statement from a healthcare provider indicating that electricity is a bona fide medical necessity.

SHIP funds may also be awarded to pay insurance deductibles for any repairs covered by the homeowner's policy.

When an applicant is assisted with this strategy, they will not lose their place on the waiting list. However, the amount of funds expended for emergency repairs will be counted towards the maximum award if the applicant receives subsequent assistance.

- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very low and Low

- d. Maximum award: \$20,000
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 - 2. Interest Rate: 0%
 - 3. Years in loan term: Five (5) years
 - 4. Forgiveness: Loan is forgiven on a prorated basis of 20% per year
 - 5. Repayment: Not required if the loan is in good standing.
 - 6. Default: The loan will be determined to be in default if any of the following occurs:
 - (1) Home owner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);
 - (2) Home owner no longer occupies the unit as his/her principal residence;
 - (3) Home owner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
 - (4) Home owner refinance the assisted unit. However, refinancing is allowed for the following conditions:
 - i. purpose of preventing foreclosure;
 - ii. lowering the interest rate; the refinancing to lower the interest rate must result in a minimum monthly mortgage payment reduction of at least seventy-five (\$75.00) dollars per month
 - iii. to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
 - iv. for payment of outstanding bills with no cash out to homeowner.
 - (5) Home owner fails to meet standard property maintenance requirements as dictated by the Leon County Building Official through Code Enforcement Policies currently enforced.
- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as referenced in Program Details (I).
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Eligible units shall be either site-built or block structures; modular homes; or mobile homes (built after June 1994). Mobile homes assisted with SHIP funds must be registered as real property with the Leon County Tax Collector's Office.

Applicants who have homeowner's insurance in place are required to submit a claim to the insurer and use proceeds for repairs if the needed repairs are related to an event reasonably believed to be insurable.

SHIP funds may be used alone or in conjunction with CDBG and any other Housing funds

to cover the cost of repairs described under this strategy.

All eligible units must be in unincorporated Leon County.

<i>H. Foreclosure Avoidance</i>	<i>Code 7</i>
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- a. Summary of Strategy: SHIP Funds will be awarded to applicants to bring current the existing first mortgage of their primary residences to avoid foreclosure.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very low, Low, and Moderate
- d. Maximum award: \$7,500
- e. Terms:
 1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 2. Interest Rate: 0%
 3. Years in loan term: Five (5) years
 4. Forgiveness: Loan is forgiven on a prorated basis of 20% per year
 5. Repayment: Not required if the loan is in good standing.
 6. Default: The loan will be determined to be in default if any of the following occurs:
 - (1) Home owner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy, or post assistance foreclosure, etc.);
 - (2) Home owner no longer occupies the unit as his/her principal residence;
 - (3) Home owner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
 - (4) Home owner refinance the assisted unit. However, refinancing is allowed for the following conditions:
 - i. purpose of preventing foreclosure;
 - ii. lowering the interest rate; the refinancing to lower the interest rate must result in a minimum monthly mortgage payment reduction of at least seventy-five (\$75.00) dollars per month
 - iii. for payment of outstanding bills with no cash out to homeowner.
 - (5) Home owner fails to meet standard property maintenance requirements as dictated by the Leon County Building Official through Code Enforcement Policies currently enforced.

f. Recipient Selection Criteria:

1. Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups.
2. Applicant(s) must be at least 2 months in arrears in mortgage payments and have received notification in writing from their lender that proceeding to foreclosure is eminent. The maximum arrears for eligibility will be determined by the Lender's willingness to accept program maximum award to solve the client's issue via direct payment, modification, repayment plan, reinstatement, or any other viable solution acceptable to the client and Lender.
3. Applicant(s) must have received in writing, from their lender, a denial of default resolution, forbearance, or payment arrangement.
4. Applicant(s) must provide proof of sufficient income to maintain all mortgages and property taxes after foreclosure assistance is received.

The ability to pay the affordable mortgage after receiving program assistance. Affordable means that monthly mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071 (19), (20) and (28), F.S.

5. A hardship letter, as detailed in the Qualification Criteria must demonstrate the nonpayment of the mortgage is due to: sudden loss of income, sudden medical expenses, divorce or separation, death of spouse or joint-property owner, or unforeseen home repair bills.
6. If approved to receive assistance, the applicant(s) must demonstrate:
 - (1) Proof of enrollment in a credit counseling/budgeting course offered by an approved local provider.
 - (2) Proof of residency in the unincorporated area of Leon County.
 - (3) Assistance being sought is for the applicant(s) primary residence.
 - (4) Applicant(s) must demonstrate proof of extraordinary hardship. Assistance will be provided where an extraordinary hardship exists and has been demonstrated through adequate documentation, resulting in the delinquency on the first mortgage. If the applicant(s) has a variable rate mortgage, the applicant(s) must agree and show proof of approval for a modified fixed rate mortgage. Examples of an extraordinary hardship include, but are not limited to:
 - a. Loss of employment, through no fault of the applicant; however, the applicant has secured new employment.

- b. Substantial decrease in the household income, through no fault of the applicant(s).
 - c. Temporary or permanent disability that reduces income.
 - d. Changes in the household composition that reduces income.
 - e. Demonstrated medical hardship.
 - f. Weather events such as fire, hurricane, or other disaster, resulting in unforeseen home repair bills not covered by the Federal Emergency Management (FEMA).
 - g. Substantial increase of the mortgage payment due to participation in an adjustable rate mortgage or "ramp up" mortgage.
 - h. Substantial increase in payment due to escrow shortages.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Eligible units shall be either site-built or block structures; modular homes; or mobile homes (built after 1994). Mobile homes assisted with SHIP funds must be registered as real property with the Leon County Tax Collector's Office.

All eligible units must be in unincorporated Leon County. Applicants are eligible to receive SHIP assistance once every ten (10) years except for those affected by disaster and/or require emergency assistance.

<i>I. Housing Rental Assistance</i>	<i>Code 13</i>
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- a. Summary of Strategy: SHIP Funds will be awarded to renter households that are in need of assistance for:
 - 1. Security and utility deposit assistance;
 - 2. Eviction prevention not to exceed 6 months' rent; and/or
 - 3. Rent subsidies for up to 12 months. To be eligible for rent subsidies, the household receiving assistance must include at least one adult who is a person with special needs, as defined in s. 420.0004, Florida Statutes.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very low and Low
- d. Maximum award: \$10,000
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a grant with no

- recapture terms.
 - 2. Interest Rate: N/A
 - 3. Years in loan term: N/A
 - 4. Forgiveness: N/A
 - 5. Repayment: N/A
 - 6. Default: N/A
- f. Recipient Selection Criteria: Applicants who are homeless or at risk of homelessness (i.e., seeking eviction prevention) will be referred to the Leon County Housing Division by the local Continuum of Care Coordinated Entry system, and be assisted on a first-qualified, first-served basis. Applicants with one or more special needs household members may apply directly to the Leon County Housing Division or may be referred by a special needs service provider. If applications are received simultaneously, priority will be given to the household with the lowest income.
- g. Sponsor/Developer Selection Criteria: Sponsors will be selected to administer the Rental Assistance program. Criteria for selection of sponsor organization will include:
- 1. past experience working with the target population;
 - 2. past experience administering similar rental assistance programs;
 - 3. financial and human resource capacity to administer the program;
 - 4. participation in the Continuum of Care Coordinated Entry system; and
 - 5. such other criteria as may be determined appropriate.
- h. Additional Information:
Applicants are eligible to receive SHIP assistance once every ten (10) years with the exception of those affected by disaster and who require emergency assistance.

All eligible units must be in unincorporated Leon County.

<i>J. Rental Development</i>	<i>Codes: 14,21</i>
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Summary of Strategy: Funds will be awarded to developers to build new or to rehabilitate affordable rental units (single family detached or multi). Developers are required to be awarded construction financing through other local, state, federal, or private housing programs to construct new affordable rental units. This funding may be used as gap financing required for the project.

- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very low and Low
- d. Maximum award: \$20,000 per unit – Non-homeless; \$50,000 per unit - Homeless
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 - 2. Interest Rate: 3% of the award will be added to the original principal at inception

3. Years in loan term: No less than fifteen years or coterminous with the first mortgage loan
4. Forgiveness:
 - a. For-profit developers: No forgiveness
 - b. Non-profit developers: Forgiveness.
 - i. Loan is forgiven on a prorated basis beginning in year six until year 15 at 10% annually.
5. Repayment:
 - a. For-profit developers: Repayment after 15 years or a period that is coterminous with the first mortgage loan. The loan may be extended for an additional term based on the following: Populations being served; existing capacity of the organization; history of compliance with the terms of the loan; and other relevant issues such as the availability of the housing and services through other agencies.
 - b. Non-profit developers: N/A
6. Default: The loan will be due and payable before the end of the term only if the units are sold or are no longer occupied by income-eligible households or used to house eligible households or persons who are homeless (if homeless rental development). Units must remain affordable for at least 15 years.

If the property is foreclosed by a superior mortgage holder, the County will make every effort to recapture funds through the legal process if it is determined that adequate funds may be available after satisfaction of all superior liens.

In the event the sponsor ceases to use the property to house eligible households or persons who are homeless, or if the sponsor offers the property for sale prior to the end of the term of the loan, the agency must give a right of first refusal to an eligible nonprofit for purchase at the current market value for continued occupancy by eligible persons.

- f. Tenant Selection Criteria: Applications from potential tenants will be reviewed for eligibility by the program sponsors and will be approved on a first-qualified basis.
- g. Sponsor/Developer Selection Criteria: Applications from potential sponsors will be reviewed on an ongoing basis.

Non-profit sponsors used to implement this program must have received a tax-exempt ruling as a non-profit agency from the IRS under Section 501(c) of the Internal Revenue Code. The non-profit must have in its mission statement, Articles of incorporation, or bylaws that it is dedicated to the provision of housing and services for eligible households or persons who are homeless (if homeless rental development).

For-profit sponsors administering the program must have experience performing housing activities for eligible households or persons who are homeless (if homeless rental development).

The criteria to select for-profit or non-profit agencies may include, but is not limited to,

the following:

- Consistency of the project with basic goals and objectives of the County;
 - The financial strength of the sponsor;
 - The ability of the sponsor to complete the project by the deadlines established by the County;
 - The capacity of the sponsor;
 - The quantity and quality of experience in affordable housing development;
 - Proof of site control;
 - Willingness of the sponsor to contractually commit to comply with SHIP and other County requirements;
 - Agreement to select tenants based on compliance with all eligibility requirements imposed by the program; and
 - Preference for sponsors that employ personnel from the Welfare Transition Program.
- h. Additional Information: Eligible units shall be either site-built or block structures; modular homes.

The County shall conduct annual monitoring visits or rely on the monitoring reports resulting from monitoring visits conducted as a requirement for other federal, state, or local funding sources to verify that the development is in compliance with SHIP affordable housing rules and requirements.

To the maximum extent possible, the County and all contracted agencies shall encourage the incorporation of energy efficiency features, and green building and design techniques into rehabilitation or construction projects for sustainability and affordability.

All eligible units must be in unincorporated Leon County.

III. LHAP Incentive Strategies

In addition to the **required Incentive Strategy A and Strategy B**, include all adopted incentives with the policies and procedures used for implementation as provided in Section 420.9076, F.S.:

A. Expedited Permitting

Permits as defined in s. 163.3177 (6) (f) (3) for affordable housing projects are expedited to a greater degree than other projects

Provide a description of the procedures used to implement this strategy: Leon County expedites permitting of affordable housing projects by administrative direction, close coordination and team work. Specific processes that have been established include:

- 1) Using pre-permitting review to determine project status, identify and resolve potential legal problems that might preempt permitting, and otherwise expedite affordable housing.
- 2) Obtain assistance and cross-training from Building Inspection with the initial inspection of rehabilitation projects to ensure all code compliance issues are addressed in write-ups and permit applications. This expedites plan review and minimizes changes that delay permitting and project completion.

3) The Director of the Office of Human Services & Community Partnerships and the staff are the designated liaisons with the Affordable Housing Program and assists with the resolution of difficult permitting issues. These processes will promote a reduction in building permitting time for affordable housing projects by 50% from the average of ten (10) days to an average of five (5) days.

B. Ongoing Review Process

An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption

Provide a description of the procedures used to implement this strategy: By administrative direction, all Local Comprehensive Plan and Land Development Regulations (LDR) with the potential to impact the cost of affordable housing are referred to the Leon County Division of Housing Services. Any of these Plan or LDR amendments potentially affecting affordable housing costs can be brought up to a meeting of the Department of Development Support and Environmental Management, the Planning Department, and the Division of Housing Services for modification and transmittal to the Board of County Commissioners or other appropriate review or approval entities.

C. Other Incentive Strategies Adopted:

Modification of Impact Fee Requirements

The County eliminated its transportation impact fee in 1995; therefore, housing developers do not pay any county impact fees. The Public Works Department supports affordable housing by waiving landfill dumping (tipping) fees for disposal of construction debris by the County's affordable housing contractors.

Modification of Site Plan Requirements (Reduction of Parking Setbacks)

Site design modifications such as reduced lot size, street layout and design, setback reductions, and decreased parking requirements can be obtained by the developers of affordable housing subdivisions under Articles X and XI of the current Leon County land development code. The Building Plans Review and Inspection Division administratively allows developers to utilize master building permits consistent with the provisions outlined in F.S. 55.794 as a methodology for reducing the cost of home design and minimizing the associated time frames required for building plans review and permit approval.

Inventory of Public Lands Suitable for Affordable Housing

When foreclosing on Code Enforcement Board liens, the County considers the use of foreclosed property for affordable housing.

IV. EXHIBITS:

- A. Administrative Budget for each fiscal year covered in the Plan.
- B. Timeline for Estimated Encumbrance and Expenditure.

- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan.
- D. Signed LHAP Certification.
- E. Signed, dated, witnessed or attested adopting resolution.
- F. Ordinance – No change
- G. Interlocal Agreement – N/A

LHAP 2009-001

Exhibit A

Revised: 6/2016

Leon County

Fiscal Year: 2017-2018		
Estimated Allocation for Calculating:	\$	642,950.00
Salaries and Benefits	\$	17,295.00
Office Supplies and Equipment	\$	4,855.00
Travel Per diem Workshops, etc.	\$	5,000.00
Advertising	\$	2,000.00
Other*	\$	35,000.00
Total	\$	64,150.00
Fiscal Year: 2018-2019		
Estimated Allocation for Calculating:	\$	655,475.00
Salaries and Benefits	\$	40,997.00
Office Supplies and Equipment	\$	1,003.00
Travel Per diem Workshops, etc.	\$	5,000.00
Advertising	\$	3,000.00
Other*	\$	15,000.00
Total	\$	65,000.00
Fiscal Year 2019-2020		
Estimated Allocation for Calculating:	\$	710,020.00
Salaries and Benefits	\$	43,002.00
Office Supplies and Equipment	\$	5,000.00
Travel Per diem Workshops, etc.	\$	5,000.00
Advertising	\$	3,000.00
Other*	\$	15,000.00
Total	\$	71,002.00

*All "other" items need to be detailed here and are subject to review and approval by the SHIP review committee. Project Delivery Costs that are outside of administrative costs are not to be included here, but must be detailed in the LHAP main document. Details: \$35,000 in Fiscal Year 2017-2018 to develop an automated system for managing the SHIP program. The proposed system will be designed to facilitate processes while streamlining operations. \$15,000 in subsequent fiscal years for system maintenance and enhancements.

**Exhibit B
Timeline for SHIP Expenditures**

Leon County Government affirms that funds allocated for these fiscal years will meet the following deadlines:

Fiscal Year	Encumbered	Expended	1st Year AR	2nd Year AR	Closeout AR
2017-2018	6/30/2019	6/30/2020	9/15/2018	9/15/2019	9/15/2020
2018-2019	6/30/2020	6/30/2021	9/15/2019	9/15/2020	9/15/2021
2019-2020	6/30/2021	6/30/2022	9/15/2020	9/15/2021	9/15/2022

If funds allocated for these fiscal years is not anticipated to meet any of the deadlines in the table above, Florida Housing Finance Corporation will be notified according to the following chart:

Fiscal Year	Funds Not Encumbered	Funds Not Expended	1st Year AR Not Submitted	2nd Year AR Not Submitted	Closeout AR Not Submitted
2017-2018	3/30/2019	3/30/2020	6/15/2018	6/15/2019	6/15/2020
2018-2019	3/30/2020	3/30/2021	6/15/2019	6/15/2020	6/15/2021
2019-2020	3/30/2021	3/30/2022	6/15/2020	6/15/2021	6/15/2022

Requests for Expenditure Extensions (close-out year ONLY) must be received by FHFC by June 15 of the year in which funds are required to be expended. The extension request shall be emailed to robert.dearduff@floridahousing.org and terry.auringer@floridahousing.org and include:

1. A statement that “(city/county) requests an extension to the expenditure deadline for fiscal year _____.
2. The amount of funds that is not expended.
3. The amount of funds that is not encumbered or has been recaptured.
4. A detailed plan of how/when the money will be expended.

Note: an extension to the expenditure deadline (June 30) does not relieve the requirement to submit (September 15) the annual report online detailing all funds that have been expended. Please email terry.auringer@floridahousing.org when you are ready to “submit” the AR.

Other Key Deadlines:

AHAC reports are due for each local government the same year as the local government’s LHAP being submitted. Local governments receiving the minimum or less allocation are not required to report.

Please check applicable box

FLORIDA HOUSING FINANCE CORPORATION											HOUSING DELIVERY GOALS CHART		
2017-2018											New Plan: <input checked="" type="checkbox"/>		
											Amendment: <input type="checkbox"/>		
											Fiscal Yr. Closeout: 2017-2018		
Name of Local Government: Leon County								Allocation: \$642,950.00					
								A	B	C	D	E	F
HOME OWNERSHIP		VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total
Code	STRATEGIES (strategy title must be same as the title used in plan text.)	Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units
7	Foreclosure Avoidance	2	\$7,500	2	\$7,500	0	\$7,500	\$0.00	\$0.00	\$40,000.00	\$40,000.00	6.22%	4
3	Home Rehabilitation	1	\$50,000	2	\$50,000	0	\$50,000	\$0.00	\$97,950.00	\$0.00	\$97,950.00	15.23%	3
5	Diaster Mitigation	0	\$108,000	0	\$108,000	0	\$0	\$55,250.00	\$0.00	\$0.00	\$55,250.00	8.59%	0
4	Home Replacement (Demolition Reconstruction)	6	\$108,000	4	\$108,000	0	\$0	\$300,000.00	\$0.00	\$0.00	\$300,000.00	46.66%	10
1	Purchase Assistance for Existing Units Needing Repair	0	\$15,000	0	\$10,000	1	\$7,500	\$0.00	\$7,500.00	\$0.00	\$7,500.00	1.17%	1
2	Purchase Assistance for Existing Units w/o Repair	0	\$7,500	1	\$7,500	0	\$7,500	\$7,500.00	\$0.00	\$7,500.00	\$15,000.00	2.33%	1
6	Emergency Housing Repair	9	\$1,650	5	\$1,650	0	\$0	\$0.00	\$11,550.00	\$11,550.00	\$23,100.00	3.59%	14
Subtotal 1 (Home Ownership)		18		14		1		\$362,750.00	\$117,000.00	\$59,050.00	\$538,800.00	83.80%	33
RENTAL		VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total
Code	STRATEGIES	Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units
13	Housing Rental Assistance	3	\$10,000	1	\$10,000	0	0	\$0.00	\$0.00	\$40,000.00	\$40,000.00	6.22%	4
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
Subtotal 2 (Non-Home Ownership)		3		1		0		\$0.00	\$0.00	\$40,000.00	\$40,000.00	6.22%	4
Administration Fees											\$64,150.00	9.98%	
Admin. From Program Income												0.00%	
Home Ownership Counseling												0.00%	
GRAND TOTAL													
Add Subtotals 1 & 2, plus all Adm		21		15		1		\$362,750.00	\$117,000.00	\$99,050.00	\$642,950.00	100.00%	37
Percentage Construction/Rehab		Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.										74.62%	
Maximum Allowable Purchase Price:								New	\$204,000	Existing	\$204,000		
Allocation Breakdown		Amount		%				Projected Program Income:		Max Amount Program Income For Admin:		\$0.00	
Very-Low Income		\$310,650.00		48.3%				Projected Recaptured Funds:					
Low Income		\$253,150.00		39.4%				Distribution:		\$642,950.00			
Moderate Income		\$15,000.00		2.3%				Total Available Funds:		\$642,950.00			
TOTAL		\$578,800.00		90.0%									

Please check applicable box

FLORIDA HOUSING FINANCE CORPORATION											HOUSING DELIVERY GOALS CHART			New Plan: <input checked="" type="checkbox"/>	
HOUSING DELIVERY GOALS CHART											2018-2019			Amendment:	
2018-2019											Estimated Funds: \$655,475.00			Fiscal Yr. Closeout: 2018-2019	
Name of Local Government: Leon County									Estimated Funds: \$655,475.00						
		A		B		C		D		E		F			
HOMEOWNERSHIP		VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total		
Code	STRATEGIES (strategy title must be same as the title used in plan text.)	Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units		
7	Foreclosure Avoidance	3	\$7,500	1	\$7,500	0	\$7,500	\$0.00	\$0.00	\$30,000.00	\$30,000.00	4.58%	4		
3	Home Rehabilitation	1	\$50,000	2	\$50,000	0	\$50,000	\$0.00	\$104,025.00	\$0.00	\$104,025.00	15.87%	3		
5	Diaster Mitigation	0	\$75,000	0	\$75,000	0	\$0	\$60,000.00	\$0.00	\$0.00	\$60,000.00	9.15%	0		
4	Home Replacement (Demolition Reconstruction)	6	\$75,000	5	\$75,000	0	\$75,000	\$300,000.00	\$0.00	\$0.00	\$300,000.00	45.77%	11		
1	Purchase Assistance for Existing Units Needing Repair	0	\$15,000	2	\$10,000	0	\$7,500	\$0.00	\$20,000.00	\$0.00	\$20,000.00	3.05%	2		
2	Purchase Assistance for Existing Units w/o Repair	0	\$7,500	2	\$7,500	0	\$7,500	\$20,000.00	\$15,000.00	\$0.00	\$35,000.00	5.34%	2		
6	Emergency Housing Repair	7	\$1,650	6	\$1,650	0	\$0	\$0.00	\$11,550.00	\$9,900.00	\$21,450.00	3.27%	13		
Subtotal 1 (Home Ownership)		17		18		0		\$380,000.00	\$150,575.00	\$39,900.00	\$570,475.00	87.03%	35		
RENTAL		VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total		
STRATEGIES		Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units		
13	Housing Rental Assistance	3	\$10,000	1	\$10,000	0	0	\$0.00	\$0.00	\$20,000.00	\$20,000.00	3.05%	4		
											\$0.00	0.00%	0		
											\$0.00	0.00%	0		
Subtotal 2 (Non-Home Ownership)		3		1		0		\$0.00	\$0.00	\$20,000.00	\$20,000.00	3.05%	4		
Administration Fees											\$65,000.00	9.92%			
Admin. From Program Income												0.00%			
Home Ownership Counseling												0.00%			
GRAND TOTAL															
Add Subtotals 1 & 2, plus all Admin		20		19		0		\$380,000.00	\$150,575.00	\$59,900.00	\$655,475.00	100.00%	39		
Percentage Construction/Rehab		Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.										81%			
Maximum Allowable															
Purchase Price:								New	\$204,000	Existing	\$204,000				
Allocation Breakdown		Amount		%				Projected Program Income:		Max Amount Program Income For Admin		\$0.00			
Very-Low Income		\$280,089.00		42.7%				Projected Recaptured Funds:							
Low Income		\$310,386.00		47.4%				Distribution:		\$655,475.00					
Moderate Income		\$0.00		0.0%				Total Available Funds		\$655,475.00					
TOTAL		\$590,475.00		90.1%											

Please check applicable box

FLORIDA HOUSING FINANCE CORPORATION												New Plan: <input checked="" type="checkbox"/>	
HOUSING DELIVERY GOALS CHART												Amendment: <input type="checkbox"/>	
2019-2020												Fiscal Yr. Closeout: 2019-2020	
Name of Local Government: Leon County								Estimated Funds:	\$710,020.00				
								A	B	C	D	E	F
HOME OWNERSHIP		VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total
Code	STRATEGIES (strategy title must be same as the title used in plan text.)	Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units
7	Foreclosure Avoidance	3	\$7,500	2	\$7,500	0	\$7,500	\$0.00	\$0.00	\$37,500.00	\$37,500.00	5.28%	5
3	Home Rehabilitation	1	\$50,000	2	\$50,000	0	\$50,000	\$0.00	\$132,550.00	\$0.00	\$132,550.00	18.67%	3
5	Diaster Mitigation	0	\$75,000	0	\$75,000	0	\$0	\$80,000.00	\$0.00	\$0.00	\$80,000.00	11.27%	0
4	Home Replacement (Demolition Reconstruction)	6	\$75,000	5	\$75,000	0	\$75,000	\$300,000.00	\$0.00	\$0.00	\$300,000.00	42.25%	11
1	Purchase Assistance for Existing Units Needing Repair	0	\$15,000	2	\$10,000	0	\$7,500	\$0.00	\$20,000.00	\$0.00	\$20,000.00	2.82%	2
2	Purchase Assistance for Existing Units w/o Repair	0	\$7,500	1	\$7,500	0	\$7,500	\$20,000.00	\$7,500.00	\$0.00	\$27,500.00	3.87%	1
6	Emergency Housing Repair	7	\$1,650	6	\$1,650	0	\$0	\$0.00	\$16,500.00	\$4,950.00	\$21,450.00	3.02%	13
Subtotal 1 (Home Ownership)		17		18		0		\$400,000.00	\$176,550.00	\$42,450.00	\$619,000.00	87.18%	35
RENTAL		VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total
STRATEGIES		Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units
13	Housing Rental Assistance	2	\$10,000	2	\$10,000	0	0	\$0.00	\$0.00	\$20,000.00	\$20,000.00	2.82%	4
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
Subtotal 2 (Non-Home Ownership)		2		2		0		\$0.00	\$0.00	\$20,000.00	\$20,000.00	2.82%	4
Administration Fees											\$71,020.00	10.00%	
Admin. From Program Income												0.00%	
Home Ownership Counseling												0.00%	
GRAND TOTAL													
Add Subtotals 1 & 2. plus all Admin.		19		20		0		\$400,000.00	\$176,550.00	\$62,450.00	\$710,020.00	100.00%	39
Percentage Construction/Rehab		Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.										81%	
Maximum Allowable													
Purchase Price:								New	\$204,000	Existing	\$204,000		
Allocation Breakdown		Amount		%				Projected Program Income:		Max Amount Program Income For Admin		\$0.00	
Very-Low Income		\$295,506.00		41.6%				Projected Recaptured Funds:					
Low Income		\$343,494.00		48.4%				Distribution:		\$710,020.00			
Moderate Income		\$0.00		0.0%				Total Available Funds:		\$710,020.00			
TOTAL		\$639,000.00		90.0%									

CERTIFICATION TO FLORIDA HOUSING FINANCE CORPORATION

The Board of County Commissioners of Leon County

Certifies that:

- (1) The availability of SHIP funds will be advertised pursuant to program requirements in 420.907-420.9079, Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, color, national origin, sex, handicap, familial status, or religion.
- (3) A process to determine eligibility and for selection of recipients for funds has been developed.
- (4) Recipients of funds will be required to contractually commit to program guidelines and loan terms.
- (5) Florida Housing will be notified promptly if the local government /interlocal entity will be unable to comply with any provision of the local housing assistance plan (LHAP).
- (6) The LHAP provides a plan for the encumbrance of funds within twelve months of the end of the State fiscal year in which they are received and a plan for the expenditure of SHIP funds including allocation, program income and recaptured funds within 24 months following the end of the State fiscal year in which they are received.
- (7) The LHAP conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the LHAP.
- (8) Amendments to the approved LHAP shall be provided to the Florida Housing for review and/or approval within 21 days after adoption.
- (9) The trust fund exists with a qualified depository for all SHIP funds as well as program income or recaptured funds.
- (10) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (11) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements (CAFR). An electronic copy of the CAFR or a hyperlink to the document shall be provided to Florida Housing by June 30 of the applicable year.
- (12) Evidence of compliance with the Florida Single Audit Act, as referenced in Section 215.97, F.S.

shall be provided to Florida Housing by June 30 of the applicable year.

- (13) SHIP funds will not be pledged for debt service on bonds.
- (14) Developers receiving assistance from both SHIP and the Low Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements, similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.
- (15) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to serve eligible persons.
- (16) Rental Units constructed or rehabilitated with SHIP funds shall be monitored for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e). To the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility.
- (17) The LHAP meets the requirements of Section 420.907-9079 FS, and Rule Chapter 67-37 FAC.
- (18) The provisions of Chapter 83-220, Laws of Florida have not been implemented (except for Miami-Dade County).

Witness

Jimbo Jackson
Chief Elected Official or designee

Witness

Jimbo Jackson, Chairman
Type Name and Title

9-27-19
Date

APPROVED AS TO FORM
LEON COUNTY ATTORNEY'S OFFICE
Leon County, Florida

OR

By: [Signature]

[Signature]
Attest:
(Seal)



RESOLUTION NO. 19-34

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, APPROVING AMENDMENTS TO THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE COUNTY ADMINISTRATOR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE AMENDED LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Laws, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, ss. 420.907-420.9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one- to three-year Local Housing Assistance Plan outlining how funds will be used; and

WHEREAS, the SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy; and

WHEREAS, the SHIP Act further requires local governments to establish an average area purchase price for new and existing housing benefiting from awards made pursuant to the Act; The methodology and purchase prices used are defined in the attached Local Housing Assistance Plan; and

WHEREAS, on March 12, 2019, the County Commission approved the submittal of the Local Housing Assistance Plan for fiscal years 2018, 2019, and 2020 as well as adopted an associated Resolution; and

WHEREAS, the Local Housing Assistance Plan was approved by the Florida Housing Finance Corporation; and

WHEREAS, the County Commission finds that it is in the best interest of the public for Leon County Government to submit amendments to the Local Housing Assistance Plan for review and approval so as to qualify for documentary stamp tax funds; and

WHEREAS, Rule Chapter 67-37, Florida Administrative Code, requires amendments to an approved local housing assistance plan be adopted by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA that:

1. The Board of County Commissioners of Leon County hereby approves the amendments to the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2018, 2019 and 2020.

2. The County Administrator is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the term and conditions of said program.

3. The Board of County Commissioners of Leon County finds that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. As required by ss. 420.9075,

the Board of County Commissioners of Leon County hereby approves costs of administering the program up to 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund.

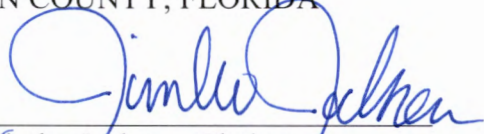
4. This Resolution shall become effective immediately upon its adoption.

DONE, ADOPTED, AND PASSED by the Board of County Commissioners of Leon County, Florida, this 24th day of September 2019.



LEON COUNTY, FLORIDA

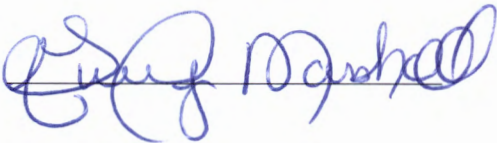
BY:


Jimbo Jackson, Chairman
Board of County Commissioners

ATTEST:

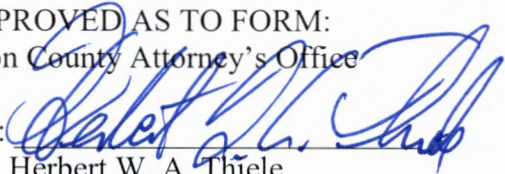
Gwendolyn Marshall, Clerk of the Court
Leon County, Florida

BY:



APPROVED AS TO FORM:
Leon County Attorney's Office

BY:


Herbert W. A. Thiele
County Attorney

**Leon County
Board of County Commissioners**

Notes for Agenda Item #18

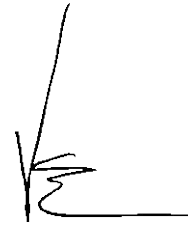
Leon County Board of County Commissioners

Agenda Item #18

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Florida State University Askew School Proposal for Additional Analysis of the Community Human Services Partnership Needs Assessment

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
Lead Staff/ Project Team:	Shington Lamy, Director, Human Services and Community Partnerships

Statement of Issue:

As requested by the United Partners for Human Services (UPHS), this item recommends the County consider postponing indefinitely engaging the Askew School in conducting additional analysis of the CHSP Needs Assessment Report.

Fiscal Impact:

This item does not have a fiscal impact.

Staff Recommendation:

Option #1: Direct staff to postpone indefinitely engaging the Askew School in conducting additional analysis of the CHSP Needs Assessment Report.

Report and Discussion

Background:

This agenda requests Board consideration of a proposal by the Askew School to conduct additional analysis on the Needs Assessment Report that was conducted by the Center for Health Equity (CHE) and to provide technical assistance and support to a workgroup of community stakeholders that would make recommendations on the categories and funding allocation for the Community Human Services Partnership (CHSP) for the funding cycle beginning in FY 2023. Board consideration to engage the Askew School was requested by UPHS at the County's January 28 and February 25 meetings. However, UPHS is recommending that the County and City postpone engaging the Askew School indefinitely due to the uncertainty of the long-term effects of COVID-19 to human services in the community. Additionally, based on the position of UPHS, the City has indicated that it will postpone consideration of the Askew School proposal until further notice.

On January 28, 2020, the Board was presented the CHSP Needs Assessment Report that was conducted by the CHE, along with several options prepared by County staff to improve the CHSP process and to optimize our limited human services funding to address the greatest human services needs of our community (Attachment #3).

The item also included a peer review of the needs assessment conducted by Dr. Gary VanLandingham, Professor at the Askew School to provide an additional independent evaluation of the needs assessment's methodology and findings (Attachment #4). According to the Peer Review, the needs assessment utilized a reasonable approach and methodology for collecting data. However, the peer review found insufficiencies with the methodology utilized for developing the funding allocations and ultimately recommended additional analysis should be conducted to determine the highest human service needs in the community and offered technical assistance that could be provided by the Askew School to perform the additional analysis. At that time the Board did not move forward with the recommendation of the Peer Review to engage the Askew School and instead approved the following options:

- Create a new CHSP Promise Zone category funded by both the County and City by expanding the Promise Zone area to include additional high poverty census tracts (generally found in the 32304 area), and direct staff to provide options for the level of County funding for CHSP and the Promise Zone to be considered as part of the upcoming budget process.
- Refine the outcome measures presented in the Needs Assessment with human service stakeholders to be implemented in the second year of the upcoming cycle.

It is important to note that with the exception of the Promise Zone category, the Board's action maintained the existing CHSP human service categories and current funding allocations assigned to each category.

Subsequently, on January 29, 2020, the City Commission was presented the CHSP Needs Assessment Report and provided similar options by City staff as presented in the agenda item. The City Commission approved the following options:

- Direct the City Manager that the current CHSP human service categories and funding formulas for those categories be maintained for the upcoming CHSP funding cycle.
- Approve the proposed expansion of the Promise Zone boundaries to include additional low-income census tracts with the condition that the County provides additional funding to support Promise Zone funding category.
- Direct the City Manager to coordinate with the County to review the proposal from the Askew School of Public Policy to develop additional analysis and recommendations regarding the Needs Assessment and provide the City Commission with any recommendations for further action.

On February 11, 2020, the Board requested a status report on the options approved by the Board and the City Commission. On February 25, 2020 following several requests from UPHS, the Board directed staff to draft an agenda item for consideration of coordinating with the City to engage the FSU Askew School of Public Policy to provide technical assistance and support a workgroup of community stakeholders in order to develop additional analysis and recommendations regarding the Needs Assessment for the funding cycle beginning in FY 2023. On March 19, 2020, the Askew School submitted its proposal. On April 17, 2020, UPHS provided County and City staff correspondence recommending that the County and City of Tallahassee postpone engaging the Askew School indefinitely due to the uncertainty of the long-term effects of COVID-19 to human services in the community.

Analysis:

The Peer Review conducted by Dr. VanLandingham recommended that the County and City not move forward with the percentage allocation models presented in the CHE Needs Assessment Report. Instead it recommended that the County and City convene a workgroup that consists of community stakeholders to develop funding allocations for CHSP. It also proposed the County and City contract with FSU's Askew School to provide technical support to the workgroup. The workgroup, with the support of the Askew School, would build on the needs assessment by using the primary and secondary data collected to perform the following:

- Identify best practices and funding models for allocating human services funds among identified need areas;
- Identify best practices for incorporating using evidence-based policymaking approaches into the allocation system, such as establishing preferences for evidence-based programs and considering the return on investment that would likely be generated through these funds;
- Identify a set of recommended performance measures for providers receiving Partnership funds;
- Identify options for providing greater implementation support and promoting greater information sharing among providers; and
- Evaluate the impact of selected human services programs funded by CHSP

The workgroup would present recommendations to the County and City in 12-18 months and therefore would not be incorporated until the FY 2023 CHSP funding cycle.

As previously mentioned the Board did not initially move forward with the recommendation of the Peer Review to engage the Askew School and conduct additional analysis of the Needs Assessment. However, on February 25, 2020 following several requests from UPHS, the Board directed staff to draft an agenda item for consideration of coordinating with the City to engage the FSU Askew School of Public Policy to provide technical assistance and support a workgroup of community stakeholders in order to develop additional analysis and recommendations regarding the Needs Assessment for the funding cycle beginning in FY 2023.

Following the Board's direction, staff held several meetings with the City, UPHS, and Dr. VanLandingham to discuss the initial recommendation provided in the Peer Review and determine any additional information or task that human service partners wanted addressed should the County and City engage the Askew School to conduct additional analysis of the Needs Assessment. UPHS requested that a gap analysis of the current human services in the community be incorporated into the Askew School analysis. Based on the meetings and conversations with UPHS, Dr. VanLandingham refined his initial recommendation provided in the Peer Review to develop the Askew School proposal that incorporates the following six steps:

1. Review organizational documents of human services agencies and conduct interviews of key officials and stakeholders.
2. Collect and analyze other needs assessment studies conducted by other local entities including the Leon County Health Department, Tallahassee Memorial Healthcare, etc.
3. Analyze data from multiple sources to profile the human services that are currently available in the community.
4. Collect and analyze multiple forms of data establishing current and potential funding streams for human services in the community.
5. Conduct a gap analysis utilizing the data collected from other needs assessments, other sources, and other funding streams to compare local needs, services, and resources.
6. Provide ongoing technical assistance to a workgroup of key stakeholders that would be tasked with developing and vetting a robust basis for allocating CHSP funds to human service agencies.

It is important to note that with the exception of the workgroup, the Askew proposal incorporates similar approaches utilized by CHE to conduct the Needs Assessment including interviews with stakeholders and analyzing secondary data from other sources. The workgroup would be appointed by the County and City Commission and would ultimately make recommendations on funding categories and funding allocations for CHSP. A subsequent agenda item would be required to provide further analysis and recommendation on the composition and responsibility of the Workgroup as well as the role of staff and the Askew School.

The Askew School proposal offers the use of faculty that would include Dr. VanLandingham and Dr. David Berlan as well as graduate students to perform the task that are presented. Based on the proposal, the project would begin in May 2020 and concluded in December 2020. The total fee for the proposal would be \$91,642.

On March 19, 2020, the Askew School submitted its proposal. On April 17, 2020, UPHS provided County and City staff correspondence recommending that the County and City postpone engaging the Askew School indefinitely due to the uncertainty of the long-term effects of COVID-19 to human services in the community. Subsequently, the City informed County staff that based on the position of UPHS, that it will postpone consideration of the Askew School proposal until further notice.

Therefore, based on the recommendation of UPHS and the action taken by the City, it is recommended that the Board not move forward with the Askew proposal. Instead staff will continue to proceed with working in partnership with the City, UPHS, the Askew School, and other human service partners to review and refine the outcome measures presented in the Needs Assessment to be implemented in the second year of the upcoming two-year funding cycle. The upcoming cycle will begin on October 1, 2020. However, the outcome measures once developed and adopted in coordination with the City and with significant input from human service partners would not be implemented until October 1, 2021.

Options:

1. Direct staff to postpone indefinitely engaging the Askew School in conducting additional analysis of the CHSP Needs Assessment Report.
2. Approve the Florida State University Askew School for Public Administration and Policy Proposal to develop additional analysis and recommendations regarding the Needs Assessment for the funding cycle beginning in FY 2023 and direct staff to bring back an agenda item on the development of an agreement and the establishment of a Workgroup.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Florida State University Askew School for Public Administration and Policy Proposal to Assist Leon County and the City of Tallahassee Strengthen the Leon County Human Services Partnership
2. April 17, 2020 Email Correspondence from United Partners for Human Services
3. January 28, 2020 Agenda Item on the Community Human Services Partnership Needs Assessment
4. Dr. Gary VanLandingham's Peer Review of the Center for Health Equity Needs Assessment

Florida State University
Askew School of Public Administration and Policy

**Proposal to Assist Leon County and the City of Tallahassee
Strengthen the Leon County Human Services Partnership**

March 19, 2020

Askew School of Public Administration and Policy
Proposal to Assist the Leon County Human Services Partnership

March 19, 2020

Mr. Shington Lamy, Director
Leon County Office of Human Services and Community Partnerships

Dear Mr. Lamy,

The Reubin O'D. Askew School of Public Administration and Policy is pleased to present this proposal to assist Leon County and the City of Tallahassee in strengthening the Leon County Community Human Services Partnership's process to allocate funds to local human services agencies. We have designed this proposal with four goals in mind: 1) conducting a gap analysis to identify current human service needs, services, and available resources in Leon County; 2) minimizing project costs by utilizing currently available information and graduate students to carry out tasks under faculty direction; 3) providing opportunities for the City, County, Partnership, and participating agencies to provide ongoing input during the study; and 4) taking care to minimize the workload burden on the County, City, Partnership, and agencies during the project.

As feasible, we will expand this scope of work by creating graduate course assignments in the Summer and Fall terms in which teams of students would analyze additional elements of the Partnership. We believe that this approach is feasible, although FSU's shift to online instruction due to the COVID-19 pandemic could complicate these efforts.

A key part of our overall approach will be to provide ongoing technical assistance to a Stakeholder Workgroup appointed by Leon County and the City of Tallahassee that would be tasked with developing and vetting a more robust basis for allocating Leon County Community Human Services Partnership funds to local providers. Given the high interest in this topic, we believe that establishing such a workgroup would be essential to securing needed community input and support for changes to the current funding structure.

Thank you for this opportunity.

Sincerely,

Gary VanLandingham, Ph.D.

David Berlan, Ph.D.

Project goal

This project is intended to perform a gap analysis and provide technical support to assist Leon County and the City of Tallahassee in strengthening the Leon County Human Services Partnership's process to allocate funds to local human services agencies. The Partnership has conducted periodic needs assessment to help ensure that limited funding is targeted at the most critical human services needs within Leon County, but elected officials and community stakeholders have indicated that these prior efforts were fatally flawed and the results could not be used to inform funding decisions. Developing a more robust picture of human service needs, current services, and available resources will help enable elected officials, citizens, and human services agencies to make more informed choices when allocating taxpayer funds to meet pressing needs among Leon County's citizens.

Project approach

Our approach is designed to provide a much more comprehensive assessment of the human services environment in Leon County by maximizing the use of currently available data while minimizing the workload impact on public employees and the provider community. Our initial approach will incorporate six steps.

First, we will begin by reviewing organizational documents and interviewing key officials and stakeholders to gain a strong understanding of the goals and activities of the Leon County Human Services Partnership.

Second, we will collect and analyze needs-assessment type studies that have been conducted by other local entities, including studies performed by the Leon County Public Health Department and Tallahassee Memorial Hospital, the Leon County School Board, local law enforcement agencies, the Department of Children and Families and local human services providers. We will supplement this information with relevant data on local socio-economic conditions available from other sources such as FLHealthCHARTS.com and the U.S. Census Bureau. Once aggregated, these data will provide a more comprehensive perspective of human service needs within Leon County.

Third, we will analyze data from multiple sources to profile the human services that are currently available in the community. To do so, we will analyze program and fiscal data reported by providers in their applications for Partnership Funds and the periodic reports that providers submit to the Partnership, City, and County. We will supplement this information with data listed in publicly available 990 Forms, provider websites, and annual reports. These

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data, once aggregated, will provide a more comprehensive perspective of the services that are available to meet Leon County's human service needs.

Fourth, we will collect and analyze multiple forms of data establishing current and potential funding streams for human services in the community. To do so, we will capture data on previously approved grants and contracts from local, state, and federal government agencies, previously funded private grants from foundations and other nonprofits, stated priorities of potential funders for future grantmaking, and prior donation and earned income histories of human service providers. These data will be aggregated into an assessment of current and potential resources available for human services from other sources and identify areas with more limited external and community resources.

Fifth, we will use the data collected in Steps 2, 3 and 4 to conduct a gap analysis that compares local needs, services, and resources. This analysis will enable policymakers, citizens, and key stakeholders to better assess unmet needs and consider whether current funding allocations represent the best way to address current needs.

Sixth, we will provide ongoing technical assistance to a workgroup of key stakeholders that would be tasked with developing and vetting a more robust basis for allocating Leon County Community Human Services Partnership funds to local providers. This Stakeholder Workgroup would be appointed by the City of Tallahassee and Leon County and would include public officials, community members, and representatives of organizations receiving Partnership funds. The Stakeholder Workgroup would be charged with developing a stronger mechanism for allocating the Partnership's limited funding to better meet local human service needs, including consideration of the potential impact of creating a Children's Services Council within Leon County, the results of the gap analysis, and opportunities to incorporate evidence-based approaches into the funding system including preferences for evidence-based programming and enhanced impact reporting. We would hold ongoing conversations with the Stakeholder Workgroup to discuss our research process, methodologies, and findings. This process should help ensure that key community groups will feel that their voices are heard during the review process and will hopefully promote buy-in for the results.

As feasible, we will supplement these steps by creating graduate course assignments in the Spring, Summer, and Fall terms in which teams of students will analyze additional elements of the Leon County Human Services Partnership. This would include collecting and identify available data on the impacts that local agencies are achieving in ameliorating human service needs, which students would do by analyzing funding applications and grant reports submitted by agencies participating in Partnership funding cycles. Students would also examine performance metrics used by government entities that similarly allocate funding to meet local human services needs such as the Children's Services Councils to identify options for

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strengthening the Partnership's accountability system. Additionally, students would examine options for incorporating evidence-based policymaking principles into the Partnership's funding system to give the City and County greater assurance that resources are allocated to activities that have a high likelihood of achieving high returns on the investment of taxpayer funds.

Project timeline

The project will take place over the May – December 2020 period.

May 2019 – Project initiation and preliminary document review. During this period, the team will review background materials provided by Leon County, the City of Tallahassee, the Leon County Human Services Partnership, and other sources. The team will also hold discussions (either in-person or virtually via the phone or Zoom depending on the COVID-19 pandemic status) with key stakeholders to ensure that we have a clear understanding of the Partnership and stakeholder needs.

May to June 2019 – Stakeholder Workgroup formed. During this period, Leon County and the City of Tallahassee would appoint members to the Stakeholder Workgroup and it would hold an organizational meeting.

June to August – Collection, curation, and review of related documents. During this period, the team will collect and review documents from the City, County, Partnership, and relevant outside entities related to local human service needs, currently available funds dedicated to meeting such needs, and the services provided by entities receiving Partnership funds (and selected outside entities that provide such services. As feasible, the team will also engage Askew School graduate students in class projects that support this study. The team would regularly brief the Stakeholder Workgroup during this time period and provide technical assistance as needed to inform its deliberations.

September to October – data analysis. During this period, the team will analyze the collected data and hold additional conversations with key stakeholders to discuss potential findings and collect follow-up data. As feasible, the team will also engage Askew School graduate students in class projects that support this study. The team would continue to regularly brief the Stakeholder Workgroup during this time period and provide technical assistance as needed to inform its deliberations.

November to December – report preparation. During this period the team will complete data analysis and prepare preliminary and final drafts of the project report. We anticipate

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submitting a preliminary draft to the Stakeholder Workgroup and other designated stakeholders by November 30, 2020 and a final draft by December 31, 2020

Project Team

The project will be conducted by a team constructed and managed by the Askew School. Drs. Berlan and VanLandingham will serve as Principal Investigators.

Gary VanLandingham, Ph.D. Dr. VanLandingham serves as Professor, MPA Program Director, and the Reubin O'D. Askew Senior Practitioner in Residence with the Askew School. He has over 35 years of experience and expertise in performance measurement, program evaluation, and policy research. Dr. VanLandingham joined the Askew School in 2016, and his teaching and research areas include evidence-based policymaking, performance management, program evaluation, and Florida government. Previously, Dr. VanLandingham served as the founding Director of the Pew-MacArthur Results First Initiative with the Pew Charitable Trusts, where he worked with over 25 states and local governments to implement evidence-based policymaking and performance management tools. Earlier, he served as Director of the Florida Legislature's Office of Program Policy Analysis and Government Accountability, leading the nation's largest state-level legislative policy research and program evaluation unit. Dr. VanLandingham as served in prominent roles in several national organizations, including Staff Chair of the National Conference of State Legislatures, Chair of the National Legislative Program Evaluation Association, President of the Southeast Evaluation Association, and President of the North Florida Chapter of the American Society for Public Administration. He has also served as a board member of the Society for Benefit-Cost Analysis, the Trust for Representative Democracy, and the Government Accounting Standards Advisory Board. He has received numerous awards during his career, including the Harry Hatry Distinguished Performance Management and Measurement Award from the American Society for Public Administration's Center for Accountability and Performance, the Legislative Staff Achievement Award from the National Conference of State Legislatures, and the Leadership Achievement Award from the American Society for Public Administration's North Florida Chapter.

David Berlan, PhD. Dr. Berlan joined the Askew School in 2013 as an Assistant Professor and was promoted to Associate Professor beginning in fall of 2020. He has two decades of experience working in academia and the nonprofit sector. At the Askew School, he directs the certificate programs in Civic and Nonprofit Leadership and Financial Management, and teaches courses in nonprofit management, public and nonprofit financial management, fundraising, disaster philanthropy, and public administration theory. To date, Dr. Berlan has published 13 articles in peer-reviewed journals, along with multiple shorter works in other formats. His

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research examines nonprofit, network, and public organization management in the contexts of health, human services, human rights, and philanthropy. Current research projects include a comprehensive mapping of disaster philanthropy after Hurricane Michael, a historical analysis of CHSP funding decisions, and studies on nonprofit missions and leadership. Prior to earning his PhD and MPA from the Maxwell School of Syracuse University, Dr. Berlan worked for a landmine eradication nonprofit, community foundation, and other public, nonprofit, and private sector organizations. He supports the nonprofit community nationally and globally through substantial engagement with the Association for Research on Nonprofit Organizations and Voluntary Action, the American Society of Association Executives, and other associations. Locally he has volunteered his time supporting trainings, leadership transitions, and strategic planning at multiple nonprofits in Tallahassee and throughout the Big Bend.

The rest of the team will consist of two part-time Master's-level graduate assistants and two part-time doctoral-level graduate assistants with the Askew School. These personnel will be selected and named after project initiation.

Budget

The total fee for this project is \$91,642, inclusive of all travel and other expenses. Of this, \$80,000 is covered in the attached budget for the Askew School, and \$11,642 is covered by a supplemental contract for VanGaard Evidence Based Consulting, LLC.

Shington Lamy

From: Amber R. Tynan <amber@uphsfl.org>
Sent: Friday, April 17, 2020 2:38 PM
To: Ojetayo, Abena; Shington Lamy
Cc: Sharon Tyler; Rob Renzi
Subject: FSU Askew School Proposal

Abena and Shington,

Thank you so much for working with us the last couple of weeks to better understand the needs of the human services sector and implementing flexibility with current contracts.

Specific to the request to engage with the FSU Askew School following the deficits in the CHSP Needs Assessment; UPHS recommends and supports postponing this project indefinitely. While we believe in the value of conducting a GAPS analysis of the human services ecosystem with the FSU Askew School in partnership with both the City and County, as well as, human service stakeholders - we do not believe the timing is a priority at present. Especially given the growing uncertainty with COVID-19 and the long-term effects it will have on our agencies and community.

We are happy to provide any additional details and hopeful that this conversation and potential project can be revisited before the next CHSP grant process. That said, we look forward to working in concert with staff to determine the feasibility and best way to accomplish this.

With Gratitude,

Amber



Amber R. Tynan
Executive Director
United Partners for Human Services

(850) 296-8330 office
(850) 590-3439 cell
amber@uphsfl.org

2477 Tim Gamble Place, Suite 200
Tallahassee, FL 32308



Leon County Board of County Commissioners

Agenda Item #19

January 28, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Community Human Services Partnership Needs Assessment

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
Lead Staff/ Project Team:	Shington Lamy, Director, Office of Human Services and Community Partnerships Nicki Paden, Management Analyst

Statement of Issue:

This agenda item presents the Center for Health Equity’s Human Services Needs Assessment Final Report (Attachment #1). The report, and the broader analysis provided herein, offer various options for Board consideration in our continuous efforts to improve the Community Human Service Partnership (CHSP) process and to optimize our limited human services funding to address the greatest human services needs of our community.

Fiscal Impact:

This item has a fiscal impact related to the biennial budgeting and annual allocation of CHSP funding as determined by the Board.

Staff Recommendation:

Option #6: Board direction

EXECUTIVE SUMMARY

For more than 20 years, the County and City of Tallahassee (City), have partnered in the Community Human Service Partnership (CHSP) to provide a “one stop” process for human services grant funding to our community human service agencies. CHSP engages dozens of citizen volunteers and human services agencies in a continuous process to plan and fund programs that serve to improve the quality of life of the citizens most in need in Leon County.

From 1997 until 2018 (21 years) the process included the United Way of the Big Bend (UWBB). However, in August 2016, UWBB notified the County and City that they would disengage from CHSP and implement an independent human services grant and funding process effective FY 2019. Soon after the UWBB’s decision, the Board adopted a memorandum of understanding with the City in December 2017 reaffirming local governments’ commitment to the collective countywide human services evaluation and funds distribution process through CHSP. As requested by the agencies, the MOU also established a two-year funding cycle for CHSP which commenced in FY 2019. It was also decided by the County and City Commissions at that time that the new CHSP process would benefit from a comprehensive human services needs assessment to help inform the funding entities (County and City) relative to community needs, human services categories, funding prioritization, and outcome measures. In July 2018, with the support of our human service partners, staff recommended, and the Board approved, partnering with the City in issuing a request for qualifications (RFQ) for consulting services to:

- 1) Conduct the human service needs assessment.
- 2) Align Community Human Services Partnerships (CHSP) human services categories to the highest human service needs identified in the needs assessment.
- 3) Align funding allocations to the CHSP human services categories based on the needs assessment.
- 4) Establish potential uniform outcome measures for each CHSP human services categories.
- 5) Establish how frequently the CHSP human services categories and funding allocations should be re-evaluated to ensure that they continue to address the highest needs in the community.

In 2018, following a request for qualification process, the County and City contracted with the Center for Health Equity, Inc. (CHE) to conduct the needs assessment and provide recommendations in response to the scope of services outlined above. Over a twelve month period CHE developed their report (Attachment #1) which involved conducting UPHS and agency focus groups, multiple surveys of community members and agencies, analyzing community data sources and concluded with the following recommendations:

- Proposed a revised list of CHSP human services categories which includes several new categories and modifications to existing categories that align with the highest community needs identified in their study: poverty, affordable housing, mental health, and homelessness.
- Developed proposed funding allocations for the revised categories which took into consideration the cost of the services being provided, gaps in existing services, and community input.

- Expand the Promise Zone area to include additional very high poverty census tracts (poverty rates that are higher than 40%; the County's overall poverty rate is 20.5%.) The current Promise Zone includes 11 census tracts; CHE proposes including a total of seven more that are either fully or partially located in the 32304 zip code.
- Developed three outcome measures for each CHSP human services category. Any agency receiving funding in the category would report on these measures. In addition, CHE provided three outcome measures for all agencies to report on across all CHSP categories.
- Provided a recommendation that the needs assessment study should be updated every three years to ensure that the categories and funding allocations continue to address the highest needs in the community.
- Recommend additional funding for CHSP to meet the growing human service needs of the community.

However, it is important to note that while these were CHE's recommendations, CHE did provide a supplemental recommendation that the Board not proceed with changing the funding allocations at this time. Specifically, CHE's report states:

- The evaluators conducted and completed all the required tasks and deliverables identified in the scope of work associated with the 2019 CHSP Needs Assessment. In this needs assessment process, the evaluators utilized sound methodological approaches and produced valid results. In response to peer reviewer comments and for future funding allocation considerations, the evaluators recommend the City/County consider the following policy decisions as it relates to the identification of funding allocation: (1) Form a workgroup, potentially with community stakeholders, to inform the allocating of human services partnership funding among human services areas; (2) Utilize an internally developed City/County allocation method.

In considering CHE's recommendations it is important to understand the nature and limitations of such needs assessments and why so few communities make significant changes to their funding prioritization based on these needs assessments. Staff conducted a detailed analysis of nine needs assessments from around the nation and found similar approaches to research design and methodology and the collection of qualitative data (i.e. focus groups, surveys, etc.) and quantitative or secondary data (i.e. census data, unemployment data, etc.) to determine the highest needs in the community. However, while needs assessments are commonly conducted by communities to determine their highest human service needs, the studies themselves are not typically used to make wholesale changes or across the board reprioritization of human services funding. Similar results were found by Pinellas County and the University of South Florida (USF) in a review of 28 needs assessments. The research does indicate that needs assessments serve as an important resource for stakeholders and policymakers to help inform more targeted changes to human services funding to address specific needs or trends. Some jurisdictions used the results of their need assessments to identify a limited number of priority areas to provide additional funding and then measured and tracked the progress overtime to assess the impact of their investment.

In addition to the analysis of other needs assessments, Dr. Gary VanLandingham, Professor at the Askew School for Public Administration and Policy and former Director of the Florida

Legislatures Office of Program Policy Analysis and Government Accountability (OPPAGA) was engaged to conduct a peer review of the needs assessment to provide an additional independent evaluation of the needs assessment's methodology and findings. The peer review evaluates the methodology utilized by CHE to collect the data and formulate its findings and recommendations. Dr. VanLandingham also served on the RFQ Committee that selected CHE. According to the peer review, the needs assessment utilizes a reasonable approach and methodology for collecting data. However, the peer review found insufficiencies with the methodology utilized for developing the funding allocations of the CHSP categories which are described later in the item. In summary, the peer review recommends additional analysis prior to implementing new categories or funding allocations.

CHE's Needs Assessment was more extensive than what is typical for these types of studies and provides tangible guidance to make incremental improvements in the CHSP process. However, the data may still be insufficient to recommend a full realignment of funding. CHE's recommendation to expand the Promise Zone to include additional high poverty areas is recommended at this time. In addition, CHE provided proposed outcome measures for each CHSP funding category; with additional refinement, these measures could be implemented in the second year of the upcoming CHSP funding cycle.

CHE's Needs Assessment report and the broader analysis provided throughout this agenda item, offer several options for Board consideration in our continuous efforts to improve the CHSP process and to optimize our limited human services funding to address the greatest human services needs of our community. The following options are not mutually exclusive, and the Board may wish to select several options depending on how the Board wants to proceed for the upcoming cycle, as well as future funding cycles.

1. Create a new CHSP Promise Zone category funded by both the County and City by expanding the Promise Zone area to include additional high poverty census tracts (generally found in the 32304 area), and direct staff to provide options for the level of County funding for CHSP and the Promise Zone to be considered as part of the upcoming budget process.
2. Refine the outcome measures presented in the needs assessment with human service stakeholders to be implemented in the second year of the upcoming cycle.
3. Update the needs assessment report for the funding cycle beginning in FY27 to ensure the County's limited human services funding continues to address the greatest human services needs of our community.
4. Direct staff to prepare an agenda item for the Board to consider engaging the FSU Askew School of Public Policy to provide technical assistance and support to a work group of community stakeholders in order to develop additional analysis and recommendations regarding the needs assessment for the funding cycle beginning in FY23.
5. Maintain the current funding categories and allocations for the next two-year CHSP funding cycle (FY21 & FY22).

Report and Discussion

Background:

This agenda item presents the Center for Health Equity's (CHE) Human Services Needs Assessment Final Report (Attachment #1), a summary of a peer review of the report and a comparative analysis of how other communities develop and utilize needs assessment reports. CHE's report and the broader analysis presented in this agenda item provide the Board several options for consideration in our continuous efforts to improve the CHSP process and to optimize our limited human services funding to address the greatest human services needs of our community.

For over 20 years, the County and City of Tallahassee (City), have partnered in the Community Human Service Partnership (CHSP) to provide a "one stop" process for human services grant funding to our community human service agencies. CHSP engages dozens of citizen volunteers and human services agencies in a continuous process to plan and fund programs that serve to improve the quality of life of the citizens of Leon County. From 1997 until 2018 the process included the United Way of the Big Bend (UWBB). However, in August 2016, UWBB notified the County and City that they would disengage from CHSP and implement an independent evaluation and funding process effective FY 2019. Subsequent to the United Way's announcement of their intent to disengage from the CHSP, the Board adopted a memorandum of understanding with the City in December 2017 reaffirming local governments' commitment to the collective countywide human services evaluation and funds distribution process through CHSP (Attachment # 2).

In addition to reaffirming the County and City commitment to CHSP, the MOU also includes several enhancements to the process. As requested by the agencies, the MOU established a two-year funding cycle to reduce the administrative burden of the agencies filling out applications every year and providing them funding certainty for a two-year period. The MOU also directed the re-evaluation of the human services categories and funding allocation for the FY 2020-21 and FY 2021-22 funding cycle to ensure CHSP continues to address the highest human service needs in the community. With the support of our human service partners, staff recommended, and the Board approved that the County and City utilize a professional consultant to conduct a needs assessment. In July 2018, the Board approved partnering with the City in issuing a request for qualifications (RFQ) for consulting services to:

- 1) Conduct a human service needs assessment.
- 2) Align Community Human Services Partnerships (CHSP) human services categories to the highest human service needs identified in the needs assessment.
- 3) Align funding allocations to the CHSP human service categories based on the needs assessment.
- 4) Establish potential uniform outcome measures for each CHSP human services categories.
- 5) Establish how frequently the CHSP human services categories and funding allocations should be re-evaluated to ensure that they continue to address the highest needs in the community.

In August 2018, an RFQ evaluation committee was formed. The evaluation committee was comprised of County and City staff; Dr. Gary VanLandingham, a Professor in Florida State University's Askew School of Public Administration and Policy and former Director of the Florida Legislatures Office of Program Policy Analysis and Government Accountability (OPPAGA); Dr. Robin Perry, a Professor in Florida A&M University School of Social Work, and Amber Tynan, the Executive Director for United Partners for Human Services (UPHS). After reviewing the applications and hearing presentations from the three consultants that responded to the RFQ, the committee unanimously selected the Center for Health Equity (CHE). In December 2018, the County and City entered into a joint contract with CHE. An initial draft of the Needs Assessment was submitted in August 2019. Following review by staff, human service stakeholders, and a peer review, a final report of the Needs Assessment was received on January 8, 2020.

As found in the analysis section, to provide the Board additional context on how needs assessments are generally performed and utilized by local governments, staff conducted an extensive review of other community needs assessments. In addition, given the technical nature of CHE's report and the resulting policy implications of modifying CHSP funding categories and funding allocations, staff engaged Dr. VanLandingham to conduct a peer review of the study. The peer review evaluated the methodology utilized by CHE to collect the data and formulate its findings and recommendations.

This agenda item presents CHE's human services needs assessment final report and options for the Board to consider which advance the following FY2017-FY2021 Strategic Initiatives:

- *Work with the City of Tallahassee to develop a new CHSP process in-light of the United Way's decision to conduct a separate funds distribution process. (2016-27)*
- *Conduct a comprehensive human service needs assessment in order to align CHSP funding with the highest human services needs in the community. (2018-9)*

These particular Strategic Initiatives align with the Board's Quality of Life and Governance Strategic Priorities:

- *(Q4) Support and promote access to basic health and welfare services to our community members most in need.*
- *(G1) Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service.*
- *(G5) Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner.*

Analysis:

The Analysis section presents four sections as follows:

- CHE's Human Service Needs Assessment Report: This section includes a summary of the methodology, findings and recommendations followed by staff's analysis and subsequent recommendations.
- Peer Review of CHE's Report: This section provides a summary of the peer review which evaluated the validity of the methodology, findings, and recommendations of CHE's report.
- Review of Other Needs Assessments: This section provides a comparative analysis of methodologies utilized by other communities in developing needs assessment reports and how these communities utilized these reports.
- Conclusion and Options for Board Consideration: This section provides several options in support of our continuous efforts to improve the CHSP process and to optimize our limited human services funding to address the greatest human services needs of our community.

CHE's Human Service Needs Assessment Report

As outlined in the background, CHE was contracted by the County and City to:

- 1) Conduct a human service needs assessment.
- 2) Align Community Human Services Partnerships (CHSP) human services categories to the highest human service needs identified in the needs assessment.
- 3) Align funding allocations to the CHSP human service categories based on the needs assessment.
- 4) Establish potential uniform outcome measures for each CHSP human services categories.
- 5) Establish how frequently the CHSP human services categories and funding allocations should be re-evaluated to ensure that they continue to address the highest needs in the community.

In developing their report, CHE incorporated a standard method for conducting the needs assessments. As discussed later in this agenda item, both the peer review and the review of other jurisdictions concur that CHE's methods are common approaches for these types of analyses. CHE's approach utilized extensive input from human service stakeholders and the community. CHE used six separate approaches to collect data from human service stakeholders and the community including: focus groups, interviews, stakeholder survey, resident survey, inventory of existing services, and service gaps questionnaire.

Staff and CHE actively engaged the agencies and United Partners for Human Services (UPHS) throughout the process:

- The agencies provided information and expertise which became the foundation of the broader community survey developed by the consultant. In addition, the agencies provided input on the consultant's outreach effort identifying individuals and organizations that should be included; and provided data and studies that the consultant utilized to formulate

its findings and recommendations. The focus group process was designed to ensure the consultants leveraged the knowledge of the agencies providing the services.

- UPHS and the agencies also were integral to the survey data collection process. First, the UPHS agencies themselves were requested by the consultant to complete the agency stakeholder survey and the gap analysis surveys. Second, the UPHS agencies were requested to assist in distributing the community survey to their clients to increase survey participation. The surveys provided qualitative data on the greatest needs in the community.
- UPHS and the agencies also provided preliminary feedback on the draft report.

To ensure the most comprehensive assessment of needs, CHE gathered data through multiple methods and a variety of data sources. According to CHE, 55 individuals participated in the focus groups that represented human services agencies, CHSP agencies, CHSP citizen volunteers, and UPHS agencies. The focus groups and interviews served as the foundation for community surveys developed and distributed by CHE April through May 2019. Two additional surveys were developed: one for stakeholders (i.e. human service agencies) and one for Leon County residents. There were 68 respondents to the stakeholder survey and 404 respondents to the residents survey. According to CHE, the response rates to the surveys met or exceeded industry standards. The respondents of the surveys represented a cross section of the community in terms of age, race, gender, geographic, profession, and education. CHE states 49 agencies participated in the service gaps questionnaire that represented youth services, healthcare services, and other human service agencies.

Following the collection of data from stakeholders and the community, CHE collected secondary data from valid sources such as the U.S. Census and Florida Department of Education to identify consensus between established community data (i.e. poverty rate, demographics, etc.) and the responses provided in the surveys. The combination of input from human service stakeholders and the community and secondary data sets led to the development of CHE's findings and recommendations.

CHE's Needs Assessment Findings and Recommendations

Based on the results of CHE's data collection and analysis, the report includes three key findings:

Finding 1: The highest areas of needs in the community are: Poverty, Affordable housing, Mental health, and Homelessness.

Finding 2: There are 18 census tracts with the highest poverty in the community.

Finding 3: The college student population significantly impacts the poverty rate of the 32304- zip code.

CHE used these findings as the basis to develop recommendations for proposed CHSP human service categories and funding allocations. The following provides a summary of CHE's recommendations, including staff's analysis and recommendations for Board consideration. The needs assessment also has one additional finding and supplemental recommendations which are

included in the Report (Attachment #1, pg. 10 & 11). The finding and supplemental recommendations were developed from input and feedback that CHE received from focus groups, interviews, and the peer review. The supplemental recommendations are addressed through staff's recommendations in this item or will be addressed by staff operationally through CHSP. As a result, the supplemental recommendations do not require any additional action from the Board.

CHE's Recommendation #1: Modify the CHSP Human Service Categories

According to CHE, based on the data collected, the highest areas of need in the community are poverty, affordable housing, mental health, and homelessness. As shown in the Report, CHE proposes the modification of the current needs assessment categories to include three new categories: Mental Health & Substance Abuse to address mental health, Transitional Housing/Permanent Housing to address affordable housing and homelessness, and Job Prep, Placement, & Adult Education to address poverty (Attachment #1, pg. 67). CHE also recommends either maintaining or combining the remaining existing human service categories. According to CHE's report the proposed categories align with community needs based on their analysis of the data, existing services and current gaps in services.

To further address poverty, the needs assessment proposes the expansion of the Promise Zone area to include additional census tracts with poverty rates that are higher than 40%; the County's overall poverty rate is 20.5%. The current Promise Zone Category is funded by the City and supports programs and services exclusively in 11 census tracts with high concentration of poverty. CHE proposes expanding the category to include seven more census tracts for a total of 18 (Attachment #3). For comparison, the County has a total of 68 census tracts. The additional census tracts are either fully or partially located in the 32304 zip code.

In February 2019, the Board directed CHE to analyze and make recommendations to address poverty and illiteracy in the 32304 zip code. CHE found that the college student population significantly impacts the poverty rate of the 32304 zip code. According to CHE's data, 63.1% of 32304 population is between the ages of 18-24 years old which is significantly higher than the overall County percentage of 22.6% for this age group. The needs assessment describes the poverty that the college student population experience as transitional and temporary. Residual poverty describes residents born within the 32304 zip code that remain in poverty due to limited opportunities in the areas of education, health, and employment. Therefore, CHE recommends that the expanded Promise Zone Category fund programs designed to address the needs of residual poverty. The current Promise Zone includes five census tracts in the 32304 zip code and currently funds programs that provide services in the areas of youth services, family services, job training/placement, and health services. Two-thirds of the expanded Promise Zone would include census tracts that are fully or partially located within the 32304 zip code.

Staff Analysis: CHE's Recommendation #1 – Modify the CHSP Human Service Categories

As presented in the review of other needs assessment later in this item, needs assessment reports typically identify the highest needs of the community, but then allow the policy makers the ability to determine which areas to fund and at what level. In addition, as indicated by the peer review, in establishing the proposed categories CHE's needs assessment did not take into consideration funding outside of the CHSP process. Meaning all of the community needs identified by CHE were aligned into either new or revised CHSP categories to be funded through the CHSP process.

However, the County (and City) currently invest significant resources to address many of the highest needs outside of the CHSP process: Apalachee Center for mental health, SHIP funding for affordable housing, etc. There are a number of reasons this funding occurs outside of the CHSP process: the County or City is directly providing the service, funding is paying for capital projects (which are not eligible for CHSP funding), per Florida law the County is required to fund the program, or the County is contracting with a vendor to provide the service. Additional analysis may determine that if any additional funding is committed to these needs the funding should continue to occur outside of CHSP.

For example, with regard to affordable housing, the County provides significant funding and resources outside of the CHSP process. Through the State Housing Initiative Partnership (SHIP), the County was allocated \$526,000 for FY 2020 for housing rehabilitation services, down payment assistance, emergency housing repair, and rental rehabilitation. Based on the recommendations of the affordable housing workgroup, the Board adopted a strategic initiative that has led to the creation of the Community Land Trust, bringing Purpose Built Communities to support the Orange Avenue Apartment redevelopment, and the establishment of the Housing Leadership Council of Tallahassee-Leon County. Additionally, the County partners with the Housing Finance Authority of Leon County (HFA) to utilize surplus County properties to create additional affordable housing or support other housing initiatives.

CHE's recommendation also proposed the establishment of a mental health and substance abuse category. However, as with affordable housing, the County currently provides significant resources outside of CHSP which were not contemplated by CHE. Through the Primary Healthcare Program, the County contracts with Bond Community Health Center, Neighborhood Medical Center, and Apalachee Center, Inc. to provide mental health services to low-income residents in the amount of \$264,753. The funding is also utilized to leverage \$1.5 million annually from the State of Florida to Apalachee Center's Central Receiving Facility to provide a single point of entry for emergency behavioral health services in the community. Additionally, the County provides \$638,156 annually to Apalachee Center for mental health and substance abuse services through the Baker and Marchman Act. Over the past two years, a portion of the County's Baker and Marchman Act funding has been utilized to leverage an additional \$1.3 million in Low Income Pool federal funding to provide enhanced mental health services to low-income Leon County residents which is equal to the County's annual CHSP funding level.

Finally, regarding homelessness, both the County and City have made significant capital investments to assure the ongoing success of the Kearney Center. The County originally committed \$500,000 in capital funding for the construction of the facility. Last fiscal year, the County again committed an additional \$500,000, to be paid \$100,000 over five years. This brings the County's total capital funding over a ten-year period to \$1.0 million.

The County and City are providing significant resources to address many of the highest needs identified by CHE (mental health, affordable housing and homelessness) countywide outside of the CHSP process. As noted by the peer reviewer while other funding is a factor that could be considered in establishing fund allocations, CHE did not take this into consideration as part of their needs assessment. Without a complete analysis of all outside funding for these needs, staff does not recommend the creation of the new categories currently. However, CHE's recommendation

to expand the Promise Zone presents an opportunity to focus County resources through CHSP in areas that have historically experienced high residual poverty rates and address one of the highest needs identified in the needs assessment. Therefore, staff's analysis recommends the following:

- Create a new CHSP Promise Zone category funded by both the County and City. This item recommends that the Board consider the appropriate level of County funding for CHSP and the Promise Zone category as part of the County's FY 2021 budget process. The Board would consider setting the maximum funding for CHSP (including the Promise Zone) as part of the maximum discretionary funding level agenda item in March.
- Expand the definition of the Promise Zone to include additional census tracts that consistently have poverty rates that are higher than the County's overall poverty rate; all of the new census tracts are either partially or fully in the 32304 area.
- Prioritize the Promise Zone funding apart from the percentage allocation process. Promise Zone funding is different than the other categories as it is funding a location and not specific programs and services. Agencies would be able to apply for funding for specific programs to address needs within the Promise Zone as well as for funding within their traditional categories.

As mentioned previously, currently the City exclusively funds the Promise Zone category. The inclusion of County funding would provide more resources to programs that serve residents in these areas. If County funding is provided to the Promise Zone without an overall increase in County funding for CHSP, other CHSP categories would see a reduction in funding. However, not all agencies would necessarily see a reduction in funding, as some agencies could apply for funding through both the existing categories as well as for Promise Zone funding.

CHE's Recommendation #2: Proposed Funding Allocations

In addition to the revised categories, CHE was also tasked with developing proposed funding allocations. As part of their report, CHE includes a detailed methodology and approach in establishing proposed funding allocations. CHE utilized three specific factors to develop its funding distribution formula: Estimated Cost Per Client, Gaps in Services, and Community Input. CHE's recommended funding allocations are included in Attachment #1, pg. 88. However, while CHE's report includes recommended funding allocations, their final report also includes the following supplemental recommendation:

The evaluators conducted and completed all the required tasks and deliverables identified in the scope of work associated with the 2019 CHSP Needs Assessment. In this needs assessment process, the evaluators utilized sound methodological approaches and produced valid results. In response to peer reviewer comments and for future funding allocation considerations, the evaluators recommend the City/County consider the following policy decisions as it relates to the identification of funding allocation: (1) Form a workgroup, potentially with community stakeholders, to inform the allocating of human services partnership funding among human services areas; (2) Utilize an internally developed City/County allocation method.

CHE acknowledges that the supplemental recommendation is in response to the peer review conducted on the needs assessment which is presented later in the item. The peer review found insufficiencies with the methodology utilized for developing the funding allocations and recommends these allocations not be used.

Staff Analysis: CHE's Recommendation #2 Proposed Funding Allocations

As previously discussed, needs assessments typically do not provide funding allocation recommendations. The review of other community needs assessments showed that funding allocations were not part of any of the reports reviewed; typically, the highest needs were identified and then policy makers would determine funding. According to the peer review, additional factors beyond the factors used by CHE should have been identified such as other funding sources available in the community and return on investment. Ultimately, the peer review recommends that the County and City not adopt the funding allocations presented in the needs assessment. This is also consistent with the supplemental recommendation made by CHE.

As previously discussed in light of the supplemental recommendation made by CHE and the peer reviewer's comments advising not to implement CHE's funding allocations, staff recommends that only the Promise Zone category be expanded to include funding by both the County and City. The Board could determine the appropriate level of funding for CHSP and the Promise Zone as part of the upcoming budget process.

CHE's Recommendation #3: Proposed Uniform Outcome Measures

The goal of uniform outcome measures is to provide a standard for evaluating the effectiveness of programs for future CHSP funding. According to the CHE, the recommended outcome measures identified in the report purposefully align closely with the prevalent needs associated with each funding category. The Needs Assessment proposes three specific outcome measures for each proposed CHSP human service category presented in the report (Attachment #1, pg. 90-106).

Staff Analysis: CHE's Proposed Uniform Outcome Measures

Outcome measures allow the County and City to evaluate the effectiveness of human services programs to address the highest needs of the community. In future CHSP funding cycles, the outcome measure data submitted by the agencies will be used to evaluate future funding requests. While CHE proposed a series of outcome measures, the peer review states that they are vaguely defined and recommends further refinement to provide more operational outcome measures. To address these concerns, staff recommends conducting additional analysis in concert with human service partners to ensure that programs have the capability to address refined outcome measures. To ensure adequate time is provided for the agencies and staff to not only refine the outcome measures, but to also provide adequate time to implement the reporting tools necessary to track the data, it is recommended that the outcome measure reporting begin in the second year of the upcoming two-year cycle. The data would be available for use as part of the evaluation process for the subsequent funding cycle.

CHE's Recommendation #4: Proposal for Frequency of Review

In the report, CHE recommends that the County and City conduct a needs assessment every three years to determine the highest needs in the community (Attachment #1, pg. 109). According to CHE, a three-year cycle is common practice for needs assessment in the health and education

sector. For example, Tallahassee Memorial Healthcare and the Leon County Health Department conduct community health assessments every three years.

Staff Analysis: CHE's Proposal for Frequency of Review:

As presented later in this item, staff reviewed nine needs assessment completed throughout the nation to compare the methodologies, findings, and recommendations provided in the needs assessment submitted by CHE. Staff also examined the frequency in which communities conducted needs assessments and found that other communities re-evaluated their human service needs every 3-10 years. As part of re-evaluation process, it is recommended that the Board, in partnership with the City, consider conducting a needs assessment every five years (for the funding cycle beginning in FY27) utilizing the approach of contracting with an academic and research-based organization such as Florida A&M University or Florida State University to conduct the needs assessment and forming a workgroup comprised of community stakeholders to evaluate and make recommendations on the CHSP categories and funding allocations based on the results of the needs assessment.

Peer Review of the Needs Assessment

To ensure the validity of the needs assessment a peer review was conducted by Dr. Gary VanLandingham, Professor at the Askew School for Public Administration and Policy. The purpose of the peer review was to independently analyze the methodology utilized by CHE to collect the data and formulate its findings and recommendations (Attachment #4). Dr. VanLandingham has been part of the overall needs assessment process as he also served on the RFQ Committee that selected CHE. According to his peer review, the needs assessment utilizes a reasonable approach for collecting primary and secondary data. Focus groups, interviews, and community survey are standard methods utilized to collect data in needs assessments.

However, the peer review found the methodology utilized for developing the funding allocations to be insufficient. As mentioned earlier, developing of a funding allocation formula is not typically part of a needs assessment process. According to the peer review, additional factors beyond the three identified in the needs assessment would be required to develop an accurate formula for the funding allocation such as other funding sources and return on investment. As reflected in the peer review, it also describes the limitations of the scoring scale and weight system incorporated into the formula for the percentage allocation.

As previously mentioned, the peer review also found that the recommended outcome measures are vaguely defined and could not be utilized as presented without refinement to provide more operational outcome measures. The peer review also cautions the utilization of the survey results due to over representation of some demographics.

The peer review recommends that the County and City not move forward with the percentage allocation models presented in the needs assessment. Instead it recommends that the County and City convene a workgroup that consists of community stakeholders to develop funding allocations for CHSP. It proposes the County and City contract with FSU's Askew School to provide technical support to the workgroup. The workgroup, with the support of the Askew School, would build on the needs assessment by using the primary and secondary data collected to perform the following:

- Identify best practices and funding models for allocating human services funds among identified need areas;
- Identify best practices for incorporating using evidence-based policymaking approaches into the allocation system, such as establishing preferences for evidence-based programs and considering the return on investment that would likely be generated through these funds;
- Identify a set of recommended performance measures for providers receiving Partnership funds;
- Identify options for providing greater implementation support and promoting greater information sharing among providers; and
- Evaluate the impact of selected human services programs funded by CHSP

The workgroup would present recommendations to the County and City in 12-18 months and therefore no changes would be incorporated into the upcoming two-year funding cycle. Ultimately, recommendations from the workgroup regarding funding percentages for human service categories would most likely result in the reallocation of funds and impact existing programs funded through CHSP in the following cycle.

Review and Comparison of Other Needs Assessments

To provide the Board additional context on how needs assessments are generally performed and utilized, staff also conducted an extensive review of other community needs assessments. Needs assessments are commonly conducted by communities to determine their highest human services needs, however they are not typically used to make recommendations on the allocation of funding. Staff reviewed nine needs assessment completed throughout the nation to compare the methodologies, findings, and recommendations provided in the needs assessment submitted by CHE (Attachment #5). Staff also examined a study conducted by Pinellas County and the University of South Florida (USF) that reviewed 28 needs assessments completed around the nation (Attachment #6). The overwhelming number of needs assessments did not provide recommendations to allocate funding.

In terms of methodology, CHE's approach for collecting data was consistent with other needs assessments reviewed by staff. Focus groups, interviews, community surveys, and secondary data were common methods utilized by other needs assessments. Overall, CHE's report included a more extensive use of differing methods than other jurisdictions. CHE utilized a total of seven methods for data collection: focus groups, interviews, community surveys, secondary data sets from valid sources, an inventory of existing services, and service gaps questionnaires. Other needs assessments used an average of three methods.

The findings of the Needs Assessment prepared by CHE also aligned with other jurisdictions. Four issues emerged as the highest areas of need in the surveys of the needs assessment: poverty, affordable housing, mental health, and homelessness. Poverty, housing, and homelessness were areas consistently identified as the highest needs in assessments conducted in other communities. Additionally, in 2019, Tallahassee Memorial Healthcare conducted a community health needs assessment and mental health was identified as a top priority of need in our community.

Other communities had differing approaches to how they utilized their needs assessments. Often, a two-step approach was taken which was to complete the needs assessment and subsequently utilize the results to guide the community stakeholders and/or policymakers who ultimately developed recommendations for the prioritization of funding. The Pinellas County/USF study found that the majority were utilized to present snap shots of the community need and did not provide direction or next steps for addressing the highest needs in a community. The purpose of the needs assessments was to serve as a resource of collective data that stakeholders and policymakers could utilize to make policy and funding decision for social services. Like these other communities, this item provides the Board options to utilize aspects of the CHE study.

Several communities have utilized the results of their needs assessment, to implement a very focused approach in allocating their resources to their community needs:

- Frederick County, Maryland: Based on their needs assessment, they focused their dedicated funding to address three specific areas of greatest need: Health Care, School Readiness, and Basic Human Needs. Over \$2.3 million in funding was dedicated exclusively to programs that aligned with the measurable outcomes to be achieved for each priority area. For example, strategic grants from the Health Care Strategic Initiatives Fund were awarded only to programs aimed to reduce the number of emergency department visits at the local hospital.
- Collier County: Their needs assessment was utilized to promote a coordinated approach in adequately addressing two specific issues: housing/homelessness and community development needs. The findings of the needs assessment served as the basis for developing goals to be fulfilled over a five-year term. The County annually prioritizes funding of projects/programs that address these issues. The County also has defined specific objectives and measurable outcomes to be achieved by funded programs to support the fulfillment of the five-year priorities and goals.

Like these two examples, the United Way of the Big Bend has taken on a similar funding approach to align with their new strategic direction to address the needs of those living in poverty and the working poor. In July 2019, the United Way of the Big Bend Board of Directors awarded \$1.6 million in funding exclusively to programs that serve residents living at or below the ALICE threshold, at a higher level. In accordance with the strategic direction, each of the awarded programs received a minimum of \$50,000, to provide the administering agencies the ability to deliver the greatest impact on reducing poverty and stabilizing families on the edge of poverty.

Similar to these other jurisdictions, the Board may wish to provide additional funding outside of the CHSP funding allocation process to address a limited number of the community's highest needs. Like Frederick County, Maryland, specific targets could be established and only programs that addressed the target would be funded. Reporting on the target over time would determine if the program was having the desired effect. If the Board wished to pursue this concept further, this item recommends that a community stakeholder workgroup and FSU's Askew School of Public Policy be engaged to develop specific approaches for the Board to consider further.

Like other jurisdictions, local needs assessment studies have also previously been developed and ultimately no recommendations were implemented. In 2008, a CHSP human service needs assessment was conducted by MGT Consulting Group and overseen by the former Joint Planning Board (JPB) which served as the governing body of CHSP and consisted of representative from the County, City, and UWBB. MGT assessed the human services needs in the community and evaluated the overall CHSP funding process including the human service categories. The final MGT report was submitted to the JPB in 2010. Recommendations such as the establishment of the online CHSP application were adopted. However, consistent with other needs assessment studies, recommendations to modify the CHSP categories were not adopted at that time.

Conclusion and Options for Board Consideration

The CHE Needs Assessment report and the broader analysis provided throughout this agenda item, offer several options for Board consideration in our continuous efforts to improve the CHSP process and to optimize our limited human services funding to address the greatest human services needs of our community. Based on the results of the data collected, CHE found the highest needs of the community to be poverty, affordable housing, mental health, and homelessness. CHE was also tasked with developing possible new categories for CHSP and associated funding allocations to address the greatest human services needs. However, based on the peer review and CHE's own recommendation, additional analysis and work should be conducted prior to implementing their funding allocations.

However, like other communities, the needs assessment does identify specific community needs, which the Board may wish to address immediately as part of the upcoming CHSP funding cycle. To focus programs and services on addressing the significant poverty identified in the Needs Assessment, the Board may wish to expand the boundaries of the Promise Zone area to include additional census tracts in the 32304 area. As part of the upcoming budget process, the Board may wish to consider reallocating existing CHSP funding or adding additional funding in support of the Promise Zone. Also, to provide additional information in evaluating agency's effectiveness, an option is also provided for the collection of outcome measures to be refined and implemented beginning with the next CHSP funding cycle.

Alternatively, if the Board wishes to have additional analysis prior to implementing changes to the CHSP categories, funding allocations or outcome measures, staff recommends convening a stakeholder group and engaging with the FSU Askew School for Public Administration and Policy to provide technical support and assistance. FSU and the stakeholder group could also be tasked with recommending approaches to focus on a few specific community needs; increase funding to several categories to address an urgent community need, priority or trend; and include developing measurable targets to be tracked and reported on over time. It is anticipated that this work could be accomplished over a 12 to 18 month timeline with the results available for the FY23/FY24 CHSP funding cycle.

The following options are not mutually exclusive, and the Board may wish to select several options depending on how the Board wants to proceed for the upcoming cycle, as well as future funding cycles.

Options:

1. Create a new CHSP Promise Zone category funded by both the County and City by expanding the Promise Zone area to include additional high poverty census tracts (generally found in the 32304 area), and direct staff to provide options for the level of County funding for CHSP and the Promise Zone to be considered as part of the upcoming budget process.
2. Refine the outcome measures presented in the needs assessment with human service stakeholders to be implemented in the second year of the upcoming cycle.
3. Update the needs assessment report for the funding cycle beginning in FY27 to ensure the County's limited human services funding continues to address the greatest human services needs of our community.
4. Direct staff to prepare an agenda item for the Board to consider engaging the FSU Askew School of Public Policy to provide technical assistance and support to a workgroup of community stakeholders in order to develop additional analysis and recommendations regarding the needs assessment for the funding cycle beginning in FY23.
5. Maintain the current funding categories and allocations for the next two-year CHSP funding cycle (FY21 & FY22).
6. Board direction.

Recommendation:

Option #6: Board direction

Attachments:

1. Community Human Services Needs Assessment Report
2. County-City Memorandum of Understanding on CHSP
3. Map of proposed Promise Zone expansion
4. Peer Review memorandum
5. Needs assessment comparison chart
6. University of South Florida Needs Assessment report



FLORIDA STATE UNIVERSITY
COLLEGE OF SOCIAL SCIENCES & PUBLIC POLICY
Reubin O 'D. Askew School of Public Administration &
Policy

TO: Mr. Vincent Long, Leon County Administrator
FROM: Gary VanLandingham, Professor, MPA Director & Reubin Askew Senior Practitioner
in Residence, Askew School of Public Administration and Policy
DATE: January 11, 2020
RE: Review of Community Human Services Partnership Needs Assessment

As you requested, I have reviewed the December 18, 2019 revised Community Human Service Partnership Needs Assessment report submitted by The Center for Health Equity. My comments address three related areas — the methodology used to carry out the Needs Assessment, the proposed revisions to the funding allocation formula, and the recommended outcome measures and potential uses of evidence-based policymaking approaches. In brief, I believe that:

- 1) The study used a reasonable approach for collecting stakeholder opinions and data on local human service needs, and its data presentation is improved from the November 5 draft. However, the resident survey results should be interpreted with caution because the sample size was too small to represent opinions within individual zip codes and the survey group differed in significant ways from the Leon County population;
- 2) The methodology used to calculate unmet social service needs is limited and excludes critical factors that should be considered when allocating human service funds, including the number of residents needing services, the availability of funding from other sources, and potential returns on investment. While the revised report proposes two slightly different funding allocation models, both suffer from these fundamental weaknesses. Accordingly, I do not recommend adoption of the revised funding allocation formula;
- 3) The outcome measures recommended by the report are vaguely defined and do not consider the range of evidence-based policymaking approaches that could be incorporated within the Community Human Services Partnership.

Given these limitations, a reasonable path forward would be to reject the proposed revisions to the funding allocation formula and establish a workgroup with the City of Tallahassee to develop a more robust basis for allocating Community Human Services Partnership funds among service areas and a more comprehensive evidence-based policymaking approach to performance measurement. The Askew School could assist Leon County and the City in these efforts.

Assessment of Needs Assessment Approach. The consultant used a generally reasonable approach for performing the needs assessment, including conducting focus groups, surveying social service agencies and county residents, and collecting data from diverse sources on the socioeconomic status of Leon County residents. The report indicates that human services providers and residents had consistent perspectives about broad human service priorities, and it includes useful insights about the barriers Leon County residents face in accessing services and attaining a high quality of life.

However, the extended discussion of survey results provided in Section B of the report (pages 21-31) should be interpreted with great caution. This Section breaks down survey responses by zip code and discusses respondents' perspectives about their neighborhoods and factors contributing to human service needs. Two factors make this section problematic. First, the survey sample size, when broken down into individual zip codes, was too small to be representative of the persons living in these areas (the number of survey respondents within individual zip codes ranged from 8 persons to 74). Second, the characteristics of the survey participants differed in significant ways from the overall Leon County population and some responses are highly counter-intuitive. Assuming that the demographic data reported on pages 25 and 26 are accurate, the survey sample was highly skewed – women were substantially over-represented (comprising 78.5% of the sample versus 52.4% of the Leon County population; African Americans were greatly over-represented (comprising 71.3% of the survey sample versus 30.7% of the population, and persons with at a BA or higher college degree were over-represented (comprising 58.1% of the sample compared to 43% of the Leon County population). In addition, some survey responses are difficult to accept as factual. For example, Table 13 on page 31 indicates that 83% of the survey respondents reported not having enough to eat in their household. However, 44% of these respondents reported household incomes exceeding \$50,000 and 25% reported incomes above \$75,000. It is difficult to reconcile how a very high proportion of these persons also reported food insecurity, particularly when the report notes (see page 47) that Feeding America data indicate that 19.7% of Leon County's population experienced this situation.

Assessment of Funding Allocation Methodology. The consultant used a limited and flawed approach to develop recommended funding allocations for social service areas. This rubric considered three factors – the percentage of stakeholders giving a high priority to each human services area; the percentage of providers in each area who reported waiting lists for their services, and the providers' reported unit costs of serving clients. Each factor was scored on a scale of 1 to 3. The report provided two models for allocating funds across human service areas. Model 1 weighted costs per client at 30%, priority rankings at 20%, and waiting lists at 50%; Model 2 weighed these factors equally.

While there is a logic in this approach — the recommended models would award more funds to human service areas that stakeholders viewed as priorities, had waiting lists for services, and high unit costs of serving clients — the application of this logic was flawed in important regards. A key weakness is that the data used for two of the allocation factors -- wait lists and costs per client -- were collected from only 18% of the County's human services agencies (68 of 388) and should not be considered representative of all agencies serving Leon County residents. Nonetheless, these factors were given great weight in the proposed funding allocation formula (80% in Model 1 and 67% in Model 2).

Another key weakness is that the allocation models measure unmet needs solely based on the percentage of social service agencies reporting waiting lists for services. This metric is extremely limited as it does not consider other factors such as whether the agencies maintain waitlists (some reportedly do not), the size of the waitlists (a waitlist of one client is evidently weighted the same as a waitlist with 1,000 clients), and the significance of being on a waitlist (such as the immediacy of need and whether clients could receive services from other agencies). As a result, the models would give equal weighting to human services areas facing very different waitlist situations. As an extreme example, a human service area would receive a score of 3 if a single client, seeing a likely future need for a wheelchair ramp, applied to every local agency that offered this service and was placed on a waitlist by each because the client's need was not immediate. A different human service area would also receive the score of 3 if each relevant agency had a waitlist of 3,000 persons facing immediate life-threatening service needs.

The scoring of service unit costs was also flawed. This factor was scored on a scale of 1 to 3 based on providers' reported costs of serving individual clients. The problem here is that the rubric does not consider the number of clients requiring services. For example, a human services area could be given a score of 3 if the estimated unit cost of providing a service such as home repairs was \$25,000, even if only a single resident needed this service. In contrast, another area could be given a score of 1 even if 500 persons needed a service with a unit cost of \$50, although the total cost of serving all clients needing services would be identical in both cases.

The needs assessment scoring rubric also excludes other important considerations. Notably, it does not consider the availability of other funding sources to address human service needs. In some areas such as mental health, the county and city already provide significant funds to address needs through other funding streams, and resources are available through federal and state programs in other human services areas such as housing. Further, the proposed allocation models do not consider the return on investment that the Community Human Services Partnership could achieve through its funding allocations. As noted by nationally recognized entities such as the Washington State Institute for Public Policy, the projected return on investment generated by different social service programs varies widely, with some generating high returns while others generating low or even negative returns on investment

(see <https://www.wsipo.wa.gov/BenefitCost?topicId=2>). It would be reasonable for the Partnership to give some priority to addressing human services needs that cannot be met through other available resources and evidence-based solutions are available that would generate strong positive impacts for Leon County residents. For example, it may be possible for the Partnership to address some unmet needs by providing grant writing assistance to human services agencies rather than using its limited funding to directly fund such services.

Finally, it does not appear that the consultant sought stakeholder input when developing its proposed allocation models. Other needs assessment approaches such as Mobilizing for Action through Planning and Partnerships (MAPP) incorporate such stakeholder input to build community support for their results.

Due to these problems, both proposed funding allocation models are fatally flawed. Due to these limitations, I recommend that Leon County and the City of Tallahassee decline to implement the proposed funding allocation formula. Instead, the County and City should form a workgroup, potentially with community stakeholders, to develop a more comprehensive and valid methodology for allocating human services partnership funding among human services areas.

Assessment of recommended outcome measures and potential evidence-based policymaking approaches. The outcome measures recommended by the report on pages 94—113 are vaguely defined and would need additional refinement before being implemented. In most cases, the recommended measures are concepts (e.g., Children, adults, and families' crisis and fundamental needs are met") rather than operational measures (e.g., "Families receiving emergency housing services avoid subsequent homelessness within the following year"). Instead of providing operational outcome measures, the report lists sources that could be used to develop evidence-based or research-informed performance measures. Accordingly, substantial work would be needed to develop implementable performance metrics for the Partnership.

The report also does not address other evidence-based policymaking approaches that many governments are using to inform their funding choices. These approaches seek to target funding to 'What Works' -- interventions that rigorous evaluations have shown to produce positive outcomes and high returns on the investment of tax dollars. These governments are also adopting more holistic approaches for delivering human services programs, taking steps to ensure that funded programs are effectively implemented, outcomes are systematically tracked, and new innovations are encouraged but rigorously evaluated to ensure they warrant continued funding. These approaches have been shown to be highly effective in moving the needle on social conditions while ensuring that limited resources are used wisely. The Community Human Services Partnership should consider whether it wishes to more broadly incorporate such into its funding allocation and oversight processes.

The Askew School of Public Administration and Policy could provide technical assistance to support to Leon County and the City of Tallahassee in these efforts. Specifically, the School could assist in:

- Identifying best practices and funding models for allocating human services funds among identified need areas;
- Identifying best practices for incorporating using evidence-based policymaking approaches into the allocation system, such as establishing preferences for evidence-based programs and considering the return on investment that would likely be generated through these funds;
- Identifying a set of recommended performance measures for providers receiving Partnership funds;
- Identifying options for providing greater implementation support and promoting greater information sharing among providers; and
- Evaluating the impact of selected human services programs funded by the Partnership.

The Askew School would be happy to explore these options with Leon County and City of Tallahassee officials and staff.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #19

Leon County Board of County Commissioners

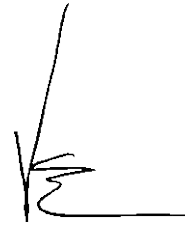
Agenda Item #19

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Report on Child Care and Summer Camps



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Heather Peebles, Leon County Government

Statement of Issue:

As requested at the Board's April 28, 2020 meeting, this agenda item provides a status report on available child care and summer camp services in Leon County as well as other resources for parents impacted by the COVID-19 pandemic. Additionally, this item provides a status update and recommendations regarding Leon County's 2020 Summer Youth Training Program.

Fiscal Impact:

This item has a fiscal impact. The County budgets \$40,666 annually for the summer youth program. If cancelled, the funding could be utilized to help offset current year projected revenue shortfalls.

Staff Recommendation:

- Option #1: Accept the status report on child care and summer camps in Leon County.
- Option #2: Cancel the 2020 Summer Youth Training Program and direct staff to consider the program funding as part of the budget balancing strategy to be presented in the FY 2021 Budget Workshops.

Report and Discussion

Background:

On April 28, 2020, the Board directed staff to prepare a status report on available child care and summer camp services in Leon County, given that many have chosen to temporarily close or cancel their programs in response to COVID-19. The following analysis provides an overview the “Families First Coronavirus Response Act” (FFCRA) which provides up to 12 weeks of leave for qualifying employees who are unable to work because of a need to care for a child. The FFCRA is effective from April 1, 2020 through December 31, 2020. In addition, the analysis provides an overview of how local child care services have been impacted by the COVID-19 pandemic as well as what social distancing protocols have been put in place for providers that remain operational. Resources for parents whose child care plans have been impacted by the COVID-19 are also outlined. Additionally, this item provides a status update and recommendations regarding Leon County’s 2020 Summer Youth Training Program.

Analysis:

Recognizing the impacts that school and child care facility closures have had on families, the State and federal government have identified additional resources and implemented new leave provisions for employers.

Most notably, Congress passed the FFCRA on March 14 which included new sick and family leave provisions to assist employees affected by the COVID-19 pandemic. The FFCRA requires certain employers, including Leon County, to provide paid emergency sick leave and emergency family leave for employees who are unable to work or telework for specific reasons related to COVID-19. Qualifying employees, which includes parents who are unable to work because of a need to care for a child, are provided up to 80 hours of Emergency Sick Leave based upon their status as full-time or part-time staff as well as paid Emergency Family and Medical Leave Act (FMLA) leave for up to an additional 10 weeks. The FFCRA is effective from April 1, 2020 through December 31, 2020 and is available to employees impacted by the closure of summer camps.

For the children of medical professionals, first responders, and other specified essential workers who must report to work, the Florida Department of Education (FDOE) is prioritizing available child care. Additionally, FDOE’s Office of Early Learning, in coordination with local early learning coalitions, is offering these employees financial assistance for child care for children ages 0 to 13. Participating child care facilities will receive financial incentives for each child enrolled. Funding for this program was provided by FDOE as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

The Florida Department of Children & Families (DCF) currently regulates child care facilities, including summer camps. In light of the highly infectious nature of COVID-19, DCF published additional guidance for child care providers that remain operational (Attachment #1). In accordance with CDC guidelines and Governor DeSantis’ “Safer at Home” Executive Order issued on April 1st, DCF has directed providers to operate under the following conditions to the extent possible:

- Intensify cleaning and disinfection efforts, including devising a schedule, and focus on toys, games, and other objects and surfaces that are frequently used.
- Modify drop-off and pick-up procedures to include thorough screening - all individuals entering a facility should be screened according to CDC guidelines.
- Maintain an adequate ratio of staff to children to ensure safety; ensure groups are 10 or fewer (inclusive of child care providers).
- Children and child care providers shall not change from one group to another.
- If more than one group of children is cared for at one facility, each group shall be in a separate room and not mix or interact with each other.

On April 29th, Governor's DeSantis issued his "Phase 1: Safe. Smart. Step-by-Step. Plan for Florida's Recovery" Executive Order, which does not appear to modify these guidelines. However, the State's requirements for child care providers will likely be amended during phase two and three of the Governor's plan.

Due to the anticipated changes in social distancing protocols as the State moves into the next phase of reopening, it is difficult to determine the availability of child care options for the summer. However, to assist parents, the Early Learning Coalition of the Big Bend is regularly surveying providers throughout the region. As of April 29th, the organization reported that approximately 53 of Leon County's 115 child care and family day care providers are temporarily closed. While there are no entities currently surveying summer camp providers, a review of the over 100 local camp listings on the website Fun 4 Tally Kids resulted in the following findings:

- The majority of summer camps are continuing to tentatively accept applications. Some camps have limited their admission in order to adhere to social distancing protocols. Others are accepting their normal number of participants in anticipation of social distancing requirements being relaxed by June 1st when the school year ends.
- Some summer camps have chosen to provide virtual programs or delay their start dates until late June or early July.
- In an abundance of caution, several large summer camps have chosen to cancel their 2020 programs. The following organizations have announced cancellations:
 - City of Tallahassee
 - Florida A&M University
 - Florida State University (This includes affiliated organizations such as the Challenger Learning Center and Mag Lab)
 - UF/IFAS Leon Extension

Currently, Leon County Schools has established an internal workgroup to assess whether its summer camp programs will continue and to determine what additional services the district can provide to students and their families during the local state of emergency.

To assist Leon County parents with finding child care and summer camp providers, Community & Media Relations will update the COVID-19 Information Portal to include links to available

resources. Additionally, the Leon County Public Library will continue to offer virtual programming and online resources for parents and children throughout the summer.

While Leon County Government does not directly offer summer camp programs, the Summer Youth Training Program is similarly impacted by social distancing protocols. Currently, the program dates have been pushed back to July 6 - August 7, 2020 in hopes that that it would be possible for students to safely participate in the program at that time. However, the nature of the program does not easily allow for compliance with State and Federal CDC social distancing guidelines. For instance, students must share office spaces and receive hands-on instruction from their County supervisor. Additionally, the program includes group trainings with CareerSource and fieldtrips to various County facilities. This item recommends cancelling the FY 2020 Summer Youth Training Program and using the \$40,666 in program funding to offset current year projected revenue shortfalls which will be presented as part of the FY 2021 Budget Workshops.

The Leon Works Junior Apprenticeship, which likewise provides job experience opportunities for Leon County youth, has also been impacted by the COVID-19 pandemic. Following the closure of Leon County Schools (LCS) and Leon County Government facilities, all scheduled Junior Apprenticeship shifts were cancelled for the semester. Due to the closure of schools, a low number of student applications have been received for the Fall Junior Apprenticeship. However, County staff are currently coordinating with LCS to determine if the program can resume in August when schools are scheduled to reopen.

Options:

1. Accept the status report on child care and summer camps in Leon County.
2. Cancel the 2020 Summer Youth Training Program and direct staff to consider the program funding as part of the budget balancing strategy to be presented in the FY 2021 Budget Workshops
3. Board direction.

Recommendation:

Options #1 and #2

Attachment:

1. DCF Guidance for Child Care Providers



Child Care Services

GUIDANCE FOR CHILD CARE PROVIDERS – April 21, 2020

GENERAL OPERATIONS:

Child care programs should adhere to the Governor's Executive Order 20-91 regarding Essential Services and Activities. Child care programs that remain operational and continue to provide services to enable essential employees to work as permitted, to the extent possible, should operate under the following conditions:

- Implement social distancing strategies – work with your county health department to determine a set of strategies appropriate for your community's situation.
- Intensify cleaning and disinfection efforts, including devising a schedule, and focus on toys, games, and other objects and surfaces that are frequently used.
- Modify drop-off and pick-up procedures to include thorough screening -- all individuals entering a facility should be screened according to Centers for Disease Control and Prevention (CDC) guidelines.
- Maintain an adequate ratio of staff to children to ensure safety; ensure groups are 10 or fewer (inclusive of child care providers).
- Children and child care providers shall not change from one group to another.
- If more than one group of children is cared for at one facility, each group shall be in a separate room and not mix or interact with each other.

The CDC has guidance for child care programs that remain open available for reference: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

SUSPECTED OR CONFIRMED CASES OF COVID-19:

If a case of COVID-19 is suspected in a child care program, providers should immediately notify parents and other relevant contacts. In addition, the facility should

temporarily close and follow disinfecting procedures as outlined by the county health department and the CDC. Additional information may be found on the CDC website: <https://www.cdc.gov/coronavirus/2019ncov/community/organizations/cleaning-disinfection.html>

Cleaning and disinfecting after individuals suspected/confirmed to have COVID-19 have been in the facility:

- It is recommended to close off areas that the individual entered or neared.
- Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfecting.
- Staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the individual, focusing especially on frequently touched surfaces.
- Observe/evaluate staff and children who may have come into contact with the individual in question for early signs or symptoms.

If there is a confirmed case of COVID-19 at the child care program, the local county health department will provide guidance and next steps. In addition, the facility should close

temporarily and reopen at the direction of the Department of Health. To be clear, if there is a confirmed positive:

1. Coordinate with local county health department.
2. Dismiss children and child care providers for several days.
3. Communicate with parents and providers.
4. Clean and disinfect thoroughly.

Find [frequently asked questions about childcare for providers and parents](#).

Find additional [information and guidance from the Centers for Disease Control and Prevention \(CDC\)](#).

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**Leon County
Board of County Commissioners**

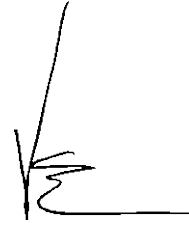
Notes for Agenda Item #20

Leon County Board of County Commissioners

Agenda Item #20

May 12, 2020

To: Honorable Chairman and Members of the Board
From: Vincent S. Long, County Administrator
Title: Status Report on the Washington Square Development



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Benjamin H. Pingree, Director, PLACE
Lead Staff/ Project Team:	Cherie Bryant, Director, Tallahassee – Leon County Planning Department

Statement of Issue:

This item provides a status report on the Washington Square development as requested by the Board at the March 10, 2020 regular meeting.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the status report on the Washington Square development.

Report and Discussion

Background:

This item provides a status report on the Washington Square development as requested by the Board at the March 10, 2020 regular meeting.

The Washington Square development is an estimated \$150 million project located on 1.33 acres at the northeast corner of South Calhoun Street and East Jefferson Street, directly behind the Leon County Courthouse. The project calls for the construction of a 19-story, 575,840 square foot mixed-use building. Uses include a 260-room hotel, 33 residential condominiums, 57,561 square feet of office and four restaurants.

On March 7, 2017, the Board authorized the County Administrator to execute a License Agreement for use of the County's right-of-way in support of the Washington Square project. The License Agreement outlines the maintenance of traffic plan including lane closures during construction and the elimination of on-street parking which will extend beyond construction. The Washington Square development was initially granted site plan approval by the City on April 19, 2017.

During the project development process, Fairmont Development, LLC requested Community Redevelopment Agency (CRA) financial assistance to support the cost of structured public parking and streetscape improvements surrounding the proposed Washington Square development. Upon completion of the development as approved in the CRA's Development Agreement in March 2018, the CRA will provide annual payments to Fairmont Development, LLC for the Tax Increment Revenue (TIF) attributable to the new development. These payments will provide 100% of tax increment generated on an annual basis from the increased value of the property once the post-construction improvements are added to the tax roll. The CRA's payments are not to exceed a total of \$9.6 million and are set to terminate in accordance with the sunseting of the CRA Downtown District in 2034.

On June 15, 2018, the County Administrator executed an Encroachment Agreement for Improvements within County right-of-way to allow the tie-backs for a temporary retaining wall into the Calhoun Street right-of-way. This Encroachment Agreement outlines the property owner's responsibilities for the tie-backs to protect the road and requirements for trench backfill and actions to be taken after the use of the temporary retaining wall.

Following the site plan approval and permits in 2017, work continued through 2018 and into the middle of 2019, at which point construction halted. Issues with access to an adjacent garage owned by the City and payments owed to contractors were cited in local news reports. Several legal actions were taken up with the City, but all have since been resolved (Attachment #1). This item provides the latest information on the status of the Washington Square development and the ongoing coordination among the County, City, and project representatives to safely secure the site for an indeterminate period.

Analysis:

Though no progress has been made on the project since the middle of 2019, there are still several active building permit applications. The approved site plan and environmental permits remain valid as long as there are active building permits on the site. Building permits are valid for six months. Building permits and all related sub-permits are automatically extended six additional months with an approved inspection on any of the related permits.

Specifically, five building permits have been issued for the project; two for the tower (shell and buildout), two for the associated new garage (shell and buildout), and one for the City garage renovation. The tower and garage shell permits have both expired. The applicant has until May 3, 2020 and May 30, 2020, respectively, to request a 6-month extension for these permits. City Growth Management has brought this to the attention of the applicant's agent and, at the time of this writing, had not received a request to extend any permits.

In March 2020, Fairmont Developers terminated their contract with Yates Construction, the primary contractor for the Washington Square project. Yates Construction notified the County and City of its demobilization plans which include the removal of materials, cranes and other heavy equipment. City Growth Management and County Public Works staff met with Yates Construction and Inovia Consulting (the applicant's agent) on April 21, 2020 to review the items that must be addressed prior to demobilization of the site.

In coordination with project representatives, County and City staff identified actions needed to secure the construction site including the completion of specific safety-related measures and provision of certified as-built drawings, stabilization of a temporary wall that had been constructed, and requirements for Fairmont to retain the maintenance of traffic controls on the streets surrounding the project site. Through these ongoing conversations with project representatives, a mutually agreed upon time frame will be determined to complete these steps including an inspection schedule to ensure public safety. Bonds may be required by the County and City to guarantee the needed work such as the retaining wall trench backfill, restoration/repair of the roads, and site stabilization. At the time of this writing, Yates Construction planned to begin taking down the two cranes on May 2, 2020 and complete the entire demobilization work in the following week.

Fairmont Development has expressed their intent to secure additional financing and identify a new contractor for the project. They have not identified a time frame to resume construction activities but indicate that the remainder of the project would take 12-13 months to complete. Should the permits expire for the stalled construction project and the site appear neglected or in a state of disrepair, City code enforcement action may be warranted.

Approved in March 2018, the CRA's Development Agreement for the Washington Square project calls for annual payments to Fairmont Development, LLC to commence once the post-construction improvements are added to the tax roll. The Development Agreement calls for construction to be complete and a Certificate of Occupancy to be issued within 48 months of the effective date (or March 2022) unless extended for events of delay in which the developer is not solely responsible and upon the developer's request. No such request has been made at this time.

The Washington Square project site sits directly behind the County Courthouse and between the City's public parking garage and the Leon County Government Annex (Annex). The Annex, a two-building complex including the eight-story tower (formerly the Bank of America Building), was purchased by the County in 2003 to accommodate the current and future space needs for County offices and State courts. Since the acquisition, the long-term space needs of the County and Courts have been addressed and the County leases another 51,000 square feet of the Annex to various tenants. Given the proximity of the site to the Courthouse and Annex, the property owner's representatives have made repeated inquiries for years about the County's interest in the site for development and/or space needs for future County functions.

The County has repeatedly advised that our current space planning is satisfied for the foreseeable future. Sufficient capacity is available at the Annex to address any future space needs the County may have through a combination of expiring leases and over 18,000 square feet of vacant space. According to the Office of Economic Vitality, over 169,000 square feet of downtown office space is currently available (4% vacancy rate) which could change greatly over the next few months should tenants delay lease renewals or seek to downsize their footprint as a result of the COVID-19 pandemic.

Options:

1. Accept the status report on the Washington Square development.
2. Do not accept the status report on the Washington Square development.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. City of Tallahassee Agenda Item, December 4, 2019



Agenda Item Details

Meeting	Dec 04, 2019 - City Commission Meeting & Summary
Category	13. POLICY FORMATION AND DIRECTION
Subject	13.04 Update on Implementation of August 21, 2019, Settlement Agreement with Fairmont Tallahassee, LLC--Cassandra Jackson, City Attorney & Wayne Tedder, Assistant City Manager
Access	Public
Type	Action, Discussion
Recommended Action	Option 1. Discontinue negotiations for the sale of the Eastside Parking Garage.

Public Content

For more information, please contact: Cassandra K. Jackson, City Attorney 850-891-8554 and Wayne Tedder, Assistant City Manager, 850-891-8200

Statement of Issue

As a result of an August 21, 2019, Settlement Agreement entered by the City of Tallahassee and Fairmont Tallahassee, LLC, hereinafter "Fairmont", the City has provided both the Fairmont requested easement in the first floor of the Eastside parking garage and the aerial easement in escrow pending satisfaction of payment by Fairmont. The City has further engaged in negotiations for the sale of the parking garage, although a purchase and sale agreement for the garage was not the basis of or represented by Fairmont in the litigation as being needed to commence its construction of the Washington Square development. The negotiations have proceeded in good faith with both parties having procured an appraisal of the value of the garage. Based on the issues identified during the property sale negotiations, staff is recommending that negotiations to sell the Eastside Garage be discontinued.

Recommended Action

Option 1. Discontinue negotiations for the sale of the Eastside Parking Garage.

Fiscal Impact

N/A

Supplemental Material/Issue Analysis

History/Facts & Issues

Background

The Settlement Agreement between Fairmont and the City of Tallahassee was executed August 21, 2019, and work promptly began on the amended easement language involving the portion of the first floor of the garage (See Attachment 1 for Settlement Agreement). Discussions also began on the aerial/air rights easement as provided in the Settlement Agreement and a possible Purchase and Sale Agreement for the entire garage as contemplated but not required by the Settlement Agreement.

After extensive negotiations/discussions regarding the language of the amended easement for the first-floor area, all parties agreed to simplified language reflected in the Settlement Agreement itself and the amended easement was executed September 24, 2019. It was this particular easement that was the subject of the lawsuit filed by Fairmont and was the primary concern of Fairmont. As required by the August Settlement Agreement, Fairmont dismissed the lawsuit against the City on October 7, 2019. (Fairmont represented at a hearing in the lawsuit that continued construction on the Washington Square Project would begin once it acquired the amended easement as it would be then able to acquire necessary funding.)

Thereafter, discussions and negotiations continued regarding the language of a proposed aerial/air rights easement and a possible Purchase and Sale Agreement. Once the terms of the aerial/air rights easement were agreed to, errors were noted in the legal description and the legal description was revised. The parties have since executed the aerial/air rights easement document; however, this easement document is being held in escrow awaiting payment from Fairmont of the \$177,000 sum agreed to as payment for this easement. These two easements were the only two items agreed to in the settlement to be conveyed to Fairmont.

Also included in the August 21, 2019, Settlement Agreement was a provision that the City would negotiate with Fairmont for a possible purchase and sale of the garage. It was agreed that the City was under no obligation to sell the garage to Fairmont (or any other party) and that the terms of any purchase and sale would have to be satisfactory to the City.

There are no pending legal proceedings and the terms of the Settlement Agreement have been met with the exception of Fairmont's outstanding obligation to pay the \$177,000 as agreed for the aerial/air rights easement which is not being released until payment is received.

Negotiations Regarding Purchase and Sale Agreement

Fairmont and the City have negotiated in good faith regarding the sale of the Eastside Parking Garage. However, despite such negotiations, the sale is not recommended because of the inability of the City and Fairmont to come to mutually acceptable terms of agreement regarding several important issues as described below.

Ground Leases

Currently, the City garage is located on four parcels. Three of the parcels are not owned by the City. As such, the City has ground leases on the properties not owned by the City. The leases are set to expire in June 2025. The remaining amount owed on the leases through 2025 is approximately \$1 million. Full release of the City from future financial obligations under certain third-party ground leases is needed. The owners of the parcels being leased by the City have indicated that they will not release the City from these lease payment obligations in favor of Fairmont assuming such obligations.

The City is currently obligated to pay rent for the use of these parcels through 2025. Fairmont has proposed an assignment of the City's rights and obligations under the leases to Fairmont as part of the closing documents. However, unless the owners/landlords of these parcels are willing to fully release the City from these financial obligations as of the date of the closing, the City will retain ultimate responsibility for the rent payments, essentially becoming a guarantor of the obligation for which Fairmont would assume primary responsibility.

Secondly, related to the ground leases, the impact of a potential, post-closing bankruptcy must be understood. Fairmont's proposal suggests that language crafted by the parties in a security agreement could ensure that the cash escrow deposit for the lease payments does not become property of a bankruptcy estate. As a matter of law, this is impossible. All property in which the debtor has a legal or beneficial interest as of the date of the bankruptcy petition becomes property of the estate. Thus, at a minimum, the City could be placed in the posture of having to establish through litigation that its security interest is not a part of the bankruptcy estate and, at a maximum, it may have to satisfy the lease payments because the funds placed in escrow are determined to be a part of the bankruptcy estate.

Closing Date

Fairmont has proposed a closing date of December 31, 2020, for the Eastside Parking Garage. Extensive repairs would be necessitated during this time to ensure the structural integrity of the garage, thus, resulting in the City commitment of funds for an asset which it would not own. Additionally, this date would not permit the City the opportunity to sell the garage to any other interested party during this term.

Earnest Money Deposit

The City and Fairmont have been unable to agree on the amount of the earnest money deposit. The purpose of this deposit is to show of good faith that a buyer is serious about the purchase and satisfaction of the terms of a purchase and sale agreement. The City has proposed ten (10) percent of the purchase price as a non-refundable deposit and Fairmont has proposed \$150,000.00.

Other Matters of Concern

Currently, the Eastside garage has 768 spaces (less 102 spaces included in the ground floor lease to Fairmont). There are approximately 700 monthly parking leaseholders for the garage demonstrating a significant demand for public parking within the immediate area. At this time, the City has seen no commitment from Fairmont to ensure that these monthly parking spaces would remain available to the public for this critical daily need.

The Settlement Agreement entered into on August 21, 2019, specifically provides that in no event will this Settlement Agreement be deemed to require the sale of City-owned Eastside parcel to Fairmont. The City and Fairmont have engaged in good faith negotiations for two additional months beyond the 30-day period specified for exclusive negotiations in the Settlement Agreement. This period expired on September 21, 2019.

Department(s) Review

Options

1. Discontinue negotiations for the sale of the Eastside Parking Garage.
2. Authorize the City Attorney and City Manager to continue negotiations for the sale of the Eastside garage.
3. Commission direction

Attachments/References

1. Settlement Agreement

 [Att 1 - Settlement Agreement.pdf \(522 KB\)](#)

**Leon County
Board of County Commissioners**

Notes for Agenda Item #21

Leon County Board of County Commissioners

Agenda Item #21

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Chasity H. O'Steen, County Attorney



Title: Status Report on County Code Enforcement Process and Options

Review and Approval:	Vincent S. Long, County Administrator Chasity H. O'Steen, County Attorney
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator David R. McDevitt, Director, Development Support & Environmental Management
Lead Staff/ Project Team:	Kyle L. Kemper, Assistant County Attorney

Statement of Issue:

At the February 11, 2020 meeting, the Board requested a status report on options to assist neighborhoods pursuing compliance for ongoing code violations. This item will provide a report on the current code enforcement process and include options that are available to amend and/or supplement the process.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept status report on County code enforcement process and options and take no further action.

Report and Discussion

Background:

At the February 11, 2020 meeting, the Board received and approved the fiscal year 2018-2019 Annual Report for the Code Enforcement Board and Code Compliance Program. In addition, the Board requested a status report on options to assist neighborhoods pursuing compliance for ongoing code violations. Board discussion of this matter indicated that homeowners' associations had expressed interest in addressing problems of ongoing code noncompliance and code violations occurring in their neighborhoods.

Analysis:

Current Code Enforcement Process

Leon County's Department of Development Support and Environmental Management ("DSEM") administers a program for code compliance, with the objective to resolve citizen complaints and enforce the County's codes through the collective efforts of citizens and inspection personnel. Although compliance is frequently achieved through this process, in some cases the matter is resolved by the Leon County Code Enforcement Board (the "Code Enforcement Board"), which has final authority to enforce certain county code provisions. The Code Enforcement Board has significant power and may hold hearings, subpoena witnesses, render orders having the force of law and requiring compliance, correct violations, assess fines, and impose liens. If compliance is not attained through the inspection personnel's efforts, and a property owner also does not comply with Code Enforcement Board's order, Leon County has several additional remedies, identified herein below.

Overview of Prosecution by the Code Enforcement Board Pursuant to the Local Government Code Enforcement Boards Act and Chapter 6 of the Leon County Code

Chapter 162, Florida Statutes (2019), is divided into two parts, and Part I is known as the Local Government Code Enforcement Boards Act (the "Part I"). The intent of Part I is "... to provide an equitable, expeditious, effective, and inexpensive method of enforcing any codes and ordinances in force in counties and municipalities, where a pending or repeated violation continues to exist." § 162.02, Fla. Stat. (2019). Part I grants counties the option to create or abolish by ordinance local government code enforcement boards with authority to hold hearings and assess fines and other noncriminal penalties. Leon County created its enforcement board pursuant to section 162.01, *et seq.* and its code enforcement procedures are codified at Chapter 6 of the Leon County Code.

The Florida Constitution states that administrative officers or bodies may be granted quasi-judicial power, but administrative agencies cannot impose a sentence of imprisonment and can only impose penalties as provided by law. Art. I, § 18, and Art. V, § 1, Fla. Const. Considering these constitutional provisions, the Attorney General has opined that the enactment of chapter 162, Florida Statutes, was necessary for the creation of administrative enforcement procedures and the imposition of administrative fines. Op. Att'y Gen. Fla. 85-33 (1985). Although the enforcement procedures are additional or supplemental means of obtaining compliance with local codes, a "county choosing to create a code enforcement board under Chapter 162, Florida Statutes, is bound

by the requirements or restrictions contained therein and may not alter or amend those statutorily prescribed procedures but must utilize them as they are set forth in the statutes.” Op. Att’y Gen. Fla. 2001-77 (2001); see also City of Tampa for Use and Benefit of City of Tampa Code Enforcement Bd. v. Braxton, 616 So. 2d 554, 556 (Fla. 2d DCA 1993).

Broadly speaking, the Code Enforcement Board is a quasi-judicial body and conducts hearings related to the enforcement of:

- Chapter 5, building and construction regulations, article II, technical codes and standards;
- Chapter 5, building and construction regulations, article III, housing code;
- Chapter 10, land development code;
- Chapter 11, licenses, taxation and miscellaneous business regulations, article XIX, refueling assistance for persons with disabilities;
- Chapter 14, property safety and maintenance; and
- Any provision of the Leon County Code of Laws which the code enforcement board is specifically granted enforcement jurisdiction.

Procedurally, after a complaint is received by DSEM, a code inspector first verifies whether a violation exists. Code inspectors are authorized agents or employees of the County whose duty it is to assure code compliance. If the complaint is determined to be valid, the code inspector sends a “Notice of Violation” to the property owner and provides a reasonable amount of time to correct the violation, with the goal of obtaining voluntary compliance. Should the violation continue beyond the time specified for correction, the code inspector is required to notify the enforcement board and request a hearing. Upon notification of a violation, the Code Enforcement Board schedules a hearing.

These notice and time requirements are limited in cases of repeat violations. Further, when the code inspector believes that the violation presents a serious threat to the public health, safety, and welfare or when the violation is irreparable or irreversible in nature, the code inspector must simply make a reasonable effort to notify the violator and may immediately notify the Code Enforcement Board and request a hearing.

The County Attorney’s Office or a member of the DSEM staff presents each case to the Code Enforcement Board. The burden is on the County to show, by a preponderance of the evidence, that a violation has occurred. A “preponderance” of the evidence is defined as “the greater weight of the evidence,” *Black’s Law Dictionary* 1201 (7th ed.1999), or evidence that “more likely than not” tends to prove a certain proposition. American Tobacco Co. v. State, 697 So. 2d 1249, 1254 (Fla. 4th DCA 1997).

The Code Enforcement Board has subpoena power and takes testimony from the code inspector, the alleged violator, and other persons having knowledge about the case at the hearing. At the conclusion of the hearing, the Code Enforcement Board issues findings of fact, based on record evidence, and conclusions of law. If a violation is found, the order of the Code Enforcement Board

may include a notice that it must be complied with by a specified date and that a fine may be imposed.

If the code inspector notifies the Code Enforcement Board that the violator has not complied with the order by the time set forth therein, or upon a finding of a repeat violation, the Code Enforcement Board may order the violator to pay a fine not to exceed \$250 per day for a first violation and not to exceed \$500 per day for a repeat violation. Some liens are capped at \$10,000, while others do not have a maximum. If the violation is irreparable or irreversible in nature, the Code Enforcement Board may impose a one-time fine not to exceed \$5,000 per violation.¹

The Code Enforcement Board must provide a copy of the findings of fact and conclusions of law to the property owner by certified mail, along with a notice that the owner may challenge the fine within twenty (20) days from the date of the findings of fact and conclusions of law. If requested, the hearing is limited to the appropriateness of the fine.

After the time period to challenge the fine has run or otherwise been disposed of, a certified copy of the order imposing a fine is recorded in the public records and thereafter constitutes a lien against the land on which the violation exists and upon any other real or personal property owned by the violator. Either party has the right to appeal the order in circuit court. Generally, the lien is valid for no more than twenty (20) years after recordation. Upon petition to the circuit court, such order may be enforced in the same manner as a court judgment by the sheriffs of this state, including levy against personal property of the violator. If a lien remains unpaid three (3) months after the lien was filed, the Code Enforcement Board may also authorize the County Attorney to foreclose on the lien or to sue to recover a money judgment for the amount of the lien plus accrued interest. The County cannot foreclose on real property that is homestead. The County may also contract with a collection agency to pursue collection of the lien on its behalf.

In sum, the existing Leon County Code takes advantage of the administrative enforcement procedures in Part I. Generally, code compliance occurs without the involvement of the Code Enforcement Board, but in cases where the violation continues even after entry of an order, the County has lien rights against the property at issue, as well as any other real or personal property of the violator. In most cases, the County can seek to foreclose on the lien or enforce it as a court judgment. The ability to proceed against other real or personal property of the violator is important. For example, in the case where superior liens exist and there is insufficient equity in the real property at issue to make foreclosure a viable option, the County may elect to proceed against other real or personal property owned by the violator, or file a petition in the Second Judicial Circuit Court of Florida to enforce the order in the same manner as a court judgment, including a levy against personal property.

¹ In addition to the fines, Part I contemplates that if the violator has not brought the property into compliance after entry of an order by the Code Enforcement Board and the violation either presents a serious threat to the public health, safety, and welfare, or is irreparable or irreversible in nature, the Code Enforcement Board shall also notify the County, which may make all reasonable repairs which are required to bring the property into compliance, and charge the violator with the reasonable cost of the repairs along with the fine imposed by the Code Enforcement Board. § 162.09(1), Fla. Stat. (2019). No such authorization is set forth at Chapter 6; rather this type of remediation is allowed only in cases of nuisance abatement as set forth at Article V, Chapter 14 of the County Code. See Prosecution by Nuisance Abatement Board, herein below.

Prosecution by Nuisance Abatement Board

The Nuisance Abatement Board was created pursuant to Ordinance No. 17-04, and it is composed of the same members of the Code Enforcement Board. When an owner fails to comply with an order of the Code Enforcement Board, the Nuisance Abatement Board may cause the prohibited condition to be abated if it constitutes a nuisance. The Nuisance Abatement Board may consider cases where there is a Code Enforcement Board order finding a violation of §§ 14-21 (dilapidated structures), 14-31 (junk), 14-41 (lot mowing), 5-314 (unsafe buildings), and the owner remains in violation of the order. Violations of §§ 14-21, 14-31, and 5-314 will be abated if the Nuisance Abatement Board determines that a building presents a serious and continuing danger to the public and/or occupants. With respect to lot mowing, the County must also prove that the premises has been abandoned. The procedure (notice, conduct of hearing, appeals, etc.) is set forth at Article V, Chapter 14 of the Leon County Code.

Costs of abating the nuisance are borne by the property owner and, if not timely paid, the County may file a lien against the property for the actual cost of the work, inspection and administration costs, interest, plus reasonable attorney's fee, and other costs of collecting the sums. The lien is recorded, and the County can foreclose or sue to recover a money judgment for the lien amount plus accrued interest.

Additional Code Enforcement Options

In addition to the enforcement remedies explained above, there are additional provisions found within Chapter 162, Florida Statutes that are available to the County and may not have been utilized previously. For example, the County may designate a special magistrate under Part I, increase fines, designate code enforcement officers under Part II, proceed with civil actions, and bring charges in county court for code violations. Furthermore, the code enforcement procedures in Chapter 162, Florida Statutes, are additional or a supplemental means of obtaining compliance with local codes and do not prohibit the County from enforcing its codes by any other means. For instance, the county may “. . . adopt an alternate code enforcement system that gives code enforcement boards or special magistrates designated by the local governing body, or both, the authority to hold hearings and assess fines against violators of the . . . county . . . codes and ordinances.” § 162.03(2), Fla. Stat. (2019).

Designate Special Magistrates under the Local Government Code Enforcement Boards Act

The County has created the Code Enforcement Board, but it can also designate special magistrates, who would have the same status as an enforcement board:

A charter county . . . may, by ordinance, adopt an alternate code enforcement system that gives code enforcement boards or special magistrates designated by the local governing body, or both, the authority to hold hearings and assess fines against violators of the . . . county . . . codes and ordinances. A special magistrate shall have the same status as an enforcement board under this chapter. References in this chapter to an enforcement board, except in s. 162.05, shall include a special magistrate if the context permits.

§ 162.03(2), Fla. Stat. (2019).

Clarify Scope of Enforcement Board's Orders as Authorized by the Local Government Code Enforcement Boards Act

Although not specified in the Leon County Code, section 162.09(1), Florida Statutes, provides that if the code inspector notifies the Code Enforcement Board that its order has not been complied with and the code violation presents such a serious threat to the public health, safety, and welfare or if the violation is irreparable or irreversible in nature, the Code Enforcement Board shall notify the County, which may make all reasonable repairs required to bring the property into compliance, and charge the violator with the reasonable cost of the repairs along with the fine imposed by the Code Enforcement Board. However, the Leon County Code does not specify the Code Enforcement Board's duty to notify the County, nor does it specifically enumerate Code Enforcement Board authority regarding the cost of repairs or the County's authority to make reasonable repairs to bring the property into compliance when the violator does not comply with the Code Enforcement Board's order.

When the Board adopted Ordinance No. 17-04 to "streamline the nuisance abatement process by creating a Nuisance Abatement Board," it appears to have placed at least part of these remedies within the purview of the nuisance abatement provisions of Article V, Chapter 14, Leon County Code. Generally speaking, upon completion of the hearing process, or immediately in cases of emergency, the County is authorized to enter property to abate a nuisance. With respect to the code enforcement process, the Board of County Commissioners could amend Chapter 6 of the Leon County Code to expand the County and Code Enforcement Board's respective rights and obligations as set forth in sections 162.07(4) and 162.09(1), Florida Statutes, and allow the County to directly make certain repairs without involvement of the Nuisance Abatement Board.

Increase the Fines Imposed by Code Enforcement Board/Special Magistrate

As noted above, the Leon County Code authorizes the Code Enforcement Board to impose fines of up to \$250 per day for a first violation and up to \$500 per day for repeat violations. Fines related to junk and lot mowing are capped at \$10,000, but other fines do not have a maximum. If the violation is irreparable or irreversible in nature, the Code Enforcement Board may impose a one-time fine not to exceed \$5,000 per violation. These fines are at serious levels, and when a cap does not apply the fine can become quite severe over time. Nevertheless, the County is authorized to increase these fines, as follows:

A county or a municipality having a population equal to or greater than 50,000 may adopt, by a vote of at least a majority plus one of the entire governing body of the county or municipality, an ordinance that gives code enforcement boards or special magistrates, or both, authority to impose fines in excess of the limits set forth in paragraph (a). Such fines shall not exceed \$1,000 per day per violation for a first violation, \$5,000 per day per violation for a repeat violation, and up to \$15,000 per violation if the code enforcement board or special magistrate finds the violation to be irreparable or irreversible in nature. In addition to such fines, a code enforcement board or special magistrate may impose additional fines to cover all costs incurred by the local government in enforcing its codes and all costs of repairs pursuant to subsection (1). Any ordinance imposing such fines shall include criteria to be considered by the code enforcement board or special magistrate in

determining the amount of the fines, including, but not limited to, those factors set forth in paragraph (b).

§ 162.09(3), Fla. Stat. (2019).

Establish Procedures Pursuant to Chapter 162, Part II, Florida Statutes

The County can also adopt an ordinance establishing procedures consistent with Chapter 162, Part II, Supplemental County of Municipal Code or Ordinance Enforcement Procedures. Part II allows the County to designate employees or agents to serve as “code enforcement officers” to enforce codes and ordinances. Code enforcement officers do not have the power of arrest, but they do have the authority to issue citations for civil infractions and violations of the county code. Similar to Part I, code enforcement officers would be required to provide the violator up to thirty (30) days to correct the violation prior to issuing a citation unless the violation presents a serious threat to the public health, safety, or welfare, or if the violation is irreparable or irreversible.

The penalties under Part II are generally less severe than those available under Part I and the existing County Code. Violations of the Leon County Code or ordinance are civil infractions with a maximum civil penalty not to exceed \$500. The alleged violator has the right to contest a citation in county court. Similarly, the code enforcement officer has the authority to issue a notice to appear, requiring the violator to appear in county court.

Civil Actions

The County is authorized to enforce its codes and ordinances by instituting a civil action in circuit or county court, as appropriate, against the alleged violator. § 162.30, Fla. Stat. (2019). However, the County is required to pay court fees and costs, as well as the expense of counsel appointed by the court to represent the defendant in any such action if required by the United States Constitution or the Florida Constitution. If successful, these fees, costs and expenses are recoverable.

Prosecution via County Court Criminal Action

The Local Government Code Enforcement Boards Act specifically provides: “It is the legislative intent of ss. 162.01-162.12 to provide an additional or supplemental means of obtaining compliance with local codes. Nothing contained in ss. 162.01-162.12 shall prohibit a local governing body from enforcing its codes by any other means.” § 162.13, Fla. Stat. (2019). In Goodman v. County Court in Broward County, 711 So. 2d 587, 589 (Fla. 3d DCA 1998), the appellate court found that the creation of a code enforcement board does not prohibit the county from bringing a charge for a code violation. However, if a county elects to prosecute a code violation in the same manner as a misdemeanor, it cannot proceed under Part II. It is worth noting that the County would be responsible for the costs of defense counsel when the defendant is indigent and otherwise entitled to court-appointed counsel by the United States Constitution or the Florida Constitution. Such fees, costs, and expenses would be recoverable if the County prevails.

Conclusion

Under the existing framework, the Code Enforcement Board has the power to hold hearings, subpoena witnesses, render orders having the force of law and require compliance, assess fines, and impose liens. If a property owner does not comply with Code Enforcement Board's order, Leon County is authorized, upon petition to the Second Judicial Circuit Court of Florida, to foreclose on the lien or enforce the Code Enforcement Board's order in the same manner as a court judgment by the sheriffs of this state, including levy against personal property of the violator. To the extent the violation is or becomes a nuisance, it may also be abated by the County upon order from the Nuisance Abatement Board. The County may file a lien and then foreclose or recover a money judgment.

The County may expand its existing code enforcement program to:

- Designate a special magistrate under Chapter 162, Part I, Florida Statutes;
- Increase fines;
- Designate code enforcement officers under Chapter 162, Part II, Florida Statutes;
- Clarify the County's authority, upon entry of an appropriate order of the Code Enforcement Board, to make all reasonable repairs required to bring the property into compliance, and charge the violator with the reasonable cost of the repairs along with the fine imposed by the Code Enforcement Board;
- Institute civil actions; and/or
- Bring criminal charges in county court.

Alternatively, the County may also abolish the current enforcement system entirely and adopt an "alternate code enforcement system that gives code enforcement boards or special magistrates designated by the local governing body, or both, the authority to hold hearings and assess fines against violators of the . . . county . . . codes and ordinances." § 162.03(2), Fla. Stat. (2019).

For purposes of reference and comparison, attached is a general overview of the code enforcement regulations that are presently utilized by various charter counties within the State (Attachment #1).

Options:

1. Accept status report on County code enforcement process and options and take no further action.
2. Do not accept status report on County code enforcement process and options.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Overview of Various Charter County Code Enforcement Regulations

Overview of Various Charter County Code Enforcement Regulations

County	Overview
Alachua	<p>(1) Code enforcement officers can issue citations for code violations.</p> <p>(2) Utilizes code enforcement board (CEB) and code enforcement special magistrate to hear / decide alleged code violations, and impose fines, repair costs, costs of prosecution, and liens.</p> <p>(3) County manager determines whether alleged violations will be heard by the special magistrate or CEB.</p>
Brevard	<p>(1) Code enforcement officers can issue citations for code violations.</p> <p>(2) Code enforcement special magistrate is the designated hearing officer for code enforcement matters. Hears / decides alleged code violations, and can impose fines, repair costs, costs of prosecution, and liens.</p>
Broward	<p>(1) Code inspectors and code enforcement officers enforce county codes. Can issue notices to appear in county court and non-criminal citations with fines for violations that exist or remain uncorrected.</p> <p>(2) Code enforcement hearing officers conduct code enforcement hearings. Can assess and order the payment of fines, which may include civil penalties and administrative costs, and impose liens.</p> <p>(3) A schedule of civil penalties applies, depending on the violation.</p> <p>(4) Hearings concerning public nuisances (drug, prostitution, and criminal street gang-related nuisances) are before a consumer protection board.</p>
Charlotte	<p>(1) Code enforcement officers can issue citations for civil infractions. A citation may be contested before the special magistrate or county court as specified in the citation. Code enforcement officer can also issue a notice to appear in county court.</p> <p>(2) Special magistrate hears cases presented by the code enforcement officers. Can impose administrative fines and other noncriminal penalties.</p> <p>(3) A schedule of civil penalties applies, depending on the violation.</p>
Clay	<p>(1) Code enforcement officers can issue citations for code violations.</p> <p>(2) Utilizes special magistrates. (Code enforcement board was dissolved in 2006.) Code enforcement special magistrate conducts code enforcement hearings and can impose administrative fines, costs of repair, and liens.</p>
Columbia	<p>(1) Code enforcement officers are authorized to issue citations for code violations.</p> <p>(2) Utilizes code enforcement special magistrates. (Code enforcement board was dissolved in 2015.) Special magistrate has the same status, powers and duties as a code enforcement board under Ch. 162, Part I, Florida Statutes. Special magistrate conducts hearings and can impose administrative fines and other noncriminal penalties.</p> <p>(3) Has a nuisance abatement board for public nuisances (drug, prostitution, and criminal street gang-related nuisances).</p>
Hillsborough	<p>(1) Code enforcement officers can issue citations for code violations and notices to appear in county court.</p> <p>(2) Utilizes code enforcement board and special magistrates. Both have the authority to hear and decide alleged violations of all county codes (including technical codes) and ordinances. Can impose fines, cost of repairs, and liens.</p>

County	Overview
Orange	<p>(1) Designated code enforcement officers can issue citations for certain code violations (relating to property maintenance, environmental control, and landscaping/buffering/open space).</p> <p>(2) Utilizes code enforcement board and special magistrate to hear and decide alleged code violations. Can impose fines, repair/demolition/cleanup costs, and liens.</p> <p>(3) Has a nuisance abatement board for public nuisances (drug, prostitution, dealing in stolen property, and criminal street gang-related activities).</p>
Osceola	<p>(1) Code enforcement officers investigate and enforce the code and may issue citations for code violations.</p> <p>(2) Utilizes a code enforcement and nuisance abatement board, and special master.</p> <p>(3) As to code enforcement, board hears and decides alleged code violations, and can impose fines, costs of repair, and liens. Nuisance abatement is for public nuisances (drug, prostitution, dealing in stolen property, and criminal street gang-related activities).</p> <p>(4) Special master can hold hearings, and impose fines, fees, and costs.</p> <p>(5) Any alleged code violation may be pursued by appropriate remedy, whether by injunctive, declaratory or other civil relief or criminal sanction, in court at the option of the county.</p>
Pinellas	<p>(1) Code enforcement officers / officials / inspectors enforce the codes and assure code compliance. (Do not issue citations.)</p> <p>(2) Special magistrates hear and decide alleged violations of the codes. Can impose fines, costs, and liens. (No code enforcement board.)</p> <p>(3) County may institute any lawful civil action or proceeding to prevent, restrain, or abate violations of codes or ordinances or through its agents issue cease and desist orders.</p>
Polk	<p>(1) Code enforcement officers are authorized to issue citations for code violations.</p> <p>(2) Utilizes code enforcement special magistrates and appellate special magistrates to conduct hearings, issue orders, and establish / levy fines and costs. These have the same status as a code enforcement board.</p> <p>(3) Has a nuisance abatement board for public nuisances (drug, prostitution, and criminal street gang-related nuisances).</p>
Sarasota	<p>(1) Code enforcement officers can issue citations for code violations.</p> <p>(2) Special magistrates hold hearings, assess fines and order mitigation for code violations. (No longer has a code enforcement board.)</p>
Seminole	<p>(1) Code enforcement officers can issue citations for code violations. Citation form is in the code.</p> <p>(2) Utilizes code enforcement board and code enforcement special magistrates. Special magistrates may exercise any and all authority granted to the code enforcement board.</p> <p>(3) Utilizes schedules that classify the violations and applicable civil penalties.</p>
Volusia	<p>(1) Code enforcement officers can issue citations for code violations.</p> <p>(2) Utilizes code enforcement board and special magistrates to conduct hearings, impose fines, and impose liens.</p>

**Leon County
Board of County Commissioners**

Notes for Agenda Item #22

Leon County Board of County Commissioners

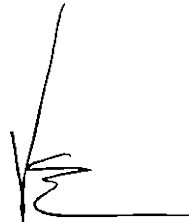
Agenda Item #22

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Report on Virtual County Commission Meetings and Additional Options for Public Participation



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Andy Johnson, Assistant to the County Administrator Nicki Paden, Management Analyst

Statement of Issue:

As directed by the Board at the April 28 meeting, this agenda item provides options for the Board's consideration with regard to public participation in County Commission meetings during the COVID-19 pandemic.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #5: Board direction.

Report and Discussion

Background:

At the April 28, 2020 meeting, the Board directed staff to bring back an agenda item to evaluate options for public participation in County Commission meetings during the COVID-19 pandemic, specifically to provide an opportunity for the Board to directly engage with citizens who may wish to address the Board during the public comment periods of the meeting or on a specific agenda item. At this time, as authorized by Governor Ron DeSantis' Executive Order 20-69 (Attachment #1) and pursuant to the County's declared local state of emergency (Proclamation No. 2020-7, Attachment #2) and subsequent continuing declared local states of emergency, the Board of County Commissioners is conducting meetings remotely via communications media technology. The Board at its April 14, 2020 meeting ratified a temporary modification to Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners," to allow for the use of communications media technology to conduct virtual meetings (Attachment #3).

As approved by the Board, the County has established an online form which is available through the County's website for citizens to provide written public comment prior to any virtual County Commission meetings. In order to preserve decorum and civility and enable the expeditious conduct of County business while ensuring procedural due process and the public's right of participation required by law, these written comments are compiled and provided to the County Commission members in advance of the meeting and entered into the meeting record. Written comments received by the public are also posted on the County's website in advance of the virtual meeting.

On April 29, Governor DeSantis issued guidelines for the first phase of a "Safe. Smart. Step-by-Step." plan for reopening Florida's economy following the COVID-19 pandemic (provided in Executive Order 20-112, Attachment #4). The Governor's plan is based on the work of a statewide task force convened in late April to evaluate strategies for reopening. While the first phase of the plan extended the previous Executive Order which allowed for local government meetings to be hosted remotely, there is a strong likelihood that this allowance will not be extended in the second phase, which could occur as early as mid-May. Specifically, the task force's final report (Attachment #5) recommends reinstating the requirement for a physical quorum to be present for local government meetings and allowing up to 50 people in attendance with proper physical distancing.

Analysis:

Since the onset of the COVID-19 pandemic, Leon County has evaluated all options for safely conducting public meetings to minimize the risk of transmission of the novel coronavirus. As such, and as indicated above, the Board has temporarily modified its rules of procedure to allow for County Commission meetings to be conducted remotely. Pursuant to this direction from the Board, the County's Management and Information Services staff have established a system for hosting meetings remotely through the Zoom platform while providing for citizen participation by virtual means. Notwithstanding this, the County continues to routinely evaluate all available

technology platforms to provide for the highest level of access to, and public participation in, the business of Leon County government.

Leon County broadcasts Commission meetings on Comcast Channel 16, Prism Channels 16 and 1016-HD, the County's Facebook page, and the County's YouTube channel. The Facebook and YouTube channels provide data that can be used to evaluate the levels of online viewership of County Commission meetings. The County's social media platforms are a critical tool for connecting with citizens and providing timely, accurate public information regarding County operations across the whole organization. However, only a small number (50 to 75) watch meetings when they are live and in progress.

Should the Board wish to further modify the current practices for conducting County Commission meetings during the COVID-19 pandemic to provide for direct interaction with citizens during a meeting, there are three options that the Board may wish to consider. The remainder of this agenda item provides a discussion of each of these options.

First, the Board may wish to consider returning to conducting County Commission meetings in person. On March 20, 2020, Governor Ron DeSantis issued Executive Order 20-69 suspending statutory physical quorum requirements for local government public meetings in a specific public place in response to COVID-19 (Attachment #1). The Executive Order specifically authorizes the use of communications media technology to conduct meetings of local governing bodies and enables such governing bodies to use telephone and video conferencing as options to hold public meetings. As discussed above, Leon County currently uses the Zoom platform for hosting virtual County Commission meetings, which the County has determined best allows for the proper management of the meeting and preserving decorum by minimizing interruptions and disruptions.

It should be noted that Executive Order 20-69 allows, but does not require, local governments to conduct meetings virtually. This order was extended indefinitely by the Governor's Executive Order 20-112, issued on April 29 and effective May 4. Currently, several Florida counties continue to conduct regular County Commission meetings in person with varying degrees of physical distancing and public access requirements. Should the Board wish to resume in-person County Commission meetings beginning with the May 26 meeting, it is recommended that this decision be accompanied by certain public health measures in order to ensure safe access to these meetings by members of the public, the Board, and staff. Specifically, access to the Commission Chambers during the meeting would be restricted and physical distancing measures would be put in place. Members of the Commission, the County Administrator, County Attorney, and the Clerk to the Board would be seated in a manner that ensures at least six feet of physical distance from each other. As such, some members of the Commission would be seated at the dais and others would be seated in front of the dais. All County staff would remain outside the Commission Chambers unless and until they are called into the Chambers to provide any verbal updates or responses to questions by the Board. Members of the public would receive a basic health screening including a temperature check prior to entering the Courthouse and would be seated in a jury assembly room with proper physical distancing between seats and televised access to the meeting. Any citizens wishing to provide public comment during the meeting would fill out a speaker card and be ushered into the Commission Chambers at the appropriate time. Under this option, the County could also

continue to provide for public comments to be submitted via online form like the County's current practice.

Second, the Board may wish to continue conducting virtual County Commission meetings but allow citizens to join and participate. Sections 3(a) and 3(b) of the County's local state of emergency declaration (Proclamation No. 2020-7, included as Attachment #2) contemplate possible changes in technology with regard to how members of the public provide comments. Under this option, the Zoom platform would be modified to enable citizens to join the meeting via a web link and call-in telephone number that would be published on the County website in advance of the meeting. During the public comment portions of the meeting and any General Business or Public Hearing items, the Chairman would open the meeting to allow any citizens to provide verbal comments to the Board via the Zoom platform. Citizens would be asked to virtually "raise their hand" through the platform to be recognized for comment. As reflected in the Board options at the end of this item, the Zoom platform can be configured to allow citizens to participate by audio and video, or only by audio. While this option is technologically feasible, it is expected that there would be several challenges outside the County's ability to control that may disrupt or interrupt the meeting. These include challenges related to possible poor connectivity which may disrupt a citizen's video and/or audio feed, citizens' familiarity with the Zoom platform and how to virtually "raise their hand" to be recognized by the Chairman, timing issues relating to queuing citizens to speak, and other issues that may arise. Additionally, in contrast with conducting in-person County Commission meetings which involve a bailiff's physical presence, the Chairman would have no control over a participant's setting or personal conduct in a virtual meeting environment. For example, there would be no way to ensure that participants enter their own name when joining a virtual meeting; also, participants joining only by telephone are identified in the platform by their phone number which is broadcast through the platform when the participant is speaking.

Finally, should the Board wish to continue the current format of virtual County Commission meetings but provide a separate forum for direct dialogue with citizens, the Board may wish to schedule virtual town hall meetings following County Commission meetings. Under this option, a separate virtual meeting of the County Commission would be scheduled, in accordance with Florida's Government-in-the-Sunshine and public records laws, using the same Zoom platform as is currently used for regular County Commission meetings. However, these virtual town hall meetings would be conducted with no specific agenda, only to allow members of the public to join and make comments or ask any questions they may wish of the Board. Based upon the online viewership of live Commission meetings discussed earlier in this item, the expected level of participation in virtual town hall meetings would be low. Like the second option described above, citizens would be asked to virtually "raise their hand" through the platform to be recognized for comment by the Chairman. Similar to current practice, the Chairman at his discretion would have the ability to recess or adjourn the meeting in the event of any interruptions or disruptions. Virtual town hall meetings would also be affected by the same set of technological challenges described in the second option above. Should the Board wish to pursue this option, the County would provide the ability for citizens to submit questions or comments in advance of the virtual town hall meeting via an online form. In the virtual town hall format, Commissioners would have the discretion to address any or all questions of their choosing during the meeting, whether submitted in advance or posed during the town hall.

In conclusion, Leon County has established a system for conducting virtual County Commission meetings which complies with Florida's Government-in-the-Sunshine and public records laws as well as all applicable emergency Executive Orders, and which includes a process for accepting and recording citizen input and promoting transparency by posting all comments online. Notwithstanding this, the County continues to routinely evaluate all available technology platforms to provide for the highest level of access to, and public participation in, the business of Leon County government. While the County is currently conducting virtual meetings in accordance with the Governor's Executive Order 20-69, there is a strong likelihood that this allowance will not be extended in the second phase of the Governor's reopening plan, which could require Commission meetings to be conducted in person as early as mid-May. However, should the Board wish to move forward with considering alternative options to provide for direct interaction with citizens in County Commission meetings during the COVID-19 pandemic, this item describes three such options for the Board's consideration: returning to conducting meetings in-person, modifying current procedure to allow citizens to join virtual Board meetings, and hosting virtual town hall meetings immediately following Commission meetings to provide a separate forum for real-time comment from and dialogue with citizens. Each of these options is feasible but also has significant limitations, as discussed in the item. This item seeks the Board's direction whether to continue the County's current procedure for hosting virtual Board meetings or to adopt a different procedure as outlined in the Board options below.

Options:

1. Accept the status report and continue current practices regarding conducting virtual meetings and accepting citizen input until such time as Executive Order 20-69, or its successor, expires.
2. Return to hosting in-person County Commission meetings beginning with the May 26, 2020 meeting.
3. Continue conducting virtual County Commission meetings and modify current procedure to allow for direct citizen participation.
4. Schedule virtual town hall meetings following each future County Commission meeting that is conducted remotely during the COVID-19 pandemic.
5. Board direction.

Recommendation:

Option #5

Attachments:

1. Executive Order Number 20-69 – Local Government Public Meetings
2. Proclamation No. 2020-7
3. April 14, 2020 Agenda Item – “Modification of Policy No. 01-05 and Temporary Rules of Procedure for the Use of Communications Media Technology (CMT) to Conduct Virtual Meetings of the Leon County Board of County Commissioners and Boards, Councils and Committees”
4. Executive Order Number 20-112 – Phase 1: Safe. Smart. Step-by-Step. Plan for Florida’s Recovery
5. Final Report to Governor DeSantis from the Re-Open Florida Task Force

STATE OF FLORIDA

OFFICE OF THE GOVERNOR EXECUTIVE ORDER NUMBER 20-69

(Emergency Management – COVID-19 – Local Government Public Meetings)

WHEREAS, on March 1, 2020, I issued Executive Order 20-51 directing the Florida Department of Health to issue a Public Health Emergency as a result of COVID-19; and

WHEREAS, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

WHEREAS, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, on March 16, 2020, President Donald J. Trump and the Centers for Disease Control and Prevention (“CDC”) issued the “15 Days to Slow the Spread” guidance advising individuals to adopt far-reaching social distancing measures, such as working from home and avoiding gatherings of more than 10 people; and

WHEREAS, on March 17, 2020, I wrote a letter to Attorney General Ashley Moody seeking an advisory opinion regarding concerns raised by local government bodies about their ability to hold meetings through teleconferencing and other technological means in order to protect the public and follow the CDC guidance regarding social distancing; and

WHEREAS, on March 19, 2020, Attorney General Ashley Moody delivered an opinion to me indicating that certain provisions of Florida law require a physical quorum be present for local government bodies to conduct official business, and that local government bodies may only conduct meetings by teleconferencing or other technological means if either a statute permits a quorum to be present by means other than in person, or that the in person requirement for constituting a quorum is lawfully suspended during the state of emergency; and

WHEREAS, it is necessary and appropriate to take action to ensure that COVID-19 remains controlled, and that residents and visitors in Florida remain safe and secure;

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. I hereby suspend any Florida Statute that requires a quorum to be present in person or requires a local government body to meet at a specific public place.

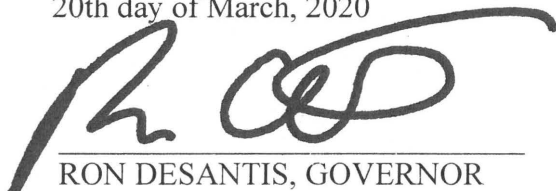
Section 2. Local government bodies may utilize communications media technology, such as telephonic and video conferencing, as provided in section 120.54(5)(b)2., Florida Statutes.

Section 3. This Executive Order does not waive any other requirement under the Florida Constitution and “Florida’s Government in the Sunshine Laws,” including Chapter 286, Florida Statutes.

Section 4. This Executive Order shall expire at the expiration of Executive Order 20-52, including any extension.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 20th day of March, 2020



RON DESANTIS, GOVERNOR

ATTEST:



SECRETARY OF STATE

TALLAHASSEE, FLORIDA
2020 MAR 20 AM 9:38
FILED

**AMENDED PROCLAMATION DECLARING A CONTINUING
LOCAL STATE OF EMERGENCY IN LEON COUNTY, FLORIDA
PROCLAMATION NO. 2020-7
COVID-19**

WHEREAS, the Board of County Commissioners of Leon County, Florida (the “Board”) has adopted the Emergency Management Ordinance, being codified in Chapter 2, Article VIII of the Code of Laws of Leon County, Florida (the “Ordinance”), providing authorization for the Board or its designee to declare an extension to a previously issued declaration of local State of Emergency; and

WHEREAS, on March 9, 2020, Governor DeSantis issued Executive Order 20-52, declaring a State of Emergency as a result of COVID-19; and

WHEREAS, on March 16, 2020, President Donald J. Trump and the United States Centers for Disease Control and Prevention (“CDC”) issued the “15 Days to Slow the Spread” guidance advising individuals to adopt far-reaching social distancing measures; and

WHEREAS, on March 16, 2020, Leon County declared a local State of Emergency effective March 16, 2020, at 2:00 p.m., for a period of seven days, to authorize continued coordination with state and other local authorities and to take all actions necessary to address the threat of a public health crisis resulting from COVID-19; and

WHEREAS, on March 23, 2020, Leon County extended the local State of Emergency effective March 23, 2020, at 2:00 p.m., for a period of seven days; and

WHEREAS, to reduce the spread of COVID-19, the CDC and the Florida State Department of Health recommend implementation of community mitigation strategies to increase containment of the virus, including cancellation of large gatherings and social distancing of at least six feet between persons in smaller gatherings; and

WHEREAS, federal and state health officials have indicated that they expect additional cases of COVID-19 to be identified in the coming days and, based on the highly contagious nature of COVID-19, additional person-to-person transmission is likely; and

WHEREAS, on March 24, 2020, Governor DeSantis issued Executive Order 20-83, directing the Surgeon General and State Health Officer to issue a public health advisory to all persons over 65 years of age and to persons with certain underlying medical conditions that place them high risk of serious illness from COVID-19 to urge them to stay home and take measures to limit their exposure to COVID-19; and

WHEREAS, Executive Order 20-83 further directed the Surgeon General and State Health Officer to issue a public health advisory against all social or recreational gatherings of 10 or more people; and

WHEREAS, public health experts have urged governmental entities to mandate stricter adherence to CDC social distancing guidelines of at least six feet between persons to mitigate further spread of COVID-19, and

WHEREAS, multiple local jurisdictions in Florida and Georgia have declared local states of emergency to address the threat of a public health crisis resulting from COVID-19; and

WHEREAS, should COVID-19 spread in Leon County at a rate close to what some other communities in Florida and Georgia are experiencing it would strain local resources and capabilities; and

WHEREAS, on March 25, 2020, Leon County issued Amended Proclamation No. 2020-3; and

WHEREAS, on March 29, 2020, President Donald J. Trump announced that the “15-Days to Slow the Spread” guidelines will continue until April 30, 2020; and

WHEREAS, on March 30, 2020, Leon County issued Proclamation No. 2020-4; and

WHEREAS, on April 1, 2020, Governor DeSantis issued Executive Order 20-91, providing Safer at Home directives for all persons in Florida; and

WHEREAS, on April 2, 2020, Governor DeSantis issued Executive Order 20-92, which amended Executive Order 20-91; and

WHEREAS, the provisions of Executive Order 20-91, as amended by Executive Order 20-92, became effective at 12:01 a.m. on April 3, 2020; and

WHEREAS, on April 2, 2020, Leon County issued Amended Proclamation No. 2020-5, which became effective and mandated compliance with Executive Order 20-91, as amended by Executive Order 20-92; and

WHEREAS, on April 6, 2020, Leon County issued Proclamation No. 2020-6, extending the local State of Emergency for a period of seven days; and

WHEREAS, an Emergency as defined in the Ordinance continues to exist in Leon County; and

WHEREAS, a prompt and efficient response and recovery is necessary to safeguard lives and property affected by the Emergency; and

WHEREAS, Article I, Section 24 of the Florida Constitution guarantees a right of public access to all meetings of any collegial public body of the County, and section 286.011, Florida Statutes, commonly referred to as Florida’s “Sunshine Law,” requires meetings of the County to be publicly noticed in advance, open to the public, and documented by minutes that are promptly recorded; and

WHEREAS, recognizing the compelling need to protect life while at the same time maintain the functionality and continuity of government, the Governor took the extraordinary measure of issuing Executive Order 20-69, which suspends the requirement that local governing bodies have a quorum physically present in a specific public place to conduct public meetings; and

WHEREAS, Executive Order 20-69 specifically authorizes the use of communications media technology, as provided in section 120.54(5)(b)2., Florida Statutes, to conduct meetings of local governing bodies; and

WHEREAS, the use of communications media technology during the declared Local State of Emergency due to COVID-19 to conduct meetings of the Board of County Commissioners and its advisory boards, councils, and committees will allow governance to continue while protecting the health and safety of elected officials, staff, and the general public; and

WHEREAS, neither Executive Order 20-69 nor this Amended Proclamation suspend the requirements of Florida's public records laws in any way or the Sunshine Law beyond the specific, discrete parameters set forth in Executive Order 20-69 and this Amended Proclamation.

NOW, THEREFORE, PURSUANT to the authority conferred by Chapter 252, Florida Statutes, and the Ordinance, as Chairman of the Leon County Board of County Commissioners, and pursuant to Section 2-306 of the Code of Laws of Leon County, after consultation with state and local authorities, I find as follows:

1. State of Emergency. A local State of Emergency continues to exist requiring immediate and expeditious action as a result of the threat of a public health crisis within Leon County and neighboring counties, and will continue to exist for a period of five days, effective 12:00 p.m. on April 8, 2020, in accordance with Section 2-307 of the Code of Laws of Leon County.

2. Safer at Home. All persons in Leon County are to continue to abide by the Safer at Home directives issued by Governor DeSantis in Executive Order Number 20-91 and Executive Order 20-92, and any subsequent amendments or extensions issued thereto.

3. Temporary Rules of Procedure for Use of CMT to Conduct Virtual Meetings. Board Policy No. 01-05, entitled "Rules of Procedure for Meetings of the Leon County Board of County Commissioners," which governs all official meetings of the Board, shall be temporarily modified to allow for the use of communications media technology to conduct virtual meetings, as follows:

- (a) Notice of Electronic Public Meetings. The County will post notice of its electronic public meetings in a manner consistent with section 286.011, Florida Statutes. Such notice shall plainly state that a virtual meeting is to be conducted using communications media technology (CMT) and identify the specific type(s) of CMT to be used. Such notice will identify the various platforms available to the public to view the meeting. If a public meeting provides for the opportunity for public comment in general or on a specific item, the notice shall also include instructions regarding how members of the public may submit written comments in a form to be provided by the County on its website, distributed to the members of the Commission in

advance of the meeting, and made a part of the meeting record. If the County determines that additional technological means are feasible, practicable, and available for the public to provide comment, the meeting notice will include instructions to the public regarding how members of the public may provide comment using the additional technological means. The meeting notice shall provide the deadline for the submission of public comment in advance of the public meeting, if any.

- (b) Public Comment. An online form will be available through the County's website for citizens to provide written public comment prior to a virtual meeting. The online form will be open and available for members of the public to submit comment until a timeframe specified in the meeting notice, if any. The written comments will be compiled and provided to the members of the County Commission in advance of the meeting and entered into the record at the public meeting. Written comments received by the public will be posted on the County's website in advance of the virtual meeting. Public comment received after the deadline for submission will be made available to the members of the County Commission and entered into the record during the meeting, though the County cannot guarantee that the written comments will be posted on the County website prior to the virtual meeting. If the County determines that additional technological means are feasible, practicable, and available for the public to provide comment, such public comment, in whatever format, shall be made available to the members of the County Commission before action is taken on the matter for which public comment was submitted.
- (c) Supplemental Procedures of Advisory Boards, Councils, and Committees. Each advisory board, council, or committee of the County may supplement the minimum procedures provided in this Amended Proclamation with additional procedures that promote and preserve the decorum and civility and that enable the expeditious conduct of County business and provide the procedural due process and right of public participation required by law as applied to the nature of the specific hearing or matter. Each such board, council, or committee seeking to adopt supplemental procedures will submit them to the County Administrator for ratification by the Board of County Commissioners.
- (d) Disruptions and Adjournment. If, during the conduct of a public meeting utilizing CMT pursuant to this Amended Proclamation, the meeting is interrupted through disruptions or glitches in the technology being used, the Chair will recess the meeting until the interruption is resolved. If the interruption cannot be resolved in a reasonable amount of time, the meeting shall be adjourned. The temporary recess or termination of a meeting is to assure compliance with the Sunshine Law.


4. Public Education. Due to the extraordinary nature of the Amended Proclamation and the paramount right of the public to participate in the decision-making process of its local government, the County will make reasonable efforts to publicize the subject matter being considered at its meetings and publicize the requirements of Section 3 of this Amended Proclamation.

5. Applicability, Limitation, and Termination. Section 3 of this Amended Proclamation shall apply to all meetings of the Leon County Board of County Commissioners and any of its advisory boards, councils, or committees which operate under the Sunshine Law. Public meetings will comply with all requirements of section 286.011, Florida Statutes, and, for the County Commission, Policy No. 01-05, which have not otherwise been suspended or waived pursuant to Executive Order 20-69 and this Amended Proclamation. Section 3 of this Amended Proclamation shall remain in effect until superseded by action of the Leon County Board of County Commissioners, until modified or terminated by a subsequent proclamation, or until Executive Order 20-69 expires or is rescinded, whichever first occurs.

THIS PROCLAMATION authorizes the continued activation of the Leon County Comprehensive Emergency Management Plan and the exercise of all powers provided by Chapter 252, Florida Statutes, and Chapter 2, Article VIII of the Code of Laws of Leon County, Florida.

Dated this 8th day of April, 2020.


LEON COUNTY, FLORIDA

By: 
Bryan Desloge, Chairman
Board of County Commissioners

ATTESTED BY:
Gwendolyn Marshall, Clerk of Court
& Comptroller, Leon County, Florida

APPROVED AS TO FORM:
Leon County Attorney's Office

By: 

By: 
Chasity H. O'Steen, Esq.
County Attorney

Leon County Board of County Commissioners

Agenda Item #3

April 14, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator
Chasity H. O'Steen, County Attorney



Title: Modification of Policy No. 01-05 and Temporary Rules of Procedure for the Use of Communications Media Technology (CMT) to Conduct Virtual Meetings of the Leon County Board of County Commissioners and Boards, Councils and Committees

Review and Approval:	Vincent S. Long, County Administrator Chasity H. O'Steen, County Attorney
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Chasity H. O'Steen, County Attorney

Statement of Issue:

The Governor took the extraordinary measure of issuing Executive Order 20-69 (EO 20-69), which suspends the requirement that local governing bodies have a quorum physically present in a specific public place to conduct public meetings. EO 20-69 further specifically authorizes the use of communications media technology (CMT) to conduct meetings of local governing bodies. Amended Proclamation No. 2020-7, issued on April 8, 2020, authorized the Board of County Commissioners and other County boards, councils, and committees to use CMT to conduct virtual meetings and established the minimum procedures required to promote and preserve decorum and civility and enable the expeditious conduct of business of the County while ensuring procedural due process and the right of public participation required by law. This agenda seeks Board consideration to ratify the modification of Policy No. 01-05 and Temporary Rules of Procedure authorized in Amended Proclamation No. 2020-7.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Ratify the modification of Policy No. 01-05 and Temporary Rules of Procedure for the Use of Communications Media Technology (CMT) to Conduct Virtual Meetings of the Leon County Board of County Commissioners and Other County Boards, Councils and Committees authorized in Amended Proclamation No. 2020-7.

Title: Modification of Policy No. 01-05 and Temporary Rules of Procedure for the Use of Communications Media Technology (CMT) to Conduct Virtual Meetings of the Leon County Board of County Commissioners and Boards, Councils and Committees

April 14, 2020

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Report and Discussion

Background:

On March 20, 2020, Governor Ron DeSantis issued Executive Order 20-69 suspending statutory physical quorum requirements for local government public meetings in a specific public place in response to COVID-19 (Attachment #1). The Executive Order specifically authorizes the use of Communications Media Technology (CMT), as provided in section 120.54(5)(b)2., Florida Statutes, to conduct meetings of local governing bodies, and enables such governing bodies to use telephone and video conferencing as options to hold public meetings. The Executive Order does not suspend the requirements of Florida's public records law or the Sunshine Law beyond the specific, discrete parameters explicitly set forth in this paragraph, and the County will only be authorized to conduct virtual meetings using CMT until Emergency Order 20-69 expires or is rescinded.

Board Policy No. 01-05, entitled "Rules of Procedure for Meetings of the Leon County Board of County Commissioners," governs all official meetings of the Board. This agenda item would ratify the modification of Board Policy No. 01-05 and details the County's temporary Rules of Procedure for the use of CMT to conduct virtual Board of County Commission (BOCC) Meetings and establish minimum procedures for meetings of other County boards, councils and committees, in accordance with Executive Order 20-69 and authorized in Amended Proclamation No. 2020-7 (Attachment #2).

Analysis:

Following the Governor's issuance of Executive Order 20-69, the Florida Association of Counties has reported that 50 counties, including Leon County, are continuing to hold regular BOCC meetings either in-person or remotely. Among these counties, a small number have enacted special measures for conducting in-person public meetings including hosting meetings in different/larger venues, conducting health screenings of members of the public prior to entrance, and limiting, discouraging, or restricting attendance in BOCC Chambers. The majority of counties, however, have enacted special measures to conduct public meetings remotely by utilizing CMT and providing for citizen participation by virtual means. For Leon County, these measures include:

- **Notice of Electronic Public Meetings.** The County will post notice of its electronic public meetings in a manner consistent with section 286.011, Florida Statutes. Such notice shall plainly state that a virtual meeting is to be conducted using communications media technology (CMT) and identify the specific type(s) of CMT to be used. Such notice will identify the various platforms available to the public to view the meeting. If a public meeting provides for the opportunity for public comment in general or on a specific item, the notice shall also include instructions regarding how members of the public may submit written comments in a form to be provided by the County on its website, distributed to the members of the Commission in advance of the meeting, and made a part of the meeting record. If the County determines that additional technological means are feasible,

Title: Modification of Policy No. 01-05 and Temporary Rules of Procedure for the Use of Communications Media Technology (CMT) to Conduct Virtual Meetings of the Leon County Board of County Commissioners and Boards, Councils and Committees

April 14, 2020

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practicable, and available for the public to provide comment, the meeting notice will include instructions to the public regarding how members of the public may provide comment using the additional technological means. The meeting notice shall provide the deadline for the submission of public comment in advance of the public meeting, if any.

- **Livestream Meetings:** Remote Commission meetings will be conducted virtually utilizing video conference technology. The public can access meetings in real time via livestreaming on Comcast channel 16, Prism channels 16 & 1016-HD, the County's Facebook page and YouTube channel. Meeting agendas and minutes will continue to be available through the Leon County Website.
- **Public Comment:** An online form will be available through the County's website for citizens to provide written public comment prior to a virtual meeting. The online form will be open and available for members of the public to submit comment until a timeframe specified in the meeting notice, if any. The written comments will be compiled and provided to the members of the County Commission in advance of the meeting and entered into the record at the public meeting. Written comments received by the public will be posted on the County's website in advance of the virtual meeting. Public comment received after the deadline for submission will be made available to the members of the County Commission and entered into the record during the meeting, though the County cannot guarantee that the written comments will be posted on the County website prior to the virtual meeting. If the County determines that additional technological means are feasible, practicable, and available for the public to provide comment, such public comment, in whatever format, shall be made available to the members of the County Commission before action is taken on the matter for which public comment was submitted.
- **Supplemental Procedures of Advisory Bodies, Councils, and Committees:** County advisory boards, councils, and committees may supplement the minimum procedures provided in the Amended Proclamation with additional procedures that promote and preserve decorum and civility and that enable the expeditious conduct of County business and provide the procedural due process and right of public participation required by law as applied to the nature of the specific hearing or matter. Each such board, council, or committee seeking to adopt supplemental procedures will submit them to the County Administrator for ratification by the Board of County Commissioners.
- **Disruptions and Adjournment:** If, during the conduct of a public meeting utilizing CMT pursuant to the Amended Proclamation, the meeting is interrupted through disruptions or glitches in the technology being used, the Chair will recess the meeting until the interruption is resolved. If the interruption cannot be resolved in a reasonable amount of time, the meeting shall be adjourned. The temporary recess or termination of a meeting is to assure compliance with the Sunshine Law.

Title: Modification of Policy No. 01-05 and Temporary Rules of Procedure for the Use of Communications Media Technology (CMT) to Conduct Virtual Meetings of the Leon County Board of County Commissioners and Boards, Councils and Committees

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Options:

1. Ratify the modification of Policy No. 01-05 and Temporary Rules of Procedure for the Use of Communications Media Technology (CMT) to Conduct Virtual Meetings of the Leon County Board of County Commissioners and Other County Boards, Councils and Committees authorized in Amended Proclamation No. 2020-7.
2. Do not ratify the modification of Policy No. 01-05 and Temporary Rules of Procedure for the Use of Communications Media Technology (CMT) to Conduct Virtual Meetings of the Leon County Board of County Commissioners and Other County Boards, Councils and Committees authorized in Amended Proclamation No. 2020-7.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Governor's Executive Order Number 20-69: Local Government Public Meetings
2. Amended Proclamation No. 2020-7, Modification of Policy No. 01-05 and Temporary Rules of Procedure for the Use of CMT to Conduct Virtual Meetings of the Leon County Board of County Commissioners and Other County Boards, Councils and Committees

STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 20-112

(Phase 1: Safe. Smart. Step-by-Step. Plan for Florida's Recovery)

WHEREAS, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, on April 3, 2020, I issued Executive Order 20-91 and Executive Order 20-92 directing all persons in Florida to limit their movements and personal interactions outside of their home only to those necessary to obtain or provide essential services or conduct essential activities; and

WHEREAS, my administration has implemented a data-driven strategy devoted to high-volume testing and aggressive contact tracing, as well as strict screening protocols in long-term care facilities to protect vulnerable residents; and

WHEREAS, data collected by the Florida Department of Health indicates the State has achieved several critical benchmarks in flattening the curve, including a downward trajectory of hospital visits for influenza-like illness and COVID-19-like syndromic cases, a decrease in percent positive test results, and a significant increase in hospital capacity since March 1, 2020; and

WHEREAS, during the week of April 20, 2020, I convened the Task Force to Re-Open Florida to evaluate how to safely and strategically re-open the State; and

WHEREAS, the path to re-opening Florida must promote business operation and economic recovery while maintaining focus on core safety principles.

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution and Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order:

Section 1. Phase 1 Recovery

In concert with the efforts of President Donald J. Trump and the White House Coronavirus Task Force, and based on guidance provided by the White House and the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), and the Florida Surgeon General and State Health Officer, Dr. Scott Rivkees, I hereby adopt the following in response to the recommendations in Phase 1 of the plan published by the Task Force to Re-Open Florida.

Section 2. Responsible Individual Activity

A. All persons in Florida shall continue to limit their personal interactions outside the home; however, as of the effective date of this order, persons in Florida may provide or obtain:

1. All services and activities currently allowed, *i.e.*, those described in Executive Order 20-91 and its attachments, which include activities detailed in Section 3 of Executive Order 20-91, the U.S. Department of Homeland Security in its Guidance on the Essential Critical Infrastructure Workforce and a list propounded by Miami-Dade County in multiple orders (as of April 1, 2020), as well as other services and activities approved by the State Coordinating Officer. Such services should continue to follow safety

guidelines issued by the CDC and OSHA. If necessary, employee screening or use of personal protective equipment should continue.

2. Additional services responsibly provided in accordance with Sections 3 and 4 of this order in counties other than Miami-Dade, Broward and Palm Beach. In Miami-Dade, Broward and Palm Beach counties, allowances for services and activities from Sections 3 and 4 of this order will be considered in consultation with local leadership.

B. Except as provided in Section 2(A)(1) of this order, senior citizens and individuals with a significant underlying medical condition (such as chronic lung disease, moderate-to-severe asthma, serious heart conditions, immunocompromised status, cancer, diabetes, severe obesity, renal failure and liver disease) are strongly encouraged to stay at home and take all measures to limit the risk of exposure to COVID-19.

C. For the duration of this order, all persons in Florida should:

1. Avoid congregating in large groups. Local jurisdictions shall ensure that groups of people greater than ten are not permitted to congregate in any public space that does not readily allow for appropriate physical distancing.
2. Avoid nonessential travel, including to U.S. states and cities outside of Florida with a significant presence of COVID-19.
3. Adhere to guidelines from the CDC regarding isolation for 14 days following travel on a cruise or from any international destination and any area with a significant presence of COVID-19.

D. This order extends Executive Order 20-80 (Airport Screening and Isolation) and Executive Order 20-82 (Isolation of Individuals Traveling to Florida), with exceptions for persons involved in military, emergency, health or infrastructure response or involved in commercial activity. This order extends Sections 1(C) and 1(D) of Executive Order 20-86 (Additional Requirements of Certain Individuals Traveling to Florida), which authorize the Department of Transportation, with assistance from the Florida Highway Patrol and county sheriffs, to continue to implement checkpoints on roadways as necessary.

Section 3. Businesses Restricted by Previous Executive Orders

Unless I direct otherwise, for the duration of this order, the following applies to businesses directly addressed by my previous Executive Orders:

- A. Bars, pubs and nightclubs that derive more than 50 percent of gross revenue from the sale of alcoholic beverages shall continue to suspend the sale of alcoholic beverages for on-premises consumption. This provision extends Executive Order 20-68, Section 1 as modified by Executive Order 20-71, Sections 1 and 2.
- B. Restaurants and food establishments licensed under Chapters 500 or 509, Florida Statutes, may allow on-premises consumption of food and beverage, so long as they adopt appropriate social distancing measures and limit their indoor occupancy to no more than 25 percent of their building occupancy. In addition, outdoor seating is permissible with appropriate social distancing. Appropriate social distancing requires maintaining a minimum of 6 feet between parties, only seating parties of 10 or fewer people and keeping bar counters closed to seating. This provision

extends Executive Order 20-68, Section 3 and supersedes the conflicting provisions of Executive Order 20-71, Section 2 regarding on-premises food consumption.

- C. Gyms and fitness centers closed by Executive Order 20-71 shall remain closed.
- D. The prohibition on vacation rentals in Executive Order 20-87 remains in effect for the duration of this order.
- E. The Department of Business and Professional Regulation shall utilize its authorities under Florida law to implement and enforce the provisions of this order as appropriate.

Section 4. Other Affected Business Services

Unless I direct otherwise, for the duration of this order, the following applies to other business services affected by my previous Executive Orders:

- A. In-store retail sales establishments may open storefronts if they operate at no more than 25 percent of their building occupancy and abide by the safety guidelines issued by the CDC and OSHA.
- B. Museums and libraries may open at no more than 25 percent of their building occupancy, provided, however, that (a) local public museums and local public libraries may operate only if permitted by local government, and (b) any components of museums or libraries that have interactive functions or exhibits, including child play areas, remain closed.

Section 5. Medical Procedures

Subject to the conditions outlined below, elective procedures prohibited by Executive Order 20-72 may resume when this order goes into effect. A hospital ambulatory surgical center, office surgery center, dental office, orthodontic office, endodontic office or other health care

practitioners' office in the State of Florida may perform procedures prohibited by Executive Order 20-72 only if:

- A. The facility has the capacity to immediately convert additional facility-identified surgical and intensive care beds for treatment of COVID-19 patients in a surge capacity situation;
- B. The facility has adequate personal protective equipment (PPE) to complete all medical procedures and respond to COVID-19 treatment needs, without the facility seeking any additional federal or state assistance regarding PPE supplies;
- C. The facility has not sought any additional federal, state, or local government assistance regarding PPE supplies since resuming elective procedures; and
- D. The facility has not refused to provide support to and proactively engage with skilled nursing facilities, assisted living facilities and other long-term care residential providers.

The Agency for Health Care Administration and the Department of Health shall utilize their authority under Florida law to further implement and enforce these requirements. This order supersedes the conflicting provisions of Executive Order 20-72.

Section 6. Previous Executive Orders Extended

The Executive Order 20-69 (Local Government Public Meetings) is extended for the duration of this order.

Section 7. Enforcement

This order shall be enforced under section 252.47, Florida Statutes. Violation of this order is a second-degree misdemeanor pursuant to section 252.50, Florida Statutes, and is punishable by imprisonment not to exceed 60 days, a fine not to exceed \$500, or both.

Section 8. Effective Date

This order is effective at 12:01 a.m. on May 4, 2020.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 29th day of April, 2020.



RON DESANTIS, GOVERNOR

ATTEST:



SECRETARY OF STATE

FILED
2020 APR 29 PM 4:52
TALLAHASSEE, FLORIDA



Safe. Smart. Step-by-Step.

PLAN FOR FLORIDA'S RECOVERY



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Message From Lieutenant Governor Jeanette Nuñez

Governor DeSantis:

As you know, the onset of this pandemic has truly tested the fiber of the state of Florida. We have, indeed, been living in uncertain times, fighting a faceless opponent, but rising to the occasion thanks to selfless medical professionals, health administrators, first responders, our National Guard, and your unwavering leadership.

During this unprecedented health crisis, your actions have been thoughtful, measured and critical to minimizing the spread of COVID-19. When you delivered your inaugural address, you pledged to Floridians that you would use your best judgment and courage of your convictions, and during this crisis, you have done just that.

Early on and throughout this pandemic, our Administration's focus has been on flattening the curve, protecting our most vulnerable residents, and ensuring access to testing and hospital capacity. With a strategic and preventive approach in our nursing homes, assisted living facilities, and long-term care facilities, our elderly were prioritized to curtail the spread of the virus and ensure their well-being.

Your prompt and unrelenting emphasis on testing capabilities aided us in pinpointing the areas of our state with the highest infection rates. Your swift action to allow recently retired law enforcement, first responders and healthcare personnel to return to the workforce emphasized an all-hands-on-deck approach to combating this silent disease.

These are just a few examples of the mitigation measures that saved lives in Florida, however, we have not yet turned the page on this virus and the health and economic impact it has left behind. I have all the faith in our Administration, our healthcare professionals, our economic and industry leaders and our community to emerge even stronger.

The Task Force demonstrated a commitment to a safe, incremental, and comprehensive approach. With input from public and private sector leaders, business executives and residents from the Florida Keys to the Emerald Coast, we are vested in initiatives that support our workforce, while renewing and restoring our economy. Attached herein is a report based on presentations, discussions, and public commentary.

Thank you for entrusting me to lead our Re-Open Florida Task Force Executive Committee. I am honored to have moderated comprehensive discussions that explored the best way to open up the Sunshine State with public health-driven data at the forefront.

God Bless,

A handwritten signature in black ink that reads "Jeanette M. Nuñez".

Lieutenant Governor Jeanette Nuñez

Re-Open Florida Task Force

EXECUTIVE COMMITTEE

Lieutenant Governor Jeanette Nuñez, *Lieutenant Governor of Florida*
Jimmy Patronis, *Florida Chief Financial Officer*
General Ashley Moody, *Florida Attorney General*
President Bill Galvano, *President, Florida Senate*
Speaker Jose Oliva, *Speaker, Florida House*
Senator Wilton Simpson, *President-Designate, Florida Senate*
Representative Chris Sprowls, *Speaker-Designate, Florida House*
Commissioner Richard Corcoran, *Commissioner of Education*
Jamal Sowell, *President & CEO, Enterprise Florida, Inc.*
Mayor Carlos Gimenez, *Mayor, Miami-Dade County*
Mayor Dale Holness, *Mayor, Broward County*
Mayor David Kerner, *Mayor, Palm Beach County*

John Couris, *President & CEO, Tampa General Hospital*
Josh D'Amato, *President, Walt Disney World Resort*
Todd Jones, *CEO, Publix Super Markets*
Syd Kitson, *Chairman, Board of Governors for the State University System*
Paul Reilly, *Chairman & CEO, Raymond James Financial*
Alex Sanchez, *President & CEO, Florida Bankers Association*
Eric Silagy, *President & CEO, Florida Power & Light Company*
John Sprouls, *CEO, Universal Orlando Resort, Executive Vice President, Universal Parks & Resorts*
Patrick Sunderlin, *Vice President of Operations, Global Supply Chain, Lockheed Martin Corporation*
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The COVID-19 Pandemic in Florida

HISTORY

In late 2019, a novel infectious disease was detected in Wuhan, China. This virus, eventually named Coronavirus disease 2019 (COVID-19), rapidly spread throughout China and eventually the world, leading the World Health Organization to declare a Public Health Emergency of International Concern and a global pandemic.

The virus reached the West Coast of the United States in January of 2020. When two Florida residents tested positive the first week of March, Governor Ron DeSantis responded by issuing Executive Order 20-51, directing the Florida Department of Health to declare a Public Health Emergency. Eight days later, Governor DeSantis declared a State of Emergency.

As of the date of this report, over 3 million cases of COVID-19 have been reported across 185 countries and territories, resulting in over 200,000 deaths. Over 32,000 Floridians have tested positive, and over 1,200 have lost their lives.

STATE RESPONSE

Since the introduction of COVID-19 into the State of Florida, the state has taken a strategic and methodical approach to combat the spread of this deadly virus. On March 1, Governor DeSantis instructed the State Surgeon General to declare a Public Health Emergency. On March 9, Governor DeSantis placed Florida in a State of Emergency, which provided the Governor and his team of experts with the needed flexibility to take decisive actions to prepare for and respond to the COVID-19 pandemic in Florida. Governor DeSantis worked to ensure that our most high-risk and vulnerable populations were protected. As a result, Governor DeSantis prohibited visitors to our state's nursing homes, assisted living facilities and long-term care facilities statewide and directed our State Surgeon General to issue a public health advisory urging all persons over the age of 65—as well as all persons with serious underlying medical conditions—to stay home.

Governor DeSantis did not take a “one size fits all” approach to mitigating the threat of COVID-19 in our large and diverse state. The plan was measured and mitigation efforts were targeted. Governor DeSantis worked with local governments where the spread of COVID-19 proliferated—primarily in Southeast Florida—to limit physical movement and mitigate the further spread of COVID-19 in these areas.

When Governor DeSantis implemented statewide mitigation efforts, he did so carefully. Governor DeSantis took actions designed to limit movement and interaction across industries that posed a higher risk for transmitting the virus, like restaurants, bars, nightclubs and gyms, while preserving the capacity of our health care system. Any medically unnecessary surgical procedures were prohibited—freeing up imperative hospital bed capacity. Additionally, Governor DeSantis took important steps to limit the entry of COVID-19 into our state by requiring those traveling into our state from areas with substantial community spread to isolate for a period of 14-days upon entry into Florida.

The COVID-19 Pandemic in Florida (continued)

As the curve is flattening statewide and our health care system’s capacity remains steady, Governor DeSantis is leading the charge to safely re-open the state's economy.

COVID-19 IN FLORIDA

At the close of April 2020, the state of Florida has achieved several critical benchmarks relating to syndromic surveillance, epidemiology and outbreak decline, and health care capability indicating successful management of the COVID-19 pandemic.

During the final weeks of April, the state saw a downward trajectory of emergency department visits for influenza-like and COVID-19-like illness (Figures 1-3).

Figure 1

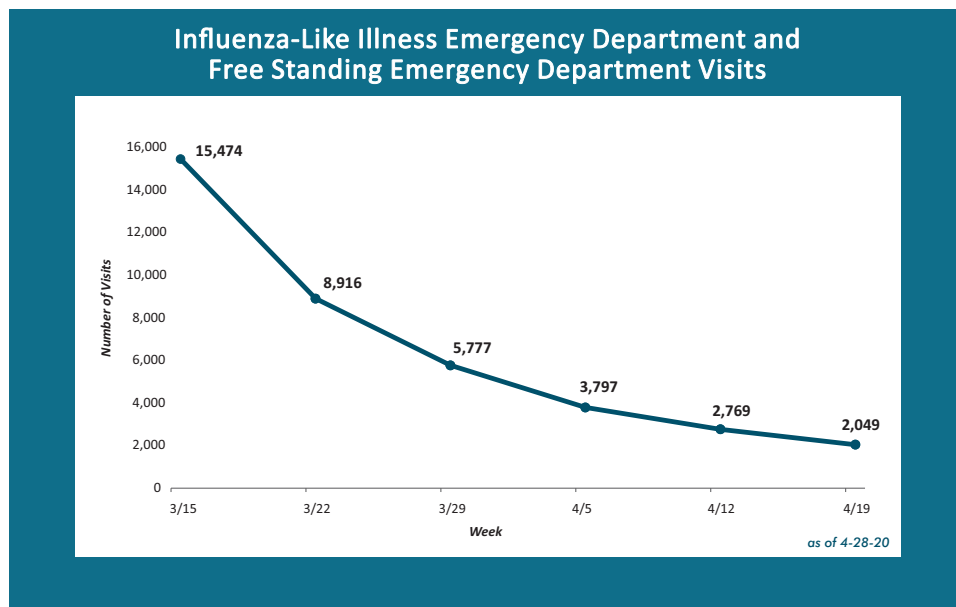
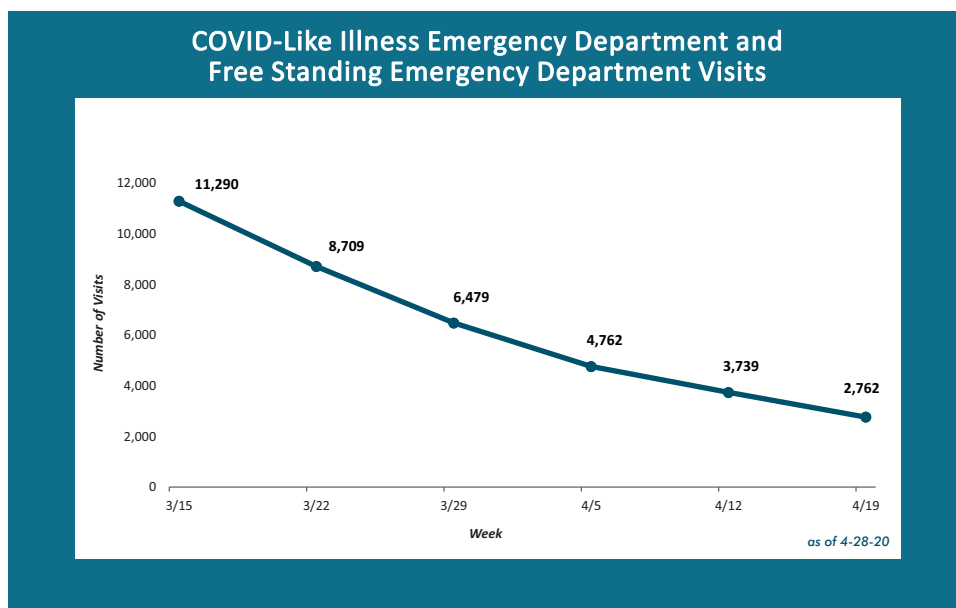
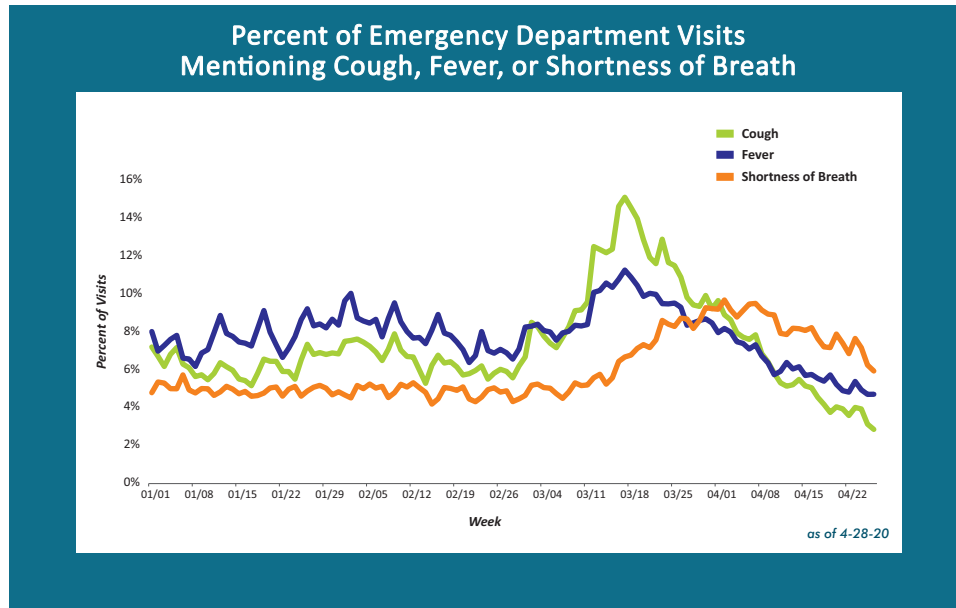


Figure 2



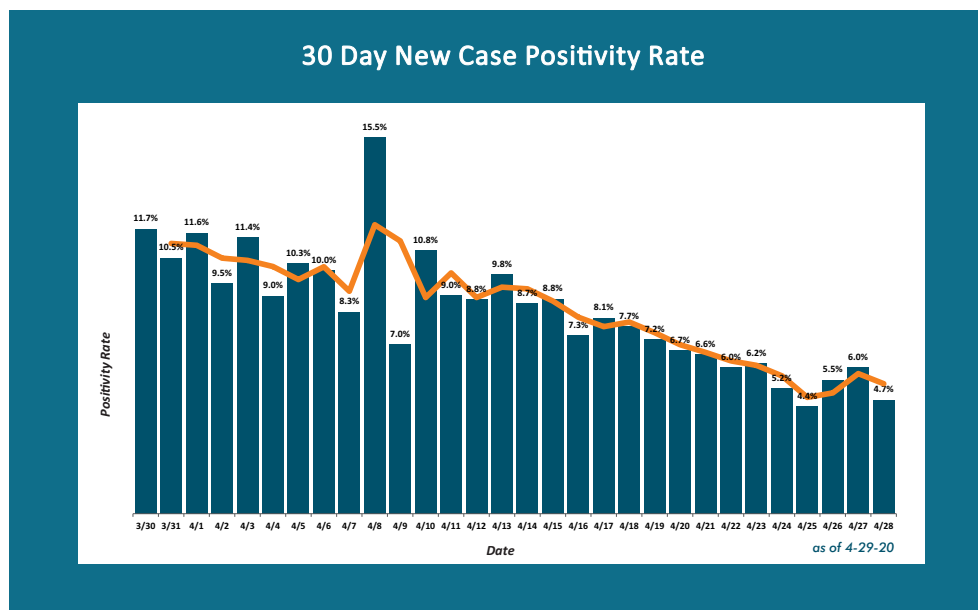
The COVID-19 Pandemic in Florida (continued)

Figure 3



Statewide, Florida has seen the percent of new positive cases steadily decrease (Figure 4).

Figure 4



The COVID-19 Pandemic in Florida (continued)

Finally, Florida continued to expand its testing program for first responders, at-risk health care workers, and vulnerable populations. The state deployed Mobile Testing Teams in conjunction with the National Guard to obtain samples in nursing homes, and pharmacies began offering on-site testing for eligible individuals. In addition, the state’s hospital system demonstrated the ability to treat patients without resorting to surge capacity models (Figure 5).

Figure 5

	FLORIDA	MIAMI-DADE	BROWARD	PALM BEACH	HILLSBOROUGH	ORANGE	DUVAL
Total Licensed Beds	68,735	9,455	6,816	4,332	4,378	4,751	3,927
Total Staffed Beds	58,742	8,102	5,403	4,044	3,982	3,743	3,794
Total Available Beds	22,060	2,991	1,739	1,815	1,470	1,204	1,684
Available Capacity	37.55%	32.19%	32.19%	44.88%	36.92%	32.17%	44.39%
Hospitalizations Change in Last 24 Hours	30	38	-12	7	4	-1	-3
Hospitalizations	2,131	767	324	230	41	52	58

as of 4-29-20

With these critical benchmarks achieved and a flattening of the curve, the state stands ready to begin Phase 1 of a multi-phase path toward the gradual elimination of restrictions on movement, congregation, and participation in society. As we recommend lifting these restrictions, it is important to continue implementing measures that mitigate and reduce the spread of COVID-19 in Florida while prioritizing the protection of individuals over the age of 65 and those who have serious underlying medical conditions.

The COVID-19 Pandemic in Florida (continued)

AGENCY RESOURCES

For additional information on COVID-19 in Florida, several of Florida's agencies provide updated, detailed reports of COVID-19-related information.

The Department of Health maintains a dashboard providing daily updates regarding positive cases, sources of exposure, hospitalizations, and deaths. These data are available to the public at <https://floridahealthcovid19.gov/>.

The Florida Agency for Health Care Administration maintains a publicly accessible database of up-to-date information regarding hospital capacity, including bed availability and intensive care unit bed availability by hospital and county. The information is accessible at http://ahca.myflorida.com/covid-19_alerts.shtml

In addition to making information available, Florida has deployed novel tools to gather data and predict needs. Florida partnered with Google to launch a survey that collects information regarding symptom prevalence, travel history, mitigation behaviors, and exposure to COVID-19. The survey is available to Floridians and non-Floridians alike and can be accessed at <https://strongerthanc19.com>.

Safe. Smart. Step-by-Step.



PLAN FOR FLORIDA'S RECOVERY

Guiding Principles for Re-Opening



PUBLIC HEALTH & SAFETY

The first priority in re-opening is maintaining the health and safety of all Floridians. Every measure taken by state and local governments, businesses, and individuals should consider the general health and safety of the public.



PROTECTION OF THE VULNERABLE

Targeted measures should focus on Floridians over the age of 65 and those who have serious underlying medical conditions to prevent exposure to COVID-19.



HEALTH CARE SYSTEM READINESS

Health facilities should be able to return to normal operations through a prudent approach that ensures available capacity to treat COVID-19 patients in the event of a medical surge. Health care systems also need to develop models for the sustainability of medical supplies and preservation of medical resources without the need for public augmentation of medical supplies.



ECONOMIC RECOVERY

The **Safe. Smart. Step-by-Step.** plan to re-open Florida should support the highest practicable level of business operation while maintaining public health and safety, so that all Floridians can return to work and the economy can recover.



PROTECTION OF CIVIL LIBERTIES & MAINTAINING INDIVIDUAL RIGHTS

Measures taken by the government must not impair the fundamental rights of Floridians, and when restrictive measures are imposed they should be the least restrictive measures feasible to accomplish a specific medically necessary objective.



PUBLIC CONFIDENCE

The **Safe. Smart. Step-by-Step.** plan to re-open Florida must be rooted in sound medical judgement and driven by health metrics so that every Floridian feels safe as they return to work and their daily activities. An effective communications strategy is critical to ensuring public confidence in the COVID-19 mitigation strategies.



PARTNERSHIP WITH LOCAL COMMUNITIES

Local communities are partners with the state as the **Safe. Smart. Step-by-Step.** plan to re-open Florida is implemented. Florida is a geographically large and diverse state and each of our local communities has unique insight into their individual circumstances. Local communities will play an important role in the plan to re-open Florida.

Safe. Smart. Step-by-Step.



PLAN FOR FLORIDA'S RECOVERY

Roadmap for Re-Opening

Florida's **Safe. Smart. Step-by-Step.** plan to re-open is grounded in up-to-date data measuring COVID-19 spread, risk, and readiness. This plan is designed to mitigate the risk of resurgence and to protect the most vulnerable, while allowing for a phased path to economic recovery.

This plan should occur in four phases: Phase 0, which is the current phase we are in today; Phase 1; Phase 2; and Phase 3. Entry into each phase will be consistently evaluated in close consultation with public health experts and local government officials.



BENCHMARKS



Florida should track critical benchmarks on a statewide basis, the most important of which is hospital capacity to respond in the event of an unexpected surge of COVID-19. If the state shows consistent success, these guidelines contemplate advancement to the next phase. If, however, COVID-19 data suggests increased spread, the state should remain in the current phase. The state should continually review any sudden, unexplained spikes in the number of COVID-19 cases, while factoring in increases in testing and monitor any increases in hospitalizations. In extreme situations, the Governor may deploy a geographically targeted response in consultation with public health officials.

Benchmarks for Re-Opening

Using the *White House Guidelines for Opening up America Again* as a baseline, the Florida Department of Health has identified three data components that should be considered.

SYNDROMIC SURVEILLANCE

Syndromic surveillance methods look at individual and population health indicators (such as characteristic symptoms of a particular disease). The objective of this surveillance system is to provide the data and analytic tools needed to identify outbreaks or unusual trends more rapidly, leading to timely public health responses.

Metric

a. Downward trajectory of influenza-like illnesses (ILI)

AND

b. Downward trajectory of COVID-19-like illnesses (fever, cough, shortness of breath)

Data Source: Early Notification of Community-Based Epidemics (ESSENCE): Florida's syndromic surveillance system.

EPIDEMIOLOGY & OUTBREAK DECLINE

Outbreak data captures actual reports of positive cases and traces the causes of health outcomes and diseases. It includes the study of the distribution (frequency, pattern) and determinants (causes, risk factors) of diseases.

The objective of monitoring these data is to ensure the state is managing the spread of COVID-19 and employing effective mitigation measures.

Metric

a. Downward trajectory of documented COVID-19 cases

OR

b. Downward trajectory of positive tests as a percent of total tests (flat or increasing volume of tests)

Data Source: Merlin, Florida's reportable disease data base.

HEALTH CARE CAPABILITY

Data about hospital capacity and readiness shows whether the health care system is ready to respond in the event of an unexpected surge of COVID-19 illness. The ideal situation is for the system to be able to treat all patients without needing to use emergency surge plans and to have a robust COVID-19 testing program in place.

Metric

a. Capability to treat all patients without triggering surge capacity

AND

b. Robust testing program in place for at-risk healthcare workers, including emerging antibody testing

Data Source: Emergency Status System (ESS) for bed availability data.

Roadmap (continued)

HEALTH CARE CAPABILITY ADDITIONAL REQUIREMENTS

Hospitals satisfy the benchmark for health care capability if they:

1. Have the capacity to immediately convert additional facility-identified surgical and intensive care beds for treatment of COVID-19 patients in a surge capacity situation; and,
2. Have adequate personal protective equipment (PPE) available.
 - o Hospitals must have a well-established supply chain management structure and controls to maintain appropriate levels of PPE and report regularly both PPE levels and bed capacity to the Agency for Health Care Administration.
 - o The adequacy of supplies must take into consideration universal masking of all staff and patients and other guidelines per the Centers for Disease Control and Prevention (CDC) and the Florida Department of Health.
 - o Hospitals should maintain, an adequate supply of N95 masks, surgical masks, gloves, surgical gowns, and other critical resources for current needs with sufficient supply remaining in the event of a surge.
 - o Hospitals must confirm the reliability of their commercial supply chains to ensure timely and adequate supplies of PPE.
 - o Hospitals should not be seeking any additional federal or state assistance requesting PPE supplies upon resuming elective procedures.
 - o Protocols to conserve PPE should be well established and hospitals must provide effective training in PPE conservation including appropriate donning and doffing of PPE.

TESTING

Testing for COVID-19 is a critical component to Florida's plan to re-open in a **Safe. Smart. Step-by-Step.** approach. As the state re-opens, the amount of testing should be further expanded so state and local health officials can adequately monitor the prevalence of the virus within communities.

The state, in coordination with local governments, healthcare providers, private laboratories, and educational institutions, should have the capacity to reach the following average amount of tests per day over a 7-day period:

- 30,000 average tests per day by May 15;
- 40,000 average tests per day by June 15.

Importantly, Florida has more testing capacity than actual demand. We must work to encourage the expansion of testing up to our capacity.

Roadmap (continued)

The state should pursue an aggressive strategy to further expand testing. Strategies should include:

- Optimizing existing state data dashboards by leveraging the current reporting process for the Department of Health and Agency for Health Care Administration.
- Leveraging private sector partners to scale up testing by partnering with health systems throughout the state.

Local governments should develop testing strategies that expand their rate of testing in the population and reduce the need for state and federal supported testing locations. This plan should provide law enforcement agencies, health care professionals and first responders with priority access to rapid testing, either at point-of-care, when available, or when tests are sent to laboratories.

Local governments should coordinate with health care facilities within their jurisdiction in the development of their testing strategy. The rate of testing within a county should not decline as the state progresses through the phases of re-opening and each community should maintain a minimum level of testing with the goal of achieving and maintaining recommended testing capabilities.

CONTACT TRACING

To enhance the state and local health system's contact tracing process, collaboration methods should be pursued for state-wide expansion of rigorous contact tracing. These methods should prioritize adoption of digital applications, increased work force and use of technological innovations. Specific objectives for an expanded contract tracing program:

- Scale and implement contact tracing programs throughout the state using a phased-in approach targeting geographic regions to contain new outbreaks of COVID-19.
- Leverage private sector and university partners to scale up contact tracing throughout the state.



General Mitigation Guidance

There is currently no vaccine to prevent contraction of COVID-19. We must bear in mind that, as Floridians, we are all in this together and we have a responsibility to continue practicing mitigation measures.

These general mitigation guidelines are minimum recommended health protocols and are designed to be utilized at every phase of re-opening. Individuals and employers should continue to adhere to federal, state and local guidance, including information from the CDC.

INDIVIDUALS

Individuals are encouraged to practice good hygiene and engage in healthy activities, including outdoor activities, while practicing social distancing.

The following general guidance is recommended for all individuals throughout each phase of re-opening:

- Practice social distancing, as the virus is most transmissible indoors under close, sustained contact. If you are around other people, try to maintain 6 feet of separation.
- Avoid hugs, handshakes, large gatherings and close quarters.
- Frequently wash hands with soap and water for at least 20 seconds or use hand sanitizer with at least a 60 percent alcohol base if soap and water are not available.
- Consider wearing a face mask or cloth face cover when entering a business, or within close proximity to members of the public.
- Avoid touching eyes, nose and mouth.
- Cover your cough or sneeze with your elbow or a tissue and dispose of the tissue.
- Clean and disinfect frequently touched items and surfaces as much as possible.
- Monitor your symptoms carefully. If you feel sick, stay home.
- If you believe you are infected with COVID-19, contact your health care provider immediately.
- If you are older than 65 years of age or have a serious underlying medical condition, avoid large crowds.

EMPLOYERS

Employers should prepare their workplaces and consider how to minimize the spread of COVID-19 and lower the impact in their workplace.

General Mitigation (continued)

The following general guidance is recommended for all employers throughout each phase of re-opening:

- Practice social distancing, as the virus is most transmissible indoors under close, sustained contact. If you are around other people, try to maintain 6 feet of separation.
- Avoid hugs, handshakes, large gatherings and close quarters.
- Clean and disinfect high-touch, high-traffic surface areas.
- Develop and implement policies and procedures to train employees on personal hygiene expectations, including increased frequency of hand washing, the use of hand sanitizers with at least 60 percent alcohol and, clear instruction to avoid touching hands to face.
- For businesses that are close contact or have a high potential for exposure to COVID-19, require employees to wear masks, cloth face coverings or other PPE while inside or within close proximity to members of the public.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees and customers.
- Encourage employees who feel sick to stay home and monitor employees for COVID-19 symptoms.
- Do not allow symptomatic people to physically return to work until they meet CDC criteria to do so and are cleared by a medical provider.
- Develop and implement policies and procedures for workforce tracing following a positive COVID-19 test by an employee or an employee who has come into contact with an individual testing positive for COVID-19.



General Protocols

These general protocols are applicable statewide and at every phase of re-opening.

VISITS TO LONG-TERM CARE FACILITIES & CORRECTIONAL FACILITIES

Visits to nursing homes, assisted living facilities, adult family-care homes, long-term care facilities, adult group homes and correctional facilities should remain prohibited. Those who interact with residents and patients must adhere to strict hygiene protocols. These restrictions may be lifted by order of the Governor in consultation with state health officials and should not be a component of the phased-in the **Safe. Smart. Step-by-Step.** plan.

HOSPITAL REGIONAL COLLABORATION WITH SKILLED NURSING FACILITIES, ASSISTED LIVING FACILITIES & OTHER RESIDENTIAL PROVIDERS

- To support safe and effective infection prevention and control strategies at long-term care facilities, hospitals should proactively engage and collaborate with skilled nursing facilities, assisted living facilities, and other long-term care residential providers to share best practices on infection control.
 - If a resident at a skilled nursing facility, assisted living facility, or other long-term care residential facility is admitted to a hospital, the hospital should only discharge those residents for return to their skilled nursing facility, assisted living facility, or other long-term care residential facility only after a negative COVID-19 test result.
- If available, hospitals should provide timely access to testing for residents and staff.
- An alert system in hospital electronic medical record systems should be established to identify emerging COVID-19 cases at local facilities.
- Additionally, hospitals should provide other identified and important resources to support the care of frail elderly and others with underlying medical conditions in these residential facilities to:
 - Prevent the introduction of the virus into the facility;
 - Appropriately care for those with COVID-19; and
 - Prevent the spread of the virus in these facilities.

ELECTIVE PROCEDURES AT HEALTH CARE FACILITIES

Upon the expiration of Executive Order 20-72 on May 8, 2020, healthcare practitioners should resume all inpatient and outpatient elective procedures at hospitals, ambulatory surgical centers, office surgery centers, dental, orthodontic and endodontic offices, and other health care practitioners' offices. The Governor should authorize the Agency for Health Care Administration and the Florida Department of Health to take actions necessary to limit elective procedures if:

General Protocols (continued)

- Hospitals do not have the capacity to immediately convert additional facility-identified surgical and intensive care beds for treatment of COVID-19 patients in a surge capacity situation;
- Hospitals do not have adequate PPE available to complete all medical procedures and respond to COVID-19 treatments needs;
- Hospitals seek any additional federal, state, or local assistance regarding PPE supplies once resuming elective procedures; and
- Hospitals fail to provide support to and proactively engage with skilled nursing facilities, assisted living facilities, and other long-term care residential providers.

CHILDCARE FACILITIES (i.e. Daycares and Summer Camps)

Childcare facilities, including daycares and voluntary pre-kindergarten programs, should continue to operate throughout each phase of the **Safe. Smart. Step-by-Step.** plan and follow general mitigation protocols as outlined in this report. Childcare facilities should consider implementing the following mitigation techniques:

- Require all staff to wear masks or cloth face coverings and other PPE while on premises.
- Limit class size to maximize social distancing, where feasible, as the virus is most transmissible indoors under close, sustained contact.
- Institute handwashing at regular intervals (i.e. every hour).
- Conduct temperature checks daily.



The Plan: Phases For Re-Opening **PHASE 0: CURRENT PHASE**

Floridians are operating under the Current Phase as of the date of this report. Executive Order 20-91, which permitted only essential services and activities, expires on April 30, 2020.

INDIVIDUALS

Vulnerable Populations

Individuals older than 65 years of age with a serious underlying medical condition (such as chronic lung disease, moderate-to-severe asthma, serious heart conditions, immune-compromised status, cancer, diabetes, severe obesity, renal failure and liver disease) are urged to stay at home and only leave their homes when necessary to obtain or provide essential services or conduct essential activities.

Social Gatherings

All individuals are urged to continue to maximize physical distance from others in public, particularly in enclosed environments. Individuals are urged to avoid socializing in groups of more than 10 people.

Travel

Individuals are urged to avoid all non-essential travel and cruises, including to U.S. states and cities outside of Florida with community spread of COVID-19. Individuals coming to Florida from an area with substantial community spread, including the New York Tri-State Area (Connecticut, New Jersey and New York) and Louisiana, should isolate for 14 days upon arrival in Florida.

EMPLOYERS

Telework

Employers are encouraging teleworking, where practical.

Employee Screening

All employers are urged to screen employees before entering the premises for symptoms of COVID-19 or influenza like illness and, where practical, take the temperature of each employee.

Travel

Employers are urged to avoid non-essential travel and adhere to CDC guidelines regarding isolation following travel.

Local Government Meetings

Requirements for in-person quorum for a local government body to meet are suspended and the use of technology and video conferencing for local government meetings is authorized.

The Plan: Phase 0, Current Phase (continued)

OTHER

Bars, Pubs and Nightclubs

Bars, pubs, and nightclubs that derive at least 50 percent of sales from alcohol are currently closed.

Restaurants

Currently, all restaurants and food establishments are limited to take-out service only.

Gyms and Fitness Centers

Gyms and fitness centers are closed unless they are:

- Amenities of hotels which have a capacity of 10 persons or less,
- Amenities of a residential building,
- Interior to any fire or police stations, or
- Located inside any single-occupant office building.

Recreation

- **Public Beaches:** Beach access is limited to parties of 10 or less with 6-foot distance required between groups. Beach closures remain a local government decision.
- **Large Venues:** (i.e. movie theaters, concert halls, auditoriums, bowling alleys, arcades, playhouses, casinos) These facilities are not deemed essential activities.

Large Sporting Event and Theme Parks

These facilities are currently operating under restricted business measures or have closed.

Vacation Rentals

Vacation Rentals are currently suspended if:

- Rented for periods of less than 30 days or one calendar month, whichever is less;
- Advertised or held out to the public as a place regularly rented to guests; or
- Otherwise regulated by the Department of Business and Professional Regulation as a vacation rental pursuant to section 509.241, Florida Statutes.
- This prohibition does NOT include:
 - Hotels, motels, inns, resorts, non-transient public lodging establishments, or time share projects;
 - Long-term rentals; or
 - Rentals to persons performing military, emergency, governmental, health or infrastructure response, or travelers engaged in non-vacation commercial activities.

The Plan: Phase 0, Current Phase (continued)

Personal Services Businesses

Currently, personal services businesses such as cosmetology salons, barber shops and nail salons are operating under restricted business measures or have closed.

Retail Businesses

Currently, many retail establishments are operating under restricted business measures or have closed.



The Plan: Phases For Re-Opening PHASE 1

Phase 1 should begin based on the benchmarks provided for in the Roadmap for Re-Opening which includes a downward trajectory of the syndromic and epidemiology criteria while maintaining adequate health care capacity.

The **Safe. Smart. Step-by-Step.** plan sets forth minimum recommended health protocols. Individuals and businesses should adhere to all public guidance by federal, state and local officials, including state regulatory agencies.

INDIVIDUALS

Vulnerable Populations

Individuals older than 65 years of age and individuals with a serious underlying medical condition (such as chronic lung disease, moderate-to-severe asthma, serious heart conditions, immune-compromised status, cancer, diabetes, severe obesity, renal failure and liver disease) should continue to stay at home. When leaving home, these individuals should follow social distancing and other general mitigation guidance. Those living with vulnerable individuals should be aware of the exposure risk that they could carry the virus back home after returning to work or other environments where distancing is not practical. Vulnerable populations should affirmatively inform their employer that they are a member of the vulnerable population so that their employer can plan accordingly.

Social Gatherings

All individuals should continue to maximize physical distance from others in public, particularly in enclosed environments. Individuals should avoid socializing in groups of more than 10 people in circumstances that do not readily allow for appropriate social distancing of at least 6 feet.

Travel

Individuals should avoid all non-essential travel and cruises, including to U.S. states and cities outside of Florida with substantial community spread of COVID-19. Individuals coming to Florida from an area with substantial community spread, such as the New York Tri-State Area, should adhere to CDC guidelines regarding isolation for 14 days upon arrival in Florida.

EMPLOYERS

Telework

All employers should encourage teleworking, where practical. Employers should develop plans for employees to return to work in phases, which should be implemented in subsequent phases of the **Safe. Smart. Step-by-Step.** plan.

Employee Screening

All employers should screen employees before entering the premises for symptoms of COVID-19 or influenza like illness and, where practical, take the temperature of each employee.

The Plan: Phase 1 (continued)

Travel

Employers should avoid non-essential travel and adhere to CDC guidelines regarding isolation following travel.

Local Government Meetings

The in-person quorum for a local government body to meet should remain suspended and the use of technology and video conferencing for local government meetings should be encouraged.

OTHER

Bars, Pubs and Nightclubs

Bars, pubs, and nightclubs that derive at least 50 percent of sales from alcohol should remain closed.

Restaurants

Restaurants and food establishments should operate at no more than 50 percent capacity, with appropriate social distancing and a minimum of 6 feet separating parties, as the virus is most transmissible indoors under close sustained contact.

- Parties should not exceed 10 people. Businesses should limit inside waiting areas for patrons waiting to be seated.
- Businesses should thoroughly clean and disinfect all surfaces after each use.
- Businesses should consider a reservations-only business model or call-ahead seating to manage spacing in restaurant.
- Outdoor dining areas should be prioritized.
- Businesses should consider posting signs to remind staff and patrons of safety and sanitization protocols.
- Businesses should screen employees before work and should consider requiring employees to wear face masks or cloth face coverings while inside or within close proximity to members of the public.
- Bar areas should remain closed.
- Menus, if laminated, should be cleaned after each usage. Paper menus should be designed for single use and then disposed of immediately after use.
- Businesses should avoid cafeteria-style dining arrangements. If salad bars or buffets are permitted efforts to mitigate risk should include barriers to block virus spread from sneezes and coughs and service utensils should be handled by staff and/or washed frequently.

Gyms and Fitness Centers

Gyms and fitness centers may re-open but should at a minimum:

- Operate at no more than 50 percent of building capacity.
- Adhere to strict social distancing and sanitation protocols, including cleaning and disinfecting all surfaces.
- Separate patrons by at least 6 feet.

The Plan: Phase 1 (continued)

- Encourage appointment only or scheduled use of equipment.
- Prohibit indoor group sessions or classes.

Recreation

- **State Parks:** A limited number of state parks should open for daytime use only. During this phase, visitors will not have access to certain amenities, such as pavilions, picnic areas and campsites, due to sections of the park being closed or staff and visitor safety considerations.
- **Public Beaches:** Beach access should be limited to parties of 10 or less with 6-foot distance between groups. Beach closures should remain a local government decision.
- **Large Venues:** (i.e. movie theaters, concert halls, auditoriums, bowling alleys, arcades, playhouses, casinos) These venues should utilize strict social distancing protocols and should operate at no more than 50 percent capacity, with a minimum of 6 feet separating parties. Additional guidance includes:
 - Parties should not exceed 10 people.
 - Operators should clean and disinfect all surfaces after each use.
 - Businesses should consider screening employees before work and require workers to wear face masks or cloth face coverings while inside or within close proximity to members of the public.

Large Sporting Events and Theme Parks

- Large spectator sporting events should use strict social distancing guidelines and limit occupancy of venues to 25 percent of building capacity.
- Theme parks should remain closed.

Vacation Rentals

Vacation rentals should remain suspended.

Personal Services Businesses

Personal Services Businesses, such as cosmetology salons, barber shops and nail salons, should limit occupancy to 50 percent of building capacity and should consider the following mitigation measures:

- Welcome patrons by appointment only and avoid group appointments that increase occupancy during the same time periods.
- Regularly sanitize working stations and equipment between interactions with customers to the greatest frequency feasible.
- Require all employees to wear face masks, cloth face coverings and other PPE while inside or within close proximity of members of the public.
- Encourage customers to wear face masks or cloth face coverings when entering the premises and provide face masks or cloth face coverings upon request, if available.
- Post signage to direct customers against congregating outside of the premises.
- Remove all unnecessary, frequent-touch items such as magazines, newspapers, service menus, any other unnecessary paper products and décor from customer service areas.

The Plan: Phase 1 (continued)

Retail Businesses

These types of businesses should consider the following mitigation measures:

- Operate at no more than 50 percent of building capacity.
- Post signage to direct the flow of customers within the premises to promote social distancing, as the virus is most transmissible indoors under close, sustained contact.
- Regularly sanitize work stations and frequently touched surfaces.
- Develop and implement policies and procedures to train employees on personal hygiene expectations, including increased frequency of hand washing, the use of hand sanitizers with at least 60 percent alcohol and, clear instruction to avoid touching hands to face.
- Consider dedicating a certain time each day for vulnerable populations.



The Plan: Phases For Re-Opening PHASE 2

Phase 2 will begin after the successful conclusion of Phase 1, which includes a downward trajectory of the syndromic and epidemiology criteria while maintaining adequate health care capacity. This will occur when there is no evidence of a rebound or resurgence of COVID-19 cases and satisfies the benchmarks outlined in this **Safe. Smart. Step-by-Step.** plan.

The **Safe. Smart. Step-by-Step.** plan sets forth minimum recommended health protocols. Individuals and businesses should adhere to all public guidance by federal, state and local officials, including state regulatory agencies.

INDIVIDUALS

Vulnerable Populations

Individuals older than 65 years of age and individuals with a serious underlying medical condition (such as chronic lung disease, moderate-to-severe asthma, serious heart conditions, immune-compromised status, cancer, diabetes, severe obesity, renal failure and liver disease) should continue to stay at home. When leaving the home, these individuals should follow social distancing and other general mitigation guidance. Those living with vulnerable individuals should be aware of the exposure risk that they could carry the virus back home after returning to work or other environments where distancing is not practical. Vulnerable populations should affirmatively inform their employer that they are a member of the vulnerable population so that their employer can plan accordingly.

Social Gatherings

All individuals should continue to maximize physical distance from others in public, particularly in enclosed environments.

- Individuals should avoid socializing in groups of more than 50 people in circumstances that do not readily allow for appropriate social distancing of at least 6 feet.

Travel

Individuals may resume non-essential travel.

EMPLOYERS

Telework

All employers should continue to encourage teleworking where practical. Employers should begin implementing plans for employees to return to work in phases.

Employee Screening

All employers should screen employees before entering the premises for symptoms of COVID-19 or influenza like illness and, where practical, take the temperature of each employee.

The Plan: Phase 2 (continued)

Travel

Employers should minimize non-essential travel and adhere to CDC guidelines regarding isolation following travel.

Local Government Meetings

In-person quorum for local government bodies should resume, allowing no more than 50 people in attendance, as long as social distancing guidelines can still be maintained. Continue to allow authorized technology and video conferencing for public participation at local government meetings.

OTHER

Bars, Pubs and Nightclubs

Bars, pubs, and nightclubs that derive more than 50 percent of sales from alcohol should operate at 50 percent of building capacity with an emphasis on diminished standing room capacity and prioritizing outdoor service. Owners should consider:

- Spacing tables at least six feet apart and reducing and spreading the arrangement of seating at the bar to incorporate appropriate social distancing between patrons as well as between patrons and the bar staff.
- Restricting coupling of tables or table groups to 10 or fewer patrons.
- Encouraging beverage orders to be taken at the table by bar or wait staff rather than at the bar counter.
- Incorporating intentional and manageable traffic flows to enable responsible social distancing for patrons waiting on service when accepting orders directly at the bar.
- Cleaning and disinfecting all surfaces after each use.
- Menus, if laminated, should be cleaned after each usage. Paper menus should be designed for single use and then disposed of immediately after use.

Restaurants

Restaurants and food establishments should operate at no more than 75 percent of building capacity, with appropriate social distancing and a minimum of 6 feet separating parties, as the virus is most transmissible indoors under close, sustained contact.

- Parties should not exceed 10 people. Businesses should limit inside waiting areas for patrons waiting to be seated.
- Allow walk-ins but continue to emphasize a reservations-only business model or call-ahead seating to manage spacing effectively in restaurant.
- Outdoor dining areas should continue to be prioritized.
- Operators should clean and disinfect all surfaces after every use.
- Businesses should consider posting signs to remind staff and patrons of safety and sanitization protocols.
- Businesses should continue to screen employees before work and consider requiring employees to wear face masks or face coverings while inside or within close proximity to members of the public.

The Plan: Phase 2 (continued)

- Menus, if laminated, should be cleaned after each usage. Paper menus should be designed for single use and then disposed of immediately after use.
- Businesses should avoid cafeteria-style dining arrangements. If salad bars or buffets are utilized, efforts to mitigate risk should include barriers to block virus spread from sneezes and coughs and service utensils should be handled by staff and/or washed frequently.

Gyms and Fitness Centers

Gyms and fitness centers should:

- Operate at no more than 75 percent of building capacity.
- Adhere to strict social distancing and sanitation protocols, including cleaning and disinfecting all surfaces after each use.
- Separate patrons by at least 6 feet.
- Resume indoor group sessions and classes with restricted capacity to promote social distancing, as the virus is most transmissible indoors under close, sustained contact.

Recreation

- **State Parks:** All state parks should be opened for daytime use. Some facilities within state parks—including overnight accommodations, pavilions, interpretive programs, any large group activities or events—will remain closed.
- **Public Beaches:** Beaches should be fully open.
- **Large Venues:** (i.e. movie theaters, concert halls, auditoriums, bowling alleys, arcades, playhouses, casinos) These venues should utilize strict social distancing protocols and should operate at no more than 75 percent capacity, with a minimum of 6 feet separating parties. Additional guidance includes:
 - Parties should not exceed 10 people.
 - Operators should clean and disinfect all surfaces after each use.
 - Businesses should considering screening employees before work and requiring workers to wear face masks or cloth face coverings while inside or within close proximity to members of the public.

Large Sporting Events and Theme Parks

- Large spectator sporting events should limit occupancy of venues to 50 percent of building capacity and use strict social distancing.
- Theme parks may consider re-opening with capacity limits, strict social distancing and proper measures to clean and disinfect.

Vacation Rentals

Vacation rentals should consider the following:

- Vacation rentals should open and operate for in-state reservations only (i.e. only Florida residents).
- Prohibit rentals to persons traveling internationally or from a state or locality with a substantial community spread of COVID-19.

The Plan: Phase 2 (continued)

- Maintain 72 hours between guest check-ins to allow for effective cleaning and disinfecting of the rental unit.
- Thoroughly clean and disinfect the property between rentals and post signage in all units detailing cleaning and sanitation procedures.

Personal Services Businesses

Personal Services Businesses, such as cosmetology salons, barber shops and nail salons, should limit occupancy to 75 percent of building capacity and should consider the following mitigation measures:

- Allow service for walk-in patrons at the discretion of the business owner, so long as patron waiting areas can accommodate proper social distancing protocols, as the virus is most transmissible indoors under close, sustained contact.
- Regularly clean and disinfect working stations and equipment between interactions with customers to the greatest frequency feasible.
- Suggest all employees wear face masks, cloth face coverings and other PPE while inside or within close proximity to members of the public.
- Encourage customers to wear face masks or cloth face coverings when entering the premises and provide face masks or cloth face coverings upon request, if available.
- Post signage to discourage customers against congregating outside of the premises.
- Remove all unnecessary, frequent-touch items such as magazines, newspapers, service menus, any other unnecessary paper products and décor from customer service areas.

Retail Businesses

Retail businesses should consider the following mitigation measures:

- Operate at no more than 75 percent of building capacity.
- Post signage to direct the flow of customers within the premises to promote social distancing.
- Regularly clean and disinfect working stations and commonly touched surfaces at the greatest frequency feasible.



The Plan: Phases For Re-Opening PHASE 3

Phase 3 will begin after the successful conclusion of Phase 2, which includes a downward trajectory of the syndromic and epidemiology criteria while maintaining adequate health care capacity. This will occur when there is no evidence of a rebound or resurgence of COVID-19 cases and satisfies the benchmarks outlined in this **Safe. Smart. Step-by-Step.** plan.

The **Safe. Smart. Step-by-Step.** plan sets forth minimum recommended health protocols. Individuals and businesses should adhere to all public guidance by federal, state and local officials, including state regulatory agencies.

INDIVIDUALS

Vulnerable Populations

Individuals older than 65 years of age and individuals with a serious underlying medical condition (such as chronic lung disease, moderate-to-severe asthma, serious heart conditions, immune-compromised status, cancer, diabetes, severe obesity, renal failure and liver disease) can resume public interactions, but should practice social distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed. Vulnerable populations should affirmatively inform their employer that they are a member of the vulnerable population so that their employer can plan accordingly.

Social Gatherings

Non-vulnerable populations should consider minimizing time spent in crowded environments.

Travel

Non-essential travel may continue.

EMPLOYERS

Telework

Employees should resume unrestricted staffing of worksites and implement the final phasing in of employees returning to work. For vulnerable populations, teleworking can be considered.

Employee Screening

Employers should take prudent and practical measures to ensure employees do not enter the premises if they believe they are infected with COVID-19 or show symptoms of influenza like illness.

The Plan: Phase 3 (continued)

Travel

Employees should resume non-essential travel and adhere to CDC guidelines regarding isolation following travel.

Local Government Meetings

These meetings should return to in-person quorum and public participation for local government bodies.

OTHER

Bars, Pubs and Nightclubs

Bars, pubs, and nightclubs that derive more than 50 percent of sales from alcohol should operate at full capacity with limited social distancing protocols. Businesses should maintain adequate sanitation practices among employees and patrons during all hours of operation. Menus, if laminated, should be cleaned after each usage. Paper menus should be designed for single use and then disposed of immediately after use.

Restaurants

Restaurants and food service establishments may operate at full capacity with limited social distancing protocols. Businesses should maintain adequate sanitation practices among employees and patrons during all hours of operation. Menus, if laminated, should continue to be cleaned after each usage. Paper menus shall be designed for single use and then disposed of immediately after use.

Gyms and Fitness Centers

Gyms and fitness centers should open to full capacity but should maintain adequate sanitation practices among employees and patrons during all hours of operation.

Recreation

- **State Parks:** State parks should be fully opened, including overnight accommodations.
- **Public Beaches:** Beaches should remain fully opened.
- **Large Venues:** (i.e. movie theaters, concert halls, auditoriums, bowling alleys, arcades, playhouses, casinos) These venues should re-open fully with limited social distancing protocols.

Large Sporting Events and Theme Parks

- Large spectator sporting events should consider reducing capacity with limited social distancing protocols.
- Theme parks may return to normal operations with limited social distancing protocols.

The Plan: Phase 3 (continued)

Vacation Rentals

Vacation Rentals should resume normal operating procedures but should continue to thoroughly clean and disinfect the property between rentals.

Personal Services Businesses

Personal Services Businesses, such as cosmetology salons, barber shops and nail salons, should operate under full capacity but should consider the following mitigation measures:

- Continue to maintain adequate sanitation practices for employees and patrons.
- Regularly clean and disinfect working stations and equipment between interactions with customers to the greatest frequency feasible.
- Remove all unnecessary, frequent-touch items such as magazines, newspapers, service menus, any other unnecessary paper products and décor from customer service areas.

Retail Businesses

Operators of retail businesses should operate at full capacity but should continue to maintain adequate sanitation practices for employees and patrons.



Ongoing Considerations

EDUCATION

The Department of Education and the State University System, in consultation with state health officials, should monitor the re-opening phases as set by this report. However, plans should be developed to resume on-campus learning, full-time, for the 2020-2021 school year.

- The Department of Education should develop a plan to phase-in education, safely, during the summer months to provide supplemental education for closing achievement gaps for early learning through K-12 students who may need additional supports due to COVID-19 school closures.
- Florida's postsecondary institutions should continue to implement distance learning measures to the extent possible and develop a plan for return to on-campus instruction.

SMALL AND RURAL BUSINESSES

Small businesses are the backbone of the Florida economy. Getting them up and working again is critically important for Florida's economic recovery. The guidance contained in Florida's **Safe. Smart. Step-by-Step.** plan is not a condition for a small business to operate, but the deployment of these recommended measures should occur to the greatest extent feasible to promote economic recovery while ensuring the public health and safety of all Floridians.

Businesses that frequently interact with customers should institute mitigation measures outlined in the guidance within specific phases to ensure that they can conduct their operations in a safe manner and prevent the spread of COVID-19. While these measures should be universally deployed, many small businesses will be unable to afford PPE and need assistance to provide PPE or other protective equipment.

As the state moves forward with the **Safe. Smart. Step-by-Step.** plan, resources should be provided to aid small businesses to acquire the protective materials needed to restart operations. These measures can include:

- Direct grant assistance to local governments focused on small business programs to acquire PPE and other protective infrastructure such as sneeze guards, thermometers, and sanitation supplies.
- Coordinated support from the Division of Emergency Management to local governments to provide protective health supplies when deficiencies exist that severely impair small business operations.

Additionally, rural communities have experienced the COVID-19 pandemic differently than urban areas. Florida's agriculture industry has felt significant economic strain through the supply chain from mitigation measures taken by restaurants and retail businesses.

Ongoing Considerations (continued)

Through all stages of economic recovery, Florida's rural communities should be a focus of efforts to restore stability to the state's diverse economic base. Some examples of measures include:

- Policies developed by Florida's social services programs for food assistance should prioritize buying from Florida growers and producers, and state vendors should prioritize Florida businesses as a condition of all procurement.
- Florida economic development planning should develop marketing and branding strategies to further promote rural communities and products and food produced in Florida to Floridians.

The Florida Department of Economic Opportunity, through its emergency operation function, should continue to partner with local governments and small businesses to communicate successful mitigation strategies for businesses.

TOURISM

Tourism is vital to Florida's economic well-being. Tourism marketing by VISIT FLORIDA should be reintroduced in phases that acknowledge the progression the state makes through the **Safe. Smart. Step-by-Step.** plan. Currently, VISIT FLORIDA is engaged in limited marketing. During the initial phases of the **Safe. Smart. Step-by-Step.** plan, VISIT FLORIDA should focus on promoting in-state travel when businesses are ready.

HURRICANE PREPAREDNESS: BUSINESS DISASTER PLANNING

Before a Disaster Strikes

A disaster of any size could have an impact on business. All businesses should build a disaster continuity plan and encourage employees to create a family emergency plan. It is important to consider how a disaster could affect employees, customers and workplaces. Important considerations include: how to manage a business if access to the workplace is limited by road closures, streets are impassable, or communication is limited.

Additionally, businesses should similarly plan for the unique challenges of a hurricane during a pandemic and set aside disaster supplies. This may include warehousing or storage of emergency masks, cloth face coverings or other PPE along with generators and other equipment.

During a Disaster

During a disaster, safety is the main concern. Businesses are encouraged to review their Business Continuity Plan to ensure the information is up to date and employees are aware of the plan and their responsibilities. It is important to monitor relevant emergency management news for weather and safety updates. In case an evacuation is ordered, business owners should secure their businesses and follow instructions by local emergency management on evacuation orders. If local emergency management officials order an evacuation and a business owner makes the decision to remain at their business, emergency responders will not be able to respond during the disaster.

Ongoing Considerations (continued)

Regarding COVID-19, the unique issues of this public health crisis may require emergency management officials to consider stay-at-home orders instead of evacuating people in a storm's path. If evacuations are required, transportation network companies, such as Uber and Lyft, may be considered in addition to buses to assist in evacuations. Further, utilizing additional school locations to add capacity to allow for greater social distancing as well as hotels may be considered in addition to current evacuation centers.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #23

Leon County Board of County Commissioners

Agenda Item #23

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Status Report on the Development of a Land Management Plan for Upper Lake Lafayette Lake Bottom

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Maggie Theriot, Director, Office of Resource Stewardship
Lead Staff/ Project Team:	Leigh Davis, Director, Parks and Recreation

Statement of Issue:

This item recommends the County enter into an agreement with the Florida Fish and Wildlife Conservation Commission (FWC) to develop a Land Management Plan for the Upper Lake Lafayette lake bottom at no cost to the County.

Fiscal Impact:

This item has no fiscal impact, but rather provides a cost savings to the County. Previous analysis indicated that a Land Management Plan would require private sector consulting services costing \$20,000. However, in developing alternative approaches, staff identified a cost-free service provided by the FWC's Office of Conservation Planning Services. Maintenance costs associated with the execution of a Land Management Plan are unknown until such time the recommended management activities are identified and will be considered in future budget cycles.

Staff Recommendation:

Option #1: Accept the Status Report on the development of a Land Management Plan for the Upper Lake Lafayette lake bottom

Option # 2: Authorize the County Administrator to execute an agreement for the development of a land management plan with the Florida Fish and Wildlife Conservation Commission, in a form approved by the County Attorney.

Report and Discussion

Background:

At the December 10, 2019 meeting, the Board considered authorization to conduct control burn activities, supported by Tall Timbers staff, of the Upper Lake Lafayette lake bottom. Upon consideration of that item, the Board voted to direct staff to bring back an agenda item to pursue hiring a consultant to develop a land management plan (LMP) for Upper Lake Lafayette. Since that time, staff identified a cost-free alternative for the development of a Plan through services provided by the Florida Fish and Wildlife Conservation Commission's (FWC) Office of Conservation Planning Services. The City has expressed interest in jointly developing the plan which would ensure the entire lake bottom is managed in a cohesive way.

In 2006, Leon County acquired 200 acres of the Upper Lake Lafayette lake bottom as a condition of the Fallschase Development Agreement. The lake bottom has been revegetating naturally since this acquisition. In late 2019 a group of residents contacted Tall Timbers seeking a controlled burn in Upper Lake Lafayette. A controlled burn could be permitted on privately owned properties; however, the property owners were requesting a controlled burn for the entire area of Upper Lake Lafayette. This area is lake bottom that is both County-owned (200 acres) and City of Tallahassee owned property (120 acres) (Attachment #1). Given the County's risk of exposure to such claims that could arise from a prescribed burn in this complex urban setting, the County Attorney recommended, and the Board chose not to approve the burn by Tall Timbers but directed staff to bring back an agenda item to hire a consultant for the development of a LMP

To date, no Land Management Plan has been developed for the Upper Lafayette lake bottom because the property did not meet key conditions. Historically the conditions required for the County's establishment of land management plans have been the following:

- The land is owned by the State and requires the County, functioning as the land manager, to retain, follow, and update a plan at regular intervals (J. R. Alford Greenway and Miccosukee Greenway); or
- The land owned by the County was acquired with the assistance of State funding such as the Florida Communities Trust grant funds which require management plans (Okecheepkee Prairie Park, Jackson View Park, Gil Waters Preserve at Lake Munson, St. Marks Headwaters Greenway, and Fred George Greenway and Park); or
- Development activity has occurred on the property (not adjacent to) requiring a plan be written as part of the permitting process (Apalachee Regional Park cross country course, Miccosukee Community Park, and St. Marks Headwaters Greenway).

A management plan may or may not recommend prescribed burns depending on the vegetation types, history of development or disturbance within the site, neighboring communities, and other site conditions. Furthermore, in lieu of prescribed burns, mechanical removal or herbicide treatments might be recommended as alternative management techniques/tools at any given site. Leon County embraces the value of prescribed burns and has experience with controlled burns on

upland areas under County ownership or management. When such burns have occurred, they have been conducted within the context of a pre-established land management plan.

To date plans have only been created for land which are open to public access. Once a plan is created, enacting the requirements of a plan requires varying resources including staff, equipment, contractors and budget. At this time the Lake Lafayette parcel is not open to the public. Similarly, the County owns other large parcels not currently open to the public and as such do not receive management, are left to their natural state and have no allocated resources such as staff or equipment. Some of these parcels include Eight-mile Pond (132 acres), the southern parcel of a possible future NE Park (47 acres), and Nusbickel adjacent to Alford Arm (174 acres).

Analysis:

As the Upper Lake Lafayette area includes parcels owned by both the County and the City, staff engaged the City to explore the opportunity to jointly pursue a land management plan for the lake bottom. Preliminary research by staff indicated that a land management plan could be developed by a consultant for approximately \$10,000 to \$20,000. However, through additional research, staff identified a cost-free alternative for the development of a plan through services provided by FWC's Office of Conservation Planning Services (OSPS).

OCPS provides scientific support and technical assistance to a wide array of private and public sector landowners and local, state, and federal governmental entities on habitat-related issues. OCPS develops comprehensive habitat-based management plans, develops and implements incentive programs for private landowners and provides recommendations for implementation of habitat management programs on private and publicly-owned land. Parks and Recreation staff, along with representatives from Blueprint and Fallschase, met on-site with FWC's Northwest Regional Coordinator for the program. The visit provided FWC staff the opportunity to visually survey the property, gain an understanding of the history of the lake bottom and the adjacent Fallschase development plans, and learn of the County's intent to develop a land management plan.

OCPS has since indicated they can provide the County and the City with a management plan for both parcels (320 acres total). The plan will focus on the vegetation along the border of Upper Lake Lafayette including the grasses, button bush, sweetgum, pines, and exotic plants and recommend the appropriate management. Proper management will require the removal or treatments of unwanted plant growth which may include prescribed burns, mechanical removal, herbicide treatments, or a combination. It is anticipated that such a plan could be completed by the end of summer 2020.

The management plan is anticipated to be comprised of the following sections:

- Stewardship and Conservation Planning
- Introduction
- Property Location
- Regional Conservation Perspective
- Objectives
- Site Description
 - Current Land Use
- Soils Type
- Summary of Conservation Practices
- Habitat Management Recommendations
 - Prescribed Burning
 - Herbicide Control of Buttonbush
 - Nest Boxes
- Schedule of Operations
- Appendix Material

As previously noted, through the resources offered by OCPS, the City has expressed an interest in having the adjacent City parcel reviewed and included in recommendations. This will enable the entire area to be management in a comprehensive fashion.

Once the land management plan is developed, maintenance recommendations will have associated costs for execution. Those costs will then be considered in future budgets.

Options:

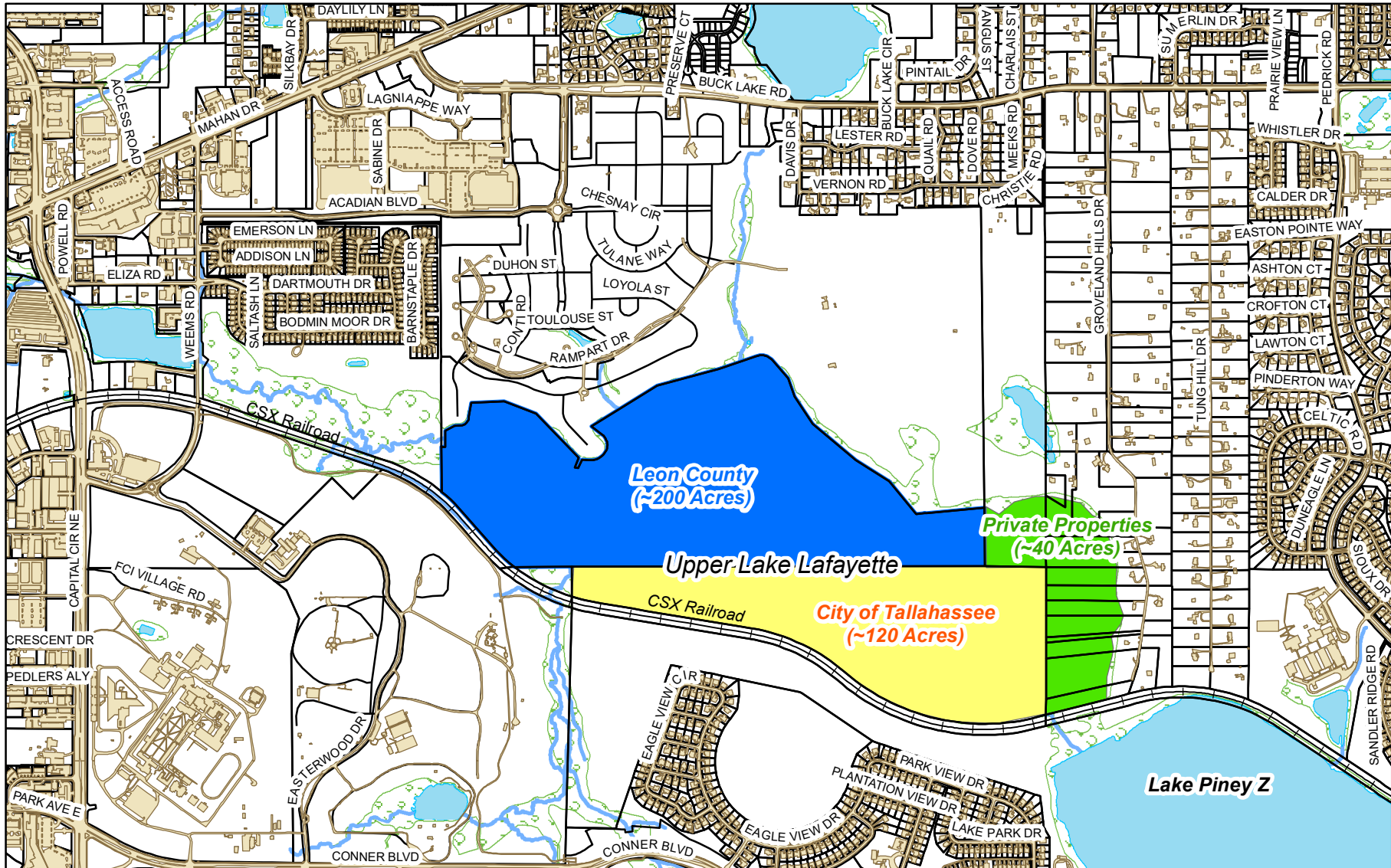
1. Accept the status report on the development of a land management plan for Upper Lake Lafayette Lake Bottom.
2. Authorize the County Administrator to execute an agreement for the development of a land management plan with the Florida Fish and Wildlife Conservation Commission, in a form approved by the County Attorney.
3. Do not direct staff to enter into an agreement with the Florida Fish and Wildlife Conservation Commission.
4. Board direction.

Recommendation:

Options #1 and #2

Attachment:

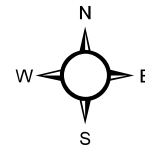
1. Location Map



Legend

- +—+— railroad
- ▭ Parcel
- ▭ Private Properties
- ▭ City Property
- ▭ County Property

This product has been compiled from the most accurate source data from Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office assume no responsibility for any use of the information contained herein or any loss resulting therefrom.



**Leon County
Board of County Commissioners**

Notes for Agenda Item #24

Leon County Board of County Commissioners

Agenda Item #24

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Commissioner Appointments to the Value Adjustment Board



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Mary Smach, Agenda Coordinator

Statement of Issue:

This agenda item seeks the Board's consideration of the appointment of Commissioners to the Value Adjustment Board.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Full Board to appoint two Commissioners to the Value Adjustment Board for two-year terms ending April 30, 2022.

Option #2: Full Board to select one of the two Commissioners appointed to the Value Adjustment Board as the Chair of the Value Adjustment Board.

Report and Discussion

Background:

Policy No. 11-2, “Commissioner Membership on Boards, Committees, Councils, and Authorities”, was written to delineate the authority to appoint members of the Board of County Commissioners to various boards, committees, councils, and authorities (collectively, Committees), and the terms of those appointments. The Policy represents those Committees that require County Commission membership be appointed by the full Board.

Analysis:

Value Adjustment Board (VAB)

Purpose: The Value Adjustment Board (VAB) settles disputes between taxpayers and the Property Appraiser relating to denials of exemptions/classifications and market values. If the property owner feels the property's assessment, classification, or exemption is incorrect, a petition can be filed with the VAB. The VAB approves and hires Special Magistrates to conduct quasi-judicial hearings and render recommendations to the VAB for review. The VAB issues the final decisions.

Composition: Pursuant to Section 194.015, Florida Statute, the VAB is composed of five members:

- 2 County Commissioners, elected by the Board of County Commissioners, one of whom shall be elected Chair of the VAB
- 1 School Board member, elected by the School Board
- 1 citizen appointed by the Board of County Commissioners. The citizen must own homestead property within the County.
- 1 citizen appointed by the School Board. The citizen must own a business occupying commercial space located within the school district. This person must, during the entire course of service, own a commercial enterprise, occupation, profession, or trade conducted

Per Policy No. 11-2, the terms for the Board of County Commissioner VAB members are for two years. Currently, Commissioners Jackson and Maddox serve on the VAB, and Commissioner Maddox serves as the Chair of the VAB.

Vacancies: The terms of VAB members Commissioners Jackson and Maddox expired on April 30, 2020. See Table #1.

Table #1. Commissioner Appointments to the Value Adjustment Board

Board/Authority	Current Member	Term Expires	Recommended Action
Value Adjustment Board	Jimbo Jackson Nick Maddox	4/30/2020	Appoint two Commissioners to two-year terms ending April 30, 2022 and elect one of the two as the Chair of the VAB.

The School Board has indicated that VAB member Alva Striplin will continue to serve and that they are seeking a replacement for their citizen appointee.

Options:

1. Full Board to appoint two Commissioners to the Value Adjustment Board for two-year terms ending April 30, 2022.
2. Full Board to select one of the two Commissioners appointed to the Value Adjustment Board as the Chair of the Value Adjustment Board.
3. Board direction.

Recommendation:

Options #1 & #2

**Leon County
Board of County Commissioners**

Notes for Agenda Item #25

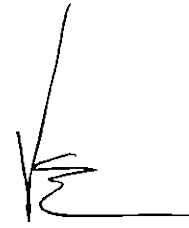
Leon County Board of County Commissioners

Agenda Item #25

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Full Board Appointments to the Affordable Housing Advisory Committee

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
Lead Staff/ Project Team:	Mary Smach, Agenda Coordinator

Statement of Issue:

This agenda item seeks the full Board's consideration of the appointment of citizens to the Affordable Housing Advisory Committee.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

See next page.

Staff Recommendation:

- Option #1: Appoint the following three (3) citizens to the Affordable Housing Advisory Committee for 3-year terms ending March 31, 2023:
- a) Deborah Lloyd who is actively engaged as a not-for-profit provider of affordable housing.
 - b) Trina Searcy who is actively engaged as a real estate professional in connection with affordable housing.
 - c) Kyle Frost who represents employers within the jurisdiction.
- Option #2: Appoint two (2) citizens to the Affordable Housing Advisory Committee who are actively engaged as an advocate for low-income persons in connection with affordable housing, for three-year terms ending March 31, 2023. The eligible applicants are: Shawn Menchion, Marthea Pitts, Marva Bonner and Bruce Strouble.
[Should the Board choose to appoint Mr. Strouble it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #8) by a two-thirds affirmative vote.]
- Option #3: Appoint two (2) citizens to the Affordable Housing Advisory Committee who reside in Leon County, for three-year terms ending March 31, 2023. The eligible applicants are: Madelon Horwich, Sharlene Jones and Lawrence Tobe.
[Should the Board choose to appoint Ms. Jones it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #10) by a two-thirds affirmative vote.]

Report and Discussion

Background:

Pursuant to Policy No. 03-15, “Board-Appointed Citizen Committees”, a General Business item is presented to fill vacancies for full Board appointments of citizens to Authorities, Boards, Committees, and Councils.

Analysis:

Affordable Housing Advisory Committee (AHAC)

Purpose: The goal of AHAC is to identify affordable housing incentives and serve as an information resource to help improve affordable housing feasibility. The AHAC reviews the established policies and procedures, ordinances, land development regulations, and adopted comprehensive plan and recommends specific actions or initiatives to encourage or facilitate affordable housing.

As required by the State Housing Initiatives Partnership Program (SHIP), the AHAC provides a triennial report on affordable housing incentives to the Board. Administered by Florida Housing, the SHIP Program provides funds to counties to finance and preserve affordable housing based on locally adopted Local Housing Assistance Plans (LHAP). The program targets very-low, low, and moderate-income families.

Composition: The AHAC membership is comprised of at least eight (8) but not more than eleven (11) members, and must consist of **one** (1) representative from at least **six** (6) of the eligibility categories, as follows:

- a. A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- b. A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- c. A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- d. A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
- e. A citizen who is actively engaged as a for-profit provider of affordable housing.
- f. A citizen who is actively engaged as a not-for-profit provider of affordable housing.
- g. A citizen who is actively engaged as a real estate professional in connection with affordable housing.
- h. A citizen who actively serves on the local planning agency pursuant to s. 163.3174.
- i. A citizen who resides within the jurisdiction of the local governing body making the appointments.
- j. A citizen who represents employers within the jurisdiction.
- k. A citizen who represents essential services personnel, as defined in the local housing assistance plan. (*Essential Service Personnel includes teachers and educators, other*

school district, community college, and university employees, police and fire personnel, health care personnel, skilled building trades personnel and active U.S. Armed Forces Service Members.)

Vacancy: There are currently 7 to 10 vacant seats on the AHAC. As outlined in Table #1 four members are seeking reappointment, two are not seeking reappointment, three are not eligible for reappointment and one resigned. The attendance record for the current AHAC members is included as Attachment #1.

Table #1. Vacancies: AHAC Members whose terms expired 3/31/2020

Served one term - seeking reappointment:	Not seeking reappointment:	Not eligible for reappointment due to term limits:	Resigned:
Marva Bonner Kyle Frost Madelon Horwich Bruce Strouble	Wallisa Cobb Connie Ruggles	Wanda Carter John Clark Mark Worley	Chuck White

Currently, AHAC seat category h. is filled by Planning Commission member Ian Waldick, whose term on the Planning Commission expires on June 30, 2021. The AHAC must consist of **one** (1) representative from at least **six** (6) of the eligibility categories, and since Mr. Waldick fills one of the eligibility categories, the new appointees must each represent at least five (5) of the remaining ten (10) eligibility categories previously listed. The total AHAC membership must have a minimum of eight (8) and a maximum of eleven (11) members. The eligible applicants and the categories they represent, are listed in Table #2.

Please note that, as set forth in Table #2, staff is recommending that no more than two people be appointed from any single category, in this instance leaving three seats vacant and available for future appointments to the remaining categories. Additionally, to the extent that House Bill 1339 becomes law, effective October 1, 2020, the Board will need to appoint one locally elected official to the AHAC.

Remainder of the page intentionally blank

Table #2. Affordable Housing Advisory Committee – Eligible Applicants

Meets Eligibility Category	Application Attachment #	Eligible Applicants	Recommended Action
f.	2.	Deborah Lloyd	Appoint 3 members for 3-year terms ending 3/31/2023.
g.	3.	Trina Searcy	
j.	4.	Kyle Frost*	
d.	5.	Shawn Menchion	Appoint 2 members to category d; for a 3-year term ending 3/31/2023.
d.	6.	Marthea Pitts	
d.	7.	Marva Bonner*	
d.	8.	Bruce Strouble* **	
i.	9.	Madelon Horwich*	Appoint 2 members to category i for a 3-year term ending 3/31/2023.
i.	10.	Sharlene Jones**	
i.	11.	Lawrence Tobe	
h.		Ian Waldick <i>(AHAC members who is a Planning Commission Member and whose term expires 6/30/2021)</i>	No action necessary. <i>(provided for informational purposes only)</i>

* Applicant seeking reappointment.

** Applicants request a waiver of the conflicting employment relationship as disclosed in Form 4A (Attachments #8 & #10). Should the Board choose to appoint Mr. Strouble or Ms. Jones, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote

In addition, appointed advisory board members must abstain from voting on a measure which would inure to his or her special private gain or loss and must file Form 8B, Memorandum of Voting Conflict, with the person responsible for recording the minutes of the meeting.

Options:

1. Appoint the following three (3) citizens to the Affordable Housing Advisory Committee for 3-year terms ending March 31,2023:
 - a) Deborah Lloyd who is actively engaged as a not-for-profit provider of affordable housing.
 - b) Trina Searcy who is actively engaged as a real estate professional in connection with affordable housing.
 - c) Kyle Frost who represents employers within the jurisdiction.
2. Appoint two (2) citizens to the Affordable Housing Advisory Committee who are actively engaged as an advocate for low-income persons in connection with affordable housing, for three-year terms ending March 31, 2023. The eligible applicants are: Shawn Menchion, Marthea Pitts, Marva Bonner, and Bruce Strouble.

[Should the Board choose to appoint Mr. Strouble it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #8) by a two-thirds affirmative vote.]
3. Appoint two (2) citizens to the Affordable Housing Advisory Committee who reside within Leon County, for three-year terms ending March 31, 2023. The eligible applicants are: Madelon Horwich, Sharlene Jones and Lawrence Tobe.

[Should the Board choose to appoint Ms. Jones it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #10) by a two-thirds affirmative vote.]
4. Board direction.

Recommendation:

Options #1a.-c., #2 and #3

Attachments:

1. AHAC member attendance record
2. Lloyd application
3. Searcy application and resume
4. Frost application and resume
5. Menchion application and resume
6. Pitts application and resume
7. Bonner application and resume
8. Strouble application and Form 4A
9. Horwich application and resume
10. Jones application, resume and Form 4A
11. Tobe application and resume

Member Name		Nov 6, 2019 Hearing	Oct 2, 2019 Meeting	Sep 4, 2019 Meeting	June 5, 2019 Meeting	May 1, 2019 Meeting	Mar 6, 2019 Meeting	Jan 22, 2019 Meeting	Dec 6, 2018 Meeting	Attendance
Marva	Bonner	Absent	Present	Present	Absent	Absent	Absent	Present	Present	50%
Wanda	Carter	Absent	Present	Absent	Present	Present	Present	Absent	Present	63%
John Boston	Clark	Present	Present	Present	Absent	Absent	Absent	Present	Present	63%
Wallisa	Cobb	Present	Absent	Present	Present	Present	Present	Absent	Present	75%
Madelon	Horwich	Present	Present	Present	Present	Present	Present	Present	Present	100%
Connie	Ruggles	Present	Present	Present	Present	Present	Present	Present	Present	100%
Bruce	Strouble	Present	Absent	Present	Absent	Absent	Present	Absent	Absent	38%
Chuck	White	Present	Present	Absent	Present	Present	Present	Present	Present	88%
Mark	Worley	Present	Present	Absent	Present	Present	Present	Absent	Present	75%
Ian	Waldick	Present	Present	Absent	Present	Present	Present	Present	Present	88%
Kyle	Frost	Present	Present	Present	Present	Present	Present	Present	Present	100%



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
AFFORDABLE HOUSING ADVISORY COMMITTEE**

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.**

Name: Ms. deborah lloyd		Date: 2/17/2020 3:02:19 PM	
Home Address:	2307 Jim Lee Road Tallahassee, FL 32301	Do you live in Leon County?	Yes
Home Phone:	(850) 408-4190	Do you live within the City limits?	Yes
Email:	deborah_lloyd@live.com	Do you own property in Leon County?	Yes
		Do you own property in the Tallahassee City Limits?	Yes
		How many years have you lived in Leon County?	30

(EMPLOYMENT INFORMATION)

Employer:	Good News Outreach	Work Address:	PO Box 304 Tallahassee, FL 32301
Occupation:	Program Consultant		
Work/Other Phone:	(850) 408-4190 Ext.04084190		

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	Black or African American	Gender:	F	Age:	
District:		Disabled?	No		

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

Name:	Amber Tynan	Name:	
Address:	2477 Tim Gamble Pl # 201, Tallahassee, FL 32308	Address:	
Phone:	(850) 296-8330	Phone:	

Resume Uploaded? No

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

The consequences for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority action and of any subsequent action by the Board of County Commissioners. In order to be familiar with these laws and to assist you in answering the following questions, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* **No**

Have you served on any previous Leon County committees?* **No**

Are you willing to complete a financial disclosure if applicable?* **Yes**

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership?* **No**

Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?)* **No**

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?* **No**

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity?* **No**

AHAC members must meet one of the membership eligibility criteria as listed below. Please indicate your area of expertise.

- Actively engaged in the residential home building industry in connection with affordable housing.
- Actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- A representative of those areas of labor actively engaged in home building in connection with affordable housing.
- Actively engaged as an advocate for low-income persons in connection with affordable housing.
- Actively engaged as a for-profit provider of affordable housing.
- Actively engaged as a not-for-profit provider of affordable housing.
- Actively engaged as a real estate professional in connection with affordable housing.
- Actively serves on the Planning Commission, the local planning agency pursuant to s. 163.3174.
- Resides within Leon County
- Represents an employer within Leon County.

- Represents essential services personnel, as defined in the local housing assistance plan. (Essential Service Personnel shall be defined as employees or persons whose profession or occupation is considered essential to the community, such as, but not exclusive to persons employed in the education system, city or county government, medical and health services, and public safety in accordance with Rule Chapter 67-37.002(8) F.A.C. and Chapter 67-37.005(8), F.A.C. and Section 420.9075(3) (a) FS.)

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Ms. Deborah Lloyd*

The application was electronically sent: 2/17/2020 3:02:19 PM



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
AFFORDABLE HOUSING ADVISORY COMMITTEE**

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at smachm@leoncountyfl.gov. Applications will be discarded if no appointment is made after two years.

Name: Mrs. trina rose searcy		Date: 3/6/2020 7:00:24 PM	
Home Address:	9995 Buck Point Rd Tallahassee, FL 32312	Do you live in Leon County?	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	Yes
Home Phone:	(850) 508-0134	Do you own property in the Tallahassee City Limits?	No
Email:	trina@trinasearcyrealtor.com	How many years have you lived in Leon County?	35

(EMPLOYMENT INFORMATION)

Employer:	Self	Work Address:	1520 Killearn Ctr. Blvd Tallahassee, FL 32312
Occupation:	Realtor		
Work/Other Phone:	(850) 201-4663		

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	White	Gender:	F	Age:	49
District:		Disabled?	No		

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

Name:	Steven Louchheim. CEO of Tallahassee Board of Realtors	Name:	Brenda Tanner
Address:	1520 Killearn Ctr. Blvd	Address:	707 Lupine Lane Tallahassee FI 32308
Phone:	(850) 224-7713	Phone:	(850) 933-2188

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

Committee experience: Killlearn Lakes HOA bod. the building committee, restrictive covenants committee, architectural control committee. 2005-2016. Chairman 2008-2016

Tallahassee Board of Realtors: Chairman of the BOD 2015, President 2016, treasurer 2012-2014, finance committee 2010, social committee 2000-2016, Realtor safety committee, Realtor PAC chair 2017-2019

Florida Realtors: Public Policy committee 2016-2018

My educational background is Realestate. I have been in this industry serving families achieve the American dream of home Ownership since 2000.

I have the ability/skill, bringing diverse groups together and make decisions with a win/win goal in mind.

I serve on Tallahassee Ballet BOD and served as fundraising chair 2020 of Sisterhood (their signature fundraiser) and the Lisa Gregnella golf tournament.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

The consequences for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority action and of any subsequent action by the Board of County Commissioners. In order to be familiar with these laws and to assist you in answering the following questions, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* **No**

Have you served on any previous Leon County committees?* **No**

Are you willing to complete a financial disclosure if applicable?* **Yes**

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership?* **No**

Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?)* **No**

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?* **No**

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity?* *No*

AHAC members must meet one of the membership eligibility criteria as listed below. Please indicate your area of expertise.

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- Actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- A representative of those areas of labor actively engaged in home building in connection with affordable housing.
- Actively engaged as an advocate for low-income persons in connection with affordable housing.
- Actively engaged as a for-profit provider of affordable housing.
- Actively engaged as a not-for-profit provider of affordable housing.
- Actively engaged as a real estate professional in connection with affordable housing.
- Actively serves on the Planning Commission, the local planning agency pursuant to s. 163.3174.
- Resides within Leon County
- Represents an employer within Leon County.
- Represents essential services personnel, as defined in the local housing assistance plan. (Essential Service Personnel shall be defined as employees or persons whose profession or occupation is considered essential to the community, such as, but not exclusive to persons employed in the education system, city or county government, medical and health services, and public safety in accordance with Rule Chapter 67-37.002(8) F.A.C. and Chapter 67-37.005(8), F.A.C. and Section 420.9075(3) (a) FS.)

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mrs. trina rose searcy*

The application was electronically sent: 3/6/2020 7:00:24 PM



Trina Searcy, Broker Associate – resume/profile

• Phone: 850*508*0134 • E-Mail: trina@trinasearcyrealtor.com

Basics

Lived in Tallahassee and Killbuck Lakes since 1985. Trained by Keller Williams national franchise training programs named #1 in the world by JD Powers and Associates, coached by and mentored by top producing agents. Business minded, computer –savvy with marketing campaigns that sell properties. Full time REALTOR® since 1999; currently supported with full support staff and productivity coach. Which allows for ease of distribution of marketing materials, offer/contract information and updates through various media including video tours and e-signing. Experienced with negotiating and closing over 800 transactions, allowing for expert guidance for clients through the entire real estate process and the ability to stay on top of the fast-paced process of listing, showing, negotiation, contract, closing.... And after. The top 5% of selling REALTORS® Year after Year Tallahassee Board of REALTORS®.

Designations

- ABR ~ Accredited Buyer's Representative
- CRS ~ Council of Residential Specialists
- e-Pro ~ Advanced training in digital media advertising and communication

Credentials

- District 8 Vice President of Florida REALTORS® 2017
- Keller Williams North Florida Region Cultural Ambassador 2017
- Tallahassee Board of REALTORS® REALTOR of the Year 2016
- President of Tallahassee Board of REALTORS® 2016
- President Elect of Tallahassee Board of REALTORS® 2015
- Broker Associate 2005 ~ current
- REALTOR® 1999 ~ current
- Member of Tallahassee Board of REALTORS® 1999 ~ current
- Member of Florida Association of REALTORS® 1999 ~ current
- Member of Nation Association of REALTORS® 1999 ~ current
- Membership Development Committee of Tallahassee Board of REALTORS® 2011
- Two 2-year term Board of Directors of Tallahassee Board of REALTORS® 2004-2006 second term 2011-2013
- Two-year term as Treasurer of Tallahassee Board of REALTORS® 2013, 2014
- ALC ~ Agent Leadership Council of Keller Williams Town and Country Realty 2010 to current
- Board of Directors Killbuck Lakes Home Owners Association 2005 ~ current
- President of Killbuck Lakes Home Owners Association 2010 ~ 2016
- Women's Council of REALTORS Vice President of Membership ~ 2013, 2014



Education

- Leon High School * Licensed REALTOR® since 1999 * Licensed Real Estate Broker since 2004
- Trained by National Association of Realtors, Florida Realtors and Tallahassee Board of Realtors 1999 ~ present
- Keller Williams University 2009 ~ present
- Coached by Mike Kratz Maps Coaching KW

Other Noteworthy Awards

2017 Keller Williams North Florida Region Cultural Ambassador * Local Office named "Rookie of Year" 1999 * Keller Williams Town and Country REALTOR® of the year 2010 * Top producing single agent in local office. * Consistent Annual top 5% Producer out of Tallahassee area REALTORS®

Testimonials

"We were totally satisfied with Trina. She took care of scheduling repairs for us. As long distance sellers we needed someone to take care of all elements from the time of listing to closing. She's Awesome!" Chris Richards sold on Leafwood.

"From the beginning, I trusted & liked Trina. I know I was a difficult customer but I have given her name out several times to friends who I know are looking for homes." Amie Rice ~ purchased in Monticello

"We were very pleased with the professional manner in which Trina handled in seeing our house sold. She was also very caring & helpful in helping us locate another home to purchase" Robert & Marie Land ~ sold in Luna Plantation and purchased in Killlearn Lakes

"Trina was the greatest! She handled everything, stayed in constant contact and was an absolute pleasure to work with." Lois Huggins ~ sold in Killlearn Lakes

"Trina Searcy IS THE ABSOLUTE BEST AGENT WE HAVE EVER DEALT WITH! Her follow through & client focus is second to none. The Best buying experience we've ever had with a real estate transaction." Jim & Donna Cheatham ~ purchased in Bull Run

"Perfect! It was a great experience! I recommend Trina to anyone buying or selling a home." Lisa Jackson ~ purchased in Bull Run



"We know Trina has our best interest at heart. We love Trina!" Shawn & Lisa Hermann ~ purchased in Killearn Acres, sold in Killearn Acres, purchased in Killearn Estates.

"Trina Searcy is the BEST IN TOWN! She knows her business and really cares. I would not use anyone else EVER. Everything went smooth and she took care of us!" Chris Laughlin ~ purchased in Killearn Lakes

"Trina did an excellent job, was friendly and helpful, and I would recommend her to my friends." Laura Blakney ~ sold in Killearn Lakes

"We chose Trina because she is personally known to us. She was a joy to work with and would recommend her to others. She handled the sale of our home and purchase of a new one in Summer Brooke." ~ Ron Byrom

An overall comment that best describes your feelings about using Trina Searcy "Perfect!" ~ Robert Gardner

"A Fantastic experience! Trina is very knowledgeable and helpful. She made the process simple, exciting and stress-free." A.S.

"Wonderful! Trina is a great agent." Susan Russell

"Trina was great through the complete process. I truly appreciate her time in helping me find a house and get it purchased. I couldn't have asked for her to do any better" P.H

"Trina and Sandy were wonderful-helped with everything! I could not have asked for better!" ~ Carol Hayes

"Trina, you are a first-class professional and a World Class Realtor and a credit to your industry!" Liz and Frank Wood



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
AFFORDABLE HOUSING ADVISORY COMMITTEE**

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at smachm@leoncountyfl.gov. Applications will be discarded if no appointment is made after two years.

Name: Mr. Kyle Frost		Date: 1/23/2020 2:37:40 PM	
Home Address:	3309 Micanopy Trl Tallahassee, FL 32312	Do you live in Leon County?	Yes
Home Phone:	(850) 841-0679	Do you live within the City limits?	No
Email:	kyle@kylejfrost.com	Do you own property in Leon County?	Yes
		Do you own property in the Tallahassee City Limits?	No
		How many years have you lived in Leon County?	23

(EMPLOYMENT INFORMATION)

Employer:	Aderant	Work Address:	
Occupation:	Software Engineer		
Work/Other Phone:			

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	White	Gender:	M	Age:	25
District:	District IV	Disabled?	No		

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

Name:	Ron Sachs	Name:	
Address:	114 S Duval St, Tallahassee, FL 32301	Address:	
Phone:	(850) 702-9777	Phone:	

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

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Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* **Yes**

If yes, on what Committee(s) are you a member? *Affordable Housing Advisory Committee*

Have you served on any previous Leon County committees?* **No**

Are you willing to complete a financial disclosure if applicable?* **Yes**

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership?* **No**

Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?)* **No**

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?* **No**

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AHAC members must meet one of the membership eligibility criteria as listed below. Please indicate your area of expertise.

- Actively engaged in the residential home building industry in connection with affordable housing.
- Actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- A representative of those areas of labor actively engaged in home building in connection with affordable housing.
- Actively engaged as an advocate for low-income persons in connection with affordable housing.
- Actively engaged as a for-profit provider of affordable housing.
- Actively engaged as a not-for-profit provider of affordable housing.
- Actively engaged as a real estate professional in connection with affordable housing.
- Actively serves on the Planning Commission, the local planning agency pursuant to s. 163.3174.
- Resides within Leon County
- Represents an employer within Leon County.

- Represents essential services personnel, as defined in the local housing assistance plan. (Essential Service Personnel shall be defined as employees or persons whose profession or occupation is considered essential to the community, such as, but not exclusive to persons employed in the education system, city or county government, medical and health services, and public safety in accordance with Rule Chapter 67-37.002(8) F.A.C. and Chapter 67-37.005(8), F.A.C. and Section 420.9075(3) (a) FS.)

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mr. Kyle Frost*

The application was electronically sent: 1/23/2020 2:37:40 PM

HIGHLIGHTS

- Professional public speaking experience
- Time management and scheduling skills
- Accepting of constructive criticism
- Excellent written and oral communication skills
- Self-starter
 - Self taught in programming starting 2007
 - Built and published multiple mobile applications by 2008
- Experience building and maintaining multiple apps, websites, and online services
- Extensive Adobe Creative Suite experience
- Active listening skills
- Dedicated and organized
- Reliable and punctual
- Able to master new skills quickly
- Programming experience in C, Objective-C, Swift, C#, .Net, T-SQL, MySQL, VBScript, VB.NET, ASP.NET, HTML, CSS, Sass, JavaScript, jQuery, JSON, XML, Python, PHP, Java, Go, WordPress, and more
- Experience with the Microsoft Office suite
 - Word, Excel, PowerPoint, Outlook, etc

EDUCATION

- 2020** **Bachelor of Science** – Political Science
Florida State University – Tallahassee, FL
- *Minor, Computer Science*
- *Minor, Communications*
- 2018** **Associate in Arts**
Tallahassee Community College – Tallahassee, FL

BOARD AND COMMITTEE EXPERIENCE

- 2019 to Current** **Board Member**
Killearn Lakes Homeowner's Association – Tallahassee, FL
- *Elected by residents of Killearn Lakes*
Killearn Lakes Plantation is one of the largest neighborhoods in Leon County, consisting of over 4,000 residences. The Homeowner's Association is responsible for governing over 30 sets of covenants for those residing in Killearn Lakes.
- 2018 to Current** **Committee Member**
2019-2020 Chairperson
Leon County Affordable Housing Advisory Committee – Tallahassee, FL
- *Appointed by the Leon County Board of County Commissioners.*
- *Elected 2019-2020 Chairperson unanimously by committee members.*
Responsibility of the AHAC includes: Identifying incentives that are pertinent to affordable housing and serving as an information resource to help improve affordable housing feasibility. Reviews the established policies and procedures, ordinances, land development regulations, and adopted comprehensive plan and recommends specific actions or initiatives to encourage or facilitate affordable housing in a triennial report.

2018 to Current

Board of Directors Member

Big Bend Cares – Tallahassee, FL

- Elected by the Big Bend Cares Board of Directors.
- Member of Operations Committee.

Big Bend Cares provides education and comprehensive support to people infected with or affected by HIV/AIDS, serving Gadsden, Jefferson, Leon, Liberty, Madison, Franklin, Taylor, and Wakulla Counties. It is a 501 (c) (3) agency that serves Area 2B, a Florida Department of Health designated eight-county area including Tallahassee, the capital of Florida. Big Bend Cares is the only HIV/AIDS organization to provide case management services, and is the primary AIDS service organization providing HIV/AIDS education in this mainly rural region.

PROFESSIONAL EXPERIENCE

07.2019 to Current Software Engineer

Aderant – Tallahassee, FL

Build, modify, maintain, and improve on software used globally by law firms with multiple thousands of attorneys. Work on applications dealing with time management, expenses and billing, client matter tracking, document management, and more. Use languages such as C#, T-SQL, JavaScript, TypeScript, and others to build these products using Visual Studio, SQL Server Management Studio, as well as other internal applications. Follow an agile development cycle, working with global departments to meet strict deadlines on shipping updates and new products in a timely manner. Works to diagnose client issues or reported bugs in order to communicate effective circumventions and fixes. Ensures work is held to a rigorous company wide standard that is reviewed by multiple developers before being integrated into final shipping product.

08.2014 to 07.2019 EDI Analyst

Capital Health Plan – Tallahassee, FL

Built, modified, and maintained internal applications and processes for use in file and information transfers and management between Capital Health Plan with healthcare providers and member groups. Ensured that data was sent securely and efficiently in accordance with federal regulatory guidelines. Used C#, T-SQL, and Visual Basic programming languages alongside Visual Studio, BizTalk, and EDIHQ to best deliver an application product that worked efficiently and consistently in accordance with customer guidelines. Designated social media coordinator and planner (unpublished, awaiting administrative approval).

04.2018 to 08.2018 Candidate and Campaign Manager

Kyle Frost for Leon County Commission, District 3 – Tallahassee, FL

Ran for public office, self managing the campaign schedule, finances, and online presence. Created graphics for advertisements and managed social

media campaigns on Facebook, Instagram, and Twitter to reach maximum viewership. Developed relationships with other local government officials. Spoke publicly at forums in person, on radio, and on television. Communicated with media and built relationships with media personalities. Ensured financial reports were accurate, complete, and handled efficiently. Communicated with constituents to learn about issues important to the community and solutions they felt were appropriate. Conducted research into problems facing the community and developed potential policy and solutions for them.

03.2012 to 2016

Freelance Software Development – Tallahassee, FL

Built and maintained various applications for the iOS and Android platforms. Independently learned the Objective-C and Swift programming languages and used Apple's Xcode to write and build software for iOS and macOS devices including iPad, iPhone, and Mac. Became proficient in use of Apple software and how to use it to the best of its ability in order to accomplish what I intended or the customer requested. Offered freelance website development and maintenance to customers including nationally recognized organizations based in Tallahassee, FL, using languages such as JavaScript (jQuery), PHP, and platforms including WordPress and others.

05.2014 to 08.2014 iOS and Web Developer Internship

Grooveshark – Gainesville, FL

Supervised and participated in a team project involving the development, implementation, and deployment of a multi-user online platform using industry leading platforms, including Node.JS, Socket.io, as well as web standards such as CSS, HTML, and JavaScript. Built upon Grooveshark's iOS "Broadcasts" application by implementing AirPlay and Chromecast functionality and designed a clean, intuitive solution for how to best handle edge cases for the two differing platforms. Wrote unit tests for the Broadcasts app to test the Grooveshark internal API integrity when written for the Objective-C programming language. Designed new ways for users to interact with the application.

05.2012 to 05.2014 News Editor and Product Reviewer

PhoneDog Media, LLC – Tallahassee, FL & Orlando, FL

Researched and wrote concise and engaging news stories within tight deadlines. Introduced fresh and new angles on previously-reported material to update and inform readers. Combined video, audio and graphics to effectively convey each story. Used products from technology companies to write reviews from first hand experience. Lead a redesign effort to bring the website into the modern age with a fresh new look. Lead a team of writers when covering major technology events such as Apple's WWDC and Google's I/O conference, managing how coverage was as well as delegating tasks related to site operations.

05.2012 to 08.2012 Computer Assistant Volunteer

WorkForce plus (now CareerSource Capital Region) – Tallahassee, FL

Assisted customers with computer issues and taught them how to use the various systems. Taught customers the basics of Microsoft Office and how to properly format documents and navigate the software. Aided users in formatting résumés and navigating job application websites to help underserved individuals search for work in their desired areas. Organized and directed a class on teaching customers the fundamentals of navigating a computer in order to better prepare them in their future careers.



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
AFFORDABLE HOUSING ADVISORY COMMITTEE**

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.**

Name: Mr. Shawn L Menchion		Date: 2/21/2020 4:56:23 PM	
Home Address:	3910 Shumard Oaks Blvd Tallahassee, FL 32311	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(720) 484-9841	Do you own property in the Tallahassee City Limits?	Yes
Email:	shawn.menchion@gmail.com	How many years have you lived in Leon County?	1

(EMPLOYMENT INFORMATION)

Employer:	USAF retired	Work	
Occupation:	Chaplain	Address:	
Work/Other Phone:			

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	Black or African American	Gender:	M	Age:	50
District:	District II	Disabled?	No		

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

Name:	Allen Batiste	Name:	Byron Menchion
Address:	1120 N Cleveland St #6302 Enid, OK 73703	Address:	2458 Goldenrod Way
Phone:	(843) 568-0359	Phone:	(850) 212-1118

Resume Uploaded? No

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* **No**

Have you served on any previous Leon County committees?* **No**

Are you willing to complete a financial disclosure if applicable?* **Yes**

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership?* **No**

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- Actively engaged as an advocate for low-income persons in connection with affordable housing.
- Actively engaged as a for-profit provider of affordable housing.
- Actively engaged as a not-for-profit provider of affordable housing.
- Actively engaged as a real estate professional in connection with affordable housing.
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All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mr. Shawn L Menchion*

The application was electronically sent: 2/21/2020 4:56:23 PM

Shawn L. Menchion

Honolulu, HI 96818 (moving to Tallahassee, FL, 2 March 2020) | (720) 484-9841
www.linkedin.com/in/shawn-menchion | shawn.menchion@gmail.com

Executive Leader & Spiritual Care Director Event Planning | Fundraising & Allocation | Project Leadership

Results-focused Development Leader and Program Manager with expertise in supervising daily operations, strategic planning, and scheduling for program components. Collaborative individual able to work cohesively with cross-functional team members to maintain high levels of productivity, obtain necessary funds to sustain projects, and establish strong working relations. Strict focus on complying with company standards and meeting business objectives. Organized with excellent multi-tasking abilities. Possesses Top Secret Clearance. Recipient of the Bronze Star, the 5th highest combat medal.

- Program Direction
- Leadership & Training
- Fundraising & Budgeting
- Strategic Planning
- Executive Partnerships
- Team Collaboration
- Employee Relations
- Clinical Pastoral Education
- Community Engagement
- Written & Oral Communications
- Support & Multi-Tasking
- Project Management

PROFESSIONAL EXPERIENCE

UNITED STATES AIR FORCE, Honolulu, HI

2014 – 2017

Wing Chaplain, 2017 - Present

- Streamlined the development and daily operations of religious-based programs as the 15th Air Mobility Wing Commander's main point-of-contact; addressed all concerns and generated effective solutions for any issues.
- Leads a team of 44 chaplains, chaplain assistants and contractors; drove productivity and efficiency for a smooth workflow.
- Directed the allocation of a \$1.5M budget to ensure coverage of all program necessities and avoid overspending.
- Coordinated all third-parties including government services and contractors and facilitated contracting measures.
- Orchestrated the provision of education and religious freedoms to 95K+ active duty military officers and families.

Consolidated Readiness Functional Area Manager, 2014 - 2015

- Directly oversaw preparation of 10 major commands and 6 Combatant Commands including accuracy of scheduling.
- Verified all deployment dates, routes, and locations in coordination with Air Staff, MAJOCOM, DRUs, and 81 Wings.
- Heavily contributed to the strategies and introduction of joint, HA, MAJCOM, and Air Force component planning.
- Shaped and trained 827 chaplain staff and assure they are fully equipped in accordance to combatant command mission requirements; executed rigorous testing to assess strength, accuracy, and compliance with procedures.
- Worked closely with cross-functional team members to coordinate logistics and maintain consistent operations.

UNITED STATES AIR FORCE ACADEMY, Colorado Springs Air Force Academy

2011 – 2013

Director of Plans and Programs Division

- Determined funds needed to move forward on projects and programs geared towards servicing active military.
- Directed operations for two cadet ministry centers and provided ongoing leadership for several councils and partners.
- Broke ground on new developments to improve services and further the impact to reach more families in need.
- Incorporated company missions and guidelines to remain compliant and work closely with senior leadership.
- Instrumental in leading interfaith organizations in the Air Force Academy's President of the United State Challenge.

Additional Professional Experience

Wing Chaplain, United States Air Force, Randolph AFB, TX (2015 – 2017)

Deputy Wing Chaplain, United States Air Force Academy (2013 – 2014)

Protestant Chaplain, United States Air Force Academy, Colorado Springs, Colorado (2010 – 2011)

Protestant Chaplain, United States Air Force, Elgin AFB, FL (2006 – 2010)

Shawn L. Mechnion

Page Two of Two

EDUCATION & CREDENTIALS

Master of Divinity, Payne Theological Seminary, Dayton, OH
Bachelor of Science in Political Science, University of Nebraska at Omaha, Omaha, NE
High School Diploma, Bay High School, Panama City, FL

AWARDS & HONORS

Profiles in Diversity Journal Award in Leadership (2012)
President's Citation for POTUS Challenge (2013)
Man of the Year, African Methodist Episcopal Church (2005/2014)
Who's Who Among students in American Universities and Colleges
First Recipient of Peter Kampen Scholarship for Academic Excellence
Bronze Star Medal
Meritorious Service Medal/Oakleaf Cluster

MEMBERSHIPS, AFFILIATIONS, AND CONFERENCES

Member of Kappa Alpha Psi Fraternity, Inc.
Desert/Mountain Annual Conference
Fifth Episcopal District



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
AFFORDABLE HOUSING ADVISORY COMMITTEE**

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Name: Ms. Marthea Pitts		Date: 12/26/2019 3:29:23 PM	
Home Address:	██████████ EXEMPT FROM ██████████ PUBLIC RECORD	Do you live in Leon County?	Yes
Home Phone:	██████████	Do you live within the City limits?	No
Email:	██████████	Do you own property in Leon County?	No
		Do you own property in the Tallahassee City Limits?	No
		How many years have you lived in Leon County?	1

(EMPLOYMENT INFORMATION)

Employer:	Florida State University - College of Social Work Work Florida Institute of Child Welfare	Work Address:	2139 Maryland Circle Suite 1100 Tallahassee, FL 32311
Occupation:	Social Worker		
Work/Other Phone:			

(OPTIONAL)

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Race:	Black or African American	Gender:	F	Age:	40
District:	District II	Disabled?	No		

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

Name:	Krystle Graham	Name:	Sherika Highman
Address:	100 South Woodward Avenue Tallahassee, Florida 32304	Address:	Tallahassee, Florida
Phone:	(850) 459-8030	Phone:	(904) 501-1610

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

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- A representative of those areas of labor actively engaged in home building in connection with affordable housing.
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All statements and information provided in this application are true to the best of my knowledge.

Signature: *Ms. Marthea Pitts*

The application was electronically sent: 12/26/2019 3:29:23 PM

Marthea Pitts, MSW

EDUCATION

Florida A&M University- Tallahassee, FL
Master of Social Work

April 2017

Flagler College- Tallahassee, FL
Bachelor of Arts in Business Administration

May 2011

VALUED PROFESSIONAL EXPERIENCE

Florida State University (FSU) - *A four-year public/ doctoral research extensive university located in the capital city of Tallahassee, FL. The university enrolls over 40, 000 students including 8,500 graduate students.*

College of Medicine

December 2019 - Present

Teaching Faculty I

- Teach an upper-division research seminar course that is critical for students who will be applying to professional schools in healthcare before graduation with a bachelor's degree.
- Design interactive assignments and projects to inform students on optimal requirements for admission to schools that best fit their goals, which include qualifications (GPA and exam scores, experiences, interviewing skills, etc.).
- Create a syllabus to ensure students make progress on preparations for post-degree career goals (continued professional education or employment); and develop a preliminary prospectus or proposal, based in the literature, for the senior capstone project.
- Encourage students to achieve their goals through open communication, positive feedback, and support.

College of Social Work – Florida Institute for Child Welfare

July 2019- Present

Researcher/Training Coordinator

- Coordinate activities for 12 Diversity, Equity, and Inclusion Awareness Training Workshops for the Florida Department of Education Office of Early Learning (OEL). Through a contract for services between the Florida Institute for Child Welfare at the Florida State University College of Social Work and training facilitators Khatib Waheed and Corey Best.
- Research online for trends and data on economic and racial disparities in identified training regions; collect, analyze and compile internal OEL data on regional Early Learning Coalitions student demographics into a one-page brief for submission to training facilitators.
- Develop and administer Qualtrics surveys, evaluation forms, and pre- and post-tests to assess and collect data regarding participant satisfaction and knowledge attained.
- Analyze and compile pre- and post-test data and evaluation results into an Evidence of Completion Report for each training and webinar to satisfy contract deliverables.
- Serve as liaison between OEL, workshop trainers, and Institute staff.

Citizens' High School – *An accredited distance education high school located in Fleming Island, FL that provides domestic and international students with individualized diploma programs.*

Director, Teen Mom Electives Pathway

September 2018-Present

- Provide leadership for and oversight of a 9th-12th grade asynchronous online elective course pathway.
- Developed eight child development, parenting, and life skills courses in the Canvas learning management system utilizing a two-generational approach. Reduced programmatic expenditures by \$22,000 through the internal creation of course offerings & the 100% use of open education resources.
- Establish strategic pathway plans in conjunction with the school CEO/Principal.

- Collaborate with school interdisciplinary teams to execute CEO vision and strategic pathway plan through extensive project management. Secured Distance Education Accrediting Commission (DEAC) course offering approval on all pathway curriculum.
- Advocate for the needs of students and populations served through the development of policies, procedures, and requirements.
- Serve as faculty for pathway directed study and directed reading courses.
- Developed course syllabi using a project-based learning framework to facilitate a student-led learning environment.
- Recruit, interview, hire and supervise staff, faculty, and interns.

Refuge House, Inc. - *A private non-profit located in Tallahassee, FL that provides direct services to victims of domestic violence and sexual assault, and to their children and families.*

Transitional Housing Program Coordinator

August 2016-September 2018

- Provided program management and service coordination for a \$50,000+ Transitional Housing Assistance Grant for Victims of Domestic Violence, Dating Violence, Stalking, or Sexual Assault Program administered by the Office on Violence Against Women (OVW) and Victims of Crime Act (VOCA).
- Delivered empowerment focused case management & counseling services to 30+ homeless domestic, immigrant and refugee survivors & children of domestic violence, sexual violence, and human trafficking/prostitution.
- Served as subject matter expert by researching, analyzing, and interpreting federal and state laws, rules, regulations, and guidance relating to domestic & immigrant survivors of domestic violence, sexual violence, and human trafficking.
- Recruited, trained, and supervised a team of eight paid staff, interns, and volunteers.
- Responsible for providing crisis counseling and individual & group domestic and sexual violence counseling. Conducted violence risk assessments and lethality assessments.
- Solicited and utilized in-kind donations of services & goods to support program activities when grant funds were inaccessible.
- Conducted quarterly accessibility assessments to ensure compliance with the American with Disabilities Act and grant deliverables.

CareerSource Capital Region- *A local workforce board located in Tallahassee, FL that provides comprehensive employment and workforce services for Gadsden, Leon, and Wakulla Counties.*

Welfare Transition/WIOA Youth Career Counselor

August 2015 - August 2016

- Delivered workforce development services to 104+ pregnant and parenting young adults between the ages of 16-25 years of age; actively receiving Temporary Assistance for Needy Families (TANF) benefits, and co-enrolled in the Workforce Innovation and Opportunity Act (WIOA) Youth program.
- Performed bi-weekly comprehensive case management services by evaluating strengths & needs to create Individualized Employment Plans (IEP) that enabled participants to reach their stated employment objective and self-sufficiency goals.
- Assisted in job placement strategies and retention activities that engaged participants in community service/work experience opportunities to gain necessary job skills.
- Counseled participants in identifying vocational goals through the administering of career interest surveys and assessments.
- Performed weekly & monthly compliance monitoring on cases to ensure program quality assurance.
- Improved linkage to social service programs and community resources.
- Presented program orientations and presentations in a group and individual settings.
- Supported participants in the achievement of secondary and post-secondary education goal attainment through holistic case management services and mentorship.

- Taught participants academic and employment success skills using the Dynamic Futures curriculum.
- Facilitated workshops on topics such as college success, life skills, interviewing skills, resume creation, job searching, employability skills, stress management, and SMART goal planning.

CareerSource Capital Region- *A local workforce board located in Tallahassee, FL that provides comprehensive employment and workforce services for Gadsden, Leon, and Wakulla Counties.*

Welfare Transition Career Counselor

January 2013-August 2015

- Delivered case management services to 120+ Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition and Assistance Program (SNAP) recipients mandated by the Florida Department of Children and Families (DCF) to participate in federally required education, training, and work activities; in an effort, to promote self-sufficiency.
- Consistently exceeded the regional contract deliverables of achieving a 50% participation rate of assigned caseload by an average of 30%.
- Recognized as the national *January-March 2015 Employee of the Quarter*. Recipient of the *Florida Workforce Development Association and CareerSource Florida, Inc. Workforce Champion & Goodwill Emissary Awards*.
- Received regional recognition for concisely and accurately documenting cases with services provided and performance outcomes achieved with an error rate of less than 1%.

Florida Department of Economic Opportunity- *A state agency located in Tallahassee, FL that administers workforce programs, community development opportunities, and economic development initiatives and programs.*

Priority Reemployment Planning Program (PREP) Career Counselor

May 2012-January 2013

- Coordinated services to 100+ universal customers, including the development, implementation, and tracking of Career Plans/ assessments, and captured of progress by the customers.

RESEARCH EXPERIENCE

Florida A&M University – Tallahassee, FL

January 2016-May 2017

Federal Welfare Transition Program Evaluation

- Examined the history of federally mandated Welfare Transition programs in the United States. Researched, compiled, analyzed, and synthesized federal, state, and local policies, procedures, performance measures/reports, needs assessments, program evaluation reports, and best practices into a 40-page thesis with suggestions for the most effective policy/program solutions.



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
AFFORDABLE HOUSING ADVISORY COMMITTEE**

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.**

Name: Ms. Marva Bonner		Date: 1/13/2020 4:12:07 PM	
Home Address:	2888 North Settlers Blvd Tallahassee, FL 32303	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 933-1931	Do you own property in the Tallahassee City Limits?	Yes
Email:	marva.bonner@gmail.com	How many years have you lived in Leon County?	32

(EMPLOYMENT INFORMATION)

Employer:	CGI Federal	Work Address:	1509 Swann Avenue, Ste 250
Occupation:	Housing Compliance Auditor		
Work/Other Phone:	(850) 354-1495		Tampa, FL 32303

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	Black or African American	Gender:	F	Age:	49
District:	District III	Disabled?	No		

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

Name:	Tywana Jones	Name:	Melanie Johnson
Address:	2500 Merchants Row Blvd, Tallahassee, FL 32311	Address:	
Phone:	(850) 559-0983	Phone:	(850) 294-7015

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

The consequences for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority action and of any subsequent action by the Board of County Commissioners. In order to be familiar with these laws and to assist you in answering the following questions, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* **Yes**

If yes, on what Committee(s) are you a member? *Affordable Housing Advisory Committee*

Have you served on any previous Leon County committees?* **Yes**

If Yes, on what Committee(s) have you served? *Affordable Housing Advisory Committee*

Are you willing to complete a financial disclosure if applicable?* **Yes**

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership?* **No**

Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?)* **No**

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?* **No**

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity?* **No**

AHAC membership must include at least one representative from at least six of the eligibility categories below. Please indicate which category you would represent.

- Actively engaged in the residential home building industry in connection with affordable housing.
- Actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- A representative of those areas of labor actively engaged in home building in connection with affordable housing.
- Actively engaged as an advocate for low-income persons in connection with affordable housing.
- Actively engaged as a for-profit provider of affordable housing.
- Actively engaged as a not-for-profit provider of affordable housing.
- Actively engaged as a real estate professional in connection with affordable housing.
- Actively serves on the Planning Commission, the local planning agency pursuant to s. 163.3174.
- Resides within Leon County
- Represents an employer within Leon County.

- Represents essential services personnel, as defined in the local housing assistance plan. (Essential Service Personnel shall be defined as employees or persons whose profession or occupation is considered essential to the community, such as, but not exclusive to persons employed in the education system, city or county government, medical and health services, and public safety in accordance with Rule Chapter 67-37.002(8) F.A.C. and Chapter 67-37.005(8), F.A.C. and Section 420.9075(3) (a) FS.)

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Ms. Marva Bonner*

The application was electronically sent: 1/13/2020 4:12:07 PM

Marva Bonner

BACKGROUND

Compliance administrator in the affordable housing industry with extensive contract management and quality control experience. Successful 23-year record of accomplishment of implementing and interpreting local, state and federal housing regulations. Proficient in producing accurate reports and meeting stringent contractual deadlines. Known for managing high performing teams that successfully achieve goals beyond expectations. Skills include:

- Contract Administration, Grant Administration, Property Management, Program Monitoring,
- Quality Control, Housing Expansion, Landlord Services, Audit/Reviews, Data Analysis

CGI EXPERIENCE

HOUSING DIVISION, Local Contracts Specialist – (06/16 to present)

Manage and conduct Management Occupancy Reviews, which monitor project operations to ensure compliance with HUD's multifamily housing programs (Regulatory Agreements, Management Certification, Housing Assistance Payments (HAP) Contract and/or other relevant business agreements).

- Identify deficiencies to eliminate fraud, waste, and mismanagement.
- Monitor activities associated with tenant files, program eligibility, physical inspections, management operations and monthly housing payments.
- Review and process voucher special claims in accordance with HUD's payment standards.

OTHER EXPERIENCE

HOUSING SOLUTIONS, INC – Atlanta, GA/ Tallahassee, FL 2013 - 2014 *Community Manager/ Program Administrator*

Responsible for the direct oversight of fiscal management, marketing, leasing, occupancy, maintenance and tenant relations for a large mixed-use rental community. Lead real estate team of eight employees, managed rental income payment processes and expense controls, negotiated potential contracts with business partners, resolved tenant rental concerns, and reviewed housing based vouchers and tracked eviction hearings and litigations.

- Increased community occupancy rate by 15% through innovative marketing strategies.
- Revised weekly corporate reports to promote highlights and accomplishment of community.
- Successfully lead team in achieving high ratings on the compliance management review.

EXPERIENCE SNAPSHOT

INDUSTRY EXPERTISE

- Contract Administration
- Grant Administration
- HUD Program Compliance
- Property Management
- Housing Program Monitoring
- Landlord Services
- Audit/Reviews
- Quality Control
- Affordable Housing Compliance
- Homeownership
- Housing Expansion
- Physical Inspections
- Housing Vouchers
- Rent Adjustments
- Human Resources
- PBCA HUD Industry Field Trainer

TECHNICAL SPECIALIZATIONS

- HUD IREMS
- Enterprise Income Verification (EIV) System

ATLANTA HOUSING AUTHORITY – Atlanta, GA 2009 – 2013

Compliance Manager/ Field Office Asset Manager/ Quality Control

Served as the Field Office Asset Manager (FOAM) for HUD's Project Based Section 8 Program Contract Administrator for the Atlanta Metro area. Primary point of contact for completing and submitting management occupancy review reports to the contractor. Reviewed project files, reported findings and documented systematic errors. Provided analytical and data support for project management. Investigated and resolved owner/agent and tenant matters with HUD representatives regarding program compliance. Lead quality control team in reviewing HUD housing payments, utility payment transactions and monthly voucher disbursements to ensure compliance with regulatory agreements.

- Successfully met all contract administration deadlines and performance standards in accordance with HUD's contractual requirements.
- Increased tenant file worksheet accuracy audit score conducted by the Georgia Department of Community Affairs by 15%. The highest score achieved in the history of the department.
- Modified the Management Review Audit Sheet, improved internal compliance tools that contributed to significantly higher reviews on the quarterly administered quality scorecard administered by the housing contractor.
- Created Quality Control operations procedures to increase efficiency and minimize risks.

FLORIDA HOUSING FINANCE CORPORATION – Tallahassee, FL 1996 – 2009

Asset Management Senior Analyst

Performed and assessed ratings on Management Occupancy review reports for State-financed Section 8 Project Based Housing Communities. Audited and submitted monthly payments for Housing Assistance Payment vouchers. Analyzed compliance reviews for multifamily programs and reported non-compliance housing credit issues to the Internal Revenue Service.

- Created internal audit forms to simplify the Section 8 review process.
- Developed property checklists for multi-family owner/agents to more efficiently track occupancy waitlists ensuring fairness, assurance and timeliness.

EDUCATION

Masters of Applied Social Science, Public Administration/Public Policy – 1993

Bachelor of Science Political Science/ Journalist – 1992

Florida Agricultural and Mechanical University – Tallahassee, FL

TRAINING AND CERTIFICATIONS

Affordable Housing Advisory Commission – Leon County

Field Office Asset Management Training, Fair Housing for Multifamily Housing Programs

Building Management Teams for Diversity, Certified Credit Compliance Professional – Spectrum, Orlando, FL

Certified Occupancy Specialist – NCHM, Jacksonville, FL

Housing Credit Certified Professional – NAHB, Atlanta, GA

Teacher Statement of Eligibility – Florida Department of Education, Tallahassee, FL

- Microsoft Word, Excel,
- PowerPoint,
- Yardi Voyager
- HUD PIC System
- Enterprise Income Verification (EIV) System
- Realpage
- Housing Choice Oracle System

SKILLS SUMMARY

SKILL	NUMBER OF YEARS	SKILL LEVEL*
Technical skills		
Microsoft Word	12	4
Microsoft Excel	7	2
PowerPoint	8	3
Application knowledge		
IT disciplines		
Industry knowledge		
HUD Reviews	20	4
Housing Choice Vouchers	10	4
Other relevant skills		
HUD Compliance Management	10	4
HUD Leadership	20	4
Public Speaking	30	4

* 0 = none, 1 = little, 2 = good, 3 = very good, 4 = expert



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
AFFORDABLE HOUSING ADVISORY COMMITTEE**

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at smachm@leoncountyfl.gov. Applications will be discarded if no appointment is made after two years.

Name: Dr. Bruce W Strouble		Date: 12/6/2019 4:09:19 PM	
Home Address:	1935 Sabra Dr Tallahassee, FL 32303	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 339-4466	Do you own property in the Tallahassee City Limits?	Yes
Email:	BruceStrouble@gmail.com	How many years have you lived in Leon County?	18

(EMPLOYMENT INFORMATION)

Employer:	City of Tallahassee	Work Address:	1935 Sabra Dr Tallahassee, FL 32303
Occupation:	Sustainability Program Coordinator		
Work/Other Phone:			

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	Black or African American	Gender:	M	Age:	36
District:		Disabled?	No		

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

Name:	Goliath Davis IV	Name:	
Address:	Gadsden County Florida	Address:	
Phone:	(850) 510-6122	Phone:	

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* **Yes**

If yes, on what Committee(s) are you a member? *Affordable Housing*

Have you served on any previous Leon County committees?* **No**

Are you willing to complete a financial disclosure if applicable?* **Yes**

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?* **Yes**

If yes, please explain *City of Tallahassee*

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership?* **No**

Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?)* **No**

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?* **No**

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity?* **No**

AHAC membership must include at least one representative from at least six of the eligibility categories below. Please indicate which category you would represent.

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- A representative of those areas of labor actively engaged in home building in connection with affordable housing.
- Actively engaged as an advocate for low-income persons in connection with affordable housing.
- Actively engaged as a for-profit provider of affordable housing.
- Actively engaged as a not-for-profit provider of affordable housing.
- Actively engaged as a real estate professional in connection with affordable housing.
- Actively serves on the Planning Commission, the local planning agency pursuant to s. 163.3174.
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- Represents an employer within Leon County.

- Represents essential services personnel, as defined in the local housing assistance plan. (Essential Service Personnel shall be defined as employees or persons whose profession or occupation is considered essential to the community, such as, but not exclusive to persons employed in the education system, city or county government, medical and health services, and public safety in accordance with Rule Chapter 67-37.002(8) F.A.C. and Chapter 67-37.005(8), F.A.C. and Section 420.9075(3) (a) FS.)

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Dr. Bruce W Strouble*

The application was electronically sent: 12/6/2019 4:09:19 PM

FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

LAST NAME - FIRST NAME - MIDDLE INITIAL Strouble Bruce W.			OFFICE / POSITION HELD
MAILING ADDRESS 1935 Sabra Dr,			AGENCY OR ADVISORY BOARD AHAC
CITY Tallahassee	ZIP Florida	COUNTY 32303	ADDRESS OF AGENCY

HOW TO COMPLETE AND FILE THIS FORM:

Parts A and B of this form serve two different purposes. Part A is for advisory board members who wish to use an exemption in the ethics laws that is applicable only to advisory board members. Part B is for public officers and employees who wish to use a separate exemption that is applicable when the business entity involved is the sole source of supply within the political subdivision. In order to complete and file this form:

- **Fill out** Part A or Part B, as applicable.
- **Sign** and date the form on the reverse side.
- **File Part A** with the appointing body or person that will be waiving the restrictions of 112.313(3) or (7), Fla. Stat., prior to the waiver.
- **File Part B** with the governing body of the political subdivision in which the reporting person is serving, prior to the transaction.

PART A - DISCLOSURE OF TRANSACTION OR RELATIONSHIP CONCERNING ADVISORY BOARD MEMBER

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain business relationships on the part of public officers and employees, including persons serving on advisory boards. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12), Florida Statutes, permits the appointing official or body to waive these requirements in a *particular instance* provided: (a) waiver by the appointing body must be upon a two-thirds affirmative vote of that body; or (b) waiver by the appointing person must be effected after a public hearing; and (c) in either case the advisory board member must fully disclose the transaction or relationship which would otherwise be prohibited by Subsections (3) of (7) of Section 112.313, Florida Statutes. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable* to an advisory board member.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
 - The reporting person;
 - The spouse of the reporting person, whose name is _____; or
 - A child of the reporting person, whose name is _____.
2. The particular transaction or relationship for which this waiver is sought involves [check applicable space]:
 - Supplying the following realty, goods, and/or services: _____.
 - Regulation of the business entity by the governmental agency served by the advisory board member.
3. The following business entity is doing business with or regulated by the governmental agency:

City of Tallahassee
4. The relationship of the undersigned advisory board member, or spouse or child of the advisory board member, to the business entity transacting this business is [check applicable spaces]:
 - Officer; Partner; Associate; Sole proprietor; Stockholder; Director; Owner of in excess of 5% of the assets of capital stock in such business entity; Employee; Contractual relationship with the business entity;
 - Other, please describe:

PART B - DISCLOSURE OF INTEREST IN SOLE SOURCE OF SUPPLY

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain employment and business relationships on the part of public officers and employees. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12)(e), Florida Statutes, provides an exemption from the above-mentioned restrictions in the event that the business entity involved is the only source of supply within the political subdivision of the officer or employee. In such cases the officer's or employee's interest in the business entity must be fully disclosed to the governing body of the political subdivision. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable*.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
 - () The reporting person;
 - () The spouse of the reporting person, whose name is _____; or
 - () A child of the reporting person, whose name is _____.


2. The following are the goods, realty, or services being supplied by a business entity with which the public officer or employee, or spouse or child of such officer or employee, is involved is:

3. The business entity which is the only source of supply of the goods, realty, or services within the political subdivision is:

(NAME OF ENTITY) (ADDRESS OF ENTITY)

4. The relationship of the undersigned public officer or employee, or spouse or child of such officer or employee, to the business entity named in Item 3 above is [check applicable spaces]:
 - () Officer; () Partner; () Associate; () Sole proprietor; () Stockholder; () Director; () Owner of in excess of 5% of the assets or capital stock in such business entity; () Employee; () Contractual relationship with the business entity;
 - () Other, please describe:

SIGNATURE

SIGNATURE	DATE SIGNED	DATE FILED
	02/20/2020	

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES s. 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
AFFORDABLE HOUSING ADVISORY COMMITTEE**

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at smachm@leoncountyfl.gov. Applications will be discarded if no appointment is made after two years.

Name: Ms. Madelon Jane Horwich		Date: 1/15/2020 12:46:29 AM	
Home Address:	10210 Miccosukee Rd Tallahassee, FL 32309	Do you live in Leon County?	Yes
Home Phone:	(850) 896-5930	Do you live within the City limits?	No
Email:	maddyhz@gmail.com	Do you own property in Leon County?	Yes
		Do you own property in the Tallahassee City Limits?	Yes
		How many years have you lived in Leon County?	35

(EMPLOYMENT INFORMATION)

Employer:	Florida Supreme Court	Work Address:	500 S. Duval St. Tallahassee, FL 32309
Occupation:	Attorney		
Work/Other Phone:			

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	White	Gender:	F	Age:	63
District:	District II	Disabled?	No		

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

Name:	Barbara Finer	Name:	Bonnie Gadless
Address:	5076 Sweet Basil Jane Tallahassee FL 32311	Address:	3989 Sunhawk Blvd. Tallahassee FL 32309
Phone:	(850) 339-7272	Phone:	(850) 212-2075

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* **Yes**

If yes, on what Committee(s) are you a member? *Affordable Housing Advisory Committee*

Have you served on any previous Leon County committees?* **No**

Are you willing to complete a financial disclosure if applicable?* **Yes**

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership?* **No**

Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?)* **No**

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?* **No**

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity?* **No**

AHAC members must meet one of the membership eligibility criteria as listed below. Please indicate your area of expertise.

- Actively engaged in the residential home building industry in connection with affordable housing.
- Actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- A representative of those areas of labor actively engaged in home building in connection with affordable housing.
- Actively engaged as an advocate for low-income persons in connection with affordable housing.
- Actively engaged as a for-profit provider of affordable housing.
- Actively engaged as a not-for-profit provider of affordable housing.
- Actively engaged as a real estate professional in connection with affordable housing.
- Actively serves on the Planning Commission, the local planning agency pursuant to s. 163.3174.
- Resides within Leon County
- Represents an employer within Leon County.

- Represents essential services personnel, as defined in the local housing assistance plan. (Essential Service Personnel shall be defined as employees or persons whose profession or occupation is considered essential to the community, such as, but not exclusive to persons employed in the education system, city or county government, medical and health services, and public safety in accordance with Rule Chapter 67-37.002(8) F.A.C. and Chapter 67-37.005(8), F.A.C. and Section 420.9075(3) (a) FS.)

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Ms. Madelon Jane Horwich*

The application was electronically sent: 1/15/2020 12:46:29 AM

MADOLON JANE HORWICH
10210 Miccosukee Rd.
Tallahassee, FL 32309
Phone (850) 896-5930
Email: Maddyhz@gmail.com

EDUCATION

J.D., 1980, University of Florida
Activities: President, Environmental Law Society
Treasurer, Environmental Law Society
Student Representative, John Marshall Bar Association
Abstractor, Eastern Water Law Center
B.A., 1977, University of Pennsylvania
Activities: Transfer Advisor
Literacy Tutor
Emory University, September 1973 – June 1975
Activities: Secretary, Emory University Center Board
Contributing Editor, Emory Wheel (newspaper)

WORK EXPERIENCE

History Teacher, Historical Museum of Southern Florida, February 1984 – February 1985
Legal Editor, The Florida Bar, January 1986 – March 2010
Duties included editing and publishing legal practice manuals and coordinating as Bar liaison to court rules committees
Collins Center for Public Policy, February 2010 – present
Duties include production of training manual and materials, assisting staff and program participants with technical and process issues of ADR programs, monitoring court orders, and editing program materials
Senior Attorney, Florida Supreme Court, August 2012 – present

CIVIC ACTIVITIES

Leon County Affordable Housing Advisory Committee, March 2017 – present
Board of Directors, New Leaf Market, 2008 – 2014
Vice-president 2011 – 2012
Innocence Project volunteer, 2008
Board of Directors, Tallahassee Community Friends of Old-Time Dance, 2002 – 2011
Treasurer, Florida State Fiddlers Association, 1997 – 1999
Volunteer and Paid Attorney, Legal Services of North Florida Domestic Violence Legal Hotline, 1997 – 1998
Sisterhood President, Temple Israel, 1990 – 1991
Youth Group Advisor, Temple Israel, 1986 – 1988

CERTIFICATIONS

Certified by Supreme Court of Florida as county and circuit court mediator,
1992 – present



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
AFFORDABLE HOUSING ADVISORY COMMITTEE**

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.**

Name: Ms. Sharlene Jones		Date: 2/17/2020 12:26:30 PM	
Home Address:	3265 Nekoma Lane Apt. D Tallahassee, FL 32304	Do you live in Leon County?	Yes
Home Phone:	(850) 445-7860	Do you live within the City limits?	Yes
Email:	msjones5@embarqmail.com	Do you own property in Leon County?	No
		Do you own property in the Tallahassee City Limits?	No
		How many years have you lived in Leon County?	27

(EMPLOYMENT INFORMATION)

Employer:	Oasis Center for Women & Girls	Work Address:	317 East Call Street Tallahassee, FL 32304
Occupation:	Girls Empowerment Facilitator		
Work/Other Phone:	(850) 222-2747		

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	Black or African American	Gender:	F	Age:	45
District:	District II	Disabled?	No		

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

Name:	Dr. Cecil Washington	Name:	Mrs. Annarene Wineglass
Address:	3013 Jim Lee Road, Tallahassee, FL 32301	Address:	2525 Pottsdamer Street, Tallahassee, FL 32310
Phone:	(850) 339-8268	Phone:	(850) 566-6868

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

The consequences for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority action and of any subsequent action by the Board of County Commissioners. In order to be familiar with these laws and to assist you in answering the following questions, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* **No**

Have you served on any previous Leon County committees?* **No**

Are you willing to complete a financial disclosure if applicable?* **Yes**

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)* **Yes**

If yes, please explain *If my employer (Oasis Center for Women and Girls) decides to go before the board to assist with or request any services from the board.*

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?* **Yes**

If yes, please explain *Oasis Center for Women and Girls provides staffing services for Leon County.*

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership?* **No**

Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?)* **No**

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?* **No**

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity?* **No**

AHAC members must meet one of the membership eligibility criteria as listed below. Please indicate your area of expertise.

- Actively engaged in the residential home building industry in connection with affordable housing.
- Actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- A representative of those areas of labor actively engaged in home building in connection with affordable housing.
- Actively engaged as an advocate for low-income persons in connection with affordable housing.
- Actively engaged as a for-profit provider of affordable housing.
- Actively engaged as a not-for-profit provider of affordable housing.
- Actively engaged as a real estate professional in connection with affordable housing.
- Actively serves on the Planning Commission, the local planning agency pursuant to s. 163.3174.
- Resides within Leon County
- Represents an employer within Leon County.

- Represents essential services personnel, as defined in the local housing assistance plan. (Essential Service Personnel shall be defined as employees or persons whose profession or occupation is considered essential to the community, such as, but not exclusive to persons employed in the education system, city or county government, medical and health services, and public safety in accordance with Rule Chapter 67-37.002(8) F.A.C. and Chapter 67-37.005(8), F.A.C. and Section 420.9075(3) (a) FS.)

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Ms. Sharlene Jones*

The application was electronically sent: 2/17/2020 12:26:30 PM

FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

LAST NAME - FIRST NAME - MIDDLE INITIAL JONES, SHARLENE D.		OFFICE / POSITION HELD	
MAILING ADDRESS 3265 NEKOMA LANE, Apt. D		AGENCY OR ADVISORY BOARD Affordable Housing Committee	
CITY TALLAHASSEE	ZIP 32304	COUNTY LEON	ADDRESS OF AGENCY

HOW TO COMPLETE AND FILE THIS FORM:

Parts A and B of this form serve two different purposes. Part A is for advisory board members who wish to use an exemption in the ethics laws that is applicable only to advisory board members. Part B is for public officers and employees who wish to use a separate exemption that is applicable when the business entity involved is the sole source of supply within the political subdivision. In order to complete and file this form:

- Fill out Part A or Part B, as applicable.
- Sign and date the form on the reverse side.
- File Part A with the appointing body or person that will be waiving the restrictions of 112.313(3) or (7), Fla. Stat., prior to the waiver.
- File Part B with the governing body of the political subdivision in which the reporting person is serving, prior to the transaction.

PART A - DISCLOSURE OF TRANSACTION OR RELATIONSHIP CONCERNING ADVISORY BOARD MEMBER

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain business relationships on the part of public officers and employees, including persons serving on advisory boards. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12), Florida Statutes, permits the appointing official or body to waive these requirements in a particular instance provided: (a) waiver by the appointing body must be upon a two-thirds affirmative vote of that body; or (b) waiver by the appointing person must be effected after a public hearing; and (c) in either case the advisory board member must fully disclose the transaction or relationship which would otherwise be prohibited by Subsections (3) or (7) of Section 112.313, Florida Statutes. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, if and when applicable to an advisory board member.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:

- The reporting person;
- The spouse of the reporting person, whose name is _____; or
- A child of the reporting person, whose name is _____

2. The particular transaction or relationship for which this waiver is sought involves [check applicable space]:

- Supplying the following realty, goods, and/or services: **Staffing the Commission on the Status of Women + Girls**
- Regulation of the business entity by the governmental agency served by the advisory board member.

3. The following business entity is doing business with or regulated by the governmental agency:

Oasis Center for Women + Girls
Recipient of CHP Funds

4. The relationship of the undersigned advisory board member, or spouse or child of the advisory board member, to the business entity transacting this business is [check applicable spaces]:

- Officer; Partner; Associate; Sole proprietor; Stockholder; Director; Owner of in excess of 5% of the assets of capital stock in such business entity; Employee; Contractual relationship with the business entity;
- Other, please describe:

PART B - DISCLOSURE OF INTEREST IN SOLE SOURCE OF SUPPLY

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain employment and business relationships on the part of public officers and employees. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12)(e), Florida Statutes, provides an exemption from the above-mentioned restrictions in the event that the business entity involved is the only source of supply within the political subdivision of the officer or employee. In such cases the officer's or employee's interest in the business entity must be fully disclosed to the governing body of the political subdivision. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable*.

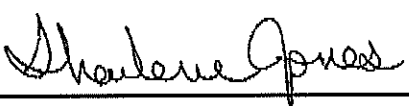
PLEASE COMPLETE THE FOLLOWING:

- The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
 - The reporting person;
 - The spouse of the reporting person, whose name is _____; or
 - A child of the reporting person, whose name is _____.
- The following are the goods, realty, or services being supplied by a business entity with which the public officer or employee, or spouse or child of such officer or employee, is involved is:

- The business entity which is the only source of supply of the goods, realty, or services within the political subdivision is:

(NAME OF ENTITY)	(ADDRESS OF ENTITY)
------------------	---------------------
- The relationship of the undersigned public officer or employee, or spouse or child of such officer or employee, to the business entity named in item 3 above is [check applicable spaces]:
 - Officer; Partner; Associate; Sole proprietor; Stockholder; Director; Owner of in excess of 5% of the assets or capital stock in such business entity; Employee; Contractual relationship with the business entity;
 - Other, please describe:

SIGNATURE

SIGNATURE	DATE SIGNED	DATE FILED
	2/13/2020	2/13/2020

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES s. 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

SHARLENE D. JONES

2800 S. Adams St.
Tallahassee, FL 32301

Cell: (850) 445-7860
msjones5@embarqmail.com

PROFILE:

Multifaceted professional with over ten years of experience in education, community, parent and student advocacy. Knowledge in public policy and procedures. Skilled in human relations development of culturally diverse programs and youth groups including title I, non-profits and academic curriculums that are age and grade appropriate.

EDUCATION:

Florida A&M University, Tallahassee, FL

Bachelor of Science in Political Science with a minor in Human Resource Management

December 2008

CERTIFICATIONS:

Human Resource Management Certification (December 2008), Knowledgeable of Microsoft Office (Word, Power Point, Excel, Outlook/Office 365) and Youth Mental Health First Aid (March 2017)

PROFESSIONAL EXPERIENCE:

Oasis Center for Women & Girls, Tallahassee, FL

January 2020

Girls Empowerment Facilitator

- Taught age appropriate curriculum of women empowerment to elementary, middle and high school girls
- Traveled to local community schools to implement morale boosting activities for pre-teens and teens
- Collaborated with school administrators on best practices for girls for academic achievement
- Provided life coping and social skills to pre-teen and teen girls

Commission on the Status of Women and Girls, Tallahassee, FL

August 2019

Staff Liaison

- Created weekly and monthly agendas for the commission meetings
- Performed community outreach for women through local workshops and conferences
- Provided weekly family based care for children of single moms group sessions
- Created and compiled weekly and monthly meeting minutes
- Performed catering duties for monthly commission meetings

Florida A&M University, Tallahassee, FL

June 2017-March 2019

Admissions Office Liaison

- Assist current/perspective students, families, alumni, faculty, staff and visitors with the admission process
- Meet, greet, welcome and assist walk-in customers in admissions office
- Establish a positive rapport with over 300 customers a week via phone call inquiries for admissions status
- Retrieve documents such as applications, transcripts, residency, financial statements
- Knowledge of and access to obtain iRattler student portal, PeopleSoft, Open Scape, Image Now, Office 365
- Coordinate recruitment events such as college fairs
- Participate in Fall/Spring Previews for home campus visits

September 2016-April 2017

August 2012-September 2014

September 2008-January 2010

Career Center Assistant Specialist

- Conducted career planning and development workshops of resume writing, interviewing skills, negotiating salary, dress for success, online assessments (My Plan, Optimal Resume, Grad Leaders) for students
- Managed front office calls, mailing request and greeted guest and visitors
- Assisted as a team player with implementing Fall and Spring Career Expo registration for employers
- Supervised community outreach for high school to college pathways

March 2016-June 2016

Florida Highway Safety & Motor Vehicles, *Tallahassee, FL***Records Technician**

- Conducted law enforcement suppressions request to protect the privacy of officers and public officials
- Researched department database system to obtain driver license records inquiries for various agencies
- Administered letter correspondence for individual customers, court officials and pilot licensures

Leon County School Board, *Tallahassee, FL*

September 2012 – May 2014

Substitute Teacher

- Provided daily curriculum instruction
- Encouraged student progress
- Managed learning environment through lesson plans as required by school policy
- Enforced compliance and regulations concerning student conduct and discipline
- Offered one-on-one instruction time with students to prepare for the reading, writing, and math portions of the Florida Comprehensive Assessment Test (FCAT)

Leon County School Board, *Tallahassee, FL*

August 2010– June 2012

Parent Liaison/Business Partner/Mentor and Volunteer Coordinator

- Encouraged and informed parents of the importance of positive involvement
- Educated parents on their rights to education reform, policy and procedure
- Supervised and trained community business partners, mentors and volunteers
- Implemented educational workshops for parents
- Established effective communications via newsletters, emails, phone messages
- Assisted parents with employment and housing applications/references

Leon County School Board, *Tallahassee, FL*

September 2008 – May 2010

Substitute Teacher

- Provided daily academic curriculum instruction
- Encouraged student progress
- Supervised learning environment through classroom assignments as required by school policy
- Enforced compliance and regulations concerning student conduct and discipline
- Offered one-on-one instruction time with students to prepare for the reading, writing, and math portions of the Florida Comprehensive Assessment Test (FCAT)

Department of Revenue, *Tallahassee, FL*

March 2006 - September 2008

Revenue Specialist

- Provided customer services for child support inquiries and assistance via phone at call center
- Conducted child support enforcement via CAMS database system
- Maintained daily updates in CAMS system database for child support cases
- Trained, informed and assisted various agencies such as Walmart, US Military and NFL with child support research, policy, rules and regulations

Leon County School Board, *Tallahassee, FL*

September 2005 – March 2006

Substitute Teacher

- Developed lesson plans, assessments, study sheets and classroom activities to help make learning exciting
- Implemented technology (Success Maker, reading 3000) into lessons to broaden student knowledge base
- Received training on ways to improve teaching, maintain classroom discipline, plan successfully and deal with students with different abilities or learning concerns

Florida A&M University New Beginnings Pre-School, *Tallahassee, FL*

October 2005 – November 2005

Substitute Teacher

- Assisted with planning creative fun activities to engage children ages 3-5
- Supervised student behavior
- Distributed daily snacks and lunch to children
- Improved fine to gross motor skills (hands), cognitive abilities (mind), and social growth (play time) for children

CACAA: Head Start Children Development Program, *Tallahassee, FL*

March 2003 – March 2005
December 2001-March 2003

Assistant Teacher

Substitute Teacher

- Planned and implemented age-appropriate lesson plans and academic activities of program curriculum
- Conducted assessments and observation of children
- Chaperoned fieldtrips
- Collaborated with colleagues to ensure that classroom materials were properly allocated and readily available
-

State of Florida House of Representatives, *Tallahassee, FL*

May 1995- August 1995

Congressman Pete Peterson's Office

Political Science Intern

- Provided daily congressional updates for district constituents
- Researched federal, state and local laws, policies and regulations for clients
- Monitored and attended congressional sessions

City of Boynton Beach-Parks and Recreation Department, *Boynton Beach, FL*

June1994–August1994

Youth Counselor

- Assisted children with arts and crafts and physical education
- Researched and created summer camp proposals to department
- Created and taught lesson plans for summer camp curriculum

VOLUNTEER:

R. Frank Nims Middle School/President, VP of PTO Parent Liaison/Band Booster

James S. Rickards High School-School Advisory Council Chair, Parent Advocate, Alumni/Band Booster/Member

Director/Advisor of Code Red Creations, Inc.-Non Profit

Mayor's Longest Table Dinner-Fall 2017

Title I Advisory Committee-Leon County Schools

Delta Sigma Theta (TAC) Youth Empowerment Summit (YES)-Fall 2011-Present



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
AFFORDABLE HOUSING ADVISORY COMMITTEE**

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Name: Mr. Lawrence Tobe		Date: 3/7/2020 10:05:17 AM	
Home Address:	2489 Elfinwing Lane Tallahassee, FL 32309	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(917) 776-1441	Do you own property in the Tallahassee City Limits?	Yes
Email:	lawrencetobe@gmail.com	How many years have you lived in Leon County?	12

(EMPLOYMENT INFORMATION)

Employer:	self employed	Work Address:	2489 Elfinwing Lane, Tallahassee, FL 32309
Occupation:	Architect	Address:	1397 Second Avenue New York, NY 32309
Work/Other Phone:			

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	White	Gender:	M	Age:	53
District:	District I	Disabled?	No		

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

Name:	Tatiana Daguillard	Name:	Gary Dawyot
Address:	Blueprint Intergovernmental Agency 315 S Calhoun St, Tallahassee, FL32301	Address:	Children's Aid Society Director of Facilities 910 Jennings Street Bronx, NY 10460
Phone:	(850) 219-1081	Phone:	(917) 416-8351

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

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Have you served on any previous Leon County committees?* **No**

Are you willing to complete a financial disclosure if applicable?* **Yes**

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?* **No**

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Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?* **No**

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AHAC members must meet one of the membership eligibility criteria as listed below. Please indicate your area of expertise.

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- Actively engaged as an advocate for low-income persons in connection with affordable housing.
- Actively engaged as a for-profit provider of affordable housing.
- Actively engaged as a not-for-profit provider of affordable housing.
- Actively engaged as a real estate professional in connection with affordable housing.
- Actively serves on the Planning Commission, the local planning agency pursuant to s. 163.3174.
- Resides within Leon County
- Represents an employer within Leon County.

- Represents essential services personnel, as defined in the local housing assistance plan. (Essential Service Personnel shall be defined as employees or persons whose profession or occupation is considered essential to the community, such as, but not exclusive to persons employed in the education system, city or county government, medical and health services, and public safety in accordance with Rule Chapter 67-37.002(8) F.A.C. and Chapter 67-37.005(8), F.A.C. and Section 420.9075(3) (a) FS.)

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mr. Lawrence Tobe*

The application was electronically sent: 3/7/2020 10:05:17 AM



Lawrence Tobe, Architect

Education

- 1989 Clemson University
 Bachelor of Arts in Architecture
- 1993 Pratt Institute
 Bachelor of Architecture, First Professional

Professional History

- 1986 Donald Singer, FAIA - *Ft. Lauderdale, FL*
 Apprentice through a cooperative education program at Clemson University.
 Built study models for a community center and an apartment complex.
- 1987 SBF Design - *Charleston, SC*
 Design Assistant to Mr. David Shook and Sandy Byers. The work was
 predominantly residential and some commercial. A few of the projects were
 adaptive reuses of neglected historic main street buildings. I assisted with space
 planning for both commercial and residential projects. Executed presentation
 boards for the Architectural Review Board. I observed the Architects engage and
 interact with the general community and the review process which was a critical
 component of learning the profession.
- 1989-1991 Alberto Comas, Architect - *Ft. Lauderdale, FL*
 Design Assistant to Mr. Comas and was still learning the trade; predominantly
 residential with some light commercial. I observed and learned the art of a deft
 and sensitive hand of additions and modifications to mostly midcentury
 residences.
- 1993-1996 Shiffer Burdick Litchfield and Magnuson (SBLM Architects)
 Design Assistant working alongside project managers; rendering, computer
 drafting, documenting as-built drawings, analyzing code, space planning the
 retail program and for Barnes & Noble that was inclusive of Starbucks. With
 little supervision, I executed illustrative boards for many Preservation
 Commissions throughout the states. The firms discipline was primarily
 commercial architecture - retail, office and government. Clients included Barnes
 & Noble, Toys R Us, Wendy's, NYC Housing Authority, and others.
- 1994 Pei Partnership Architects
 Freelanced assistance (at night) of AutoCAD drafting on residential architectural
 construction document sets.
- 1994-1998 Volunteer/docent at the Theodore Roosevelt Birthplace
- 1996-1999 Mathias Thörner Design
 Project Manager for boutique retail stores such as Bally of Switzerland, Fogal
 and Mondì. Responsible for implementing contemporary design ideas into
 working construction document sets, from construction administration to sign-
 off. Work included landmark preservation of storefronts from Beverly Hills to
 Worth Avenue, and extensive lighting design. All of these retail companies have



their own protocol template of spatial arrangements and unique adjacencies and back of house efficiencies; it was our job to fit their program into the newly leased space.

1999 Registered Architect

1999 RESTORE Workshops on Architectural Conservation Techniques

2000-present Anchorette, Inc.

Principal of a highly focused architectural studio dedicated to creative solutions in a wide range of small to medium size projects. Work includes residential and commercial, both interior and exterior throughout the five boroughs of New York City. A sampling of projects include: restoration of an historic bathhouse for the Children's Aid Society, facade restorations of historically significant buildings, alterations to residential apartments, green rooftops and extensive up close facade inspections by swing stage scaffolding as per the NYC DOB Facade Inspection Safety Program (FISP). All projects are approached in a comprehensive manner inclusive of historic precedence, environmental consciousness, design aesthetic and extracting value from existing building that otherwise would go unnoticed.

Works published



Photograph by Diane Cook and Len Jenshel

A Manhattan apartment building poses as a country cottage—a retreat former condo developer David Puchkoff built for his family. A verdant roof absorbs rain, reducing runoff, so it's also an environmental gift to New York City, where flooded sewers foul the Hudson River after downpours.

National Geographic, May 2009